

3 County Continuum of Care 2014 Competition Guidance

The US Department of Housing and Urban Development has released the Continuum of Care (CoC) FY 2014 Notice of Funding Announcement (NOFA) on September 16, 2014. The NOFA is available at <https://www.hudexchange.info/resources/documents/nofa-for-fy2014-funds-in-the-fy2013-fy2013-coc-program-competition.pdf>

Acting as the Collaborative Applicant for the 3 County Continuum of Care (MA-507), Hilltown CDC will coordinate the submission of the 3 County Continuum of Care application to HUD due **October 30, 2014 by 7:59:59pm eastern time**. Applications will include three types of individual project applications:

1. Grantees with current projects expiring in calendar year 2014 seeking **renewal** funding
2. Grantees with current projects expiring in calendar year 2014 seeking **reallocation** funds for a new eligible project
3. A single applicant proposal for a new **Permanent Supportive Housing Bonus** project

Application Deadline

Applications for renewal, reallocation, and permanent supportive housing bonus are due to the Collaborative Applicant, Hilltown CDC via the e-snaps web based system by **Friday, October 17, 2014 by 5pm eastern time**.

For the 2014 3 County CoC competition, applicants may choose to reallocate current project funds to propose a new project. The only new projects that are eligible for funding are projects that provide 1) permanent supportive housing for the chronically homeless; or 2) rapid rehousing for homeless families with children. Applicants proposing these types of projects can apply for funding for a new project.

Existing 3 County CoC funded projects are eligible to apply for renewal funding.

The 3 County Continuum of Care expects to be awarded a minimum of **\$1,570,405 (Tier 1)** in this funding round. It may receive up to **\$1,608,640** if it scores well in this competition. Tier 1 includes a proposed **2% cut from HUD (\$32,172) as Tier 2**. Programs ranked lowest will appear in the Tier 2 category. Tier 1 programs are relatively safe to be funded.

The Collaborative Applicant may also include a Planning grant in the amount of up to **\$20,108**.

Scoring, Ranking and Selection of Applications:

The 3 County Rural CoC will score and rank all applications for renewal, reallocated and permanent supportive housing bonus projects, and all complete and eligible applications will be scored by the CoC Board of Directors, using a scoring rubric developed by the Board. Scores will determine each project's rank in the CoC's application to HUD, and rank will determine placement into Tier 1 and Tier 2.

The scoring rubric promotes certain best practices or practices that will improve our local response to homelessness, align our response with national policies and best practices, and make our CoC application to HUD more competitive. These include:

Targeting permanent supportive housing to chronically homeless and rapid rehousing to homeless families; Using a Housing First model and evidence-based practices; Meeting or exceeding HUD performance standards; Leveraging other resources at a rate of 150%; and Projects that promote geographic diversity of programs throughout the CoC. (Ranking criteria included below)

The process for considering projects will include the following:

A threshold requirement that submissions required in this guidance are complete and timely (failure to meet this requirement will result in project not being scored); Project scoring, to be applied to both renewal and new projects; Applicant interviews may be requested, that will be no longer than ½ hour and will be used for clarifying items that are part of the scoring. Once the committee completes the scoring, the committee may consider whether the initial scoring is likely to result in any critical service gaps and may make adjustments, but the rationale for any adjustments must be recorded and made public with the published ratings and rankings.

Proposers will be notified in writing on **October 20, 2014** of whether or not their application will be included and the amount allocated to their project. The list of ranking and rationale will be posted on the Western Massachusetts Network to End Homelessness website on that date no later than **8pm**.

APPEAL

Applicants (new and renewal) will have the opportunity to appeal the CoC Application Committee's Project Selections, Rankings and Tier Allocations by submitting a written letter of appeal by 5 pm on **October 22, 2014** to Dave Christopolis, davec@hilltowncdc.org. or PO Box 17, Chesterfield, MA 01012.

Permanent Supportive Housing Bonus Project: \$241,296 is available for the 3 County CoC PSH Bonus project. HUD will set aside approximately **\$40 million** for a Permanent Supportive Housing Bonus (PSH Bonus) to create new dedicated permanent supportive housing to serve the chronically homeless. While all CoCs approved in the FY 2014 CoC Registration process may apply, priority will be given to those CoCs that have a high need in relation to chronic homelessness as described in Section II.C. of the FY 2014 CoC Funding Notice.

As stated in Section II.C.2.a. of the FY 2014 CoC Program Funding Notice, each project application submitted for the Permanent Supportive Housing Bonus competition will receive a relative need score based on the following CoC-level data for the CoC in which the project will be located

1. the number of chronically homeless reported in the 2013 Point-in-Time count
2. the number of dedicated permanent supportive housing beds available with the CoC from any funding source, dedicated for use by chronically homeless as reported on the 2013 Housing Inventory Count and
3. the extent to which the CoC has prioritized existing permanent supportive housing beds/units not currently designated for the chronically homeless.

3 County CoC (MA-507) relative need score is: 15

Submitting an Application:

Existing sub-recipient projects that are intending on applying for renewal or reallocated funds through this year's competition must log into their e-snaps account to complete their applications. The Collaborative Applicant, Hilltown CDC, will make these applications available in e-snaps on **Friday 9/26/2014**.

Applicants who are submitting a Permanent Supportive Housing Bonus Project must also submit an application in e-snaps. The e-snaps web based application can be accessed at www.hud.gov/esnaps. New applicants who are not currently funded by the CoC must create an account in e-snaps in order to apply. Hilltown CDC can provide technical assistance with this process. Contact Dave Christopolis, Executive Director at 413-296-4536 ext. 118 or davec@hilltowncdc.org for assistance. Applications will be set up in e-snaps within 24 hours of contacting the Collaborative Applicant.

FY 2014 Project Application(s) required for each project application completed in e-snaps:

NOTE: sub-recipients must provide the items in bold below. Other attachments will be submitted by the Collaborative Applicant.

a. Project application charts, narratives, and attachments (sub-recipient)

b. SF-424 Application for Federal Assistance (Collaborative Applicant)

c. The SF-424 Supplement, Survey on Ensuring Equal Opportunities for Application is for private nonprofit applicants only and completion/submission of this survey is voluntary (Collaborative Applicant)

d. Documentation of Applicant and Sub-recipient Eligibility—all project applicants must attach documentation of eligibility—sub-recipient eligibility must also be attached to the project application (sub-recipient)

e. Applicant Certifications

f. Form HUD-2880, Applicant/Recipient Disclosure/Update Report must be attached for each project. Form HUD-2880 must include the correct amount of HUD assistance requested and must be dated no earlier than June 1, 2014 (Collaborative Applicant)

g. SF-LLL, Disclosure of Lobbying of Activities (if applicable) (Collaborative Applicant)

h. Applicant Code of Conduct. The Code must be attached in e-snaps or on file with HUD http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/grants/conduct (Collaborative Applicant)

i. Form HUD-50070, Certification for a Drug-Free Workplace dated no earlier than June 1, 2014. (Collaborative Applicant)

j. Match and Leverage letters (sub-recipient)

HUD Priority Programs

Permanent Supportive Housing for Chronically Homeless Individuals or Families

Permanent housing is community-based housing, the purpose of which is to provide housing without a designated length of stay. Grant funds may be used for acquisition, rehabilitation, new construction, leasing, rental assistance, operating costs, and supportive services; definitions and guidance for each of these items are at 24 CFR 578.43-578.63.

In this competition, new PSH projects can only provide assistance to chronically homeless individuals or families headed by a chronically homeless person. Supportive services designed to meet the needs of the program participants must be made available to the program participants.

Any of the following types of housing can be used to provide permanent supportive housing: shared housing, SRO units, clustered apartments, scattered site apartments, or single family homes/townhouses/duplexes. The provider agency may own or lease the units, or may provide rental assistance which enables a program participant to rent the unit.

Rapid Rehousing for Households with Children (RRH)

Continuum of Care funds may provide supportive services, as set forth in § 578.53, and/or short-term (up to 3 months) and/or medium-term (for 3 to 24 months) tenant-based rental assistance, as set forth in § 578.51(c), as necessary to help a homeless individual or family, with or without disabilities, move as quickly as possible into permanent housing and achieve stability in that housing. When providing short-term and/or medium-term rental assistance to program participants, the rental assistance is subject to § 578.51(a)(1), but not § 578.51(a)(1)(i) and (ii); (a)(2); (c) and (f) through (i); and (l)(1).

“Chronically homeless” is defined 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 abuse disorder, serious mental illness, developmental disability, post-traumatic stress disorder, cognitive impairments resulting from brain injury, or chronic physical illness or disability; or (2) an individual who has been residing in an institutional care facility, including a jail, mental health or substance abuse facility, hospital or other similar facility for fewer than 90 days and has met all 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.

CONVERTING TRANSITIONAL HOUSING

Projects that currently operate as Transitional Housing may seek to convert in this competition to one of the models which evidence shows are most effective in ending homelessness: permanent supportive housing for the chronically homeless, or rapid rehousing for households with children.

The process for conversion is submittal of an application for a NEW project that will replace the existing project that will be phased out. An existing program choosing this option should not submit a renewal application for the current project, but should instead only submit the NEW application.

While there is always a risk that a new application will not be approved, an application for a program meeting national priorities would be expected to score higher than an application that does not respond to these priorities; therefore, the new application is likely to be more competitive than a renewal application for Transitional Housing projects. These projects are most likely to be funded if they use this competition as an opportunity for conversion.

MATCHING FUNDS AND LEVERAGE

Match: The grantee must match all grant funds, except for leasing funds, with no less than 25% of funds or in-kind contributions from other sources. Guidance regarding cash and in-kind match is at 24 CFR 578.73. Grantees must also leverage other services or fund for program participants. **MATCH LETTERS MUST BE INCLUDED IN EACH SUB-RECIPIENT'S APPLICATION SUBMISSION.**

Leverage: includes all funds, resources, and/or services that your agency can secure on behalf of clients served in your CoC-funded project. Leverage can be cash or in-kind contributions, and is all services made available to program participants, whether or not the services would be eligible to be funded under the CoC program. Sample leverage letter at the end of this document. **LEVERAGE LETTERS MUST BE INCLUDED IN EACH SUBRECIPIENTS APPLICATION SUBMISSION.**

HUD provides important context for the leverage requirement here:

<https://www.onecpd.info/news/snaps-weekly-focus-leveraging-mainstream-services-funding>.

What Counts as Leverage?

Leverage is the value of all the community resources that support people in your program, including your own program's volunteer and cash contributions, but also every other service in the community.

What CANNOT be Counted as Leverage?

Rent or occupancy fees paid by program participants cannot be counted as leverage. Leverage for the Continuum of Care Program does not include other CoC-funded programs, and it does not include programs that provide services to CoC program participants before their entry into, or after their exit from, your CoC-funded housing program.

How Much Leverage Does My Program Need?

Each CoC program must leverage resources, and the entire CoC must leverage resources equal to 150% of our CoC grant. To meet this CoC requirement, all programs are asked to provide 150% leverage.

How Is Leverage Documented?

Leverage commitments must be documented in a letter from the entity that will provide the cash or in-kind commitment. A template is attached to this document to assist in making sure you provide all necessary information in leverage letters from your program partners.

What's the Value of In-kind Contributions?

Services provided by individuals must be valued at rates consistent with those ordinarily paid for similar work in the recipient or sub-recipient's organization. If the recipient or sub-recipient does not have employees performing similar work, the rates must be consistent with those ordinarily paid by other employers for similar work in the same labor market.

ELIGIBLE PERSONS TO BE SERVED: HUD DEFINITION OF HOMELESS

All projects submitted for funding must serve persons who meet the HUD definition of Homeless.

For the CoC Program, homeless means:

1. An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:

a. An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;

b. An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals); or

c. An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution;

The only persons who may be served by any **permanent supportive housing** projects are those who come from the streets, emergency shelters, safe havens, institutions or transitional housing. Additional guidance regarding this requirement follows:

Persons coming from transitional housing must have originally come from the streets or emergency shelters. Disabled individuals and families who were fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking, and are living in transitional housing are eligible for permanent supportive housing even if they did not live on the streets, emergency shelters or safe havens prior to entry into the transitional housing.

Persons exiting institutions where they reside for 90 days or less and came from the streets, emergency shelter, or safe havens immediately prior to entering the institution are also eligible for permanent supportive housing.

Other Definitions:

Evidence-Based Practices: activities that evaluation research has shown to be effective.

Housing First is a model of housing assistance that is offered without preconditions (such as sobriety or a minimum income threshold) or service participation requirements, and rapid placement and stabilization in permanent housing are primary goals. The only real expectations of Housing First, which the individual agrees to prior to starting with the program, is to agree to have support workers visit at home, to pay their rent on time and in full (or agree to third party payment of rent), and to avoid disrupting the reasonable enjoyment of other tenants in the same building that would cause their eviction.

Literally Homeless An individual or family who lacks a fixed regular and adequate nighttime residence, meaning (i) An individual or family with a primary nighttime residence that is a public or private place that is not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport or camping ground, (ii) An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelter, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state or local government programs for low-income individuals), or (iii) an individual who is exiting an institution where he or she resided 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.

Mainstream Benefits Publicly-funded programs that provide services, housing and income supports to low-income persons whether they are homeless or not. They include programs providing welfare, health care, mental health care, substance abuse treatment, and veterans' assistance.

Permanent Supportive Housing (PSH): permanent housing in which supportive services are provided to assist homeless persons with a disability to live independently. Permanent housing is community-based housing without a designated length of stay. To be permanent housing, the program participant must be the tenant on a lease for a term of at least one year, which is renewable for terms that are a minimum of one month long, and is terminable only for cause.

Rapid Rehousing (RRH): short-term (up to 3 month) or medium-term (3 to 24 months) financial assistance to obtain or maintain permanent housing, along with case management during the period of rental assistance.

Scattered Site: a housing model in which the housing units are not located in a single building.

Transitional Housing (TH): housing, where all program participants have signed a lease or occupancy agreement, the purpose of which is to facilitate the movement of homeless individuals and families into permanent housing within 24 months or such longer period as HUD determines necessary. The program participant must have a lease or occupancy agreement for a term of at least one month that ends in 24 months and cannot be extended.

Contact:

Dave Christopolis

Collaborative Applicant/3 County CoC

413-296-4436 ext. 118

davec@hilltowncdc.org

2014 - 3 COUNTY CONTINUUM OF CARE SCORING FOR APPLICANTS

Project Model and Design 20 points	Evidence Based Practices	HUD Priority Population	HUD Program Model	Local Priority/Geographical Need
	5 Points - Can demonstrate implementation of EBP	10 - Operates or commits to operating a dedicated project for CH persons	5 points - Operates or commits to implementing a HF for individuals or RRH for families	Up to 5 Points - services located in a geographically isolated area or sub-region
	3 points - Commits to implementation of EBP within 12 months	5 points will dedicate at least 80% of beds to CH persons	3 Points - Operates or commits to serving herder-to-serve populations; literally homeless, HIV or youth	Underserved region, lack of other services, etc.
	0 points- No EBPs	0 Points - No plans to serve CH persons	0 points - no commitment to serve target populations	

Project Outcomes 40 points	Housing Stability (HUD Measure 80%)	Obtained or Maintained Employment (HUD Measure 20%)	Increased or Decreased non-Employment Income (HUD Measure 54%)	Increased or Maintained Mainstream Benefits (HUD Measure 56%)
	10 Points - Exceeds HUD Measure	10 Points- Exceeds HUD Measure	10 Points- Exceeds HUD Measure	10 Points- Exceeds HUD Measure
	5 Points - Meets HUD Measure	5 Points - Meets HUD Measure	5 Points - Meets HUD Measure	5 Points - Meets HUD Measure
	0 Points Does not meet HUD Measure	0 Points Does not meet HUD Measure	0 Points Does not meet HUD Measure	0 Points Does not meet HUD Measure

Data and Reporting 10 points	Data Quality	Timely Submission
	5 Points - Less than 2% missing data, all elements	5 Points - Submissions on time
	3 Points - Less than 2% missing data for universal elements; less than 5% missing data for program elements	3 Points - Prompting required
	0 Points - More than 5% missing data	0 Points - Consistently late submissions

Collaboration and Participation 30 points	Leverage	CoC Participation	Coordinated Assessment
	10 Points - exceeds the 150% leveraging requirement	10 Points - Attends most CoC meetings	10 Points - Adopts the use of a Coordinated Assessment Tool in October 2014
	5 Points - Meets the 150% Leveraging Requirement	5 Points - attends at least 50% of CoC meetings	5 Points - Adopts use of Coordinated Assessment Tool by April 2015
	0 Points - Falls below the 150% Leveraging Requirement	0 Points - minimal attendance of CoC meetings	

Bonus Points Up to 10 Points	Regional Initiatives
	Up to 10 Points can be awarded for Project participants that participate in Regional Network sub-committees, Leadership Council or special initiatives (i.e. secure jobs connect, REACH, Housing First conference, CoC trainings, etc.)

Total Points = 100

Total Bonus Points = 10

Total Points All = 110

Sample Leveraging Documentation Letter

[This must be on the letterhead of the entity providing the resource]

DOCUMENTATION OF LEVERAGED RESOURCED OR CASH MATCH

Information regarding the leveraged resource or cash match to be provided by this agency is in the chart below.

Name of organization providing contribution: ABC, inc.

Type of contribution: Cash or in-kind

Numbers of clients to be served with the contribution:

Value of the contribution per client: \$XX,XXX

Total value of the contribution: \$XX,XXX

Name of project: Your program

Name of project sponsor: Your organization

Date the contribution will be available: xx/xx/2014 through xx/xx/2015

Name of person authorized to commit these resources: person providing leverage letter

Title of person authorized to commit these resources: person providing leverage letter

Signature of person authorized to commit these resources:

Date: