## HAMPDEN COUNTY CONTINUUM OF CARE

**CoC Application Ranking and Selection Process 2014**

The US Department of Housing and Urban Development (HUD) released the Continuum of Care (COC) FY2014 Notice of Funding Availability (NOFA) on September 16, 2014. The NOFA is available at [www.hudexchange.info/resources/documents/nofa-for-fy2014-funds-in-the-fy2013-fy2013-coc-program-competition.pdf](http://www.hudexchange.info/resources/documents/nofa-for-fy2014-funds-in-the-fy2013-fy2013-coc-program-competition.pdf).

The Hampden County CoC will submit a **collaborative application** to HUD for competition funds on **October 30, 2014**. The application will include three types of projects:

1. Current projects seeking **renewal**;
2. Current projects seeking **reallocation** funds for a new eligible project; and
3. One project seeking the **Permanent Supportive Housing Bonus**.

The application may also include a proposal for the CoC to receive a one year **Planning** grant, for an amount up to $44,182.

Project applications for renewal, reallocation and permanent supportive housing bonus must be submitted to the CoC in the electronic *esnaps* system no later than 4:00 p.m. on Tuesday, Oct.14, 2014.

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 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 on October 20, 2014** of whether they will be included and the amount to be allocated for each project, and the list and rationale for selection shall be posted on the website of the Western Massachusetts Network to End Homelessness on that date.

Funding Amounts are as follows:

|  |  |
| --- | --- |
| Tier 1 | $2,454,415 |
| Tier 2 | $50,090 |
| Supportive Housing Bonus | $375,675 |

All projects included in the applications must be fully placed in either Tier 1 or Tier 2. Projects submitted to HUD in Tier 1 are expected to be funded. Tier 2 projects will be awarded funds based on the CoC ‘s FY2013 competitive score and the availability of HUD funds. The tier 1 amount is set at 2% below the amount needed to fully fund all existing CoC projects eligible for renewal in 2014.

**APPLICATION PROCESS FOR RENEWALS AND REALLOCATIONS**

Only existing grantees may submit applications for renewal and reallocated projects. Applicants will need to log in to *esnaps* to complete a renewal or reallocation application.

**Renewal**. The City of Springfield will create renewal application files in *esnaps* for each existing project no later than Monday, September 22, 2014. 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.

**Reallocation.** Existing grantees may apply for a new project in place of renewal of the grantee’s existing project, a process called reallocation. Certain grantees committed in the FY13 application that they would reallocate in the FY14 application, and these grantees are *required* to do so. Reallocation grantees must provide notice to Gerry McCafferty, [gmccafferty@springfieldcityhall.com](mailto:gmccafferty@springfieldcityhall.com), of the intent to reallocate and whether the new project being created is 1) permanent supportive housing for chronically homeless individuals and families, or 2) rapid rehousing for homeless families. Within 24 hours of notification, the new project application will be set up in *esnaps* and ready for entry of application information. The project sponsor must open the new project application, fill in application information, and upload required supporting documents. Once complete, applicants must submit the reallocation application.

HUD’s NOFA emphasizes that people living in transitional housing do not meet the definition of chronically homeless. Any program reallocating from transitional housing to permanent supportive housing must make a plan for transitional housing residents to move out before or at the end of the current grant year.

**APPLICATION PROCESS FOR PERMANENT SUPPORTIVE HOUSING BONUS**

New applicants and existing grantees may apply for the Permanent Supportive Housing Bonus. Applicants for the Bonus must contact Gerry McCafferty, [gmccafferty@springfieldcityhall.com](mailto:gmccafferty@springfieldcityhall.com), to be given access to *esnaps* and have an application created. The application will be created within 24 hours of notice to Ms. McCafferty. Ongoing technical assistance regarding use of *esnaps* will be provided by Deborah Merkman, [dmerkman@springfieldcityhall.com](mailto:dmerkman@springfieldcityhall.com), 413-787-7756.

Additional written guidance regarding program and application requirements for bonus projects will be made available no later than September 22, 2014.

**ESNAPS GUIDANCE AND TECHNICAL ASSISTANCE**

*Esnaps* is available at esnaps.hud.gov. If you do not already have the ability to log in to the CoCs esnaps account, you must request access from Deborah Merkman, [dmerkman@springfieldcityhall.com](mailto:dmerkman@springfieldcityhall.com) or 413-787-7746. Deborah Merkman can also provide technical assistance regarding *esnaps* use throughout the application process.

**SCORING, RANKING AND SELECTION**

All complete, timely, and eligible applications will be scored by the CoC Application Committee, using a scoring rubric 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 (which will be fully funded by HUD) and Tier 2 (which will only be funded if the CoC’s score is high enough and if there are sufficient resources).

The scoring rubric evaluates past performance(of renewal/reallocation applicants) and promotes certain best practices or practices that will improve our local response to homelessness and align our response with national policies and best practices. These include:

* Agreement to use the CoC-selected assessment tool and prioritization standards;
* Commitment to a Housing First low-demand service model;
* Leveraging other resources at a rate that exceeds 175%; and
* Projects that promote geographic diversity of programs throughout our CoC.

The process for considering projects will include the following:

* A threshold requirement that submissions required in this guidance are complete and timely (failure to meet this requirement will result in project not being scored);
* Project scoring;
* Responses to requests for explanations or requests for more information from the Scoring and Ranking Committee; and
* [Possibly] Applicant interviews for proposers of Permanent Supportive Housing Bonus projects.

Once the committee completes the scoring and ranking, the committee may consider the CoC’s priorities, as established at the Sept. 19, 2014 Board of Directors meeting, 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 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.

Project selections, rankings and tier allocations will be provided to proposers by written notice and published on the following website no later than 8:00 pm on October 20, 2014:

Western Massachusetts Network to End Homelessness,

<http://westernmasshousingfirst.org/coc/hampden-coc>

Applicants not selected by the CoC to be included in the CoC submission to HUD may appeal by submitting their *esnaps* Solo Application directly to HUD not later than October 30, 2014, 7:59:59 p.m. eastern time.

**TIMELINE**

**Sept. 22, 2014 Hampden County CoC FY2014 Competition Opens**

**Oct. 1, 2014 *Optional*****Bidders Conference**

**10:00 a.m.** 1600 E. Columbus Ave., Springfield, MA

**Oct. 14, 2014 Deadline for Submittal of Complete Application for Rating and Ranking**

**5:00 pm** Complete applications include:

1. Esnaps submittal with following attachments:

* Attachment of agency 501(c)(3) verification
* Match commitment letters

1. Paper submittal to City of Springfield which includes :
   * Leverage commitment letters

Certified Organization Audit/Financial Statements of most recent year:

a. Copy of OMB A-133 Audit (Required if $500,000 or more in aggregate Federal funds expended); or

b. 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; and

* The following agency policies: Code of Conduct and Conflict of Interest; Drug-Free Workplace; Affirmatively Furthering Fair Housing; Reasonable Accommodation and Accessibility for Persons with Disabilities; Nondiscrimination and Equal Employment; and Confidentiality.

**Oct. 20, 2014 Ranking and Selection Results posted on Network website and sent to**

**8:00 pm applicants in writing**

**Oct. 28, 2014 ALL SUCCESSFUL APPLICANTS must submit one of each of the following:**

* Agency Articles of Incorporation;
* Minutes of Board of Directors meeting authorizing application for new or renewal funding;
* Current List of Board of Directors with identification of Officers and terms;
* The following completed forms: Notarized Tax Certification Affidavit; Conflict of Interest Statement; Debarment Certificate; Internal Control Questionnaire; and **CoC Program Project Sponsor Certifications.**

Submit one copy of each of these materials to the City of Springfield Office of Housing, 1600 E. Columbus Ave., Springfield, MA 01103.

**Oct. 30, 2014 CoC Application Submitted to HUD in *esnaps***

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| **SCORING FOR RENEWAL/REALLOCATION APPLICATIONS FOR FY2014 COC PROGRAM COMPETITION**  Total points available: 100 | | |
| **PROGRAM**  36 points  *Source:*  Project Application, Supplemental Survey | Program Type (up to 10 points) | Permanent Supportive Housing—10 points  Rapid Rehousing for homeless families—10 points  Transitional Housing for Youth – 10 points  Other—0 |
| Population Served (up to 8 points) | If PSH: 100% Chronically Homeless—8 points  If RRH: 100% Families in shelter—8 points  Transitional Housing: Youth Up to Age 24—8 points  Other—0 points |
| Contributes to geographic diversity of services (up to 5 points) | Largely underserved location –5 points  Moderately underserved location – 2 points  Other—0 points |
| Commits to use Coordinated Assessment: VI-SPDAT and prioritization (up to 5 points) | Yes – 5 points  No—0 points |
| Commits to use of a Housing First model (up to 5 points) | Yes—5 points  No—0 points |
| Type of site/building –(3points) | Scattered site program OR program operates in a building subject to CoC deed restriction – 3 points |
| **PERFORMANCE OUTCOMES**  24 points  *Source:*  HMIS APR for period 7/1/2013 – 6/30/2014 | Housing Stability (up to 6 points):  PH: 84% or more remained in PH or exited to permanent housing  TH: 65% or more of exits are to permanent housing | Scoring for each standard:  6 pts. – Exceeded benchmark  5 pts. - Met benchmark  3 pts. – Missed benchmark but provided a realistic plan for improvement of 10% or more over next year  0 pts. – Missed benchmark and no plan for improvement |
| Employment Income (up to 6 points):  20% or more of adults increased employment income |
| Non-employment Income (up to 6 points):  54% or more of adults increased non-employment income |
| Mainstream Benefits (up to 6 points):  70%or more of adults maintained or increased mainstream benefits |
| **FINANCIAL**  20 points  *Source:*  Budget submittal, leverage letters,program audit | Leverage (up to 10 points) | Documented leverage of 175% or more – 10 points  Documented leverage of 150-174% - 6 points  Documented leverage of 100-149% - 3 points |
| Audit (up to 5 points) | No findings – 4 points; Findings – 0 points |
| Budget submission (up to 5 points) | Budget accurate & compliant with CoC rules – 5 points  Other—0 points |
| **PROGRAM MANAGEMENT**  20 points  *Source:*  APR, agency policies and procedures | HMIS data quality (up to 7 points) | 5% or less null/missing data – 7 points  6-10% null/missing data – 4 points |
| Program utilization (up to 7 points) | Utilization 90% or above – 7 points  Utilization 85-90% - 4 points |
| Complete and fully compliant policies & procedures (up to 6 points) | All policies & procedures submitted timely – 2 points  Policies & procedures compliant with HUD rules – 4 points |

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| **SCORING FOR PERMANENT SUPPORTIVE HOUSING BONUS FOR FY2014 COC PROGRAM COMPETITION**  Total points available: 100 | | |
| **PROGRAM**  36 points  *Source:*  Project Application | Housing First model (up to 16 points) | Housing First – 16 points  Other model – 16 points |
| Contributes to geographic diversity of services (up to 5 points) | Largely underserved geographic location –5points  Moderately underserved geographic location – 2 points |
| Commits to use Coordinated Assessment: VI-SPDAT and prioritization (up to 5 points) | Yes–5 points  No—0 points |
| Demonstrated connection to mainstream service systems (up to 5 points) | Yes—5 points  No—0 points |
| Site Type: scattered (5points) | Program uses a scattered site model – 5 points |
| **AGENCY EXPERIENCE and HISTORY OF PARTCIPATION & COLLABORATION**  24 points    *Source:*  Application | Agency experience in performing the proposed activities and in utilizing federal funds (up to 6 points) | Extensive experience serving population or performing the proposed activities – 6 points  Some experience serving population or performing the proposed activities – 3 points |
| Applicant’s organization and management structure demonstrates internal coordination and an adequate financial accounting system (up to 6 points) | Description shows strong coordination & financial accounting – 6 points  Description shows adequate coordination & financial accounting – 3 points |
| Participation in CoC or Network (up to 6 points) | Regular attendance at CoC/Network meetings – 6 points  Occasional attendance at CoC/Network meetings – 5 points  Infrequent attendance – 3 points |
| Evidence of external coordination – *i.e.,* examples of collaboration with other entities serving the same population (up to 6 points) | Provides 2 examples of inter-agency collaboration - 6 points  Provides 1 example of interagency collaboration – 3 points |
| **FINANCIAL**  20 points  *Source:*  Budget submittal, leverage letters,program audit | Budget submission (up to 10 points) | Budget is accurate& complies with CoC Interim Rule –10 points |
| Leverage (up to 5 points) | Documented leverage of 175% or more – 5 points  Documented leverage of 150-174% - 4 points  Documented leverage of 100-149% - 2 points |
| Audit (up to 5 points) | No findings – 5 points; Findings – 0 points |
| **PROGRAM MANAGEMENT**  20 points  *Source:*  Application, agency policies and procedures | HMIS experience (up to 7 points) | Agency provides HMIS data on existing program(s) to City of Springfield HMIS or MA ASIST – 7 points |
| Schedule & management plan (7 points) | Full points where there is a plan for timely start up and strong management |
| Complete and compliant policies & procedures (up to 6 points) | Full points where all required policies and procedures are submitted and comply with HUD requirements. |

### DEFINITIONS

**Chronically Homeless** (1) An individual who: (i) Is homeless and lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and (ii) Has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in in emergency shelter continuously for at least one year or on at least four separate occasions in the last 3 years; and (iii) Can be diagnosed with one or more of the following conditions: substance abuse disorder, serious mental illness, developmental disability, post-traumatic stress disorder, cognitive impairments resulting from brain injury, or chronic physical illness or disability; or (2) an individual who has been residing in an institutional care facility, including a jail, mental health or substance abuse facility, hospital or other similar facility for fewer than 90 days and has met all the criteria in paragraph (1) of this definition before entering that facility; or (3) A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraph (1) of this definition, including a family whose composition has fluctuated while the head of household has been homeless.

**CoC Deed-Restricted** means a site-based program in a building purchased, constructed or rehabilitated with Continuum of Care funds, where the building is subject to a deed restriction related to its CoC funding requiring that it be used for transitional housing or permanent supportive housing for a period of 10 years after the date of initial occupancy, and the building is within the 10-year restricted period.

**Housing First** is a model of housing assistance that is offered without preconditions (such as sobriety or a minimum income threshold) or service participation requirements, and rapid placement and stabilization in permanent housing are primary goals**.** The only real expectations of Housing First, which the individual agrees to prior to starting with the program, is to agree to have support workers visit at home, to pay their rent on time and in full (or agree to third party payment of rent), and to avoid disrupting the reasonable enjoyment of other tenants in the same building that would cause their eviction.

**Mainstream Services** Publicly-funded programs that provide services, housing and income supports to low-income persons whether they are homeless or not. They include programs providing welfare, health care, mental health care, substance abuse treatment, and veterans’ assistance**.**

**Permanent Supportive Housing (PSH)** means permanent housing in which supportive services are provided to assist homeless persons with a disability to live independently.Permanent housing is community-based housing without a designated length of stay. To be permanent housing, the program participant must be the tenant on a lease for a term of at least one year, which is renewable for terms that are a minimum of one month long, and is terminable only for cause.

**Rapid Rehousing (RRH)** means short-term (up to 3 month) or medium-term (3 to 24 months) financial assistance to obtain or maintain permanent housing, along with case management during the period of rental assistance.

**Scattered Site** means a housing model in which the housing units are not located in a single building.

**Transitional Housing (TH)** means housing, where all program participants have signed a lease or occupancy agreement, the purpose of which is to facilitate the movement of homeless individuals and families into permanent housing within 24 months or such longer period as HUD determines necessary. The program participant must have a lease or occupancy agreement for a term of at least one month that ends in 24 months and cannot be extended.

**Underserved geographic area** is an area with limited or no Continuum of Care programs. The following chart identifies geographic areas within the Hampden County CoC, and CoC resources available in each area. Following the chart, there are indications of the areas considered “largely underserved” and “moderately underserved”.

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| --- | --- | --- | --- | --- | --- |
| Geographic Distribution of Existing PSH, TH, SH and RRH Resources in Hampden County  As reported in January 28, 2013 Housing Inventory Report | | | | | |
|  | PSH beds/units for Individuals | TH/SH beds for Individuals | PSH beds for Families | TH beds for Families | Rapid Rehousing |
| Chicopee | 15 | 0 | 8 | 0 | Single provider serves the region |
| Holyoke | 33 | 21 | 4 | 21 |
| Springfield | 380 | 85 | 229 | 95 |
| Westfield | 43 | 10 | 4 | 10 |
| Remainder of Hampden Co. | 17 | 9 | 5 | 0 |

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

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