



# HUD NoFA 2019

Workshop



# Deadline for Renewals to be in E-snaps

The deadline for submitting applications to HUD for the FY 2019 CoC Program Competition is

**September 30, 2019 8:00 PM Eastern time.**

The County's deadline is **September 20, 2019 at 5:00 p.m. Eastern Time.**

Applicants must complete and submit their applications in *e-snaps* at <https://esnaps.hud.gov/..>

# Submission for Ranking

If a provider fails to submit their application into E-snaps by August 16, 2019 @ 5:00 p.m. the application will not be ranked.

# HUD Timeline for Renewals

- The 2019 HUD CoC Program Renewal Project Public Announcement was Publicly Noticed on July 18, 2019.
- July 24, 2019 at 9:00 a.m. Renewal Projects Workshop at 115 S. Andrews Ave., Room A-337, Fort Lauderdale, FL 33301.
- July 26, 2019 CoC through the HIP Section's website, will notice the public of the list of projects and their allowable request amounts or (at least 15 days prior to the national deadline).
- August 28, 2019 at 10:00a.m. The CoC Board will review the rating and ranking of all projects both renewal and new.
- August 30, 2019, the approved rating and ranking of the projects will be posted to the HIP Section's website.

# HUD Timeline Continued

- August 30, 2019 Renewal Projects will be returned to providers for final changes and adjustments.
- September 23, 2019 CoC will post draft Application on the HIP.
- September 26, 2018 CoC will post Final Application.
- September 28, 2019 the Collaborative Applicant will electronically submit the CoC Application and Priority Listing.

# Training and Resources

Collaborative Applicants and Project Applicants that need assistance completing the applications in *e-snaps* or understanding the program requirements under the CoC Program may access the Rule, training materials, and program resources via the HUD Exchange at:

<http://www.hudexchange.info/homelessness-assistance>

# HUD Exchange Ask A Question (AAQ).

CoCs, Collaborative Applicants, and project applicants that require information and technical support concerning this NOFA and the applications in *e-snaps* may submit an electronic inquiry via the HUD Exchange *e-snaps* AAQ at:

[www.hudexchange.info/homelessness-assistance/](http://www.hudexchange.info/homelessness-assistance/).

The AAQ is accessible 24 hours each day. Starting 2 days prior to the application deadline for FY 2018 funds, the AAQ will respond only to emergency technical support questions up to the deadline of 8:00 PM Eastern time. Applicants experiencing technical difficulty should contact the *e-snaps* AAQ immediately for assistance and document their attempts to obtain assistance.

# HUD Homeless Assistance Listserv

- Project Applicants with additional information through HUD websites located at [www.hud.gov](http://www.hud.gov) and [www.hudexchange.info](http://www.hudexchange.info) and via the CoC Program email-based listserv. To join the listserv, visit [www.hudexchange.info/maillinglist](http://www.hudexchange.info/maillinglist). This additional information will not change the selection criteria or selection process in this NOFA but may include items such as updates on the status of *e-snaps* and reminders of impending deadlines.



# CoC Transparency

VII.B.2.d of this NOFA, each CoC must have in place a process to make all parts of the CoC Consolidated Application (which are the CoC Application and CoC Priority Listing with all project applications accepted and ranked, or rejected and the Project Applications) available on its website, at least 2 days before the application deadline, to its community for inspection and to notify community members and key stakeholders that the CoC Consolidated Application is available.

**The County will post the ranking of renewal projects on August 29, 2019 following the CoC Board Meeting.**

# CoC Review of Project Applications.

- CoCs are expected to closely review information provided in each project application to ensure:
  - *all proposed program participants will be eligible for the program component type selected;*
  - *the information provided in the project application and proposed activities are eligible and consistent with program requirements at 24 CFR part 578;*
  - *each project narrative is fully responsive to the question being asked and that it meets all the criteria for that question as required by this NOFA;*
  - *the data provided in various parts of the project application are consistent; and,*
  - *all required attachments correspond to the list of attachments in e-snaps that must contain accurate and complete information that are dated between May 1, 2019 and September 30, 2019.*

# Summary of the Application Process

- CoC Registration
- CoC Project Review and Ranking (Discuss the tool)
- CoC Consolidated Application Submission
- FY 2019 Project Application

# FY 2019 CoC Priority Listing.

## The Priority Listing includes:

- the reallocation forms for CoC's to indicate which projects, if any, will be reallocated; and (non for us)
- three separate project listing forms–New Project Listing, Renewal Project Listing, and CoC Planning Project Listing.
- Form HUD-2991, Certification of Consistency with the Consolidated Plan.

# HUD Funding Process

HUD will establish each CoC's Tier 1 and Tier 2 amounts based on the total amount of funds requested by eligible renewal project applications on the Renewal Project Listing combined with the eligible renewal project amount(s) that were reallocated as listed on the reallocation forms in the CoC Priority Listing.

# Tier 1

Tier 1 is equal to 94 percent of the CoC's ARD, as described in Section III.C.3.a of this NOFA. Project applications in Tier 1 will be conditionally selected from the highest scoring CoC to the lowest scoring CoC, provided the project applications pass both eligibility and threshold review.

The total dollar amount for Tier 1 = \$10,375,950

HUD will award a point value to each new and renewal project application that is in Tier 2 using a 100-point scale:

Up to 50 points in direct proportion to the score received on the CoC Application; e.g., if a CoC received 100 out of 200 points on the CoC Application, the project application would receive 25 out of 50 points for this criterion.

HUD will award a point value to each new and renewal project application that is in Tier 2 using a 100-point scale con't.

- *CoC Project Ranking*

Up to 40 points for the CoC's ranking of the project application(s). To more evenly distribute funding across CoC's and consider the CoC's ranking of projects, point values will be assigned directly related to the CoC's ranking of project applications.



# *Commitment to Housing First Points*

Up to 10 points for how the permanent housing project application commits to applying the Housing First model.

# Projects Straddling Tiers

If a project application straddles the Tier 1 and Tier 2 funding line, HUD will conditionally select the project up to the amount of funding that falls within Tier. Using the CoC score and other factors described in Section II.B.10 of this NOFA, HUD may fund the Tier 2 portion of the project.

# Match

24 CFR 578.73 provides the information regarding match requirements. Project applicants that intend to use program income as match must provide an estimate of how much program income will be used for match.

Match letters must be uploaded into E-Snaps.

Required Match is 25%!



# **RULES THAT AFFECT HOW HUD EVALUATES APPLICATIONS**

**NoFA 2019**



# Past Performance

- In evaluating applications for funding, HUD will consider an applicant's past performance in managing funds. Items HUD may consider include, but are not limited to: a. The ability to account for funds appropriately;
- Timely use of funds received from HUD;
- Timely submission and quality of reports submitted to HUD;
- Meeting program requirements;
- Meeting performance targets as established in the grant agreement;
- The applicant's organizational capacity, including staffing structures and capabilities;
- Time-lines for completion of activities and receipt of promised matching or leveraged funds; and
- The number of persons to be served or targeted for assistance.

# HUD reserves the right to reduce or reject a funding request from the project applicant for the following reasons:

- *outstanding obligation to HUD that is in arrears or for which a payment schedule has not been agreed upon;*
- *audit finding(s) for which a response is overdue or unsatisfactory;*
- *history of inadequate financial management accounting practices;*
- *evidence of untimely expenditures on prior award;*
- *history of other major capacity issues that have significantly affected the operation of the project and its performance;*
- *history of not reimbursing subrecipients for eligible costs in a timely manner, or at least quarterly; and*
- *history of serving ineligible program participants, expending funds on ineligible costs, or failing to expend funds within statutorily established timeframes*

# Attachments

The CoC plan with all charts and narratives completed as applicable;

CoC Review, Score, and Ranking Procedures. The CoC's written procedures that are publicly posted for all interested stakeholders and applicants that clearly describe the project-level review and ranking process that is used by the CoC to determine how CoC Program project applications submitted to the CoC are reviewed, scored, and ranked;

HMIS Policy, Procedures and Agreements With the HMIS Lead. The policy and procedures developed for the CoC's HMIS Lead and the signed agreements that address the roles and responsibilities of the CoC, HMIS Lead, and contributing organizations to the HMIS.

# Attachments

- Governance Charter (HMIS Governance). The section of the governance charter containing the policies and procedures used by the CoC to comply with the HMIS requirements prescribed by HUD;
- PHA Administrative Plans;
- FY 2019 CoC Competition HDX Report



# FY 2019 Project Application(s), including for each project application:

- Project application, charts, narratives, and attachments;
- SF-424 Application for Federal Assistance;
- SF-424 Supplement, Survey on Ensuring Equal Opportunities for Application required for nonprofit applicants only where completion and submission of this survey is voluntary;
- Documentation of Applicant and Subrecipient Eligibility. All project applicants must attach documentation of eligibility and the subrecipient eligibility must also be attached to the project application;

# Review of Ranking Tool for Renewals

## By Andrea Webster

- "As determined by the Department of Housing and Urban Development and the Continuum of Care Governance Board, community priority will be given to eligible projects in the following order: Permanent Housing then Transitional Housing.
- All projects will be scored utilizing the following materials: e-Snaps Project Application; HUD CoC Annual Performance Report; 2019 Housing Inventory Count Report; Homeless Management Information System (HMIS); Coordinated Entry and Access Reports and Agency Policies and Procedures. The CoC Governance Board has decided to utilize the most recent APR information for the following date range *July 1, 2018 to June 30, 2019.*

### Section A: Project Renewal Threshold Criteria

Eligibility Criteria	Yes	No	Threshold Met?
1. Projects must be in compliance with the eligibility requirements of the CoC Interim Rule, subsequent notices and must meet the threshold requirements outlined in the 2019 Notice of Funding Availability.			
2. Projects are required to participate in HMIS, unless the project is a victim-service agency, serving survivors of domestic violence, or a legal services agency.			
3. Projects are required to participate in Coordinated Entry, when it is available for the project type.			
4. Project agrees to use Housing First principles and be low barrier.			
5. Project has documented the required matching funds.			
6. Audit shows agency as a low risk auditee & no substantial findings.			
7. Representation at Mandatory RFP Workshop.			

### Section B: Project Financial (30 Points)

Measurement	Source	Data Calculations	Total Points Possible:	Score
Budget Criteria	CoC Project Application	<p><b>Score based on review of e-Snaps Project Summary Budget (Q6e).</b></p> <p>Considered Elements:</p> <ul style="list-style-type: none"> <li>Total % of program funding in housing costs.</li> </ul>	<p>90% + = 10 pts            85% - 89% = 7 pts            80% - 84% = 5pts            &lt; 80% = 0 pts</p>	
Financials	LOCCS	<p><b>Unexpended Grant Funds</b></p> <p>Q31a4 Expended Subtotal / Q31a4 Applicable Total Expenses plus Admin</p> <p><b>If less than 5% of grant funds, then project will receive 10 points. Otherwise zero points will be awarded.</b></p>	10 pts	
Budget Criteria	CoC Project Application	<p><b>Project is Cost Effective</b></p> <p>Considered Elements:</p> <ul style="list-style-type: none"> <li>Cost per person served is comparable to CoC average within project type.</li> </ul>	10 pts	

### Section C: Project Performance (90 points)

Measurement	Source	Data Calculations	Total Points Possible:	Score
<b>PSH Housing Stability:</b> % of persons who remained in the PH project as of the end of the operating year or exited to a permanent housing destination	HUD CoC APR 23a;23b	Total persons remaining in housing destinations plus Total persons exiting to permanent housing destinations.	90% + = 20 pts 85% - 89% = 10 pts 80% - 84% = 5pts < 80% = 0 pts	
<b>RRH and TH Housing Stability:</b> % of persons who exited to a positive housing destination	HUD CoC APR 23a;23b	Total persons exiting to positive housing destinations.	80% + = 20 pts 75% - 79% = 10 pts 70% - 74% = 5pts < 70% = 0 pts	
<b>Exits to Homelessness:</b> % of program exits to another homeless destination	HUD CoC APR 23a;23b	Percentage of exits to place not meant for human habitation, emergency shelter, including hotel or motel paid for with emergency shelter voucher, safe haven or transitional housing.	5% or less = 10 pts 6% - 10% = 5 pts 11% - 14% = 2 pts > 15% = 0 pts	
<b>Earned Income Total:</b> % of program participants age 18 and older who increased their earned income as shown on the last APR	HUD CoC APR	The percentage of stayers/leavers that increase cash earned income from entry to latest annual assessment/exit, excluding all stayers without annual assessments	IF PSH Project 25% + = 10 pts 20% - 24% = 7 pts 10% - 19% = 4 pts < 15% = 0 pts IF RRH or TH Project 65% + = 10 pts 50% - 64% = 7 pts 30% - 49% = 4 pts < 29% = 0 pts"	
<b>Unearned Income Total:</b> % of program participants age 18 and older who increased their non-employment income (including non-cash benefits) as shown on the last APR	HUD CoC APR	The percentage of stayers/leavers with noncash benefit sources, excluding all stayers without annual assessments.	40% + = 10 pts 30% - 39% = 7 pts 20% - 29% = 4 pts < 19% = 0 pts	

### Section C: Project Performance (90 points) - continued

Measurement	Source	Data Calculations	Total Points Possible:	Score
<b>Unearned Income Total:</b> % of program participants age 18 and older who increased their non-employment income (including non-cash benefits) as shown on the last APR	HUD CoC APR	The percentage of stayers/leavers with noncash benefit sources, excluding all stayers without annual assessments.	40% + = 10 pts 30% - 39% = 7 pts 20% - 29% = 4 pts < 19% = 0 pts	
<b>Street Homeless Placements:</b> % of program participants entering from a place not meant for human habitation	HUD CoC APR #15	The number of participants entering the project from a place not meant for human habitation / Subtotal of Homeless Situations.	IF PSH or RRH Project 25% + = 10 pts < 25% = 0 pts IF TH Project 20% + = 10 pts < 20% = 0 pts	
<b>Utilization Rate:</b> % of utilization reported on HIC	2019 HIC	Enter the utilization rate for the applicant's program as reported on 2019 HIC report.	90%+ = 10 pts 85% - 89% = 7 pts 80% - 84% = 4 pts < 80% = 0 pts	

### Section D: HMIS Data Quality (40 Points)

Measurement	Report	Data Calculations	Total Points Possible:	Score
<b>Project's Data Quality:</b> Personal Identifiable Information and Disabling Conditions	HUD CoC APR Q6a and Q6b	Enter "% of Error Rate" for 'PII and Disabling Conditions Data'. If either element is over the 3% threshold the scoring values apply.	0.00% = 10 pts 0.01% - 3.00% = 5 pts 3.01% or more = 0 pts	
<b>Project's Data Quality:</b> Income at Annual Assessment	HUD CoC APR Q6c	Enter "% of Error Rate" for 'Income and Sources at Annual Assessment'	0.00% = 10 pts 0.01% - 3.00% = 5 pts 3.01% or more = 0 pts	
<b>Data Quality Timeliness:</b> Project Start Data and Exit Data	HUD CoC APR Q6e	Enter "# of Days for Record Entry" for 'Project Start and Exit Data'	Any records 0 to 3 days = 10 pts Any records 4 days or more = 0 pts	

#### 6b - Data Quality: Universal Data Elements

Data Element	Error Count	% of Error Rate
Veteran Status (3.7)	0	0%
Project Start Date (3.10)	0	0%
Relationship to Head of Household (3.15)	1	3%
Client Location (3.16)	0	0%
Disabling Condition (3.8)	1	3%

#### 6c - Data Quality: Income and Housing Data Quality

Data Element	Error Count	% of Error Rate
Destination (3.12)	0	0%
Income and Sources (4.2) at Start	4	19%
Income and Sources (4.2) at Annual Assessment	10	71%
Income and Sources (4.2) at Exit	2	17%

### Section D: HMIS Data Quality (40 Points)

Measurement	Report	Data Calculations	Total Points Possible:	Score
<b>Quality Assurance/Improvement Plan</b>	Agency Written Policies and Procedures	A Quality Assurance Improvement Plan is a system of policies and procedures designed to continually improve the agency's overall operational processes with high integrity. The (QAIP) should document and define a systematic and well-organized approach to the periodic self-assessment within the agency. The plan shall include best practices and objectives of its outcomes. The review shall include input of its process from local stakeholders, landlords and constituents of Broward County.	Acceptable Plan in Place = 5 pts No Plan or Insufficient Plan = 0 pts	
<b>Project's Data Quality Improvement Plan</b>	Agency Written Policies and Procedures	The agency develops a well-defined comprehensive Data Integrity Plan that establishes the effective and continuous process to ensure high-quality data entry and maintenance in HMIS. The Data Integrity Plan will present an internal quality assurance process that ensures the data is Accurate, Complete, Consistent, Reliable and entered in a Timely manner. The Plan must include timeframes, action steps and identify responsible parties to implement and maintain the agency's data integrity process. Data Quality Improvement process will have input of its process from local stakeholders, landlords and constituents of Broward County.	Acceptable Plan in Place = 5 pts No Plan or Insufficient Plan = 0 pts	



## Section E: Agency Commitment to CoC Priorities (60 points)

Measurement	Report	Data Calculations	Total Points Possible:	Score
<b>Alignment with Housing First Principles</b>	CoC Project Application	<p>To what extent do the project's written policies and procedures ensure that participants are not screened out based on the following criteria?</p> <ul style="list-style-type: none"> <li>• Having too little or no income;</li> <li>• Failure to participate in supportive services (with exception for HUD-mandated monthly case management meeting for RRH program participants);</li> <li>• Active, or history of, substance use or a substance use disorder;</li> <li>• Having a criminal record (with exceptions for state-mandated restrictions);</li> <li>• History or survivor of domestic violence.</li> </ul> <p>Yes, to all and the project will be awarded maximum points; No to any and the project will score zero.</p>	10 pts	
<b>Priority Population (PSH &amp;) Youth and Families</b>	HMIS	Percentage of beds dedicated to/prioritized for chronically homeless persons (Dedicated PLUS PSH projects receive full points).	100% = 10 pts 90% - 99% = 7 pts 80% - 89% = 4 pts < 80% = 0 pts	
<b>Coordinated Access Referral</b>	Coordinated Access Report	Average Length of Time from Accepted Referral to Project Entry Date (Less than 30 days will be awarded maximum points; More than 30 days will result in a score of zero).	10 pts	
<b>Coordinated Access Referral</b>	Coordinated Access Report	Length of Time from Accepted Referral to Move-In. (90% of the clients housed within 80 days, receive maximum points).	10 pts	
<b>CoC Participation</b>	PIT Involvement	PIT Project Manager Sign Ups and participation.	Planning AND PIT = 15 pts Planning OR PIT = 5 pts NO participation = 0 pts	
<b>CoC Participation</b>	CoC Membership and Committee Participation	Sign Up Sheets for: Provider Forum Agency Attendance: Permanent Housing, PONG, Provider Stakeholders, CoC Board, Coordinated Assessment, HMIS Data Committee; Homeless Youth and Families Committee and Consumer Advocacy Committee (Timeline: Within 12 months prior to the 2019 NoFA Release Date).	5 points	

**Bonus Point Section (10 Possible Points)**

<b>Measurement</b>	<b>Source</b>	<b>Scoring Values:</b>	<b>Total Points Possible</b>	<b>Score</b>
<b>Participation by Population Served</b>	Agency Written Policies and Procedures	Does the agency have written policies and procedures submitted by the project and/or a narrative response demonstrating client participation in program design and policy making? Yes, and the maximum points will be awarded; No, and zero points will be awarded	5 points	
<b>Coordinated Access</b>	Coordinated Access Enrollments	Number of Enrollments through CA / Total Number of Enrollments 100% will be awarded maximum points otherwise, no points will be awarded.	5 points	