1A. Continuum of Care (CoC) Identification

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at https://www.onecpd.info/ask-a-question/.

1A-1 CoC Name and Number:	MA-504 - Springfield/Holyoke/Chicopee/Westfield/Hampden County CoC
1A-2 Collaborative Applicant Name:	City of Springfield MA
1A-3 CoC Designation:	CA

1B. Continuum of Care (CoC) Operations

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1B-1 How often does the CoC conduct meetings of the full CoC membership?	Semi-Annually
1B-2 How often does the CoC invite new members to join the CoC through a publicly available invitation?	Annually
IB-3 Does the CoC include membership of a homeless or formerly homeless person?	Yes
1B-4 For members who are homeless or formerly homeless, what role do they play in the CoC membership? Select all that apply.	Outreach, Advisor, Community Advocate

1B-5 Does the CoC's governance charter incorporate written policies and procedures for each of the following:

1B-5.1 Written agendas of CoC meetings?	No
1B-5.2 Centralized or Coordinated Assessment System?	No
1B-5.3 Process for Monitoring Outcomes of ESG Recipients?	No
1B-5.4 CoC policies and procedures?	Yes
1B-5.5 Written process for board selection?	Yes
1B-5.6 Code of conduct for board members that includes a recusal process?	Yes
1B-5.7 Written standards for administering assistance?	No

1C. Continuum of Care (CoC) Committees

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1C-1 Provide information for up to five of the most active CoC-wide planning committees, subcommittees, and/or workgroups, including a brief description of the role and the frequency of meetings. Collaborative Applicants should only list committees, subcommittees and/or workgroups that are directly involved in CoC-wide planning, and not the regular delivery of services.

	Name of Group	Role of Group (limit 750 characters)	Meeting Frequency	Names of Individuals and/or Organizations Represented
1C-1.1	Performance and Outcomes	Sets and monitors performance targets for the CoC as a whole and for CoC and ESG providers; makes recommendations to the Board regarding poor performance; oversees gaps analysis; and makes recommendations to the Board regarding overall funding priorities.	Monthly	City representatives, public health researcher/consultant, formerly homeless, homeless providers
1C-1.2	Data and HMIS	Works with the HMIS Lead to keep privacy. security and data quality plans current and makes recommendations to the Board for amendments; monitors the performance of the HMIS Lead and the performance of providers in complying with all HMIS requirements; and oversees the HIC, the sheltered PIT, and AHAR.	Monthly	HMIS Lead, homeless providers, city represent
1C-1.3	CoC Application	Determines the process for selection of projects to include in the annual CoC application; serves as the review committee for new and renewal applications; and provides a grievance process for applicants not chosen to be included in the CoC application.	Bi-Monthly	City representatives, law enforcement, veterans services, formerly homeless, faith community, concerned resident
1C-1.4	Point-in-Time Count	Provides oversight to and coordination of the annual point-in-time count, particularly regarding the unsheltered count and counts by providers that are not HMIS contributers.	Quarterly	Homeless service providers, city staff, McKinney Vento school liaison, LGBT group, RHY provider, veteran group, Western MA Network to End Homelessness
1C-1.5	Individual Services	While the ongoing role of this group is coordination of services, in 2013 it has been working consistently on creation of coordinated intake and assessment tools.	Monthly	Homeless service providers, public health researcher/consultant, city representatives, formerly homeless, law enforcement

1C-2 Describe how the CoC considers the full range of opinions from individuals or organizations with knowledge of homelessness or an interest in preventing and ending homelessness in the geographic area when establishing the CoC-wide committees, subcommitees, and workgroups.
(limit 750 characters)

Overall, the CoC has a broad and diverse membership, and this membership is reflected on the Board of Directors, which specifically seeks to include many different perspectives on homelessness, as well as geographic representation of the whole CoC. While committee work is often done in smaller groups, committees post minutes of all meetings on a public blog and report to the Board on a quarterly basis. Committees make efforts to recruit members with various perspectives. An example is the CoC Application Committee, which includes representatives from two municipal governments, a Sheriff's Department representative, a formerly homeless person, an engaged community member, a Veteran's provider representative, and someone from the faith community.

1D. Continuum of Care (CoC) Project Review, Ranking, and Selection

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1D-1 Describe the specific ranking and selection process the CoC uses to make decisions regarding project application review and selection, based on objective criteria. Written documentation of this process must be attached to the application along with evidence of making the information publicly available.
(limit 750 characters)

The CoC Application Committee, which is made up only on entities that are not applicants, organize and implement the selection and ranking process. The Committee defines and publishes the competition's objective scoring criteria, and initiates a request for proposals (RFP), which seeks applications from new and renewal applicants. The Committee scores the applications received, using interviews to assist in the scoring process. The Committee's average scores are used to rank all projects, and only the highest ranked projects are selected for the HUD application. The process allows the Committee to make adjustments to final scoring only to address geographic or population gaps; any deviations needed to be explained in writing, publicly. There is an appeal process for unsuccessful applicants.

1D-2 Describe how the CoC reviews and ranks projects using periodically collected data reported by projects, conducts analysis to determine each project's effectiveness that results in participants rapid return to permanent housing, and takes into account the severity of barriers faced by project participants. Description should include the specific data elements and metrics that are reviewed to do this analysis.
(limit 1000 characters)

Each year, the CoC continues to refine the process used to review and rank projects. The overall subject areas on which programs are evaluated include Program (design, type, model), Performance Outcomes, Financial Criteria, and Program Management. For this year, the specific factors reviewed included program type, model, and target; contribution to geographic diversity; emphasis on hard-to-serve populations; use of evidence-based practices; preference for scattered-site models; prioritization for chronically homeless; program performance as reflected in most recent APR(housing stability, employment income, income from sources other than employment, mainstream benefits; budget efficiency; leveraging; presence/absence of audit findings; HMIS data quality; program utilization; and the existence of program policies and practices that are fully compliant with the CoC Interim Rule. Data reviewed as part of the process includes the project application, recent APR, agency audit, leverage letters, submitted agency policies and procedures.

1D-3 Describe the extent in which the CoC is open to proposals from entities that have not previously received funds in prior Homeless Assistance Grants competitions.
(limit 750 characters)

The annual local CoC competition is open to all applicants, and each year new applications are sought to compete against existing grantees. The CoC holds a widely-publicized request for proposals (RFP) process, which seeks proposals from any eligible entities. The RFP is publicized in the regional newspaper, the website of the Western Massachusetts Network to End Homelessness, and the City of Springfield website. Notice of the RFP is sent to the CoC's extensive email contact list, which includes over 130 individuals. Competitions in 2012, 2011, and 2010 each selected new projects from grantees that had never before received CoC funding. In the RFP competition, new and renewal applications compete equally against each other based on objective scoring criteria published prior to initiation of the competition.

1D-4 On what date did the CoC post on its website all parts of the CoC Consolidated Application, including the Priority Listings with ranking information and notified project applicants and stakeholders the information was available? Written documentation of this notification process (e.g., evidence of the website where this information is published) must be attached to the application.	01/17/2014
1D-5 If there were changes made to the ranking after the date above, what date was the final ranking posted?	
1D-6 Did the CoC attach the final GIW approved by HUD either during CoC Registration or, if applicable, during the 7-day grace period following the publication of the CoC Program NOFA without making changes?	No

1D-6.1 If no, briefly describe each of the specific changes that were made to the GIW (without HUD approval) including any addition or removal of projects, revisions to line item amounts, etc. For any projects that were revised, added, or removed, identify the applicant name, project name, and grant number.
(limit 1000 characters)

The GIW approved by HUD included 10% Administrative Costs for the project RVCC HIV/AIDS Residential Support, grant number MA0102L1T041205, applicant City of Springfield. In the GIW submitted with this application, the Administrative Costs have been reduced to 7% and the difference in amount ($5426) was restored to the supportive services line.
The CoC sent a letter to its HUD representative on Nov. 27, 2013 reqyuesting this change, but the change was not made by HUD.

1D-7 Were there any written complaints received by the CoC in relation to project review, project selection, or other items related to 24 CFR 578.7 or 578.9 within the last 12 months?	No

**1D-7.1 If yes, briefly describe the complaint(s), how it was resolved, and the date(s) in which it was resolved.
(limit 750 characters)**

1E. Continuum of Care (CoC) Housing Inventory

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1E-1 Did the CoC submit the 2013 HIC data in the HDX by April 30, 2013? Yes