

## SPRINGFIELD HAMPDEN COUNTY CONTINUUM OF CARE

### CoC Application Ranking, Selection and Reallocation Process 2017

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The US Department of Housing and Urban Development (HUD) released the Continuum of Care (CoC) FY2017 Notice of Funding Availability (NOFA) on July 14, 2017. The NOFA is available at <https://www.hudexchange.info/resources/documents/FY-2017-CoC-Program-Competition-NOFA.pdf>.

The Springfield Hampden County CoC will submit a **collaborative application** to HUD for competition funds by **September 28, 2017**. The application may include renewal and new projects in the following categories:

1. Grantees with current FY16 projects seeking **renewal** of those same projects
2. Grantees with current FY16 projects seeking to **expand** the existing project
3. Applicants seeking funds for the following types of **new projects**:
  - **Permanent Supportive Housing** for chronically homeless individuals or families,
  - **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 are fleeing or attempting to flee domestic violence, and
  - **Joint Transitional Housing-Rapid Rehousing** programs, in which a single provider operates both transitional housing and rapid rehousing programs, and makes both types of assistance available to eligible homeless individuals or families.

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 new bonus funding.

#### APPLICATION DEADLINE

Project applications for **NEW, EXPANSION, and RENEWAL** projects must be submitted to the CoC in the electronic *esnaps* system no later than **6:00 p.m. on Friday, August 25, 2017**.

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 September 13, 2017** 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 Springfield-Hampden County Continuum of Care (<https://springfieldhampdencoc.wordpress.com/>) on that date. Applicants not selected may appeal directly to HUD.

Funding Amounts are as follows:

Tier 1: 94% of Renewal Amount	\$3,082,961
Tier 2:	
6% of Renewal Amount	\$196,785
Permanent Housing Bonus Amount	\$339,807
<b>Total competitive funds for which the CoC may apply</b>	<b>\$3,619,553</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 FY2017 application competitive score (up to 50 points), the rank the CoC gives to the project (up to 40 points), and commitment to Housing First/low-barrier entry (up to 10 points).

**COC PRIORITIES FOR THE 2017FY COMPETITION**

The CoC has identified the following populations and/or housing types as priorities for new projects in this competition:

- Youth aged 18-24
  - Particularly appropriate for TH-RRH model
- Non-EA eligible families (including families who are over-income for EA, and non-citizen families), emphasis on DV families
  - Particularly appropriate for TH-RRH model
- Chronically homeless individuals
  - The need is very low-barrier permanent supportive housing, and for units in Holyoke
- Chronically homeless families (both EA-eligible and non-EA eligible)

**NOTE CONCERNING PROJECTS THAT SERVE VICTIMS OF DOMESTIC VIOLENCE**

The CoC does not have any existing projects designed to serve victims of domestic violence. It encourages agencies that serve this population to apply for new funds. The CoC competition and operations are modified for projects designed to serve victims of domestic violence, in order to accommodate the particular need for privacy and safety required by these programs. The following modifications apply:

- While all CoC-funded programs are required to participate in coordinated entry into housing and services, the CoC is creating policies and procedures to address privacy, confidentiality and safety for victims of domestic violence, which will be in place before new grants are awarded and will make exceptions the coordinated entry requirement for these programs.
- The performance of CoC programs are evaluated annually, and part of the performance evaluation includes review of measures in reports pulled directly by the CoC from the Homeless Management Information System (HMIS). However, domestic violence entities are prohibited

from using the CoC's HMIS, but must use a comparable data system. To accommodate the different data-keeping requirements, the CoC will request that DV programs submit their own aggregated data reports for the performance evaluation.

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

The FY2017 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*.

**Expansion and 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, 2) rapid rehousing, or 3) joint transitional housing-rapid rehousing. Within 24 hours of notification, the new project application will be set up in *esnaps* and ready for entry of application information. Expansion and new project sponsors must open the new project application, fill in application information, and upload required supporting documents. Once complete, applicants must submit the expansion or new application in *esnaps*.

A Request for Proposals (RFP) for renewal, expansion, and new projects will be posted to the website of the Springfield-Hampden County CoC on August 2, 2017. 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.

### **THRESHOLD REVIEW**

In order to be considered for inclusion in the CoC's consolidated application to HUD, projects must meet the following minimum thresholds:

- Application is complete and data are consistent
- The project or proposed project uses a Housing First and/or Low Barrier model
- The applicant has provided documentation of secured minimum match
- A renewal project participates in coordinated entry, and a proposed new project commits to participate in coordinated entry
- The project is financially feasible
- The applicant provides documentation of organizational financial stability

## **SCORING, RANKING, REALLOCATION AND SELECTION**

All eligible applications which pass threshold review 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:

- Fidelity of commitment to a Housing First/Low-Demand service model; and
- Projects that promote geographic diversity of programs throughout our CoC.

**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.

**Selection.** Once the committee completes the scoring and ranking, the committee may consider the CoC's overall funding 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. The CoC's Coordinated Entry project, which has only been operational since August 1, 2016 and is not comparable to any other projects, will receive the maximum score this year. In addition, several projects which are eligible for renewal are new projects which 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 prioritized 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 September 13, 2017:

Springfield-Hampden Continuum of Care  
<https://springfieldhampdencoc.wordpress.com/>

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 28, 2017, 7:59:59 p.m. eastern time.

## **TIMELINE**

**August 2, 2017**

**Hampden County CoC FY2017 Competition Opens**

**August 15, 2017**

**Bidders Conference (optional)**

**10:00 a.m.**

City of Springfield Office of Housing, 1600 E. Columbus Ave., Springfield, MA

**August 28, 2017**

**Deadline for Submittal of Complete Application for Rating and Ranking**

**4:00 p.m.**

Complete applications include:

1. ***Esnaps* submittal** with following attachments uploaded:
  - Documentation of agency 501(c)(3) status
2. **Delivery of CoC Required Documents** to the Springfield Office of Housing, 1600 E. Columbus Ave. Springfield.

**Renewal Applicants must submit:**

- Completed Housing First/Low Demand Self-Assessment
- Documentation of required match
- Current List of Board of Directors with identification of Officers and terms

**New Applicants must submit:**

- Documentation of required match
- Agency Articles of Incorporation
- Current List of Board of Directors with identification of Officers and terms
- 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 (required for federal funding):
  - 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 Policy.

**September 13, 2017**      **Ranking and Selection Results posted on CoC website and sent to applicants in writing**  
**4:00 pm**

**Sept. 25, 2017**      **Full CoC Application posted on CoC website**

**Sept. 28, 2017**      **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. 28, 2017.**

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

**PERFORMANCE – 40 points**

<b>Housing Stabilization:</b> Percent of persons who remain in or exit to permanent housing	90% or more - 30 points 85-89% - 20 points 80-84% - 10 points
<b>Returns to homelessness:</b> Percent of persons who exited program in 2014-2017 that returned to homelessness within 2 years of exit	Less than 15% - 5 points
<b>Increase employment income:</b> Percent of adult participants who increased employment income	8% or more - 2.5 points
<b>Increase non-employment income:</b> Percent of adult participants who increased non-employment income	10% or more - 2.5 points

**PROJECT EFFECTIVENESS – 35 points**

<b>Utilization:</b> Average number of beds/units filled during the grant period	90% or more - 15 points 85-89% - 10 points
<b>Fidelity to Housing First model:</b> Score on Housing First Self-Assessment (on next page)	Score of 10 - 5 points Score of 7 to 9 - 1 point
<b>Cost:</b> Project has reasonable cost per permanent housing maintenance/exit	Below \$11,000 - 5 points \$11,000 to 16,000 – 2.5 points
<b>Monitoring results:</b> Project has no unaddressed monitoring findings or concerns (fiscal/program requirements) in most recent monitoring	No findings or concerns - 5 points Findings or concerns which have been fully addressed – 2.5 points
<b>Data Quality:</b> Percent of data points which are complete	95% or above - 5 points

**HIGH-NEED POPULATION/TARGETING – 15 points**

<b>Zero income:</b> Percent of adult participants with zero income at entry	50% or more – 5 points 30-49% - 2.5 points
<b>More than one disability:</b> Percent of participants with more than one disability at entry	70% or more – 5 points 40-69% - 2.5 points
<b>Unsheltered:</b> Percent of participants who were unsheltered at entry	30% or more – 5 points 10-29% - 2.5 points

**LOCAL FACTOR– 10 points**

<b>Geographic diversity:</b> Location of project outside Springfield	PSH is located outside Springfield or RRH serves entire county – 10 points PSH partially outside Springfield – 5 points
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**SPRINGFIELD- HAMPDEN COUNTY CONTINUUM OF CARE**

**Housing First Self-Assessment**

*Check box if answer is yes:*

- 1. Access to program is not contingent on sobriety, minimum income requirements, lack of a criminal record, completion of treatment, participation in services, or other unnecessary conditions.
- 2. Program does everything possible not to reject an individual or family on the basis of poor credit or financial history, poor or lack of rental history, minor criminal convictions, or behaviors that are interpreted as indicating a lack of "housing readiness."
- 3. People with disabilities are offered clear opportunities to request reasonable accommodations within applications and screening processes and during tenancy, and building and apartment units are or can be modified to accommodate disabilities.
- 4. Housing and service plans are highly tenant-driven.
- 5. Supportive services emphasize engagement and problem-solving over therapeutic goals.
- 6. Participation in services or compliance with service plans are not conditions of tenancy, but are reviewed with tenants and regularly offered as a resource to tenants.
- 7. Services are informed by a harm-reduction philosophy that recognizes that drug and alcohol use and addiction are part of some tenants' lives. Tenants are engaged in non-judgmental communication regarding drug and alcohol use and are offered education regarding how to avoid risky behaviors and engage in safer practices.
- 8. Substance use in and of itself, without other lease violations, is not considered a reason for eviction.
- 9. Tenants in supportive housing are given reasonable flexibility in paying their share of the rent on time and offered special payment arrangements for rent arrears and/or assistance with financial management, including representative payee arrangements.
- 10. Every effort is made to provide a tenant the opportunity to transfer from one housing situation, program, or project to another if a tenancy is in jeopardy. Wherever possible, eviction back into homelessness is avoided.

TOTAL number of boxes checked:



**SCORING FOR NEW APPLICATIONS FOR FY2017 COC PROGRAM COMPETITION**

**EXPERIENCE – 25 points**

Experience with proposed population and provision of housing	5 years’ experience with population <u>and</u> 5 years providing housing -10 points 5 years’ experience with population <u>or</u> 5 years providing housing -5 points
Experience with using a Housing First/low demand approach	Experience operating a Housing First or low demand project - 10 points
Experience effectively using federal funds	Experience with federal grants - 5 points

**DESIGN OF HOUSING & SUPPORTIVE SERVICES – 25 points**

Services Match between proposed participants and services to be provided	Project demonstrates that appropriate services will be made available to participants – 10 points
Housing First Design Plan to assist participants to rapidly secure and maintain permanent housing	Project design reflects Housing First/ low demand model – 10 points
Income Plan to assist participants to increase/maintain income and to maximize their ability to live independently	Applicant describes specific services or supports directed toward increasing employment and non-employment income – 5 points

**TIMELINESS – 10 points**

Plan for rapid implementation of the program	Applicant provides realistic and quick implementation plan – 10 points
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**FINANCIAL – 30 points**

Cost Project is cost-effective when projected cost per person served and achieving a successful housing placement is compared to CoC average cost	Under \$11,000 – 10 points \$11,000 to 16,000 – 5 points
Audit Organization’s most recent audit 1) found no exceptions to standard practices; 2) identified agency as ‘low risk’; and 3) indicates no findings	No exceptions to standard practices – 3 points Agency identified as low risk – 3 points Indicates no findings – 4 points
Match	Documented match amount meets HUD requirements – 5 points
Budget	Budgeted costs are reasonable, allocable, and allowable – 5 points

**LOCAL FACTOR– 10 points**

<b>Geographic diversity:</b> Location of project outside Springfield	Project is outside Springfield – 10 points Project is partially outside Springfield – 5 points
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## 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.

**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.

**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.

**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.