

WCICCC's CoC Program Application Committee Policies and Procedures Manual¹

I. Overview of HUD NOFA Process

A. Introduction

This section provides basic information for applicants about the HUD Continuum of Care Notice of Funding Available (CoC NOFA) and requirements. For further information about the CoC NOFA, the CoC Interim Rule, and HUD's CoC online application system (called e-snaps) please go to www.OneCPD.info.

B. Potential Funding Available and Tiered Funding Approach (FY16)

Annual Renewal Demand (ARD): \$631,767 is amount needed for one-year renewal of all expiring CoC grants (based upon the final HUD-approved Grant Inventory Worksheet).

\$18,953 for CoC planning activities (for CoC and HEARTH planning activities).

Final Pro Rata Need available for Permanent Housing Bonus. Exact amount still to be announced by HUD as of date of this posting. Amount will be posted to CoC website when announced. The CoC is allowed to have one project as a permanent housing bonus project. There are two types of housing to choose from for the type of project: 1) create new permanent supportive housing projects that will serve 100 percent chronically homeless families and individuals, or 2) create new rapid re-housing projects that will serve homeless individuals and families coming directly from the streets or emergency shelters and includes persons fleeing domestic violence situations and other persons meeting the criteria of paragraph (4) of the definition of homeless (has no other residence; and lacks the resources or support networks to obtain other permanent housing pertaining to domestic violence).

Tiering: HUD is requiring all CoCs to rank all projects, except planning grants, into two tiers. Please see the current NOFA for tiering specifics. The purpose of this tiering is to allow CoCs to clearly indicate to HUD which projects are of highest priority for CoC funding. Projects ranked

¹ The Santa Cruz County Homeless Action Partnership Policies and Procedures Manual, 2013 HUD Continuum of Care Application Process was used as a starting point in creating this document for West Central Illinois Continuum of Care Consortium, available at <http://www.sccoplanning.com/Portals/2/HAP%202013%20CoC%20Competition%20Policies%20and%20Procedures.pdf>.

in Tier 1 have a better chance of receiving HUD CoC awards, while projects ranked in Tier 2 depend on the availability funds in the CoC competition. Also, CoC's that score higher will have a better chance of their Tier 2 projects being funded.

C. General Purpose

The CoC Program is designed to promote a community-wide commitment to the goal of ending homelessness; to provide funding for efforts by nonprofit providers, states, and local governments to quickly re-house homeless individuals and families while minimizing the trauma and dislocation caused to homeless individuals, families, and communities by homelessness; to promote access to and effective utilization of mainstream programs by homeless individuals and families; and to optimize self-sufficiency among individuals and families experiencing homelessness.

D. Who Can Be Served

Persons served by CoC funded projects must be “homeless” under the HUD’s final rule on the definition of homelessness under the HEARTH Act. The new definition includes four broad categories of homelessness:

1. **People who are living in a place not meant for human habitation, in emergency shelter, in transitional housing, or are exiting an institution** where they temporarily resided if they were in shelter or a place not meant for human habitation before entering the institution. The only significant change from existing practice is that people will be considered homeless if they are exiting an institution where they resided for up to 90 days (it was previously 30 days), and were homeless immediately prior to entering that institution.
2. **People who are losing their primary nighttime residence, which may include a motel or hotel or a doubled up situation, within 14 days** and lack resources or support networks to remain in housing. HUD had previously allowed people who were being displaced within 7 days to be considered homeless. The regulation also describes specific documentation requirements for this category.
3. **Families with children or unaccompanied youth who are unstably housed and likely to continue in that state.** This is a new category of homelessness, and it applies to families with children or unaccompanied youth (up to age 24) who have not had a lease or ownership interest in a housing unit in the last 60 or more days, have had two or more moves in the last 60 days, and who are likely to continue to be unstably housed because of disability or multiple barriers to employment.
4. **People who are fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening situations** related to violence; have no other residence; and lack the resources or support networks to obtain other permanent housing.

For information on HUD requirements for documenting “homeless” status, please see HUD’s homeless status guidance available at: www.OneCPD.info.

Definition of “Chronically Homeless” :

HUD defines “**chronically homeless**” as:

1. An individual who: (i) Is homeless and lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and (ii) Has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least one year or on at least four separate occasions in the last 3 years; and (iii) Can be diagnosed with one or more of the following conditions: substance use disorder, serious mental illness, developmental disability, post-traumatic stress disorder, cognitive impairments resulting from brain injury, or chronic physical illness or disability;
2. An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days and met all of the criteria in paragraph (1) of this definition, before entering that facility; or
3. A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraph (1) of this definition, including a family whose composition has fluctuated while the head of household has been homeless.

Additional Limitations for Specific Project Types:

1. PSH Projects: In addition to being “homeless,” persons served in PSH projects must have a disabling condition (for families this would be the head of household) as described above, and have come from the streets; emergency shelters; safe havens; transitional housing (only if they originally came from the streets or emergency shelters); be fleeing domestic violence; or be exiting an institutional stay of 90 days or less, before which they came from streets, emergency shelter or safe haven. PSH reallocation projects under this CoC NOFA must serve 100% chronically homeless.
2. RRH Projects: RRH projects must serve individuals or families coming from the streets or shelters. RRH reallocation projects must serve 100% families with children.
3. Samaritan and Permanent Housing Bonus Projects: Renewal projects that were originally funded under the Samaritan and Permanent Housing Bonus must continue serving the homeless population in accordance with the NOFA under which they were awarded (e.g., Samaritan Initiative project must continue exclusively serving CH).

E. Eligible Project Applicants

Eligible project applicants for the CoC Program Competition are **nonprofit organizations, states, local governments, and instrumentalities of state and local governments, and public**

housing agencies. For-profit entities are not eligible to apply for grants or to be sub recipients of grant funds. The CoC encourages new applicants through bonus projects or reallocation funds if such funds are determined by the Research and Evaluation Committee to made available.

F. Eligible CoC Program Components & Cost Types

HUD CoC funding, formerly composed of the Supportive Housing Program (SHP), the Shelter Plus Care (S+C) program, and the Section 8 SRO Program, has been merged. A single CoC program with the following four project components is eligible under the CoC NOFA:

1. **Permanent housing (PH)** is defined as community-based housing without a designated length of stay in which formerly homeless individuals and families live as independently as possible. The CoC Program may fund two types of permanent housing: (1) **permanent supportive housing (PSH)**, which is permanent housing with indefinite leasing or rental assistance paired with services to help homeless people with disabilities achieve housing stability; and (b) **rapid re-housing (RRH)**, a model that emphasizes housing search and relocation services and short- and medium-term rental assistance to move homeless people as rapidly as possible into permanent housing. Note: As mentioned previously, new reallocation projects are limited to the following: (1) **new PSH projects targeted exclusively to CH**, and (2) **new rapid re-housing (RRH) targeted exclusively to homeless families** with children coming from the streets or shelter.
2. **Transitional housing (TH)** is a project component that may be used to cover the costs of up to 24 months of housing with accompanying support services, providing a period of stability to enable homeless people to transition successfully to and maintain permanent housing within 24 months of program entry. Program participants must have a lease or occupancy agreement in place when residing in transitional housing. Note: As mentioned previously, HUD is strongly encouraging CoCs and recipients to carefully review the transitional housing models for cost-effectiveness, performance, and for the number and type of criteria used to determine eligibility for the program and determine if rapid re-housing may be a better model for the CoC. Applicants should note that HUD is not encouraging TH projects as evidence indicates they are less effective in ending homelessness than PH. Many TH projects were not funded in the 2015 NOFA.
3. **Supportive services only (SSO)** is a program component limited to recipients and sub recipients providing services to individuals and families not residing in housing operated by the recipient. SSO recipients and sub recipients may use the funds to conduct outreach to sheltered and unsheltered homeless persons, link clients with

housing or other necessary services, and provide ongoing support. SSO projects may be offered in a structure or structures at one central site, or in multiple buildings at scattered sites where services are delivered. Projects may also be operated independent of a building (e.g., street outreach) and in a variety of community-based settings, including homeless programs operated by other agencies. Note: As mentioned previously, HUD believes that service costs should be paid for with mainstream resources where possible and that CoC funds are best used for housing activities.

4. **Homeless Management Information System** Funds under this component may be used only by HMIS leads for leasing a structure in which the HMIS operates, for operating the structure in which the HMIS is housed, and/or for covering other costs related to establishing, operating, and customizing a CoC's HMIS.

Eligible Cost Types

CoC Program funding can only be used to support eligible costs. Not all costs are eligible in each program component, and in some cases, certain costs cannot be combined in a structure. The eligible costs are summarized below. For further information, please see the CoC Interim Rule and CoC Program Introductory Guide at: www.OneCPD.info.

Acquisition of real property is an eligible cost category under the PH, TH, and SSO program components. Grant funds may be used for up to 100 percent of the cost of purchasing property for the purpose of providing permanent housing, transitional housing, and supportive services only activities.

Rehabilitation of structures is an eligible cost category under the PH, TH, and SSO program components. Eligible rehabilitation costs include installing cost-saving energy measures and bringing a structure up to health and safety standards. Rehabilitation on leased properties is ineligible.

New construction of structures is eligible under the PH and TH program components. New construction may include building entirely new facilities, constructing an addition to an existing structure that increases the floor area by 100 percent or more, and the cost of land for construction. Grant funds may be used for up to 100 percent of costs (as long as the match requirement is met through other means).

Leasing is an eligible cost category under the PH, TH, SSO, and HMIS program components. Funds may be used to lease individual units for all or part of structures. Rents must be reasonable and, in the case of individual units, the rent paid may not exceed HUD---determined fair market rents. Leasing funds may not be used for units or structures owned by the recipient, sub recipient, or their parent organization. When leasing funds are used to pay rent on units, the lease must be between the recipient or the sub recipient and the landowner, with a sublease or occupancy agreement with the program participant. The recipient may charge the program participant an occupancy charge consistent with the interim CoC rule.

Rental assistance is an eligible cost category under the PH and TH program components and may be tenant-based (TBRA), sponsor-based (SBRA), or project-based (PBRA), depending upon the component type. Rental assistance may be short-term for up to 3 months; medium-term for 4 to 24 months; or long-term for more than 24 months. The length of assistance depends upon the component type under which the cost is funded. Recipients must serve as many program participants as shown in their funding application to HUD, but, if the amount reserved for the term of the grant exceeds the amount needed to pay actual costs, the excess funds may be used to cover property damage, rent increases, or the rental needs of a greater number of program participants. When rental assistance funds are used to pay rent on units, the lease must be between the program participant and the landowner.

Supportive services are eligible costs under the PH, TH, and SSO program components. All eligible services types are listed in the box and any cost not listed is ineligible. As in the past, services must be offered to residents of PSH and TH for the full period of their residence. RRH programs must require program participants to meet with a case manager at least monthly. Services may be provided to formerly homeless individuals for up to six months after their exit from homelessness, including the six months following exit from a transitional housing project.

Eligible costs include the cost of providing services, the salary and benefits of staff providing services, and materials and supplies used in providing services.

Operating costs are eligible under the PH, TH, and HMIS program components. Funds may be used to pay the day- to-day operating costs in a single structure or individual housing units, including maintenance (such as scheduled replacement of major systems), repairs, building security (when CoC Program funds pay for more than 50 percent of the facility by unit or area), electricity, gas, water, furniture, equipment, property insurance, and taxes. These costs may not be combined with rental assistance costs within the same structure.

HMIS Costs related to contributing client data to or maintaining data in the CoC's HMIS or a comparable database for victim services providers or legal services providers are eligible costs under the PH, TH, SSO, and HMIS program components. Eligible HMIS costs include hardware, equipment and software costs; training and overhead; and HMIS---related staffing costs.

Eligible Types of Services

- Annual assessment of service needs
- Assistance with moving costs
- Case management
- Child care operations or vouchers
- Education services
- Employment assistance and job training
- Food (meals or groceries)
- Housing search and counseling
- Legal services
- Life skills training
- Outpatient mental health services
- Outpatient health services
- Outreach services
- Outpatient substance abuse treatment
- Transportation
- Utility deposits

Project Administration Recipients and sub recipient may use up to 10 percent of the grant for project administrative costs. These costs include expenses related to the overall administration of the grant, such as management, coordination, monitoring and evaluation activities, and environmental review.

G. CoC Renewal Funding

The following key parameters affect applications to renew funding of a previous CoC grant:

To apply for renewal funding this year, the existing grant must be expiring in the calendar year applying for competition (i.e. 2017 competition, then expires January 1 – December 31, 2017).

A project may only request renewal of term activities: leasing, rental assistance, operations, supportive services, HMIS, and administration (10%). Our CoC requires 7.5% for administration.

A project's request cannot exceed the Annual Renewal Amount for the project approved by HUD in the Grant Inventory Worksheet (GIW).

Renewal term: **1 year for all renewal projects.**

H. Grant Terms for New Projects

The CoC encourages new applicants through bonus projects or reallocation funds if such funds are determined by the Research and Evaluation Committee to made available.

In order to maximize funding, new and renewal projects are encouraged to apply for 1 year of funding. However, the following terms are allowable for new projects. They can request 1, 2, 3, 4, 5, or 15 year grant terms, with the following exceptions:

1. Any new project application that includes **leasing** can only request **up to a 3-year** grant term.
2. Any of the following new projects can request **1-year, 2-year, 3-year, 4-year, or 5-year** grant terms: **operating costs, supportive services only, HMIS, and project administration.**
3. Any new project applications that requests **new construction, acquisition, or rehabilitation** must request a minimum of a **3-year grant term and can request up to a 5-year grant terms.**
4. Any new **projects requesting project-based rental assistance or sponsor-based rental assistance**, or operating costs may request up to a 15-year grant term, but request up to **5 years** of funds.
5. If an applicant requests funds for **new construction, acquisition, or rehabilitation in addition to requesting funds for operating, supportive services, or HMIS**, the term will be **3 years plus the time necessary to acquire the property, complete**

construction, and begin operating the project.

I. **New Projects Funding Through Hold Harmless Need Reallocation**

CoCs may re-allocate some or all of funding from one or more renewal grants to one or more NEW PSH projects for CH or RRH projects for homeless families with children coming from streets or shelters. HUD would like CoCs to review all existing projects to determine if they are needed and still address key policy priorities. Funds for projects that are under performing, obsolete, or ineffective should be reallocated to new projects based upon proven or promising models. The Research and Evaluation committee will examine data that includes but is not limited to the Point in Time count; Housing Inventory Count; System Performance Measures; Annual Performance Reports; HMIS demographics; input from Victim Service Providers who report outside of HMIS; Illinois Reports on Poverty; and local United Ways' community assessment reports. Agencies that serve homeless and at-risk of homeless persons are included in the Research and Evaluation committee. **In the April 6, 2017 meeting of Research and Evaluation, the priorities for funding included: 1) renewal of all PSH that serve individuals and families; and 2) new RRH projects that can be funded through a bonus project application.**

J. **Match Requirements**

All eligible funding costs, except leasing, must be matched with no less than a **25 percent cash or in-kind contribution. No match is required for leasing for PSH projects but is required for leasing for RRH projects.** The match requirements apply to project administration funds, CoC planning costs, and UFA costs, along with the traditional expenses—operations, rental assistance, supportive services, and HMIS.

For an in-kind match, the recipient or sub recipient may use the value of property, equipment, goods, or services contributed to the project, provided that, if the recipient or sub recipient had to pay for such items with grant funds, the costs would have been eligible. If third-party services are to be used as a match, the recipient or sub recipient and the third-party service provider that will deliver the services must enter into a memorandum of understanding (MOU)—before the grant is executed—documenting that the third party will provide such services and value towards the project.

K. **Leverage**

Please see the current NOFA to see how leverage will be scored. Leveraged resources include both required match (above) and additional leveraged resources.

In order to claim leverage, projects must have a signed leverage commitment letter or similar evidence dated within 60 days of the CoC application deadline on file. If a project receives an award, it may have to show the letters as a condition of final approval of the funding contract.

HUD leverage commitment elements and requirements:

- Land, buildings, and equipment can only be claimed once, so if you have claimed specific items before, they cannot be claimed again.
- Donated buildings should be valued at the fair market value or fair rental value minus any charge to CoC funding.
- Donated professional services should be valued at the customary rate.
- Volunteer time should be valued at \$10 per hour.
- Commitments must include these elements:
 - Written
 - On letterhead stationary
 - Signed by authorized representative
 - Dated and in possession (prior to application submission)
 - Name of organization providing leverage
 - Type of contribution
 - Value of contribution
 - Name of project and sponsor organization receiving the leverage
 - Date the contribution is available (corresponding with your anticipated grant period).

L. **Electronic Application (e-snaps)**

Project applicants should rely on HUD’s very detailed e-snaps materials as authoritative on e-snaps matters. CoCs and applicants are required to apply for CoC funds electronically through HUD’s e-snaps system. Resources can be found at the HUD Exchange, search for e-snaps users guides.

In essence, applicants will:

1. Create a User Profile (new users only): First, create a user name and password;
2. Project Applicant Profile: Second, fill out and submit a Project Applicant Profile form and provide applicable attachments, and,
3. Project Application: Finally, register for, fill out, and submit an Project Application form for each project and provide applicable attachments.

The CoC’s Support Entity will have access, in e-snaps, to each Project Application in order to review the applications. Any changes needed will be returned to applicants for correction. CoC Support Entity will not be able to directly edit Project Applications.

The CoC Program Application Committee (CPAC) will approve (or reject), rank, and place into Tier 1 or Tier 2 all projects correctly submitted in e-snaps. The CPAC is comprised of individuals with extensive knowledge of the CoC application process, *Opening Doors* (the nation’s strategic plan to prevent and end homelessness), and the programs allowed in the CoC application.

If not correctly submitted, the project cannot be approved or ranked in e-snaps and might not be funded. The Research and Evaluation Committee delegates the ranking of CoC projects to the CPAC due to the complex nature of the process. The recommendations of the CPAC will be presented to the Research and Evaluation Committee by the Support Entity along with an explanation for ranking. If the Support Entity is a project applicant, the CPAC will appoint an objective third-party to assist the committee and the Supportive Entity will recuse themselves. Members of the Research and Evaluation Committee will have an opportunity to ask questions directed to the Support Entity. After complete review the Research and Evaluation Committee will vote to approve the ranking of projects.

Applicants using e-snaps must have a valid DUNS number and up-to-date Federal System for Award Management (SAM) registration, formerly the Central Contractor Registry (CCR).

Again, only basic information about e-snaps is provided above (subject to change and correction). Therefore, it is critical that you access and review e-snaps materials at: www.OneCPD.info.

II. Local Policies

A. Role of the WCICCC

Applicants for new and/or renewal CoC funding must participate in the local consolidated application being coordinated by the WCICCC. The process includes applying for funds, providing information as needed for the consolidated application, and participating in planning meetings. The key local deadlines and requirements are listed in the attached CoC Process Timeline. Please note that the dates and requirements are subject to revision and change. The best way to keep track of such changes is to attend all the meetings

B. Types of Projects Encouraged

All eligible applicants are encouraged to apply for CoC funds in the local competition. Based upon HUD priorities and CoC needs and priorities the following project types are being encouraged:

- Renewal of existing CoC projects (those expiring in 2017)
- New reallocation projects including new PSH exclusively targeted to CH and new RRH exclusively for homeless families with children coming from the streets or shelters. **The Research and Evaluation Committee strongly encourages new RRH projects to fill the gaps/needs of our homeless populations.**

The following types of projects are not eligible for CoCs like ours under HUD's rules:

- Emergency shelter
- Homelessness prevention
- New transitional housing
- New supportive services only

C. Order of Priority for HUD CoC-funded Permanent Supportive Housing

The CoC has adopted HUD’s July 28, 2014 Notice CDP-16-11 “Notice on Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing, and Recordkeeping Requirements for Documenting Chronic Homeless Status.” The adoption of this notice ensures resources will be targeted to the persons who need it the most. Please see the attachments area for the complete notice.

D. Notice of Intent to Reallocate Funds

The CoC does not intend to reallocate funds in the 2017 CoC Competition.

Reallocated funds come from renewal projects that will no longer be operational. New PSH exclusively targeted to CH and new RRH exclusively for homeless families with children coming from the streets or shelters are specifically encourage to competitively apply for these reallocation funds. It is also possible that the CoC Program Application Committee may reallocate in future competition if it finds that one or more renewal project is under performing, obsolete, or ineffective and that the CoC would be better served by a new project using a promising or proven approach.

E. Encouragement of New Applicants

The CoC is open to and encourages applications from entities that have not previously been awarded CoC funds. New applicants should be aware that, due to the limitations above, the only new projects can be for new PSH exclusively targeted to CH and new RRH exclusively for homeless families with children coming from the streets or shelters.

Any prospective or new applicants are requested to contact the CoC’s Collaborative Applicant, Mary Muehlenfeld, at 217.221.9922 or marymuehlenfeld@ywcaquincy.org for more information.

F. Local Process

- CoC Support Entity issues an email notifying CoC of competition and permanent housing bonus opportunity with an application timeline specifying key requirements, criteria, dates, and deadlines. This information is also posted to the CoC’s website.
- CoC Support Entity works with Project Applicants to secure required documents (such as renewal APRs) to be submitted for review and ranking by the CoC Program

- Application Committee (at least 30 days before the HUD deadline).
- The CoC requires that all Project Applications be submitted in e-snaps with all HUD-required forms (also at least 30 days before the HUD deadline) CoC Support Entity will review the Project Applications and may amend them back in e-snaps for correction and re-submission.
- The CoC Program Application Committee convenes to approve (or reject), score, rank, place in Tier 1 or Tier 2 renewal, review new project applications, and to hear applicant presentations (optional).
- The CoC Program Application Committee’s recommendation is reviewed by the Research and Evaluation Committee.
- The CoC provides notice to each applicant regarding project approval (or rejection), rank order, and Tier placement (at least 15 days before the HUD deadline). Dated minutes of the rating and ranking decisions will be made available to all CoC members, and will be posted, along with the CoC Application and Project Priority listings, on the WCICCC’s website.
- The Collaborative Applicant submits the final CoC application in e-snaps to HUD, including the CoC Application, Project Applications, and Project Priority Listings.

Please see the attached Process Timeline for further details about the process steps.

G. Rating, Ranking, and Publicly Announced Objective Criteria

HUD requires that the community review, approve (or reject), rank, and place into Tiers 1 and 2 all projects submitted. As in previous years, this process will be carried out by the CoC Program Application Committee (formerly Project Review Committee) with members selected for (1) lack of conflict of interest, (2) knowledge of the community and homelessness issues, and (3) representative of varied geographic, subpopulation, and sector interests.

CoC Program Application Committee members will engage in a fair, objective decision process that may include the following:

1. Reviewing and rating local applications using previously publicly announced objective criteria (please see the accompanying Review Criteria sheet for further details).
2. Proposal question and answer with applicants (if needed).
3. Discussion of the local applications in the context of local and HUD priorities and needs, performance metrics, etc.
4. Reach consensus on the approval (or rejection), rank order, and tier placement of each new and renewal project. If the CoC Program Application Committee does not reach a consensus, it will use a quorum majority voting process as detailed in the CoC’s Governance Charter.
5. As mentioned above, all applicants will receive notice regarding project approval (or rejection), rank order, and Tier placement (at least 15 days before the HUD deadline).

Dated minutes of the rating and ranking decisions will be made available to all CoC members, and will be posted, along with the CoC Application and Project Priority listings, on the WCICCC's website.

H. Attachments

1. Local CoC Process Timeline
2. RFP for Renewal Projects with Scoring Matrix
3. RFP for New Projects with Scoring Matrix

III. Attachments

WCICCC Process Timeline, FY2015 Competition

Step	Date
Point-in-Time (PIT) homeless population due	Last 10 days in January (traditionally held last Wednesday in January)
Housing Inventory Chart (HIC) due	Last 10 days in January (traditionally held last Wednesday in January)
Posting of General NOFA for 2017 CoC Competition posted to website	April 27, 2017
Submission of PIT count of homeless population in HDX	April 30, 2017
Submission of HIC in HDX	April 30, 2017
CoC Program Registration (geography, need amount, etc.) in e-snaps completed by	May 22, 2017
Submission of grant inventory worksheets (GIW) to HUD Field Office	May 17, 2017
Submission of System Performance Measures in HUD Exchange	May 31, 2017
Notice of Posting Ranking and Review Tools for Public Comment	June 5, 2017
Posting of Ranking/Review/Bonus/Reallocation Procedures Including funding priorities by Research and Evaluation Committee	June 5, 2017
CoC Review completed in esnaps	Estimated July 15, 2017
HUD releases CoC NOFA Collaborative Applicant posts NOFA to CoC website and emails to all CoC members	Estimated July 15, 2017 Please check website for updates
Request for Letter of Intent to submit new application posted on CoC website and email to CoC members	Estimated July 15, 2017 Please check website for updates
Deadline for Letter of Intent to submit new application	Estimated July 30, 2017 Please check website for updates
HUD releases application materials in e-snaps	Estimated July 15, 2017 Please check website for updates

WCICCC's public notice of local CoC application process with criteria	Estimated July 15, 2017 Please check website for updates
Deadline to submit local project applications to collaborative applicant	Estimated August 15, 2017 Please check website for updates
Deadline to submit local applications: Project Applications and supporting documentation Due to CoC Program Application Committee	Estimated August 15, 2017 Please check website for updates
Project applicants on call to make edits to e-snaps applications corrections and	Estimated August 15-25, 2017 Please check website for updates
CoC Program Application Committee meeting to approve and rank CoC Projects	Estimated August 16-26, 2017 Please check website for updates
CoC Program Application Committee submits recommendation for Tier 1 and 2 Priority Listing to the Research and Evaluation Committee	Estimated August 26, 2017 Please check website for updates
Applicants Notified of projects applications acceptance or denial outside of esnaps	Estimated August 28, 2017 Please check website for updates
Posting of Project Ranking and Scoring of Applications	Estimated August 28, 2017 Please check website for updates
Posting of First Draft of CoC Application	Estimated September 18-21, 2017 Please check website for updates
Submission of CoC Application and Priority Listing in esnaps	Estimated September 25-27, 2017 Please check website for updates

West Central Illinois Continuum of Care

IL519

REQUEST FOR PROPOSALS

JUNE 5, 2017

As follow up to our April 27, 2017 posting of the General Notice of Funding Availability (NOFA) for the Fiscal Year 2017 on the www.wciccc.com website; the CoC would like to encourage renewal and new project applicants to apply for funding specifically for Rapid Re-housing Projects that can be created from the bonus offered by HUD to our CoC. The CoC's Research and Evaluation Committee met April 6 to review our CoC's Point in Time Count; Housing Inventory Count and review Annual Performance Reports of current CoC-funded projects. Their recommendation was to seek renewal of all current Permanent Supportive Housing projects at their current levels and solicit new RRH projects through the bonus opportunity to fill the gap in services for individuals and families who do not qualify for PSH. At this time the detailed Notice of Funding Availability (NOFA) for the Fiscal Year 2017 and bonus amounts have not been released by HUD. Both will be posted to www.wciccc.com as soon as they become available.

Criteria for all projects and applicants' threshold review can be found at <https://www.hudexchange.info/programs/e-snaps/fy-2017-coc-program-nofa-coc-program-competition/>.

Additional resources, important to the project application process, are available at <https://www.hudexchange.info/programs/e-snaps/guides/coc-program-competition-resources/#general-resources>. Project applications must be completed through e-snaps and interested applicants are encouraged to review the resources available however, please keep in mind that the 2017 detailed instructions have not been made available as of this date.

Also available on the www.wciccc.com are the 2016 CoC Competition Project Applications. You are encouraged to review renewal projects and the new

project that were submitted in last year's competition. However, please keep in mind that this year's application may not be identical to last year's application.

If you have questions you may contact the CoC's Collaborative Applicant, YWCA of Quincy by emailing marymuehlenfeld@ywcaquincy.org or submit questions to HUD's Ask A Question <https://www.hudexchange.info/contact-us/>

West Central Illinois Continuum of Care Consortium -- 2017 Renewal Projects Ranking Matrix

Organization Name: _____

Total Request: _____

	3	2	1	0	SCORE	WEIGHT	TOTAL (S x)
PARTICIPATION IN CONTINUUM OF CARE MONTHLY MEETINGS <i>Meeting(s) July 2016-June 2017 X meetings out of 10</i>	Has attended 90% or more of the meetings in the past 12 months.	Has attended 80-89% of the meetings in the past 12 months.	Has attended 70-79% of the meetings in the past 12 months.	Has attended less than 70% of the meetings in the past 12 months.	3	10	30
PARTICIPATION IN CONTINUUM COMMITTEES OR LEADERSHIP POSITIONS <i>Committee/Position/Meetings, July 2015-June 2017</i>	Holds a leadership position and has attended 90% or more CoC committee meetings, in the past 12 months.	Has attended 80-89% CoC committee meetings in the past 12 months.	Has attended 70-79% CoC committee meetings in the past 12 months.	Has attended less than 70% CoC committee meetings in the past 12 months.	3	12	36
PH NATIONAL PERFORMANCE MEASURE: Increase the percentage of homeless persons staying in PSH or exiting to permanent housing to 80% <i>APR Q36a</i>	80% or more of persons met this goal.	75-79% of persons who exited met this goal but percentage has increased from previous year	Less than 70-74% persons who exited met this goal, but percentage <u>has increased</u> from previous year. <i>Last Year's %:</i>	Less than 70% persons who exited met this goal, percentage <u>did not</u> increase from previous year.	3	15	45
INCREASED INCOME: Percentage of persons age 18 or older who maintained or increased their total income (from all sources) as of the end of the operating year or program exit. <i>APR Q36b</i>	50% or more of persons who exited met this goal.	20%-50% of persons who exited met this goal.	Less than 20% persons who exited met this goal, but percentage has increased from previous year. <i>Last Year's %:</i>	Less than 20% persons who exited met this goal, percentage <u>did not</u> increase from previous year.	3	15	45
HOUSING FIRST INITIATIVE WITH LOW BARRIERS <i>Number of Criteria Met:</i>	Meets all four criteria - low/no income, substance abuse history, criminal record, and DV history 4 criteria	Meets three of the criteria.	Meets one or two of the criteria.	Meets none of the criteria.	3	5	15
HOUSING FIRST MODEL = YES & PARTICIPANT ACTIVITY / ELIGIBILITY <i>Number of Reasons Selected</i>	Selected all five reasons to ensure that participants are not terminated from program - services, income, DV, and lease agreement. 5 reasons	Selected four reasons.	Selected three reasons.	Selected less than three reasons.	3	5	15
SPECIFIC POPULATION FOCUS: Chronic homeless, veterans, youth, families with children, DV, substance abuse, mental illness, HIV/AIDS <i>Listed in application</i>	Serve seven to eight listed in check boxes	Serve five to six listed in check boxes	Serve three to four in check boxes	Serve less than three listed in check boxes	3	5	15
LENGTH OF STAY (APR Q27) <i>Average Length for Leavers</i>	Over 540 days (over 12 months)	365 days to 540 days (12 - 18 months)	270 days to 364 days (9-12 months)	Less than 270 days	3	1	3
UNIT UTILIZATION RATES: Point-in-Time unit utilization rate on the last Wednesday in Jan., April, July, & Oct are 75% or better in APR (APR Q11) <i>Number of Quarters Above 75%</i>	All four entries are 75% or better	Three entries are 75% or better	Two entries are 75% or better	One or no entries are 75% or better.	3	10	30
COST EFFECTIVE: Leasing / (Operations \$ + Supportive Services \$) <i>Amount:</i>	75% or more of grant request #DIV/0!	55% to 75% of grant request Lease:	35% to 55% of grant request Operating	Less than 35% of grant request Supportive Services:	3	4	12
COST PER PERSON: Total request/persons <i>Amount:</i>	Less than \$5,500 per person \$0.00	\$5,500 to \$7,000 per person <i>Persons:</i>	\$7,000 to \$8,500 per person 3	\$9,500 or more per person	3	4	12
DRAWDOWN FREQUENCY <i>Number of Drawdowns</i>	At least four drawdowns in documentation of drawdowns to show history for CoC desk audit in past 12 months. X in fiscal year	Three drawdowns in documentation of drawdowns to show history for CoC desk audit in past 12 months <u>or</u> not applicable due to first year of grant.	Two drawdowns in documentation of drawdowns to show history for CoC desk audit in past 12 months.	One drawdown in documentation of drawdowns to show history for CoC desk audit in past 12 months.	3	5	15
RECAPTURED FUND <i>Amount Recaptured</i> <i>Percent Not Spent</i>	96-100% of funds drawn down.	95%-97% of funds drawn down <u>or</u> not applicable due to first year of grant.	90%-94% of funds drawn down.	Less than 90% of funds drawn down.	3	7	21

Total points awarded out of 294 possible 294

5 bonus points assigned to projects that provide beds to the chronically homeless

5 bonus points assigned to projects that use single prioritized list for program entry created through coordinated assessment

HMIS ServicePoint Funding included in Ap, add 5 point. HMIS Data Quality ("A with 100%"=5 point; "A with less than 100%"=4 points; "B"=0 points, "C", "D", "F"=-5 points)

Grand Total 294

West Central Illinois Continuum of Care

IL519

REQUEST FOR PROPOSALS

JUNE 5, 2017

As follow up to our April 27, 2017 posting of the General Notice of Funding Availability (NOFA) for the Fiscal Year 2017 on the www.wciccc.com website; the CoC would like to encourage renewal and new project applicants to apply for funding specifically for Rapid Re-housing Projects that can be created from the bonus offered by HUD to our CoC. The CoC's Research and Evaluation Committee met April 6 to review our CoC's Point in Time Count; Housing Inventory Count and review Annual Performance Reports of current CoC-funded projects. Their recommendation was to seek renewal of all current Permanent Supportive Housing projects at their current levels and solicit new RRH projects through the bonus opportunity to fill the gap in services for individuals and families who do not qualify for PSH. At this time the detailed Notice of Funding Availability (NOFA) for the Fiscal Year 2017 and bonus amounts have not been released by HUD. Both will be posted to www.wciccc.com as soon as they become available.

Criteria for all projects and applicants' threshold review can be found at <https://www.hudexchange.info/programs/e-snaps/fy-2017-coc-program-nofa-coc-program-competition/>.

Additional resources, important to the project application process, are available at <https://www.hudexchange.info/programs/e-snaps/guides/coc-program-competition-resources/#general-resources>. Project applications must be completed through e-snaps and interested applicants are encouraged to review the resources available however, please keep in mind that the 2017 detailed instructions have not been made available as of this date.

Also available on the www.wciccc.com are the 2016 CoC Competition Project Applications. You are encouraged to review renewal projects and the new

project that were submitted in last year's competition. However, please keep in mind that this year's application may not be identical to last year's application.

If you have questions you may contact the CoC's Collaborative Applicant, YWCA of Quincy by emailing marymuehlenfeld@ywcaquincy.org or submit questions to HUD's Ask A Question <https://www.hudexchange.info/contact-us/>

CoC 2017 New Project

Project Name: _____

Agency Name: _____

1. **Amount of Funding Requested:** _____
2. **Number of years request on project:** _____
3. **Amount of Match documented with letters attached to project application in e-snaps:** _____
4. **Amount of Leveraging documented with letters by the time of submission:** _____
5. **Have you provided a copy of your last two years' audits? Yes** _____ **No** _____
6. **# CoC Council, Subcommittee, or General Meetings attended July 2015-June 2016:** _____

Scoring Factors and Points Available

The following scoring system shall be used by the CoC Program Application Committee and will be used to determine whether or not an Applicant is meeting objectives and outcomes of the CoC.

New Project

<p><i>West Central Illinois Continuum of Care Consortium Performance Evaluation Form for HUD FY2017 CoC Competition Rating and Ranking</i></p>	
<p>Agency Name: _____</p>	<p>Program Name: _____</p>
<p>Program Type: <input type="checkbox"/> PH <input type="checkbox"/> RRH</p>	<p>Total # of /PH/RRH Beds _____</p>

<p><i>The project meets a CoC priority</i></p>	<p><i>The project meets the criteria for a new project as articulated in the Rating and Ranking Policies and Procedures</i></p> <p>a. New permanent supportive housing projects that will serve 100 percent chronically homeless families and individuals, and</p> <p>b. New rapid re-housing projects that will serve homeless individuals and families coming directly from the streets or emergency shelters, and includes persons fleeing domestic violence situations and other persons meeting the criteria of paragraph (4) of the definition of homeless (has no other residence; and lacks the resources or support networks to obtain other permanent housing pertaining to domestic violence).</p>	<p><i>Application</i></p>	<p><i>Points Available 120 Award 120 pts if the application is complete and addresses one of the two CoC priorities</i></p>		
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<i>Goal</i>	<i>Performance Measure</i>	<i>Data</i>	<i>Points Available</i>	<i>Actual Points</i>	<i>Achieved Y N</i>
<i>Project serves "harder to serve" homeless populations</i>	<p>All Programs: Select all "Harder to Serve" homeless or at-risk of homeless populations served:</p> <input type="checkbox"/> Chronic Homeless <input type="checkbox"/> Veterans <input type="checkbox"/> Youth (under 25) <input type="checkbox"/> Families <input type="checkbox"/> Domestic Violence <input type="checkbox"/> Substance Abuse <input type="checkbox"/> Mental Illness <input type="checkbox"/> HIV/AIDS	Application	<p>persons in program meet any <u>one</u> criteria = 5 pts</p> <p>persons in program meet any <u>two</u> Criteria = 10 pts</p> <p>persons in program meet any <u>three</u> criteria = 15 pts</p>		
<i>Application Quality</i>	Application Narrative is fully responsive to questions	Ap	Up to 10 pts		
	Data is consistent throughout the application	Ap	Up to 10 pts		
	All required attachments are included	Ap	Up to 10 pts		
<i>Experience & Capacity</i>	The applicant has experience undertaking and managing similar housing project for people experiencing homelessness	Application and Supplemental	Up to 10 pts		
	The applicant has sufficient management resources available to successfully implement a compliant project		Up to 10 pts		
<i>Leverage</i>	Documented leverage included in application package	Application	150% or more – 5 pts 100-149% - 4 pts 50-99% - 3 pts 25-49% - 2 pts 1-24% - 1 pts		
<i>Audit</i>	Project provided audits with no reportable conditions or material weaknesses	Audit	10 pts		
Points may be deducted with a history of grant funds returned to HUD, or who are currently at risk of recapture of grant funds.				Points Deducted (maximum of 10 pts)	
Total Points Awarded (200 Maximum points)					
BONUS					
<i>Integration with local Continuums of Care</i>	CoC applicant attend at least 15 of Continuum of Care meetings, subcommittees or planning meetings held annually	Supplemental	5 pts		
<i>Collaboration efforts to obtain additional resources</i>	CoC applicant meets match requirement of 25%	Supplemental	25% and above = 5 < 25% = 0		
<i>Coordination efforts HMIS Data Quality</i>	CoC applicant currently participates or agrees to participate in local coordinated assessment and referral systems, HMIS, and utilize the VI-SPDAT. Victim Service Providers are exempt but need to complete pages 4 and 5.	Supplemental	5		
	CoC applicant has score of A on CoC's Data Elements/Quality for Records. N/A for VSP		5		

Reducing Barriers to Housing; Housing First; and Prioritizes Chronic Homeless	PH and RRH only: CoC grantees have a commitment to implementing Housing First.		5		
	CoC project is low barrier (project allows entry to program participants who are low or no income, current or past substance use, criminal records, and history of domestic violence).		5		
	CoC project provides client centered service delivery (housing and service options are tailored to meet the unique needs, program participants not required to participate in services that they do not believe will help them achieve their goals)	Applica tion	5		
	Project Policy/Procedures commits to using a single, prioritized list for program entry that is consistent with the HUD Notice CPD-14-012 CH Prioritization policy.		5		
Feasibility	Applicant has demonstrated in its application the ability to operate the proposed project. Housing to services is 35% or greater.	Applica tion	5		

BONUS POINTS (45 Maximum Points available all other new projects) 245 Total Maximum Points

Program of Concern: Yes/No
Recommendations for Improvement:

Notes:

West Central Illinois Continuum of Care Consortium
Performance Evaluation Form for HUD FY2017 CoC Competition Rating and Ranking
IF APPLICANT IS A VICTIM SERVICE PROVIDER PLEASE COMPLETE
NO POINTS ARE AVAILABLE AS THIS IS THRESHOLD CRITERIA

Agency Name: _____ Program Name: _____

	<i>Criteria</i>		<i>Method Used to measure</i>		<i>Achieved Y N</i>
	Does your project enter data in a system comparable to the CoC's HMIS system?				
	<i>Are you able to measure:</i> What percentage of participants report a lower perceived risk of violence upon exit from the program?				
	<i>Are you able to measure:</i> What percentage of participants exit to the permanent housing of their choice?				
	<i>Are you able to measure:</i> What percentage of participants report that they are stably housed in permanent housing one year after exit from the program?				
	<i>Are you able to measure:</i> What is the average length of stay in the program?				
	<i>Are you able to measure:</i> What is the average time needed to connect participants to permanent housing?				
	<i>Are you able to measure:</i> What percentage of participants are children, and what services are offered for children?				

*West Central Illinois Continuum of Care Consortium
Performance Evaluation Form for HUD FY2017 CoC Competition Rating and Ranking
IF APPLICANT IS A VICTIM SERVICE PROVIDER PLEASE COMPLETE
*This section is narrative**

Agency Name: _____ Program Name: _____

PROJECT STRUCTURE AND SERVICES

What services and programs does the project provide that are specific to the needs of survivors of domestic violence?

What, if any, supportive services are offered after the survivor has entered permanent housing and/or exited the program?

How does the program seek to ensure rapid placement into permanent housing for families and individuals while addressing their safety concerns?

How does the program ensure participants have autonomy and agency in decision-making?

Has the project adopted a Housing First orientation and does it have a low barrier to entry?

How does the project implement trauma-informed practices?

What services or programs are offered to increase participants' access to employment and benefits?

What, if any, outreach and prevention strategies does the project leverage to prevent households from experiencing homelessness for the first time?