

## **Homeless Leadership Coalition (Central Oregon Continuum of Care [CoC])** **HUD CoC for Homeless Assistance Project Grant Application Process**

### **Eligible Applicants**

HLC will accept renewal applications and one bonus project application for the 2016 HUD CoC competition. Eligible applicants must provide services and/or housing in one or more of the three counties included in Homeless Leadership Coalition's (HLC) geography. HLC covers Crook, Deschutes, and Jefferson counties in Central Oregon.

Under 24 CFR 578.15, eligible project applicants for the CoC Program Competition are non-profit organizations, States, local governments, and instrumentalities of State and local governments. Public housing agencies, as such term is defined in 24 CFR 5.100, are eligible without limitation or exclusion. For-profit entities are not eligible to apply for grants or to be sub-recipients of grant funds.

As required in the Code of Federal Regulations (CFR) at 2 CFR 25.200 and 24 CFR Part 5 Subpart K, all applicants for financial assistance must have an active Data Universal Numbering System (DUNS) number (<http://fedgov.dnb.com/webform>) and have an active registration in the System for Award Management (SAM) ([www.sam.gov](http://www.sam.gov)) before submitting an application. Getting a DUNS number and completing SAM registration can take up to four weeks; therefore, applicants should start this process or check their status early.

### **Application Guides & Instructions**

Applications must be completed using HUD's E-snaps database. HUD has provided guides for completing the application process on the HUD website.

For renewal projects:

<https://www.hudexchange.info/resources/documents/Renewal-Project-Application-Instructional-Guide.pdf>

<https://www.hudexchange.info/resources/documents/renewal-project-application-detailed-instructions.pdf>

For bonus projects:

<https://www.hudexchange.info/resources/documents/New-Project-Application-Instructional-Guide.pdf>

<https://www.hudexchange.info/resources/documents/new-project-application-detailed-instructions.pdf>

### **Application Deadline**

Applications are due on **August 22, 2016, no later than 5:00 p.m.** HLC reserves the right to extend the deadline. Applications received after the due date and time will not be reviewed or included in HLC's 2016 CoC Consolidated Application.

### **Stay Informed**

Review the CoC Interim Rule:

[https://www.hudexchange.info/resources/documents/CoCProgramInterimRule\\_FormattedVersion.pdf](https://www.hudexchange.info/resources/documents/CoCProgramInterimRule_FormattedVersion.pdf)

Subscribe to the HUD Exchange distribution list: <https://www.hudexchange.info/maillinglist/>

- Check the box for the CoC Program

## CoC Renewal Project Application Checklist

- Applicant Profile from Esnaps (saved in pdf)
- Project Application from Esnaps (saved in pdf)
- APR: Pull an APR from ServicePoint (or your comparable database for DV providers).
- Match & Leveraging: Collect match & leveraging documentation and complete match and leveraging letters. HUD's CoC Program requires 25% matching funds. The OR-503 CoC-level competition will require 150% leverage. Note: Letters must be dated between May 1, 2016 and August 8, 2016.
- LOCCS: Prepare your LOCCS Spread Sheet with up-to-date draw down information
- HUD Monitoring: Submit results of HUD Monitoring if the project was monitored within the past grant year. If the project was not monitored within the past grant year, prepare a letter stating that the program was not monitored within the past grant year.
- Con Plans: Complete HUD Form 2991 (Certification of Consistency with Consolidated Plan) and have it signed by the appropriate certifying official.
- Disclosure of Lobbying Activities: Complete HUD Form SF-LLL
- Drug-Free Workplace Certification: Complete HUD form 50070
- Survey on Ensuring Equal Opportunities for Applicants: Complete SF424 Supplement
- Code of Conduct: Collect your organization's Code of Conduct

## CoC New Project Application Checklist

- Applicant Profile from Esnaps (saved in pdf)
  
- Project Application from Esnaps (saved in pdf)
  
- Match & Leveraging: Collect match & leveraging documentation and complete match and leveraging letters. HUD's CoC Program requires 25% matching funds. The OR-503 CoC-level competition will require 150% leverage. Note: Letters must be dated between May 1, 2016 and August 8, 2016.
  
- Con Plans: Complete HUD Form 2991 (Certification of Consistency with Consolidated Plan) and have it signed by the appropriate certifying official.
  
- Disclosure of Lobbying Activities: Complete HUD Form SF-LLL
  
- Drug-Free Workplace Certification: Complete HUD form 50070
  
- Survey on Ensuring Equal Opportunities for Applicants: Complete SF424 Supplement
  
- Code of Conduct: Collect your organization's Code of Conduct

## **Homeless Leadership Coalition (OR-503 CoC)** **2016 Renewal Project Scoring Criteria**

The evaluation process and tool that HLC will use to review, score, and rank all CoC Renewal Projects as part of the 2016 CoC Competition will include the following priority scoring areas:

- Project Participant Impact - Housing stability
  - % participants remaining in PH for 6 months or more
  - % participants who remained in project as of the end of operating year or exited to PH during the operating year
  - % exits to family/friends (permanent tenure)
  
- Access to income and benefits
  - % participants 18 or older employed at exit
  - % participants with 1+ source of non-cash benefits at exit
  - % participants age 18 or older who obtained mainstream benefits at exit
  - % participants age 18 or older who maintained or increased their total income (from all sources) as of the end of the operating year or program exit
  
- Meeting Community Need
  - Average daily bed utilization
  
- Targeting hard to serve persons/households
  - % entries from streets/ES only (adults)
  - % entries with no income
  
- Project Capacity
  - HIC/PIT submitted on time
  - Timely and full expenditure of funds
  - HMIS data quality
  - Documented match and leverage
  - Audit/monitoring findings
  
- Best Practices - Demonstrated Use of Housing First practices

**Homeless Leadership Coalition (OR-503 CoC)**  
**2016 New Project Scoring Criteria**

The evaluation process and tool that HLC will use to review, score, and rank all CoC New Projects as part of the 2016 CoC Competition will include the following priority scoring areas:

- Applicant's Experience
  - Experience utilizing federal funds and performing activities proposed, given funding and time limitations
  - Experience leveraging other Federal, State, local, and private sector funds
  - Evidence of internal and external management coordination & an adequate financial accounting system
  - Any unresolved monitoring or audit findings for any HUD grants?
  
- Project Description
  - Project description is complete, concise & addresses entire scope of project
  - Describes schedule for activities, a management plan, & a method for assuring effective, timely completion of work
  - Project will participate in Coordinated Entry process
  - Project will serve one or more priority populations
  - Project will exclusively serve chronically homeless (100% CH)
  - Project will quickly move participants into permanent housing
  - Project is considered low barrier
  - Project will follow a "Housing First" approach
  - Project will provide PSH or RRH
  
- Supportive Services for Participants
  - Policies/practices are consistent with McKinney-Vento Act & laws relating to provision of educational & related services
  - Projects serving families have designated staff ensuring children are enrolled in school & receive educational services
  - Describes plan (method & procedures) for participants to obtain & remain in permanent housing
  - Describes a plan (method and procedures) for participants to increase employment and/or income & maximize their ability to live independently
  
- Supportive Services Type and Frequency
  - The project makes available the supportive services that participants will need
  - Participants will receive supportive services at a suitable frequency
  - Project will provide transportation assistance to clients to attend mainstream benefit appointments, employment training, or jobs
  - Project will use a single application form for four or more mainstream programs

Applicant will provide regular follow-ups with participants to ensure mainstream benefits are received and renewed

Participants will have access to SSI/SSDI technical assistance provided by the applicant, a sub-recipient, or partner agency

- Outreach for Participants – Serving Literally Homeless
  - 100% of persons who will be served will come from the street, other locations not meant for human habitation or emergency shelters
  - Describes the outreach plan (method & procedures) to bring long-term homeless participants into the project
  
- Standard Performance Measures
  - Persons remaining in permanent housing at the end of the operating year or exiting to permanent housing destinations during the operating year
  - Adults who maintained or increased their total income (from all sources) at the end of the operating year or project exit
  
- Budget
  - Budget costs are reasonable considering the project's activities
  - Budget line item quantities are properly described
  
- Documented match and leveraging

## **Homeless Leadership Coalition (OR-503 CoC)** **Project Prioritization Policies and Procedures**

Eligible proposals will be prioritized for inclusion in the CoC's consolidated application by the CoC's Executive Committee acting as the project ranking group.

The CoC Board appoints an Independent Review Team Coordinator and recruits Independent Review Team (IRT) members, prioritizing individuals who have served as IRT members in the past or who have experience relevant to homelessness, community needs, or grant application processes. The IRT will be composed of representatives from a cross-section of groups which might include: Faith-based and non-profit providers of homeless services and housing; public officials; educators or school administrative staff; mental health or substance abuse treatment providers; veteran's services providers; law enforcement; and consumers.

- IRT members must declare that they have no conflict of interest with grant applicants
- Members must be appointed every year and their eligibility verified
- Members must be able to dedicate time for application review and committee meetings
- Members are given an orientation by the IRT Coordinator, to include:
  - Information regarding homeless activities, needs, services, definitions and other issues that are pertinent to the CoC
  - A background of McKinney Vento and the local process
  - The role of the IRT
  - Review of the scoring tools, applications, and resources
- IRT members receive eligible application proposals and scoring materials
- IRT members review all applications, score them, and note any questions or comments
- If CoC Board members have knowledge that could lead HUD to deny granting funds to an applicant, they will share that information with the IRT. The Board will discuss this information with applicants as part of technical assistance provided to assist project development.
- The IRT Coordinator scores each project to set baselines, finalizes individual project scores and submits scores to the CoC's Executive Committee.
- The CoC's Executive Committee meets to review and discuss the IRT scores as well as their comments or recommendations for applicants.
  - The Executive Committee considers adjustments for such issues as HUD incentives or requirements
  - The Executive Committee considers proposal changes or project budget adjustments that may be required to meet community needs
  - The Executive Committee determines the ranking and funding levels of all projects after considering all available information
  - During deliberation, the IRT Coordinator will provide assistance by answering questions or reminding the Executive Committee of their responsibilities should they step outside their purview

- The CoC will deliver scoring results to applicants with a reminder about the appellate process.
  - Each applicant receives a denial letter or recommendation for award letter noting recommendation conditions and application adjustments or technical edits that need to be made. Applicants are asked to submit an acknowledgement of conditions with a deadline for addressing conditions and for correcting their applications. Applicants return their applications to the Executive Committee before the deadline.
  - If, based on the grantee's written acknowledgement of conditions and deadline for addressing conditions, the Executive Committee has unresolved concerns, the Executive Committee will draft recommendations to address those concerns. Deadlines for corrections and follow-up visits are anticipated to be ten (10) days or less, but will be defined on a case-by-case basis and included with the list of recommendations.
  - Applications which do not meet the threshold requirements will not be included in the Priority Listing in the Consolidated Application, and therefore will not be forwarded to HUD for consideration.
  - If more applications are submitted than the CoC has money to fund, the lowest-scoring applications will not be included in the Priority List in the Collaborative Application and will not be forwarded to HUD for consideration.

### **Policy for Appeals of Rating/Ranking Eligible Appeals**

- The application of any applicant agency which a) is unranked, or b) receives decreased funding (e.g. projects with funds reallocated to other projects) may appeal.
- Applicants that have been found not to meet the threshold requirements are not eligible for an appeal.

Applicants may appeal if they can:

- Prove their score does not reflect the application information provided; or
- Describe bias or unfairness in the process, which warrants the appeal.

All notices of appeal must be based on information submitted by the application due date. No new or additional information will be considered. Omissions to the application cannot be appealed.

*Per 24 CFR 578.35(b). Project applicants who believe they were not allowed to participate in a fair and open process and that were rejected by the CoC may appeal the rejection directly to HUD by submitting as a Solo Application prior to the application deadline.*