

HAMPDEN COUNTY CONTINUUM OF CARE

CoC Application Selection and Ranking Process 2015

The US Department of Housing and Urban Development (HUD) released the Continuum of Care (CoC) FY2015 Notice of Funding Availability (NOFA) on September 17, 2015. The NOFA is available at <https://www.hudexchange.info/resource/4688/fy-2015-coc-program-nofa>.

The Hampden County CoC will submit a **collaborative application** to HUD for competition funds by **November 20, 2015**. The application may include up to three types of individual project applications:

1. Grantees with current projects (FY14) seeking **renewal** of those same projects
2. **New** applicants seeking funds for:
 - **permanent supportive housing** for chronically homeless individuals or families, or
 - **rapid rehousing** programs that will serve homeless individuals and families who enter directly from the streets or emergency shelters, youth up to age 24, and persons who meet the criteria of paragraph (4) of the definition of homeless (fleeing or attempting to flee domestic violence)

These applications will be considered for reallocation (replacing all or part of existing project (s) which will no longer be funded) or as part of a Permanent Supportive Housing Bonus.

3. A **new** project specifically for a **centralized or coordinated assessment system**. The CoC may only apply for funds in this category by using reallocation.

APPLICATION DEADLINE

Project applications for **NEW** and **RENEWAL** projects must be submitted to the CoC in the electronic *esnaps* system no later than **4:00 p.m. on Tuesday, Oct. 20, 2015**.

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 sole exception to this rule is the City of Springfield, which is a recipient of the HMIS grant, but is permitted to serve on the CoC Ranking and Scoring Committee because HMIS grants are automatically prioritized by the CoC in order to meet HUD HMIS requirements.

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 no later than November 5, 2015** of whether they will be included in the application to HUD and the amount to be allocated for each project. The list and rationale for selection shall be posted on the website of the Western Massachusetts Network to End Homelessness on that date. Applicants not selected may appeal directly to HUD.

Funding Amounts are as follows:

| | |
|--|------------------|
| Tier 1: 85% of Renewal Amount | \$2,173,451 |
| Tier 2: | |
| 15% of Renewal Amount | \$383,580 |
| Permanent Housing Bonus Amount | \$519,783 |
| Total for which the CoC may apply | 3,076,814 |

Projects submitted to HUD in Tier 1 are expected to be funded, provided that the project meets HUD eligibility and threshold requirements. Tier 2 projects will be awarded funds by HUD based on a comparative score computed using: the CoC 's FY2015 application competitive score, the rank the CoC gives to the project, the project type (maximum points for permanent supportive housing, centralized/coordinated assessment system, and transitional housing exclusively serving youth), and commitment to Housing First/low-barrier entry.

APPLICATION PROCESS FOR RENEWALS AND NEW PROJECTS

The FY2015 CoC competition is open to renewal and eligible new projects, which will be scored competitively. The highest scoring projects will be included in the CoC application submitted to HUD.

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

Renewal. The City of Springfield has created renewal application files in *esnaps* for each existing project. 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 in *esnaps*.

New Projects. New project applicants must provide notice to Gerry McCafferty, gmccafferty@springfieldcityhall.com, of the intent to submit a new application and whether the new project being created is 1) permanent supportive housing, 2) rapid rehousing; or 3) a coordinated or centralized assessment system. Within 24 hours of notification, the new project application will be set up in *esnaps* and ready for entry of application information. New and reallocation project sponsors must open the new project application, fill in application information, and upload required supporting documents. Once complete, applicants must submit the new or reallocation application in *esnaps*.

A Request for Proposals for renewal and new projects will be posted to the website of the Western Massachusetts Network to End Homelessness on September 28, 2015. This RFP will provide additional details regarding the application process.

ESNAPS GUIDANCE AND TECHNICAL ASSISTANCE

Esnaps is available at www.esnaps.hud.gov. Any applicant that does not already have the ability to log in to the CoCs *esnaps* account 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 Scoring and Ranking Committee, using the scoring rubrics 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 and Tier 2. Scores may also be used to reject applications or to reduce budgets for low-scoring projects.

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

- 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; and
- Responses to any requests for explanations or requests for more information from the Scoring and Ranking Committee.

Once the committee completes the scoring and ranking, the committee may consider the CoC's priorities, whether the initial scoring is likely to result in any critical service gaps, whether grantees have a history of returning unspent funds to HUD 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.

Because HMIS is required for the CoC and must be funded, HMIS grants will receive the maximum score. In addition, several projects which are eligible for renewal are new projects which have not yet started or have not yet completed an initial year of operation. For this competition only, these projects will be placed at the top of Tier 1, because they reflect updated priorities for CoC prioritizes funding, but have not yet been able to demonstrate performance.

Project selections, rankings and tier allocations will be provided to proposers by written notice and published on the following website no later than 4:00 pm on November 5, 2015:

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 no later than November 20, 2015, 7:59:59 p.m. eastern time.

TIMELINE

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|---------------------------|---|
| Sept. 28, 2015 | Hampden County CoC FY2015 Competition Opens |
| Oct. 8, 2015 2:00 p.m. | Bidders Conference (optional) 1600 E. Columbus Ave., Springfield, MA |
| Oct. 20, 2015 4:00 pm | Deadline for Submittal of Complete Application for Rating and Ranking Complete applications include: <ol style="list-style-type: none">1. Esnaps submittal with following attachments uploaded:<ul style="list-style-type: none">• Documentation of agency 501(c)(3) status• Match commitment letters (dated after 9/21/2015)2. Delivery of CoC Required Documents to the Springfield Office of Housing, 1600 E. Columbus Ave. Springfield. The required documents are:<ul style="list-style-type: none">• Leverage commitment letter(s) dated after 9/21/2015• Agency 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; and Internal Control Questionnaire• 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• 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. |
| Nov. 5, 2015 Noon | Ranking and Selection Results posted on Network website and sent to applicants in writing |
| Nov. 19, 2015 | CoC Application Submitted to HUD in <i>esnaps</i> Any rejected applicants may submit <i>esnaps</i> Solo Application directly to HUD no later than 7:59:59 p.m. eastern time on Nov. 20, 2015. |

SCORING FOR RENEWAL APPLICATIONS FOR FY2015 COC PROGRAM COMPETITION

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| PROGRAM DESIGN 35 points <i>Source:</i> Project Application | Program Type (up to 10 points) | Permanent Supportive Housing, Rapid Rehousing, or Transitional Housing for Youth – 10 points | | |
| | Population Served (up to 10 points) | PSH serving 100% Chronically Homeless, RRH serving 100% Literally Homeless, or TH serving Youth Up to Age 24—8 points | | |
| | | All programs: Add 2 points if serves priority population: Chronically homeless, DV victims, Families with Children, Youth | | |
| | Geographic diversity of services (up to 5 points) | Will operate in largely underserved location –5 points Will operate in moderately underserved location – 3 points | | |
| | Housing First/low-barrier + rapid placement in PH (up to 5 points) | PH uses Housing First model; TH/RRH is low-barrier + prioritizes rapid placement in PH—5 points | | |
| | Type of site/building –(up to 5 points) | Scattered site program <u>OR</u> program operates in a building subject to current CoC deed restriction – 5 points | | |
| PERFORMANCE 30 points <i>Source:</i> HMIS APR for period 7/1/2014 – 6/30/2015; HMIS data | Program utilization (up to 6 points) | Utilization 90% or above – 6 points Utilization 85-90% - 3 points | | |
| | Participant eligibility/targeting (up to 6 points) | 100% of participants admitted 10/1/2014 or later were literally homeless at entry – 6 points 90% or more of participants admitted 10/1/2014 or later were literally homeless at entry – 3 points | | |
| | Housing Stability (up to 6 points) | PH | 85% or more remained in PH or exited to permanent housing – 6 points | |
| | | TH | 80% or more of exits are to permanent housing - 4 points | |
| | | | 65% or more exits are to permanent housing – 1 point | |
| | Income (up to 6 points) | 20% of adults Increased employment income – 3 points 5% of adults increased income – 1 point | | |
| | | 54% of adults Increased non-employment income – 3 points 10% of adults increased non-employment income – 1 point | | |
| Mainstream Benefits (up to 6 points) | 90% or more of adults maintained or increased benefits – 6 points 80% or more of adults maintained or increased benefits – 3 points | | | |
| FINANCIAL 20 points <i>Source:</i> Leverage letters, program audit, program invoices | 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% - 2 points | | |
| | Audit (up to 4 points) | No unresolved findings & low-risk auditee – 5 points; Unresolved findings or identified as high-risk auditee – 0 points | | |
| | Drawdown rates (up to 3 points) | Invoices monthly - 3 points Invoices at least quarterly - 1 point | | |
| | Spend Down (up to 3 points) | S+C programs spend at least 75% of grant – 3 points All other programs spend at least 95% of grant – 3 points | | |
| DATA/ HMIS 15 points <i>Source:</i> APR | HMIS data quality (up to 10 points) | 5% or less null/missing data – 10 points 6-10% null/missing data – 5 points | | |
| | Contributes to broad HMIS coverage (up to 5 points) | All (non DV) ES, TH, RRH and PSH operated by the provider contributes data to HMIS – 5 points | | |

SCORING FOR NEW PSH/RRH/COORDINATED ENTRY PROJECTS FOR FY2015 COC PROGRAM COMPETITION

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|---|--|--|
| PROGRAM DESIGN 30 points <i>Source:</i> Project Application | Population Served (up to 5 points) | Serves priority population: Chronically homeless, DV victims, Families with Children, Youth – 5 points |
| | Geographic diversity of services (up to 5 points) | Will operate in largely underserved location –5 points Will operate in moderately underserved location – 2 points |
| | Housing First/low-barrier + rapid placement in PH (up to 5 points) | PH uses Housing First model; TH/RRH is low-barrier + prioritizes rapid placement in PH—5 points |
| | Site Type: scattered (up to 5 points) | Program uses a scattered site model – 5 points |
| | Project description/scope (up to 10 points) | Adequately describes project and is consistent with population served and expected performance outcomes – up to 10 points |
| AGENCY EXPERIENCE and HISTORY OF PARTICIPATION 30 points <i>Source:</i> Application; Minutes of CoC and Network meetings | Agency experience (up to 10 points) | 7 or more years serving population or performing the proposed activities – 10 points 3 or more years serving population or performing the proposed activities – 6 points |
| | Experience with federal funds (up to 5 points) | Prior use of federal funds to operate 1 or more program(s) – 5 points |
| | Leveraging experience (up to 3 points) | Describes experience leveraging Federal, State, local, and/or private sector funds : Yes – 3 points |
| | Organization and management structure (up to 10 points) | Description demonstrates strong internal coordination & financial accounting – 10 points Description shows adequate internal coordination & financial accounting – 5 points |
| | Participation in CoC or Network (up to 2 points) | Has attended CoC/Network meetings in the last year – 2 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 200% or more – 5 points Documented leverage of 150-199% - 4 points Documented leverage of 100-149% - 2 points |
| | Audit (up to 5 points) | No unresolved findings & low-risk auditee – 5 points |
| PROGRAM & DATA MANAGEMENT 20 points <i>Source:</i> Application, agency policies and procedures | Performance measures (up to 5 points) | Proposed performance measure(s) are consistent with population served and CoC performance goals – 5 points |
| | HMIS experience (up to 5 points) | Agency provides HMIS data on existing program(s) to City of Springfield HMIS or MA ASIST – 5 points |
| | Schedule & management plan (5 points) | Full points where there is a plan for timely and rapid start up (no later than 7/1/2016) and strong management |
| | Complete and compliant policies & procedures (up to 5 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 29, 2015 Housing Inventory Report | | | | | |
|---|-----------------------------------|-------------------------------|--------------------------|-------------------------|---|
| | PSH beds/units for Individuals | TH/SH beds for Individuals | PSH beds for Families | TH beds for Families | Rapid Rehousing |
| Chicopee | 9 | 0 | 22 | 0 | Single provider serves the region |
| Holyoke | 30 | 21 | 60 | 0 | |
| Springfield | 378 | 89 | 231 | 85 | |
| Westfield | 40 | 11 | 5 | 0 | |
| Remainder of Hampden Co. | 22 | 15 | 12 | 0 | |

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

Moderately underserved: Chicopee, Holyoke, Westfield