

HAMPDEN COUNTY CONTINUUM OF CARE

CoC Application Ranking and Selection Process 2014

The US Department of Housing and Urban Development (HUD) released the Continuum of Care (CoC) FY2014 Notice of Funding Availability (NOFA) on September 16, 2014. The NOFA is available at www.hudexchange.info/resources/documents/nofa-for-fy2014-funds-in-the-fy2013-fy2013-coc-program-competition.pdf.

The Hampden County CoC will submit a **collaborative application** to HUD for competition funds on **October 30, 2014**. The application will include three types of individual project applications:

1. Grantees with current projects (FY13) seeking **renewal** of those same projects;
2. Grantees with current projects (FY13) seeking **reallocation** funds for a new eligible project; and
3. A single applicant proposal for a new **Permanent Supportive Housing Bonus** project.

The application may also include a proposal for the CoC to receive a one year **Planning** grant, for an amount up to \$44,182.

APPLICATION DEADLINE

Project applications for renewal, reallocation and permanent supportive housing bonus must be submitted to the CoC in the electronic *esnaps* system no later than **4:00 p.m. on Tuesday, Oct. 14, 2014**.

Scoring of applications will be completed by the CoC Scoring and Ranking Committee, which will be made up of CoC members who are not employed by or associated with any of the project sponsors applying for funds.

The CoC Scoring and Ranking Committee will score submitted proposals according to objective criteria provided as part of the application process, and will rank proposals in order according to scores. The committee will then consider overall CoC priorities and strategy to determine a final list of projects to be submitted to HUD, and the amounts of funding to be requested for each project. **Proposers will be notified in writing on October 20, 2014** of whether they will be included and the amount to be allocated for each project, and the list and rationale for selection shall be posted on the website of the Western Massachusetts Network to End Homelessness on that date.

Funding Amounts are as follows:

Tier 1	\$2,454,415
Tier 2	\$50,090
Permanent Supportive Housing Bonus	\$530,189

All projects included in the applications must be fully placed in either Tier 1 or Tier 2. Projects submitted to HUD in Tier 1 are expected to be funded. Tier 2 projects will be awarded funds based on the CoC 's

FY2013 competitive score and the availability of HUD funds. The Tier 1 amount is set at 2% below the amount needed to fully fund all existing CoC projects eligible for renewal in 2014.

APPLICATION PROCESS FOR RENEWALS AND REALLOCATIONS

For the FY2014 competition only, only existing grantees may submit applications for renewal and reallocated projects. The reasons for a more limited competition this year are the very short application period combined with planning done as part of the FY13 application for reallocations to take place in this FY14 application. The CoC will return to a fully open competitive process for the FY15 application.

Applicants will need to log in to *esnaps* to complete a renewal or reallocation application.

Renewal. The City of Springfield will create renewal application files in *esnaps* for each existing project no later than Monday, September 22, 2014. Renewal applicants must open the renewal application, fill in missing information, update existing information, and upload any required supporting documents. Once complete, applicants must submit the renewal application.

Reallocation. Existing grantees may elect not to submit a renewal application and may instead apply for a new project, a process called reallocation. Certain grantees committed in the FY13 application that they would reallocate in the FY14 application, and these grantees are *required* to do so. The required reallocation projects are MHA Annie's House, MHA Safe Havens, Providence Ministries Loreto House and Samaritan Inn. Any other reallocation grantees must provide notice to Gerry McCafferty, gmccafferty@springfieldcityhall.com, of the intent to reallocate and whether the new project being created is 1) permanent supportive housing for chronically homeless individuals and families, or 2) rapid rehousing for homeless families. Within 24 hours of notification, the new project application will be set up in *esnaps* and ready for entry of application information. Reallocation project sponsors must open the new project application, fill in application information, and upload required supporting documents. Once complete, applicants must submit the reallocation application.

HUD's NOFA emphasizes that people living in transitional housing do not meet the definition of chronically homeless. Any program reallocating from transitional housing to permanent supportive housing must make a plan for transitional housing residents to move out prior to the end of the current grant year, and must commit to serve 100% of the required eligible population. In addition, permanent supportive housing projects must commit to use of the VI-SPDAT and prioritization processes established by the CoC, which may include a centralized waitlist.

APPLICATION PROCESS FOR PERMANENT SUPPORTIVE HOUSING BONUS

New applicants and existing grantees may apply for the Permanent Supportive Housing Bonus. Applicants for the Bonus must contact Gerry McCafferty, gmccafferty@springfieldcityhall.com, to be given access to *esnaps* and have an application created. The application will be created within 24 hours of notice to Ms. McCafferty. Ongoing technical assistance regarding use of *esnaps* will be provided by Deborah Merkman, dmerkman@springfieldcityhall.com, 413-787-7756.

Additional written guidance regarding program and application requirements for bonus projects will be made available no later than September 22, 2014.

ESNAPS GUIDANCE AND TECHNICAL ASSISTANCE

Esnaps is available at www.esnaps.hud.gov. If you do not already have the ability to log in to the CoC's *esnaps* account, you must request access from Deborah Merkman, dmerkman@springfieldcityhall.com or 413-787-7746. Deborah Merkman can also provide technical assistance regarding *esnaps* use throughout the application process.

SCORING, RANKING AND SELECTION

All complete, timely, and eligible applications will be scored by the CoC Application Committee, using a scoring rubric attached to this guidance. Scores will determine each project's rank in the CoC's application to HUD, and rank will be the primary determinant of placement into Tier 1 (which will be fully funded by HUD) and Tier 2 (which will only be funded if the CoC's score is high enough and if there are sufficient resources). Scores may also be used to reject applications or to reduce budgets for low-scoring projects.

The scoring rubric evaluates past performance (of renewal/reallocation applicants) and promotes certain best practices or practices that will improve our local response to homelessness and align our response with national policies and best practices. These include:

- Agreement to use the CoC-selected assessment tool and prioritization standards;
- Commitment to a Housing First low-demand service model;
- Significant leveraging other resources; and
- Projects that promote geographic diversity of programs throughout our CoC.

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;
- Responses to requests for explanations or requests for more information from the Scoring and Ranking Committee; and
- [Possibly] Applicant interviews for proposers of Permanent Supportive Housing Bonus projects.

Once the committee completes the scoring and ranking, the committee may consider the CoC's priorities, as established at the Sept. 19, 2014 Board of Directors meeting, whether the initial scoring is likely to result in any critical service gaps, and strategy related to Tier cut offs and HUD's selection process, and may make adjustments to budgets and produce the final ranking of projects to be included in the CoC application. The Committee's rationale for any adjustments must be recorded and made public with the published rankings.

Project selections, rankings and tier allocations will be provided to proposers by written notice and published on the following website no later than 8:00 pm on October 20, 2014:

Western Massachusetts Network to End Homelessness,
<http://westernmasshousingfirst.org/coc/hampden-coc>

Applicants not selected by the CoC to be included in the CoC submission to HUD may appeal by submitting their *esnaps* Solo Application directly to HUD not later than October 30, 2014, 7:59:59 p.m. eastern time.

TIMELINE

Sept. 22, 2014	Hampden County CoC FY2014 Competition Opens
Oct. 1, 2014 10:00 a.m.	Bidders Conference 1600 E. Columbus Ave., Springfield, MA
Oct. 14, 2014 5:00 pm	Deadline for Submittal of Complete Application for Rating and Ranking Complete applications include: <ol style="list-style-type: none">Esnaps submittal with following attachments:<ul style="list-style-type: none">Documentation of agency 501(c)(3) statusMatch commitment lettersDelivery of CoC Supplemental Application to the Springfield Office of Housing, 1600 E. Columbus Ave. Springfield. The CoC Supplemental Application is a brief questionnaire and a list of required documents which must be submitted. The required documents are:<ul style="list-style-type: none">Leverage commitment lettersAgency Articles of Incorporation;Minutes of Board of Directors meeting authorizing application for new or renewal funding;Current List of Board of Directors with identification of Officers and terms;The following completed forms: Notarized Tax Certification Affidavit; Conflict of Interest Statement; Debarment Certificate; Internal Control Questionnaire; and CoC Program Project Sponsor Certifications.Certified Organization Audit/Financial Statements of most recent year: 1) Copy of OMB A-133 Audit (Required if \$500,000 or more in aggregate Federal funds expended); or 2) Financial statements audited by a CPA (if not bound by the requirements of OMB A-133).Agency Financial Management Policies and Procedures;Agency Procurement Policies and Procedures; and

- The following agency policies: Code of Conduct and Conflict of Interest; Drug-Free Workplace; Affirmatively Furthering Fair Housing; Reasonable Accommodation and Accessibility for Persons with Disabilities; Nondiscrimination and Equal Employment; and Confidentiality.
- The following completed forms: Notarized Tax Certification Affidavit; Conflict of Interest Statement; Debarment Certificate; Internal Control Questionnaire; and CoC Program Project Sponsor Certifications.

**Oct. 20, 2014
8:00 pm**

Ranking and Selection Results posted on Network website and sent to applicants in writing

Oct. 30, 2014

**CoC Application Submitted to HUD in *esnaps*
Any rejected applicants may submit *esnaps* Solo Application directly to HUD
no later than 7:59:59 p.m. eastern time**

SCORING FOR RENEWAL/REALLOCATION APPLICATIONS FOR FY2014 COC PROGRAM COMPETITION

Total points available: 100

PROGRAM 36 points <i>Source:</i> Project Application, Supplemental Survey	Program Type (up to 10 points)	Permanent Supportive Housing—10 points Rapid Rehousing for homeless families—10 points Transitional Housing for Youth – 10 points Other—0
	Population Served (up to 8 points)	If PSH: 100% Chronically Homeless—8 points If RRH: 100% Families in shelter—8 points Transitional Housing: Youth Up to Age 24—8 points Other—0 points
	Contributes to geographic diversity of services (up to 5 points)	Largely underserved location –5 points Moderately underserved location – 2 points Other—0 points
	Commits to use Coordinated Assessment: VI-SPDAT and prioritization (up to 5 points)	Yes – 5 points No—0 points
	Commits to use of a Housing First model (up to 5 points)	Yes—5 points No—0 points
	Type of site/building –(3points)	Scattered site program <u>OR</u> program operates in a building subject to CoC deed restriction – 3 points
PERFORMANCE OUTCOMES 24 points <i>Source:</i> HMIS APR for period 7/1/2013 – 6/30/2014	Housing Stability (up to 6 points): PH: 84% or more remained in PH or exited to permanent housing TH: 65% or more of exits are to permanent housing	Scoring for each standard: 6 pts. – Exceeded benchmark 5 pts. - Met benchmark 3 pts. – Missed benchmark but provided a realistic plan for improvement of 10% or more over next year 0 pts. – Missed benchmark and no plan for improvement
	Employment Income (up to 6 points): 20% or more of adults increased employment income	
	Non-employment Income (up to 6 points): 54% or more of adults increased non-employment income	
	Mainstream Benefits (up to 6 points): 70% or more of adults maintained or increased mainstream benefits	
FINANCIAL 20 points <i>Source:</i> Budget submittal, leverage letters, program audit	Leverage (up to 10 points)	Documented leverage of 175% or more – 10 points Documented leverage of 150-174% - 6 points Documented leverage of 100-149% - 3 points
	Audit (up to 5 points)	No findings – 5 points; Findings – 0 points
	Budget submission (up to 5 points)	Budget accurate & compliant with CoC rules – 5 points Other—0 points
PROGRAM MANAGEMENT 20 points <i>Source:</i> APR, agency policies and procedures	HMIS data quality (up to 7 points)	5% or less null/missing data – 7 points 6-10% null/missing data – 4 points
	Program utilization (up to 7 points)	Utilization 90% or above – 7 points Utilization 85-90% - 4 points
	Complete and fully compliant policies & procedures (up to 6 points)	All policies & procedures submitted timely – 2 points Policies & procedures compliant with HUD rules – 4 points

SCORING FOR PERMANENT SUPPORTIVE HOUSING BONUS FOR FY2014 COC PROGRAM COMPETITION

Total points available: 100

PROGRAM 36 points <i>Source:</i> Project Application	Housing First model (up to 16 points)	Housing First – 16 points Other model – 16 points
	Contributes to geographic diversity of services (up to 5 points)	Largely underserved geographic location –5points Moderately underserved geographic location – 2 points Other—0 points
	Commits to use Coordinated Assessment: VI-SPDAT and prioritization (up to 5 points)	Yes—5 points No—0 points
	Demonstrated connection to mainstream service systems (up to 5 points)	Yes—5 points No—0 points
	Site Type: scattered (5points)	Program uses a scattered site model – 5 points
AGENCY EXPERIENCE and HISTORY OF PARTICIPATION & COLLABORATION 24 points <i>Source:</i> Application	Agency experience in performing the proposed activities and in utilizing federal funds (up to 6 points)	Extensive experience serving population or performing the proposed activities – 6 points Some experience serving population or performing the proposed activities – 3 points
	Applicant’s organization and management structure demonstrates internal coordination and an adequate financial accounting system (up to 6 points)	Description shows strong coordination & financial accounting – 6 points Description shows adequate coordination & financial accounting – 3 points
	Participation in CoC or Network (up to 6 points)	Regular attendance at CoC/Network meetings – 6 points Occasional attendance at CoC/Network meetings – 5 points Infrequent attendance – 3 points
	Evidence of external coordination – <i>i.e.</i> , examples of collaboration with other entities serving the same population (up to 6 points)	Provides 2 examples of inter-agency collaboration - 6 points Provides 1 example of interagency collaboration – 3 points
FINANCIAL 20 points <i>Source:</i> Budget submittal, leverage letters, program audit	Budget submission (up to 10 points)	Budget is accurate& complies with CoC Interim Rule –10 points
	Leverage (up to 5 points)	Documented leverage of 175% or more – 5 points Documented leverage of 150-174% - 4 points Documented leverage of 100-149% - 2 points
	Audit (up to 5 points)	No findings – 5 points; Findings – 0 points
PROGRAM MANAGEMENT 20 points <i>Source:</i> Application, agency policies and procedures	HMIS experience (up to 7 points)	Agency provides HMIS data on existing program(s) to City of Springfield HMIS or MA ASIST – 7 points
	Schedule & management plan (7 points)	Full points where there is a plan for timely start up and strong management
	Complete and compliant policies & procedures (up to 6 points)	Full points where all required policies and procedures are submitted and comply with HUD requirements.

DEFINITIONS

Chronically Homeless (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 in 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.

CoC Deed-Restricted means a site-based program in a building purchased, constructed or rehabilitated with Continuum of Care funds, where the building is subject to a deed restriction related to its CoC funding requiring that it be used for transitional housing or permanent supportive housing for a period of 10 years after the date of initial occupancy, and the building is within the 10-year restricted period.

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.

Mainstream Services 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) means 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) means 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 means a housing model in which the housing units are not located in a single building.

Transitional Housing (TH) means 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.

Underserved geographic area is an area with limited or no Continuum of Care programs. The following chart identifies geographic areas within the Hampden County CoC, and CoC resources available in each area. Following the chart, there are indications of the areas considered “largely underserved” and “moderately underserved.”

Geographic Distribution of Existing PSH, TH, SH and RRH Resources in Hampden County As reported in January 28, 2013 Housing Inventory Report					
	PSH beds/units for Individuals	TH/SH beds for Individuals	PSH beds for Families	TH beds for Families	Rapid Rehousing
Chicopee	15	0	8	0	Single provider serves the region
Holyoke	33	21	4	21	
Springfield	380	85	229	95	
Westfield	43	10	4	10	
Remainder of Hampden Co.	17	9	5	0	

Largely underserved: Hampden County outside cities of Springfield, Chicopee, Holyoke, Westfield

Moderately underserved: Chicopee, Holyoke, Westfield