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Date: July 27, 2017

To: CA-516 Partners

From: Suzi Kochems, CoC Coordinator

Re: 2017 NOFA and Rating/Ranking Process for HUD Continuum of Care Funding

I. Background: The Continuum of Care (CoC) Program (24 CFR part 578) is designed to promote a county-wide commitment to the goal of ending homelessness; to provide funding for efforts by nonprofit providers and local government to quickly rehouse homeless individuals, families, persons fleeing domestic violence, and youth while minimizing the trauma and dislocation caused by homelessness; to promote access to and effective utilization of mainstream programs by homeless individuals and families; and to optimize self-sufficiency among those experiencing homelessness.

II. 2017 NOFA: The HUD Continuum of Care (CoC) Notice of Funding Availability (NOFA) for federal fiscal year 2017 was released on July 14, 2017. The NOFA outlines the requirements for approximately \$2 billion in federal fiscal year 2017/18 funding for homeless assistance grants administered by HUD in compliance with the HEARTH Act.

CoC applications are due to HUD by September 28, 2017. Each applying CoC must receive CoC Program project applications at least 30 days prior to the application due date, and inform CoC Program project applicants of their ranking position at least 15 days prior to the application due date.

Section VII.A.2. of the NOFA states that "HUD will award up to 29 points to CoC's that clearly demonstrate the existence of a coordinated, inclusive, and outcome-oriented community process for the solicitation, objective review, ranking, and selection of CoC Program project applications." To receive points, each CoC will need to include in their application the following documentation:

- a. Written documentation that clearly demonstrates the CoC uses objective criteria (e.g. project performance, monitoring results) in the Review and Ranking selection process, considering past performance, achieving positive housing outcomes, and a method for evaluating projects submitted by victim service providers (18 points);
- b. Documentation that the CoC considered the severity of needs and vulnerabilities experienced by program participants, including: low or no income, current or past substance abuse, a history of victimization, criminal histories, and chronic homelessness (4 points);
- c. Demonstration of the ability to reallocate lower performing projects to create new higher performing projects (4 points); and
- d. A Review and Ranking selection process for all projects (new and renewal) that is publicly announced and posted by the CoC, including published written policies and procedures that include maintaining dated meeting minutes for all meetings that pertain to the CoC's local competition process (3 points). Total funds available for CA-516 for renewable grants, also called the Annual Renewal Demand, is roughly equivalent to last year's NOFA, at \$317,347. This year's NOFA includes a Permanent Housing Bonus of \$57,376. Projects eligible for the Permanent Housing Bonus are

permanent supportive housing projects where 100 percent of the beds are dedicated to chronically homeless individuals and families; DedicatedPLUS projects where 100 percent of the beds serve disabled individuals and families who are homeless or at-risk of homelessness (see NOFA Section III.A.3.d); rapid rehousing projects; and joint transitional housing and rapid rehousing projects (see the NOFA for full descriptions of these housing projects). An additional \$28,688 is available for a non-competitive Planning Grant, applied for by the Collaborative Applicant and used for CoC-wide planning.

New projects may apply for CoC funds for following types of projects:

1. Permanent Supportive Housing (PSH) that dedicates 100% of their units to chronically homeless individuals and families;
2. Rapid Rehousing Projects (RRH), including unaccompanied youth;
3. Joint Transitional Housing and Permanent Housing-Rapid Rehousing Projects (Joint TH and PH-RRH), a newly eligible program type;
4. Dedicated Homeless Management Information Systems (HMIS) projects; and
5. Supportive services to develop or operate a coordinated assessment system.

Eligible renewal projects may expand units, beds, persons, or services through the reallocation process or permanent housing bonus funds this year. Transitional, Supportive Services Only, and Safe Haven projects may only expand through the reallocation process.

Although the funding allocation is anticipated to be adequate for all project renewals, HUD again requests that projects are ranked and placed in Tiers 1 and 2 this year to prioritize projects in case there is a reduction in funds. The total funding amount for Tier 1 will be 94% of the Annual Renewal Demand equal to \$298,306. The total funding amount for Tier 2 will be the remaining 6% of the Annual Renewal Demand (\$19,041), plus the Permanent Housing Bonus (\$57,376) (if an application for the Permanent Housing Bonus is submitted). HUD's scoring criteria for Tier 2 projects will include:

- 1) the CoC Consolidated Application Score; 2) the project's rank in the CoC's Priority Listing; and 3) incorporation of a Housing First approach. CoC's are required to maintain an HMIS program, so the HMIS Project Application will be high priority. Also of note, the NOFA encourages reallocation of CoC funds to better meet the NOFA Policy Priorities. CA-516 will have approximately \$30,000 in reallocation funds for new projects that meet the project types notes above.

The NOFA requires CoC's to review and rank applications within their geographic area according to specific eligibility and quality thresholds, as well as how effectively they align with the 2017 NOFA Priorities below.

2017 CoC NOFA Policy Priorities

1. Ending homelessness for all persons
2. Creating a systemic response to homelessness
3. Strategically allocating and using resources
4. Use of a Housing First approach

III. Procedure for Renewal and New Applicants: HUD requires CoC's to conduct a detailed and objective review, score and ranking process for project applications that prioritizes and funds the projects which best align with HUD priorities and performance standards. The procedures include a review of an applicant's ability

to meet HUD threshold standards and priorities established in the NOFA based on past performance and the proposed project's design. The procedure is completed in steps:

- Step 1-Development and implementation of the 2017 CoC funding Rating and Ranking procedures; adopted by the CoC Board.
- Step 2-Public Noticing-invite all public and private providers of services to submit a proposal for new project funding through reallocation or through a funding application. Noticing will occur via the CoC listserv, the City of Redding website and the Health and Human Services Agencies in all 7 partners counties. Applicants of renewal or new projects submit Letters of Interest to the CoC Coordinator.
- Step 3-The Rating and Ranking Committee reviews the Letters of Interest to determine applicant eligibility, threshold qualifications and project renewal threshold. Eligibility criteria will be based on yes/no criteria; threshold qualifications will be determined by meeting a minimum number of standards, and for renewal projects, project capacity, expenditures, timeliness and performance standards will be reviewed and ranked. The Rating and Ranking Committee will notify applicants to complete the CoC Project Application in e-snaps for inclusion in the CoC's Priority Listing and submit to the CoC Coordinator by the due date; however, if the applicant's project is not being recommended they will be notified via email and given the opportunity to request a debrief.
- Step 4-New and renewal projects will be rated and ranked in order to strategically allocate resources that best meet the local priorities and HUD NOFA policy priorities (noted above); the projects will be put into Priority Listing.
- Step 5-CoC Advisory Board will review the recommendations of the Rating and Ranking Committee as noted in the Priority Listing. All applicants will be notified via email if the Advisory Board made significant changes in the recommendations of the Rating and Ranking Committee. The priority listing will be posted on the CoC listserv, the City of Redding website and the Health and Human Services Agencies in all 7 partners counties.

The 2017 Internal Competition will include Renewal Applicants and Letters of Interest (LOIs) (See Attachment A) for new projects. Renewal Applicant scores will be derived from a calculation of data in the APR which will demonstrate applicant effectiveness and overall impact on the CA-516 goals and priorities. This process is described in more detail under the ranking policies in Section V. Once scored, the renewal projects will be placed in rank order according to the ranking policies included in this document. Applications are then ranked based on their score and the Rating and Ranking Committee will forward the recommendations to the CoC Membership for final approval. Ranking will include the placement of projects in Tier 1 or Tier 2 as required by HUD.

The CA-516 Advisory Board is accepting letters of interest for the 2017 competition-please reference the procedure below. The CA-516 Advisory Board will consider Letters of Interest for Continuum of Care Program funds that create new Permanent Housing opportunities, including Permanent Supportive Housing and Rapid Re-housing and the mixed component of Transitional, Permanent/Rapid Rehousing.

Renewal Applicant Guidelines and Process:

The CoC Coordinator will calculate scores based on impact in the following areas:

- Targeting: The degree to which projects are serving the target populations prioritized for their program areas.
- Performance: The degree to which projects meet performance outcomes based on HUD standards and the outcomes established in the 2016 Collaborative Application and 2017 goals.
- Program Management: The degree to which projects are cost effective, apply cash and in-kind support from other sources.
- Homeless Management Information System (or other system if DV): The degree to which projects maintain data quality. Application threshold is 10% or less for data quality.

- The CoC Coordinator and rating/ranking committee will calculate scores and provide them to the renewal applicants.

New Applicant Guidelines and Process:

New Applicants will be asked to submit an LOI to create Permanent Housing (PH) opportunities including Permanent Supportive Housing (PSH), Rapid Re-housing (RR) and the new Transitional Housing (TH) and Permanent Housing-Rapid Rehousing (PH-RRH) component for eligible populations.

The Collaborative Applicant staff will release a Request for LOIs. Upon receipt, the LOIs will be reviewed by the CoC Advisory Board or its designated committee. The LOI will include timeline and details of information requested. Projects approved through the LOI process will be included in the ranking based on ranking policies and procedures. Projects included in the ranking will be asked to submit a final proposal through HUD's e-snaps system. The CoC Grant Review Committee will make final determination of whether projects are invited to submit a full application, based on resources available and consideration of CA-516 goals and priorities and the final NOFA.

IV. Program Buckets by Priority and Final Ranking Policies: The CoC has developed a system which distributes new and renewal applicants by score in a bucket system. The program buckets are based on eligible funding components under the CA-516 Internal Competition and are distributed based on CA-516, HUD and Opening Doors goals and priorities outlined in Section I of this document. This system closely mirrors the HUD distribution of priorities for HUD CoC funding.

Orders of Priority as described in Section III:

1. HMIS (renewal and/or reallocation only)
2. PSH/RRH Renewals (either prioritized or dedicated for chronically homeless use-see NOFA for Dedicated Plus definition)
 2. a. Chronically Homeless Individuals and Families with the longest history of homelessness and most severe service needs
 2. b. Chronically homeless individuals and families with the longest history of homelessness
 2. c. Chronically homeless individuals and families with the most severe service needs
 2. d. All other chronically homeless individuals and families
3. Supportive Services Only (specifically for the Coordinated Entry Process/reallocation only)
4. New Joint TH and PH-RRH projects (reallocation and/or bonus)
5. New PSH (chronically homeless households)
6. New RRH (homeless individuals or families)

New and renewal applicants will be reviewed and scored and placed within their program buckets from high to low score. Placement in the program bucket based on score does not mean a project is ranked and included in the CoC collaborative application. Final decisions regarding ranking are made by the CoC Rating and Ranking Committee and are based on the process described below.

Based on performance outcomes of renewal projects, the Grant Review Committee has determined that the CoC will be reallocating funds this year for new projects.

New and Renewal Project Ranking:

Projects are placed in order by scoring in their respective buckets. Review and consideration for including in final ranking is based on project scores within an applicant's respective program bucket and how well the application matches CA-516 priorities and goals as stated above.

The CA-516 Advisory Board has determined it may use any of the following procedures to determine if it will rank new projects and the process by which it will reduce funding (reallocate) to allow new projects.

The CA-516 Advisory Board anticipates Continuum of Care Program funding will not increase. The Redding/Shasta Continuum of Care (CoC) will use the following process to rank all project applications in the 2017 Continuum of Care Program Competition.

Upon review of New Applicant LOIs and review of the Notice of Funding Availability (NOFA) for Continuum of Care Program funding the CoC Rating and Ranking Committee will determine if one or more new project applications will be reviewed and ranked. Funding may only be available by reallocating an existing renewal project (through the New Applicant LOI process) or by reducing funding allocated to renewal projects. If the CoC Rating and Ranking Committee makes the decision to rank new applicants for rapid rehousing, it will prioritize rapid rehousing in geographic areas that have an identified need and have limited or no existing RRH slots (limited is defined as under 10 slots). New applications for PSH or the TH/PH/RRH component will be considered for ranking based on quality of the application, requirements of the LOI, CoC funding priorities, local need and funding availability. All decisions will be made based on the priorities and guidelines outlined in the CA-516 2017 NOFA and Rating/Ranking Process for HUD Continuum of Care Funding.

One or more of these mechanisms for adding new projects may be used discretely or in combination.

- 1) Do not rank renewal applicant projects fully starting from the bottom of the lowest bucket and moving up the ranked list
- 2) Partially reduce funding from renewal projects starting from the lowest bucket and moving up the ranked list
- 3) Do not rank or reduce funding from habitual low scoring projects from higher priority buckets
- 4) Do not rank or partially reduce funding from applicants who have a utilization rate below 78% based on a review of utilization rates over the past 3 years
- 5) Fund new projects by reallocating Renewal Applicant funding by allowing Renewal Applicants to apply for new project funding through the New Applicant LOI process.*

**If a Renewal Applicant's submission of a New Applicant LOI is not approved, it will be ranked according to its Renewal Application score and according to any policies described herein.*

The Internal Competition Application scoring is not the final determinant in whether or not a project is ranked. All decisions regarding ranking must be made based on impact of ranking or lack of ranking the project on community need using data from the system mapping and initial results from the grant inventory worksheet. The CA-516 Rating and Ranking Committee may also choose not to rank a project based on its overall impact on the competitiveness of the CA-516 Application and the extent to which it matches CA-516 priorities. The CA-516 Rating and Ranking commits to providing up-to-date meeting minutes and information regarding the process to ensure transparency within the decision-making changes based on guidance from HUD and has an appeals process that meets HUD and CoC guidelines. The HUD Continuum of Care Program NOFA criteria overrides any policies or funding and ranking decisions in which there is a discrepancy between the NOFA and the CA-516 2017 NOFA and Rating/Ranking Process for HUD Continuum of Care Funding. If the Advisory Board is unable to come to a conclusion, based on consensus, the Executive Board will make the final determination on the Rating and Ranking of CoC projects.

V. Reallocation Process: Through the CoC application process each application, new and renewal, based on HUD priorities, the funding structure and threshold criteria. CoC's have the ability to reallocate funds to new projects if an existing project is not meeting performance standards or if funding a new project is best for resource allocation. The process for reallocation follows the same process as noted in Section V above.

Schedule: Below is the schedule based on the September 28, 2017 CoC Application due date.

Distribute the 2017 CoC NOFA and Rating and Ranking Procedures to the CoC Board for review and use for application of new projects	August 3
CoC Board Meeting review of NOFA, Project Application LOI, Rating and Ranking Procedures, and Reallocation Process-approval of process	August 8
Post NOFA, Letters of Interest, on County websites/City website and email out to the CoC partners	August 9
Letters of Interest due to the CoC Coordinator via email-by close of business	August 11
Rating and Ranking Committee reviews the LOI's and makes recommendations for inclusion/exclusion in the CoC Project Application Process	August 14
Project Applications due in E-snaps with a PDF to the CoC Coordinator for priority listing review and ranking	August 24
CoC meeting to approve Priority Listing of applications	September 12
Publicly post the Priority Listing on websites	September 13
Consolidated application made available for public review-approximate	September 18
Receive comments on Consolidated Application and Priority Listing	September 20
Submit Consolidated Application and Priority Listing in E-snaps and post on websites	September 21-28

VI. Appeals Process: The Redding/Shasta Continuum of Care Advisory Board will announce scores and final ranking order for the 2017 Continuum of Care Program application no later than September 13, 2017. Project applicants will be provided with a date to appeal their budget or their project ranking that meets the HUD guidelines. An appeal must be based upon the following:

- CA-516 Advisory Board did not have a transparent selection process, and/or
- The project can provide evidence that the application meets HUD and local priorities

Applicants will be provided with details on how to submit appeals including details on the date by which the Appeals committee will respond to any appeal. This appeal procedure is subject to change based on the Notices from US Department of Housing and Urban Development concerning the timeline of the 2017 competition.

VII. Letter of Interest Instructions: Letters of Interest for potential funding through the project funding competition through the Redding/Shasta CoC must be complete and submitted to the CoC Coordinator via email to be eligible for funding consideration. The same Letter of Interest Cover Sheet is used for new and renewal projects; however, new and renewal projects have separate attachments.

Please print Attachment A or B and complete it. Scan and email the Attachment and any evidence documents to the CoC Coordinator by the close of business (5 pm) on August 11, 2017. Attachments consist of:

1. Cover Sheet
2. Project Applications-Attachment A-Renewal Projects
-Attachment B-New Projects

Project Integrity Threshold (New Projects)-Applicants should check the appropriate box and provide explanation and support for the checked area in the form of a policy, procedure, report, etc. Please label accordingly. Points are assigned if the checked area is adequately and appropriated supported with documentation. New project applications must meet minimum thresholds to be eligible for application rating and ranking.

Project Renewal Threshold-Applicants that are renewing projects have previously met the Project Integrity Threshold criteria through HUD's eLOCCS system and Annual Performance reports. Renewal applicants should complete this threshold to identify areas of compliance/non-compliance. If any box is checked the applicant must attach narrative as to how the area of concern has been, or will, resolved.

VIII. More Information: Project Applicants are encouraged to review the NOFA, the Interim Rule, training materials, and all supporting documentation on the HUD Exchange at:

<https://www.hudexchange.info/resources/documents/FY-2017-CoC-Program-Competition-NOFA.pdf>.

Please contact Suzi Kochems, CoC Coordinator should you have any further questions.

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**Permanent Housing - Letter of Interest to Renew
2017 Continuum of Care (CoC) Homeless Assistance Programs**

The Redding/Shasta Continuum of Care (CoC) is requiring any agency interested in renewing a project for funding in the 2017 HUD Continuum of Care Notice of Funding Availability (NOFA) to submit a Letter of Interest (LOI). A LOI is required for all projects to be considered for submission in the 2017 Continuum of Care (CoC) Application to the U.S. Department of Housing and Urban Development (HUD) but is not a guarantee of funding or inclusion in the application to HUD.

The submission of the LOI will be part one of a two-part process. Part II will include the completion of the Project Application in HUD's e-snaps application system.

Renewal applicants are required to complete this LOI by answering all questions and providing the required documentation in order to be considered for inclusion in Part II of the application process.

Background Information

The U.S. Department of Housing and Urban Development (HUD) states that one of the primary responsibilities of the CoC is to develop a review process for selection and ranking criteria for prioritizing renewal and new projects for CoC Program funding. This is especially important for those communities that submit multiple renewal and new project requests to compete for funding.

In addition, HUD states that communities should have a mechanism for ranking and selecting projects that demonstrate decisions based on pre-established selection criteria that were logical and fair. Criteria may include capacity to implement and manage the proposed project, experience working with the target population, cost effectiveness, etc. Communities should emphasize and rank projects based on the projects' ability to articulate achievable outcome measures against which the project can be evaluated in future years. This is especially important as projects come up for renewal funding and communities must assess project performance.

HUD also notes that it is important that renewal projects meet minimum project eligibility, capacity, timeliness, and performance standards or they will be rejected from consideration for funding. When considering renewal projects for award, HUD will review information in the Line of Credit Control System (LOCCS); Annual Performance Reports (APRs); and information provided from the local HUD/Community Planning and Development (CPD) Field Office, including monitoring reports and A-133 audit reports as applicable, as well as performance standards on prior grants, and assess a project on the following criteria using a pass/fail basis:

(1) The project applicant's performance against plans and goals established in the initial application as amended;

(2) Project applicants must demonstrate all timeliness standards for grants being renewed, including that standards for the expenditure of grant funds have been met;

(3) The project applicant's performance in assisting program participants to achieve and maintain independent living and record of success, except Homeless Management Information System (HMIS)-dedicated projects are not required to meet this standard; and

(4) Evidence that a project applicant has been unwilling to accept technical assistance, has a history of inadequate financial accounting practices, has indications of project mismanagement, has a drastic reduction in the population served, has made program changes without prior HUD approval, or has lost a project site may result in a rejection of the application from the competition. HUD reserves the right to reduce or reject a funding request from the project applicant for the following reasons:

- (a) Outstanding obligation to HUD that is in arrears or for which a payment schedule has not been agreed upon;
- (b) Audit finding(s) for which a response is overdue or unsatisfactory;
- (c) History of inadequate financial management accounting practices;
- (d) Evidence of untimely expenditures on prior award;
- (e) History of other major capacity issues that have significantly impacted the operation of the project and its performance;
- (f) Timeliness in reimbursing sub recipients for eligible costs. HUD will consider a project applicant as meeting this standard if it has drawn down grant funds at least once per month; or
- (g) History of serving ineligible persons, expending funds on ineligible costs, or failing to expend funds within statutorily established timeframes.

HUD is requiring that CoC's rank projects within 2 tiers in FY 2017 to promote a more competitive process among CoC's. HUD will only select projects from Tier 2 for funding after all projects from Tier 1 have been selected. HUD also notes that projects in Tier 2 may not be funded.

Prior to responding to the rating and performance measures in this document, please complete the Cover Sheet.

**2017 HUD CoC Funding
Letter of Interest-New Projects (Renewal Projects)**

Project Name: _____ Phone: _____

Applicant: _____ Contact: _____

E-mail: _____ DUNS #: _____ CCR #: _____

Sub-recipient: _____

Funding Requested: _____ Number of Beds/Units: _____

Agency Type: Public Agency/Local Government Non-Profit Public Housing Agency

Is this an existing CoC funded Project applying to reallocate funds for a new project type? Yes _____ No _____

Does this agency currently have a HUD CoC funded project? Yes _____ No _____

Applicant Currently participates in HMIS Agrees to participate in HMIS

Project Type (check one)

- New Project
- Renewal Project (limited to 1 yr. term & funding)
- Renewal Project plus Expansion

Program Type (check one)

- Permanent Housing
- Joint Transitional, Permanent/Rapid Rehousing
- Transitional Housing
- Supportive Services/Coordinated Entry
- Homeless Management Information Systems (HMIS)

Program Use of Funding (check one)

- Project Based Rental Assistance/Operating Costs
- TBRA
- Leasing Costs
- Supportive Services Only (SSO)
- HMIS

County to Serve (check all that apply)

- Shasta
- Lassen
- Siskiyou
- Plumas
- Del Norte
- Modoc
- Sierra

Grant Term (check one)

- ____ yrs. (up to 15) (1 yr. funding)
- ____ yrs. (up to 5)
- ____ yrs. (up to 3)
- ____ yrs. (up to 5)
- ____ yrs. (up to 5)

I certify, on behalf of my agency, that all information contained in this application is accurate and true, based on our current project records for the project. I understand that falsifying information or failing to provide accurate information will have a negative impact on my overall review and may result in removal from the Continuum of Care Application to HUD.

Executive Director/CEO/President

Date

Rating and Performance Measures

HUD encourages the following rating and performance measures to be used to determine which projects to accept or reject. Please respond to each rating and performance measure. Incomplete applications will not be accepted.

1. Review HUD APR performance results

The **Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH): Continuum of Care Program** interim rule states that HUD may terminate the renewal of any grant and require the recipient to repay the renewal grant if the recipient fails to submit a HUD Annual Performance Report (APR) within 90 days of the end of the program year or if the recipient submits an APR that HUD deems unacceptable or shows noncompliance with the requirements of the grant and this part. The recipient's submission of the APR helps HUD review whether the recipient is carrying out the project in the manner proposed in the application. Recipients agree to submit an APR as a condition of their grant agreement. This requirement allows HUD to ensure that recipients submit APRs on grant agreements that have expired as a condition of receiving approval for a new grant agreement for the renewal project.

- Did your agency submit a HUD Annual Performance Report (APR) for this project within 90 days of the end of the last program year? Yes No

Performance Measures

HUD states that CoC's must clearly demonstrate project participant's success in remaining in permanent housing or exit to another permanent housing destination as reported in a 12-month period for all APRs from all CoC-funded permanent housing projects within the CoC. HUD's national goal is at least 80 percent of participants remain in CoC-funded permanent housing or exited to another permanent housing destination.

HUD states that CoC's must clearly demonstrate the overall percentage of program participants obtaining employment income. The overall percentage of program participants obtaining employment income must meet HUD's national goal of at least 20 percent or higher and the program participants with other income should be at least 20 percent as reported in a 12-month period for all project APRs or the CoC must show an increase from the previous year to the current year.

HUD states that CoC's must clearly demonstrate the overall percentage of program participants that increased their income due to resources other than employment. The overall percentage of program participants increasing their income due to resources other than employment must meet HUD's national goal of at least 54 percent as reported in a 12-month period for all project APRs or the CoC must show an increase from the previous year to the current year.

HUD states that CoC's must clearly demonstrate the overall percentage of program participants that maintained or obtained mainstream benefits. The overall percentage of program participants must meet HUD's national goal of at least 56 percent as reported in a 12-month period for all project APRs or the CoC must show an increase from the previous year to the current year.

Permanent Housing projects:

- According to your most recent APR, what was the number of adults who were in your CoC-funded project as reported on the APR submitted during the period between January 2016 and December 2016? _____

- According to your most recent APR, what was the percentage of homeless persons staying in your permanent housing program or exited to another permanent housing destination? _____
 - If the percentage was lower than the 80% national goal, please explain why.

- According to your most recent APR, what was the percentage of program participants who increased their income from employment from entry date to program exit? _____
 - If the percentage was lower than the 20% national average, please explain why.

- According to your most recent APR, what was the percentage participants that increased their income from sources other than employment from entry date to program exit? _____
 - If the percentage was lower than the 56% national average, please explain why.

- In the table below, provide the total number of adults that were in CoC-funded projects with each of the cash income sources identified below, as reported on APRs submitted during the period between January 2016 and December 2016.

Sources of Cash Income	# of Participating Adults
Earned Income	
Unemployment Insurance	
SSI/SSDI	
Veteran’s Disability	
Private Disability Insurance	
Worker’s Compensation	
TANF or GA	
Retirement/Social Security	
Veteran’s Pension	
Job Pension	
Child Support	
Alimony or Spousal Support	
Other Sources	
No Sources	

- According to your most recent APR, what was the percentage of clients that obtained non-cash mainstream benefits from entry date to program exit? _____
 - If the percentage was lower than the 56% national average, please explain why.
- In the table below, provide the total number of adults that were in CoC-funded projects that obtained the non-cash mainstream benefits from entry date to program exit, as reported on APRs submitted during the period between January 2016 and December, 2016.

<i>Non-Cash Income Sources</i>	<i>Number of Participating Adults</i>
<i>Supplemental nutritional assistance</i>	_____
<i>Medicaid</i>	_____

Medicare	_____
State Children's Health Insurance	_____
WIC	_____
VA Medical Services	_____
TANF Child Care Services	_____
TANF Transportation Services	_____
Other TANF Funded Services	_____
Temporary Rental Assistance	_____
Section 8 public housing/rental assistance	_____
Other Sources	_____
No Sources	_____

2. Assess spending (timely or slow)

A renewal project's demonstrated ability to drawdown and spend grant funds timely will be a factor in evaluating performance of each grant. Per 24 CFR 578.85, recipients will be required to draw project funds, at a minimum, on a quarterly basis if funded in the FY2017 CoC Program Competition. Any substantial performance issue, such as significant delays in drawing down funds, outstanding monitoring findings, or not serving or just beginning to serve program participants may result in a project not being funded in the FY2017 CoC Program Competition. Also, HUD will recapture grant funds remaining unspent at the end of the previous grant period when it renews a grant.

- o How often does your agency draw down funds from LOCCS?
 - Monthly
 - Every other month
 - Quarterly
 - Other: _____

- If the project is drawing down less than quarterly, please provide an explanation:
- Has your agency drawn down funds within 90 days of the expiration of prior renewal grant terms? Yes No

If no, please explain why?

- Has the project returned any funds in the last 3 years? (Please note that these numbers may be verified with HUD).

Year	Amount Returned	Reason for return
2016		
2015		
2014		

3. Assess cost effectiveness

- Is your project cost-effective concerning case management and other supportive services? Yes No
 - If yes, briefly explain.
 - If no, briefly explain.
- What are the eligibility requirements for your program? Yes No

4. Centralized or Coordinated Assessment System

- HUD states that CoC funded agencies must be a current participant or agree to participate in the CoC's Coordinated Entry System (CES) once it is established. Participation includes but is not limited to the following; limiting your HUD CoC funded project enrollments to CES referred clients only; real time entry and exit entries in HMIS (i.e. real-time bed inventory); accept client project eligibility determination appointments from CES Administrator when client meets eligibility requirements as noted in your HUD CoC funded application and contract.

- Will you agree to participate? Yes No

- If no, briefly explain.

5. Review HMIS participation status

The **Homeless Emergency Assistance and Rapid Transition to Housing: Continuum of Care (CoC) Program** interim rule places a high emphasis on having a functioning and comprehensive HMIS in the CoC jurisdiction as it is critical to gathering unduplicated, aggregated data on homelessness in the community for both the CoC and Emergency Solutions Grant (ESG) Programs.

- Does this project provide client level data to HMIS at least annually? Yes No

If the project is providing participant data in the HMIS – indicate the total number of participants served by the project, and the total number of clients reported in the HMIS.

Total number of participants served by the project: _____

Total number of clients reported in the HMIS: _____

If the project is not providing participant data in the HMIS – indicate one or more of the four (4) reason(s) for non-participation:

- Federal law prohibits (please cite specific law)
- State law prohibits (please cite specific law)
- New project not yet in operation
- Other (please specify prohibition)

Also, for those participant records that were reported in the HMIS, indicate the percentage of values that were missing (“Null or Missing Values”) and/or unknown (“Don’t Know or Refused”). If there were no unknown values, note a “0” value.

*** Indicate the percentage of unduplicated client records with null or missing values during the last 10 days of January 2017**

Universal Data Element	Records w/no value	Records where value is 0 or unknown
Social Security Number		
Date of Birth		
Ethnicity		
Race		
Gender		
Veteran Status		

Disabling Condition		
Residence Prior to Program Entry		
Zip Code of Last Permanent Address		
Name		
Housing Status		
Program Entry Date		
Program Exit date		
Destination		
Personal ID		
Household ID		
Relationship to Head of Household		
Client Location Code		
Household ID		
Length of time on street, ES or SH		

6. Review CoC membership involvement

HUD states that a successful CoC will have involvement from a variety of organizations representing the public and private sectors, as well as interested individuals within the CoC jurisdiction(s). These organizations should have an active role in the CoC.

- Describe what local Continuum of care committees, subcommittees, and/or working groups that your agency participates in on a regular basis. Please include the names and titles of those participating as well as their level of involvement/participation.
- Did your organization participate in the 2017 unsheltered and/or sheltered homeless count? Yes No
 - If yes, did your organization submit the information requested by the CoC for the sheltered homeless count in a timely manner? Yes No

Annual Housing Inventory Chart

- Did your organization submit the information requested by the CoC for the 2017 Housing Inventory Chart in a timely manner? Yes No

7. Review independent audit

Please submit your organization's most recent audits for the last two years (conducted within the last three years) by a certified CPA, including the management letter with this LOI.

Please submit your organization’s most recent IRS 990 form “Return of Organization Exempt from Income Tax.”

8. Review match (to ensure match meets HUD regulatory requirements)

Match must equal 25 percent of the total grant request **including** Admin costs **but excluding** leasing costs (i.e., any funds identified for Leased Units and Leased Structures). There is no longer any need to connect match to each individual budget line item. Match contributions can be cash, in-kind, or a combination of the two; and, match must be used for an eligible cost as set forth in Subpart D of CoC Program interim rule. For example, if the total assistance requested from the project applicant is \$100,000, and the project applicant did not request costs for Leased Units or Leased Structures, then the project applicant must secure commitments for match funds equal to no less than \$25,000; which could be all cash, all in-kind contributions, or a mixture of both, and used for any CoC Program eligible activities the project applicant chooses.

- Will your agency be able to provide the match requirement for your renewal project?
 Yes No
 - If yes, will it be
 - all cash
 - all in-kind contributions
 - a mixture of both

9. Review leveraging

U.S. Housing and Urban Development (HUD) Continuum of Care (CoC) program funding is limited and can provide only a portion of the resources needed to successfully address the needs of homeless families and individuals. HUD encourages applicants to use supplemental resources, including state and local appropriated funds, to address homeless needs. Leveraging includes all funds, resources, and/or services that the applicant can secure on behalf of the client being served by the proposed project. While leveraging includes all cash matching funds, it is broader in scope, including any other services, supplies, equipment, space, etc. that are provided by sources other than the CoC. An example of leveraging would include a project that provides case management through Medicaid or Department of Behavioral Health funding. The total costs involved in delivering the case management (percentage of salary, fringes, other benefits) can be included in leveraging.

- Will your agency be able to provide leveraging for your renewal project?
 Yes No If yes, what is the percentage? ____
 - If yes, will it be
 - all cash

- all in-kind contributions
- a mixture of both

10. Review HUD Monitoring Findings

HUD requires that CoC's review any HUD monitoring findings.

- Has your agency received any HUD monitoring findings concerning your renewal project during the past three years? Yes No
 - If yes, please explain.

11. Review CoC Monitoring Findings

HUD requires that CoC's review any local CoC monitoring findings.

- Has your agency received any local CoC monitoring findings concerning your renewal project during the past three years? Yes No
 - If yes, please explain.

12. Other Monitoring Findings

1. Are there any unresolved monitoring or audit findings on HUD McKinney-Vento Act grants, excluding ESG - check Yes or No to indicate whether or not the sponsor has open Office of the Inspector General (OIG) audit findings; poor or non-compliance with applicable Civil Rights Laws and/or Executive Orders; or open SNAPS related monitoring finding(s). The question is related to those projects for which the sponsor organization is either a direct grantee or a sponsor. Yes No

If "yes," please explain findings:

2. In the past ten years, has your organization ever had its nonprofit status revoked or withheld by the IRS, the Secretary of State, the State Attorney General, or the Franchise Tax Board? Yes No
3. Has your organization been sued in the last five years? Yes No
4. Are any of your managers or staff with fiscal responsibilities involved in litigation

presently that has any bearing on fiduciary trust or employee relations?

Yes No

5. Have any unfavorable rulings been handed down by any court against your organization or Executive Director in the last five years? Yes No
6. Does your organization currently have any unresolved fiscal, reporting, or program issues with any of its funding sources? Yes No
7. Does your organization currently have any unresolved fiscal or reporting issues with the Internal Revenue Service? Yes No

If yes, please explain?

8. Has your agency had a new program request rejected by HUD during any previous CoC competition? Yes No

If so, what year(s) did you meet with a HUD representative to discuss past rejections(s), if so, what was the outcome of that discussion?

Please describe the reasons why your past new program request(s) was rejected. Also, please describe any corrective actions that your agency has taken to address these issues.

13. Survey Clients

HUD encourages client surveys particularly exit surveys.

- Does your renewal program conduct exit surveys or interviews with clients? Yes No

If no, please explain.

14. Review unexecuted grants

- Does your organization currently have any unresolved fiscal, reporting, or program issues with any of its funding sources? Yes No

If yes, please explain.

- Have any funds been returned to any funders within the last 24 months? Yes No

If yes, please explain.

HEARTH Act Compliance Readiness Questions

This section of the LOI asks questions of all renewal projects to prepare them for HEARTH Act compliance and should also serve as an assessment to help projects determine whether they are currently compliant with the requirements or if changes need to be made in order to become compliant with the requirements (*please note, this section does not encompass all changes under the HEARTH Act and it is recommended that all projects should review the Act in its entirety*).

Projects should also expect that all questions in this section may become threshold requirements in future LOI/NOFAs.

Please answer all of the following questions and provide additional narrative when applicable (“project sponsor” refers to the entity that carries out the project; in most cases, the “project sponsor” is the same as the grantee):

1. **Does the project accept all families with children under age 18 without regard to the age of any child?** In general, under the HEARTH Act, any project sponsor receiving funds to provide emergency shelter, transitional housing, or permanent housing to families with children under age 18.

Yes. Project certifies that it accepts all families with children under age 18 without regard to the age of any child.

No. Project does not comply with this requirement. A narrative is attached explaining how the project will comply with this HEARTH Act requirement.

No. Project does not comply with this requirement but qualifies for an exception because it is implementing an evidence based practice that requires housing units are targeted to families with children in a specific age group. A narrative is attached explaining how the project will comply with the exception, including identification of the evidenced based practice being utilized.

N/A. Project does not serve families.

2. Federal and California State laws note that discrimination can be based on race, color, national origin or gender. Discrimination can also be based on age, religion, disability, familial status or sexual orientation.

Does your program deny services to potential recipients based on any of the following?

- Age Yes No
- Color Yes No
- Disability Yes No
- Familial Status Yes No
- Gender Yes No
- Marital Status Yes No
- National Origin Yes No
- Race Yes No
- Religion Yes No
- Sexual Orientation Yes No

If you answered “yes” to any of the above, please explain why.

3. Faith-based activities

- Does your proposed renewal program use direct program funds to support or engage in any explicitly religious activities, including activities that involve overt religious content, such as worship, religious instruction, or proselytization, or any manner prohibited by law? Yes No

Please note the following:

Faith-based activities were recently updated in the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009. The HEARTH Act focuses on the regulatory implementation of the Continuum of Care program which is largest federal program that funds public and private organizations to end homelessness. One subsection centers on religious identity.¹ Four regulations are described and the first three are:

¹ U.S. Department of Housing and Urban Development, Office of the Assistant Secretary for Community Planning and Development, “Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009,” Washington, D.C.: 2011, p. 101.

- “a faith-based organization that is a recipient or sub-recipient of Continuum of Care program funds is eligible to use such funds as provided under the regulations of this part without impairing its independence, autonomy, expression of religious beliefs, or religious character;”
- “faith-based organizations may use space in their facilities to provide program-funded services, without removing or altering religious art, icons, scriptures, or other religious symbols;”
- “a Continuum of Care program-funded religious organization retains its authority over its internal governance, and it may retain religious terms in its organization’s name, select its board members on a religious basis, and include religious references in its organization’s mission statements and other governing documents.”

The fourth regulation states that a faith-based organization

- “will retain its independence from federal, State, and local government, and may continue to carry out its mission, including the definition, development, practice, and expression of its religious beliefs, provided that it does not use direct program funds to support or engage in any explicitly religious activities, including activities that involve overt religious content, such as worship, religious instruction, or proselytization, or any manner prohibited by law.”

This regulation was actually delineated in the subsection “Separation of explicitly religious activities” which immediately preceded this one. The description is as follows:

- “Recipients and sub-recipients of Continuum of Care funds that engage in explicitly religious activities, including activities that involve overt religious content such as worship, religious instruction, or proselytization, must perform such activities and offer such services outside of programs that are supported with federal financial assistance separately, in time or location, from the programs or services funded under this part, and participation in any such explicitly religious activities must be voluntary for the program beneficiaries of the HUD-funded programs or services.”

4. Low Barrier and Housing First

Low barrier projects ensure that participants are not screened out based on the following reasons:

Having too little or no income

Active or history of substance abuse

Having a criminal record with exceptions for state-mandated restrictions

Housing first projects ensure that participants are not terminated from the program for the following reasons:

Failure to participate in supportive services

Failure to make progress on a service plan

Loss of income or failure to improve income

Being a victim of domestic violence

Any other activity not covered in a lease agreement typically found in the project's geographic area

Please be reminded that your agency committed to using a Low Barrier and a Housing First approaches for this project and this commitment will be included by HUD in your 2017 renewal contract. Please confirm that your agency will carry out this commitment consistent with HUD guidance.

2017 HUD CoC Funding
Letter of Interest-New Projects (Bonus or Reallocation)

Project Name: _____ Phone: _____

Applicant: _____ Contact: _____

E-mail: _____ DUNS #: _____ CCR #: _____

Sub-recipient: _____

Funding Requested: _____ Number of Beds/Units: _____

Agency Type: [] Public Agency/Local Government [] Non-Profit [] Public Housing Agency

Is this an existing CoC funded Project applying to reallocate funds for a new project type? Yes _____ No _____

Does this agency currently have a HUD CoC funded project? Yes _____ No _____

Applicant [] Currently participates in HMIS [] Agrees to participate in HMIS

Project Type (check one)

- [] New Project
[] Renewal Project (limited to 1 yr. term & funding)
[] Renewal Project plus Expansion

County to Serve (check all that apply)

- [] Shasta
[] Lassen
[] Siskiyou
[] Plumas
[] Del Norte
[] Modoc
[] Sierra

Program Type (check one)

- [] Permanent Housing
[] Joint Transitional, Permanent/Rapid Rehousing
[] Transitional Housing
[] Supportive Services/Coordinated Entry
[] Homeless Management Information Systems (HMIS)

Program Use of Funding (check one)

- [] Project Based Rental Assistance/Operating Costs
[] TBRA
[] Leasing Costs
[] Supportive Services Only (SSO)
[] HMIS

Grant Term (check one)

- ____ yrs. (up to 15) (1 yr. funding)
____ yrs. (up to 5)
____ yrs. (up to 3)
____ yrs. (up to 5)
____ yrs. (up to 5)

I certify, on behalf of my agency, that all information contained in this application is accurate and true, based on our current project records for the project. I understand that falsifying information or failing to provide accurate information will have a negative impact on my overall review and may result in removal from the Continuum of Care Application to HUD.

Executive Director/CEO/President

Date

Eligibility Threshold-Applicant	For Internal Use	
<p>A. For New Projects</p> <ol style="list-style-type: none"> 1. If awarded the proposed grant how many months after being awarded would rental assistance begin for the project? _____ months 2. If the project will use a sub-recipient, please have the sub-recipient agency complete the Eligibility Threshold-Applicant and include with your application 3. Attach proof of non-profit or public agency status 4. Description of your financial and management capacity and experience-attach the organization's most recent audit 5. Describe your experience successfully administering similar projects, including a list of the organization's federally funded projects 	Yes	No
<p>B. Match is required at no less than 25%</p> <ol style="list-style-type: none"> 1. Source(s) of Match _____ 2. Amount of Match \$ _____ 	Yes	No
<p>C. Indirect Costs cannot exceed 10%</p> <ol style="list-style-type: none"> 1. Indirect Cost _____% 2. Attach an Indirect Cost Rate Approval Letter, if applicable (2 CFR 200) 	Yes	No
<p>D. The administering agency, and the proposed project meet all statutory and regulatory requirements in 24 CFR part 578 _____ (please initial)</p>	Yes	No
<p>E. Eligible populations to be served. Check one population and project that fits your application:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Homeless individuals or families who resided on the streets or in places not meant for human habitation, emergency shelters, institutions or transitional housing and are served through dedicated permanent supportive housing beds <input type="checkbox"/> Homeless individuals or families who resided on the streets or in places not meant for human habitation, emergency shelters, institutions or transitional housing and are served through permanent supportive housing beds that are not dedicated <input type="checkbox"/> Rapid rehousing project-serving individuals, families and unaccompanied youth <input type="checkbox"/> HMIS <input type="checkbox"/> Coordinated Entry 	Yes	No
<p>F. Cost Effectiveness</p> <ul style="list-style-type: none"> <input type="checkbox"/> Project's annual operating budget \$ _____ <input type="checkbox"/> For housing applicants, provide cost per unit \$ _____ 	Yes	No
<p>G. New Housing Projects (PSH/RRH or TH, RR/PH)-at least three are required to meet minimum threshold, check all that apply and attach a description of the agency's policies to prove qualification</p> <ul style="list-style-type: none"> <input type="checkbox"/> The project is designed to assist persons in obtaining and remaining in permanent housing in a manner that best suits their needs <input type="checkbox"/> Housing type and number of units fits the needs of the program participants (e.g.-2 or more bedrooms for families) <input type="checkbox"/> Type of support services available to ensure housing retention or to obtain permanent housing <input type="checkbox"/> Specific plan for ensuring participants will be individually assisted to obtain benefits of mainstream resources for which they are eligible to apply and which meets the needs of the program participants <input type="checkbox"/> The project adheres to a Housing First Model 	Yes	No

<p>H. New SSO Projects for a Coordinated Entry System-at least two are required to meet minimum threshold, check all that apply. For a coordinated entry system in development, check what you will ensure with the system.</p> <ul style="list-style-type: none"> <input type="checkbox"/> System is easily accessible for all persons within the CoC <input type="checkbox"/> Project has a strategy for advertising to homeless persons with the highest needs <input type="checkbox"/> A standardized assessment process exists <input type="checkbox"/> The project ensures participants are directed to appropriate housing and services that fit their needs 	Yes	No
<p>I. New HMIS Projects-at least 3 are required to meet minimum threshold, check all that apply. Attach specific policies to prove qualification.</p> <ul style="list-style-type: none"> <input type="checkbox"/> How funds will be expended to further the CoC's outreach and implementation plan <input type="checkbox"/> Collects all Universal Data Elements <input type="checkbox"/> Collects client data that is non-duplicative <input type="checkbox"/> Produces all HUD required reports and data as requested of HUD and federal partners 	Yes	No
<p>J. Project Description-briefly describe the proposed project-two-page maximum</p> <ul style="list-style-type: none"> • Type of housing/services • Project goals • Coordination and collaboration with CoC partners • Service priorities and approaches 	Yes	No
<p>K. HUD Priorities-briefly describe how the project's goals support the 2017 HUD policy priorities listed below-one-page maximum</p> <ul style="list-style-type: none"> • End homelessness for all persons • Create a systematic response to homelessness • Strategically allocate and use resources • Use a Housing First Approach 	Yes	No
<p>L. Population(s) Served-identify the homeless population(s) the project will serve (check all that apply)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Chronically Homeless Dedicated <input type="checkbox"/> Chronically Homeless Prioritized <input type="checkbox"/> Unaccompanied Youth <input type="checkbox"/> Families <input type="checkbox"/> Veterans <input type="checkbox"/> Victims of Domestic Violence/Human Trafficking <input type="checkbox"/> Mentally Ill <input type="checkbox"/> Physical/Developmental Disabilities <input type="checkbox"/> LGBTQ 	Yes	No
<p>M. Project Experience-describe the applicant's (and sub-recipient's) experience working with the proposed population and in providing housing or services similar to that being proposed in the application-one-page maximum</p>	Yes	No
<p>N. Housing First Approach-housing project is low barrier and/or follows a Housing First Approach-check all that apply to your project</p> <ul style="list-style-type: none"> <input type="checkbox"/> Participants do not have to have income to access housing or services <input type="checkbox"/> Participants will not lose housing or services if they fail to meet personal goals <input type="checkbox"/> Participants may access housing or services while actively using substances or have a history of substance use <input type="checkbox"/> Participants may have a criminal record <input type="checkbox"/> Participants may be of any sexual orientation and gender identity 	Yes	No

<ul style="list-style-type: none"> <input type="checkbox"/> Participants may be victims of, or fleeing, domestic violence <input type="checkbox"/> Participants may opt out of participation in support services and/or a service plan and can still maintain housing <input type="checkbox"/> Participants do not have to comply with any activities outside of a typical lease agreement to maintain housing <input type="checkbox"/> Procedures are in place to address situations that may jeopardize housing or services to ensure that participation is terminated in only the most severe situations 	
<p>O. Vulnerability Assessment-does your agency utilize the VI-SPDAT to determine the priority of housing for those that are the most vulnerable?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Explanation:</p>	<p>Yes No</p>