

## HAMPDEN COUNTY CONTINUUM OF CARE

### CoC Application Ranking, Selection and Reallocation Process 2016

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The US Department of Housing and Urban Development (HUD) released the Continuum of Care (CoC) FY2016 Notice of Funding Availability (NOFA) on June 28, 2016. The NOFA is available at <https://www.hudexchange.info/resources/documents/FY-2016-CoC-Program-NOFA.pdf>.

The Hampden County CoC will submit a **collaborative application** to HUD for competition funds by **September 14, 2016**. The application may include up to three types of individual project applications:

1. Grantees with current projects (FY15) 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)

New 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.

#### 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 Friday, August 12, 2016**.

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 August 29, 2016** 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: 93% of Renewal Amount	\$3,090,062
Tier 2:	
7% of Renewal Amount	\$232,585
Permanent Housing Bonus Amount	\$182,406
<b>Total for which the CoC may apply</b>	<b>\$3,505,053</b>

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 FY2016 application competitive score (up to 50 points), the rank the CoC gives to the project (up to 35 points), the project type, with maximum points for permanent supportive housing, rapid rehousing, and transitional housing exclusively serving youth (up to 5 points), and commitment to Housing First/low-barrier entry (up to 10 points).

#### **APPLICATION PROCESS FOR RENEWALS AND NEW PROJECTS**

The FY2016 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 will create 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](mailto:gmccafferty@springfieldcityhall.com), of the intent to submit a new application and whether the new project being created is 1) permanent supportive housing, or 2) rapid rehousing. 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 (RFP) for renewal and new projects will be posted to the website of the Western Massachusetts Network to End Homelessness on July 18, 2016. This RFP will provide additional details regarding the application process.

#### **ESNAPS GUIDANCE AND TECHNICAL ASSISTANCE**

*Esnaps* is available at [www.esnaps.hud.gov](http://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](mailto:dmerkman@springfieldcityhall.com) or 413-787-7746. Deborah Merkman can also provide technical assistance regarding *esnaps* use throughout the application process.

## **SCORING, RANKING, REALLOCATION 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 or over-funded projects.

**Scoring and Ranking.** 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; 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.

**Reallocation.** Reallocation is the process of removing funding (in whole or in part) from a renewal project to fund a new project. There are several types of reallocation that may happen:

- Renewal projects that are ranked below all other renewal and new projects and fall below the cut-off for Tier 2 will not be included in the application.
- Low-scoring applications placed in Tier 2 may be reduced by the CoC Scoring and Ranking Committee in order to enable the CoC to fall within the Tier 2 limit.
- Projects which consistently do not draw down 90% or more of funds may have budgets reduced by the CoC Scoring and Ranking Committee to conform to actual spending. In the FY2016 competition, projects in this category that request full funding will be asked to provide a supplementary statement with their project application stating the plan to fully spend grant funds in the next program year.

**Selection.** 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, 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 August 29, 2016:

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 September 14, 2016, 7:59:59 p.m. eastern time.

#### **TIMELINE**

<b>July 18, 2016</b>	<b>Hampden County CoC FY2016 Competition Opens</b>
<b>July 27, 2016 10:00 a.m.</b>	<b>Bidders Conference (optional)</b> City of Springfield Office of Housing, 1600 E. Columbus Ave., Springfield, MA
<b>Aug. 12, 2016 4:00 pm</b>	<b>Deadline for Submittal of Complete Application for Rating and Ranking</b> Complete applications include: <ol style="list-style-type: none"><li><b>Esnaps submittal</b> with following attachments uploaded:<ul style="list-style-type: none"><li>Documentation of agency 501(c)(3) status</li><li>Match commitment letters</li></ul></li><li><b>Delivery of CoC Required Documents</b> to the Springfield Office of Housing, 1600 E. Columbus Ave. Springfield.</li></ol> <b><u>Renewal Applicants must submit:</u></b> <ul style="list-style-type: none"><li>Minutes of Board of Directors meeting authorizing application for renewal funding</li><li>Current List of Board of Directors with identification of Officers and terms</li><li>The following completed forms: Notarized Tax Certification Affidavit; Conflict of Interest Statement; Debarment Certificate; and Internal Control Questionnaire</li></ul> <b><u>New Applicants must submit:</u></b> <ul style="list-style-type: none"><li>Agency Articles of Incorporation</li><li>Minutes of Board of Directors meeting authorizing application for new funding</li><li>Current List of Board of Directors with identification of Officers and terms</li></ul>

- 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.

**Aug. 29, 2016  
4:00 pm**

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

**Sept. 14, 2016**

**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 on Sept. 14, 2016.**

**SCORING FOR RENEWAL APPLICATIONS FOR FY2016 COC PROGRAM COMPETITION**

<b>PROGRAM DESIGN</b> 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 literally homeless Youth 18-24—8 points		
		All programs: Add 2 points if serves priority population: Chronically homeless, DV victims, Families with Children, Youth, Veterans		
	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)	PSH 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		
<b>PERFORMANCE</b> 30 points <i>Source:</i> HMIS APR for period 7/1/2015 – 6/30/2016; 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 employment 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% + adults maintained or obtained health insurance – 6 points 80% + adults maintained or obtained health insurance – 3 points			
<b>FINANCIAL</b> 20 points <i>Source:</i> Program audit, program invoices	Audit (up to 10 points)	No unresolved findings & low-risk auditee – 10 points; Unresolved findings or identified as high-risk auditee – 0 points		
	Drawdown rates (up to 5 points)	Invoices monthly - 5 points Invoices at least quarterly - 1 point		
	Spend Down (up to 5 points)	Programs based on FMRs spend at least 90% of grant – 5 points All other programs spend at least 95% of grant – 5 points		
<b>DATA/ HMIS</b> 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 and RRH FOR FY2016 COC PROGRAM COMPETITION**

<p><b>PROGRAM DESIGN</b> 30 points <i>Source:</i> Project Application</p>	Population Served (up to 5 points)	Serves priority population: Chronically homeless, DV victims, Families with Children, Youth, Veterans – 5 points
	Geographic diversity of services (up to 10 points)	Will operate in largely underserved location –10 points Will operate in moderately underserved location – 5 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 5 points)	Adequately describes project and is consistent with population served and expected performance outcomes – up to 5 points
<p><b>AGENCY EXPERIENCE and HISTORY OF PARTICIPATION</b> 30 points  <i>Source:</i> Application; Minutes of CoC and Network meetings</p>	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
<p><b>FINANCIAL</b> 20 points <i>Source:</i> Budget submittal, program audit</p>	Budget submission (up to 10 points)	Budget is accurate& complies with CoC Interim Rule –10 points
	Audit (up to 10 points)	No unresolved findings & low-risk auditee – 10 points
<p><b>PROGRAM &amp; DATA MANAGEMENT</b> 20 points <i>Source:</i> Application, agency policies and procedures</p>	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 (10 points)	Full points where there is a plan for timely and rapid start up (no later than 7/1/2017) 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, adding up to a total of 12 months; 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 2016 Housing Inventory Report					
	PSH beds/units for Individuals	TH beds for Individuals	PSH beds for Families	TH beds for Families	Rapid Rehousing
Chicopee	25	0	18	0	Two providers serve the region
Holyoke	6	23	88	46	
Springfield	396	81	146	40	
Westfield	43	10	5	0	
Remainder of Hampden Co.	38	7	41	0	

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

**Moderately underserved:** Chicopee, Holyoke, Westfield