

OR-505 BOS
Rural Oregon Continuum of Care (ROCC)

2018 HUD NOFA
Local Projects Review and Ranking
Project Application Instructions and Timeline

1.0 Introduction

The primary purpose of the ROCC-*required* CoC internal application process is to provide an in-depth look at the ROCC's many projects for completing the Review and Ranking process (R&R) and provide advice to ROCC Leadership/R&R Team in prioritizing both renewal and new/reallocated projects in the annual HUD CoC funding competition's Tier 1 and Tier 2 divisions.

All potential project applicants – new or existing – must be registered in HUD's e-snaps internet-based data reporting/application system with active profiles and authorized representatives prior to beginning competition process.

The CoC's internal application process will NOT begin until approximately one week after HUD NOFA release when blank project applications are available in e-snaps. Upon successful completion of the R&R process, applicants approved for project submission in the CoC's Priority Listing will be given clearance to 'submit' in e-snaps.

2.0 Deadline and Submission Contact

The application packet(s) relevant to your anticipated projects (including required attachments) must be submitted via email to the CoC's Consultant/Coordinator, Jo Zimmer, at jozimmer@comcast.net no later than **close of business, Friday, August 3, 2018**. **INCOMPLETE SUBMISSIONS WILL NOT BE ACCEPTED PAST THE DEADLINE UNLESS EXTREME NEED EXISTS AND REQUEST HAS BEEN MADE AND APPROVED PRIOR TO DEADLINE.**

Contact Jo Zimmer at 541-704-5360 or jozimmer@comcast.net if you have any questions.

3.0 Documents Required for COMPLETE Submission of the 2018 ROCC R&R Packet

The **following documents are required** to be included as full submission of ROCC's R&R Packet:

DRAFT e-snaps project application relevant to proposed project type(s); not yet available until in e-snaps.
Canned APR (HMIS lead to shadow report pull to ensure accuracy)
ART Report 0703 – SPM Data Quality Framework
Supplemental Application/Proposal (separate document)
HUD Monitoring Letter and correspondence about outstanding findings/sanctions (if applicable)
Copies of match/leverage letters per proposed application(s) submitted to Jo Zimmer by August 20, 2018; NO EXCEPTIONS GRANTED. Do NOT provide originals.
Notes: For consistency, the timeframe April 1, 2017, through March 31, 2018, will be used for both the APR and the random data quality reports pulled by the HMIS lead.

4.0 HOW TO APPLY

Step 1

It is the responsibility of grantees to review, read, and understand the 2018 Funding NOFA upon its release and understand its requirements and information related directly to project application packet submissions (renewal/new/reallocated) to CoC's Consultant/Coordinator by **close of business, Friday, August 3, 2018**.

Step 2

Complete the 2018 CoC Project Application Packet. E-mail completed Packets with required attachments to CoC's Consultant/Coordinator, Jo Zimmer, at jozimmer@comcast.net by **close of business, Friday, August 3, 2018**. **Incomplete or incorrectly completed applications will be at risk of funding reallocation during the R&R process.** CoC ROCC Consultant/Coordinator will review all submissions for completeness and subsequently notify grantees of this step prior to forwarding submission materials to the R&R Team for formal review.

Step 3

The R&R Team (including CoC Leadership) will review all submitted and accepted application packets, complete the R&R process, and notify grantees individually of status and approval to finalize the drafted e-snaps project applications submittals.

Please access CoC Competition information on the OneCPD website: <https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/>. *Web information and training materials are in development for the 2018 funding competition. Additional links may be provided during the competition process.*

NOTE: As in previous years, the CoC Consultant/Coordinator will not have ability to access project-specific information once the e-snaps process begins. In the event you become 'stuck' while working in the screens, you will need to work through the training guide step-by-step. Basic familiarity with each screen's information before you start working will go a long way in ensuring as seamless and reasonably minimized stress-free process as possible.

Renewal Applicants: work through the Applicants training guide and roll 2016 information forward into the 2018 Project Application, where possible; ensure that HUD forms SF424 and SF2880 (one for each grant) are up to date in the Applicant's Profile section of e-snaps.

NOTE: Should errors in the project application require correction *after* the project application is submitted in e-snaps, the process to reopen the project application screens could be time-intensive. **Please** provide a PDF copy of the e-snaps project application to the CoC Consultant/Coordinator **prior to formal and final submittal** of the e-snaps application. **Do not** hit the final 'submit' button until the PDF has been reviewed.

The deadline for final e-snaps submittal – after final PDF review following the R&R Team determinations – of all approved projects (new/reallocated/renewal) is: Friday, September 7, 2018.

QUESTIONS? Please contact Joann Zimmer at 541-704-5360 or jozimmer@comcast.net.

Thank you for participating in the 2018 HUD Funding Competition

Applications for both Renewal and New/Reallocated projects will undergo threshold reviews to ensure compliance with the HEARTH Act, the CoC Program Notice of Funding Availability (NOFA), and the local CoC Request for Proposals (RFP). Any Renewal or New/Reallocated project not meeting threshold requirements as outlined in HUD and CoC guidance will not be further reviewed and will not be considered for funding. Late applications (those submitted after the due date and time listed in the RFP) will not be accepted.

Prior to final Board approval of each year's updated CoC funding competition internal pre-application and review and ranking (R&R) processes, multiple opportunities for input provision are provided via regular monthly meetings, specifically focused email communications, HMIS Data Workgroup conversations, among others. Upon Board approvals, respective CoC R&R materials are posted to both Community Action Partnership of Oregon (CAPO; CoC's Collaborative Applicant) and Oregon Coalition on Housing and Homeless (OCHH) websites. If additional review time exists prior to HUD CoC NOFA release, additional feedback is welcomed during CoC meetings and any other appropriate opportunities. The Renewal and New/Reallocated projects Scoring Criteria documents and Scoring Maps are included as Appendix A (renewal) and Appendix B (New/Reallocated).

Review and scoring of Renewal and New/Reallocated projects is completed by CoC's HMIS Data Workgroup¹ through a process involving both individual and collaborative responsibilities. Scoring is based on data obtained from APRs, data quality report cards, LOCCS draw-down data, HUD monitoring reports, system-wide performance measures, narrative responses and other relevant, previously-disclosed HMIS data.

Submitted projects which meet initial threshold requirements of both the local RFP and HUD CoC Program NOFA are then eligible for scoring as outlined in the local RFP, New/Reallocated Project Scoring Criteria (Appendix B) and Renewal Project Scoring Criteria (Appendix A). Oregon BOS CoC Consultant/Coordinator and the HMIS Data Workgroup then utilize scoring to inform selection of conditional grantees.

The CoC's Board has discretion to include in the CoC's Consolidated Application one or more project applications for the funding amount available for New Projects. The CoC Board may also give CoC's Consultant/Coordinator discretion to negotiate with conditional grantees regarding project applications to best maximize overall score and increase opportunity for increasing the CoC's projects portfolio. After review and ranking is completed via process outlined in following paragraphs, CoC Consultant/Coordinator, in conjunction with the HMIS Data Workgroup,

will complete the draft Priority Listing and make recommendation to CoC Board for priority listing adoption during its next regular meeting².

Ranking Policy

HUD requires that all projects accepted by the CoC Board in the CoC's Priority Listing are placed in two tiers using pre-established priorities. Tier 1 is defined in respective HUD CoC program NOFAs as a percentage of the CoC's Annual Renewal Demand (ARD) approved by HUD on the final HUD-approved Grant Inventory Worksheet (GIW). Tier 1 projects are traditionally protected from reductions in funding and considered conditionally approved upon submission of the CoC's full application including Priority Listing ahead of the competitive deadline. Tier 2, as described in the NOFA, is the difference between Tier 1 and the CoC's ARD

¹ Strategic planning and data analyses workgroup comprised of HMIS and Executive Committee members and other interested CoC and community members.

² Or via 'special' meeting for specific purpose, should that option be needed.

plus any amount available for the permanent housing bonus. Tier 2 projects are individually reviewed by HUD and compete against other CoC Tier 2 projects for funding.

Oregon BOS CoC's HMIS Project and SSO for Coordinated Entry will be ranked 1 and 2, respectively, in Tier 1; as previously determined by the CoC Board, both projects are essential to effective operation of the CoC. Projects renewing for the first time, that were funded in the prior CoC program competition (have not been in operation for at least one year) will be ranked in the bottom of Tier 1 and ahead of first-time Renewal Projects that have been in operation for at least one year. Traditionally the CoC Planning Project is not scored or ranked in either Tier 1 or 2.

It is recommended that the CoC use the R&R process of applications in the 2018 CoC NOFA competition to accomplish the following objectives:

- To prioritize activities that are most successful in ending homelessness;
- To maximize funding available to end homelessness in the CoC;
- To direct new resources toward the most pressing needs for services within the CoC's many communities, addressing populations underserved for assistance and prioritizing assistance toward those with the greatest need (via analyses of PIT-HIC, local community data);
- To provide incentive to CoC-funded providers to monitor/improve performance to ensure continued funding.

Therefore, the following R&R policies are applicable for project ranking in the 2018 HUD CoC consolidated application/project priority listing:

Tier 1

Where multiple projects exist within a specific priority group, projects will be ranked according to renewal evaluation score.

Notes: *Projects renewing for the first time will be placed at the bottom of Tier 1 though ranked below renewal projects scored within the same priority group.*

New project applications submitted from an area within CoC geography not currently funded will receive an additional 3 preference points during R&R scoring; placement on priority listing will be determined by final score in the mix of all other scored submissions.

New project applications may be submitted as reallocation, bonus, or a combination of reallocation and bonus, and new DV Bonus projects and may be submitted for the following eligible project types (as defined in the HUD NOFA):

1. PSH projects that meet the requirements of Dedicated PLUS (100% dedicated to CH)
2. RRH for individuals and families, included unaccompanied youth
3. Joint TH-RRH component

New project applications submitted from new or currently funded applicants which have not received a new CoC project in the last 3 years will receive an additional 2 preference points during R&R scoring; placement on priority listing will be determined by final score in the mix of all other scored submissions. Applicants submitting new projects specific to the DV Bonus funding opportunity are excluded from this time limitation.

New project applications submitted as a component of current project reallocation will receive an additional 5 preference points if the submitted new project addresses a community- and data-supported local need. Placement on priority listing will be determined by final score in the mix of all other scored submissions

New project applications submitted as a component of DV Bonus Funds will receive an additional up to 5 preference points if the submitted new project is collaboratively developed and addresses a regionally-inclusive ~~community~~ and data-supported local need. Placement on priority listing will be determined by final score in the mix of all other scored submissions. Of the three (3) eligible project types for this funding, priority will be as follows: SSO for CE for DV, new RRH, new Joint TH-RRH.

New project applications must include the following components:

- Housing First as a strategy (if appropriate)
- CoC's coordinated entry expectations
- Funding to support HMIS licenses (if also new potential grantee) via budget line item

Renewal project applications must include the following components:

- Housing First as a strategy (if appropriate)
- CoC's coordinated entry expectations

As previously determined by the CoC Board, the HMIS and SSO for Coordinated Entry project applications will be ranked 1 and 2, respectively, in Tier 1, as both projects are essential to effective operation of the CoC.

CoC Planning Project is not scored or ranked in either Tier 1 or Tier 2.

Priority Group 1: Core CoC Services

- HMIS
- Coordinated Entry

Priority Group 2: PH/PSH/RRH

Renewal PH/PSH/RRH projects: *lowest-scoring projects may drop to Tier 2*

- *Reallocated projects: lowest-scoring projects may drop to Tier 2*
- New PH/PSH/RRH projects
- First-time renewal PH/PSH/RRH projects *not in operation for at least a year*
- New DV Bonus projects by score

The last funded project in Tier 1 will likely 'straddle' Tiers 1 and 2. If so, the portion of the project in Tier 1 will be ranked with Tier 1 and the balance will be ranked as first project in Tier 2 (HUD procedures).

Tier 2

Where multiple projects exist within a priority group, projects will be ranked according to the score on the new project application or renewal score for reallocating projects:

- *Remaining New PH/PSH/RRH Projects*
- *Remaining Renewal Projects*
- *Remaining Reallocated Projects (new projects may out-rank renewal projects and/or reallocated projects of the same component type by score in Tier 2)*

Tier 2 project components will be organized to best maximize the CoC Consolidated Application's overall score.

The final order of listing of projects in Tier 2 will be based on two factors:

- Maintenance of the priorities *previously described*
- Maximization of points for Tier 2 ranked projects to maximize the amount and probability of funding in Tier 2

Reallocation

Reallocation is the process by which the CoC shifts funds, in whole or in part, from existing eligible renewal projects to create one or more new projects within the CoC's annual renewal demand for CoC Program funds. During the comprehensive reviews of renewal projects, the HMIS Data Workgroup will use the pre-determined/approved scoring criteria and selection priorities to determine the extent to which each project is still necessary and address policy priorities; e.g. ending chronic homelessness, rapid re-housing of families with children, etc.

The HMIS Data Workgroup will reallocate funds to new projects whenever such reallocations would reduce homelessness or address an underserved homeless population. If the HMIS Data Workgroup identifies a renewal project (or projects) whose funding should not be renewed (or funding should be decreased), the HMIS Data Workgroup will then determine whether any new proposed projects should be awarded and will proceed with reallocation.

Re-Allocation Process

Funds reallocated as result of recapturing unspent funds, voluntary re-allocation, or involuntary reallocation will be made available for reallocation to create New Projects during the local competition/application process. In the FY2018 competition, these reallocated funds will first be applied to supplementing CoC's coordinated entry project, then to the funding pool available for New Project(s), finally toward augmenting renewal projects in need of additional funds.

Unspent Funds

Projects that are not fully expended by the end of the grant term or are underspending during the grant term are subject to the reallocation process. Projects that have underspent the award by 5% or more for the prior two grant cycles may have funding reduced (reallocated) as previously described. Oregon BOS CoC will recapture 80% of the 2-year average of the unspent funds.

Voluntary Re-Allocation

Current CoC program grantees are encouraged – and always have opportunity – to voluntarily reallocate some or all project funding. Beyond funds reallocated for use in new project applications, remaining voluntarily reallocated funds will be pooled for reallocation as previously described.

Involuntary Re-Allocation

Poor performing projects, those not serving the intended population, those that have unresolved HUD monitoring findings (findings related to CoC RRH delivery excepted), and/or renewal projects scoring below 68/70 are subject to full or partial reallocation to retain CoC funds in some capacity through new projects development (rather than be totally swept by HUD).

To minimize the risk of homeless participants being displaced because of reallocation, the HMIS Data Workgroup will approach the reallocation decision as follows:

Current Notice of Funding Available (NOFA)

Determine immediate (current NOFA) reallocation at current grant term ending through reallocation of funds to new project as follows:

- Project has unresolved on-site monitoring or financial issues as determined in the initial R&R process
- Project is extreme low performer – does not meet established CoC and/or HUD performance goals; wouldn't pass HUD threshold review
- Participants can be served by another program within the agency/local CoC so as not to create a displacement of current program participants

- Consider unspent funds and the ability to cut grants without cutting service/housing levels
- Consider history of reductions (e.g., if grant reduced one year, will not be apparent in spending the following year)
- Consider specific new PSH or RRH project(s) and specific renewal project(s) at-risk of not being funded
- Consider impact on consolidated application's score
- Consider impact on the community considering community needs

Conditional Renewal

Oregon BOS CoC establishes a renewal project application R&R score of 75% of the top scoring Renewal Project. For example, if the top score is 100, the minimum threshold will be set at 75.

Projects scoring below the threshold will be asked to develop a plan to address performance issues by the next year's competition (a Performance Improvement Plan). If problems continue, projects may have funding involuntarily reallocated in the following competition. Applicants may appeal the decision, using the CoC's written appeals process; the CoC Board will consider the appeal.

The impact of this policy is that high scoring projects may be reallocated if the above-listed considerations warrant that decision. Additionally, projects receiving a score lower than 65 could be considered for full or partial reallocation.

Appeals

The CoC grantee (sub-grantees) may appeal the HMIS Data Workgroup decision for renewal reallocation and/or new project selection as follows:

- a) The CoC grantee or new project applicant will submit a written appeal of the decision to the CoC Collaborative Applicant, Consultant/Coordinator, and the Chair of the HMIS Data Workgroup.
- b) The Chair will convene the HMIS Data Workgroup to receive and review the appeal statement.
- c) The CoC grantee or new project applicant will attend the meeting to answer questions the HMIS Data Workgroup may have in reviewing the filed appeal.
- d) The HMIS Data Workgroup determination will be recorded in minutes, and the CoC Collaborative Applicant will proceed with filing the CoC consolidated application in accordance with this policy and the determination of the HMIS Data Workgroup. Should the CoC grantee or new project applicant seek to appeal the decision to a higher authority, the CoC membership and CoC Board will hear the matter at the next monthly meeting of the CoC.

The HMIS Data Workgroup's decision to make local decisions to be implemented in "future NOFA" cycles will support the transition of homeless participants as well as reduce the need for appeal hearings during a very tight application submittal timeframe.

Code of Conduct and Recusal

The implementation of a Code of Conduct for the HMIS Data Workgroup is an essential element that supports the inclusive, collaborative, and objective goals of the HMIS Data Workgroup [CoC Program 24 CFR 578.95]. As stated in Section 7.2.1 of the CoC's 2017 Board-Approved By-Laws:

The ROCC promotes impartiality in performing official duties and prohibits any activity representing a conflict of interest. No member of the ROCC, its Board and/or Officers should act on a matter if a reasonable person who knew the circumstances of the situation could legitimately question someone's fairness. Likewise, no member of the ROCC, its Board and/or Officers should use his or her position within the ROCC for personal gain or for the benefit of family or friends.

- R&R workgroup meetings will be reserved for workgroup members; however, scoring results and final full CoC priority listing will be publicly available and posted prior to funding competition completion.
- Members will provide information that is truthful and accurate
- Members will be respectful to others always
- Decision-making process will:
 - Be made by consensus at scheduled meetings
 - For non-funding decisions, all members present will have an option to participate in the voting, e.g. – selection of chair, co-chair, or other general membership decisions
 - For decisions involving funding, one vote per member organization (required attendance of at least 6 meetings in past 12 months) and one vote per community at-large member.
- Conflict of Interest. Members will withdraw/excuse themselves from participating in decision-making (voting) process concerning awards of grants or provisions of financial benefit to which such member or his/her organization could have a future hold or benefit, especially including any projects and/or opportunities presenting from within that member’s local CoC-defined regional service area.

Threshold

In addition to the scoring criteria, all renewal projects must meet several threshold criteria. A threshold review will take place prior to the R&R process to ensure baseline requirements are met. To be scored in the 2018 competition, all renewal projects must meet the following thresholds:

- Submission of full and complete CoC Supplemental Application (in addition to DRAFT e-snaps Project Application).
- Submission of all required supplemental documentation (see front page of Packet 1 - Intro).
- Project must participate in Coordinated Entry, unless the project is a victim services agency, in which case an alternative data base approved by the CoC Board must be used.
- Project must be able to meet the HUD threshold requirements for renewal projects including that there are none of the following:
- Outstanding obligation to HUD that is in arrears or for which a payment schedule has not been agreed upon
 - Audit finding(s) for which a response is overdue or unsatisfactory
 - History of inadequate financial management accounting practices
 - Evidence of untimely expenditures on prior award
 - History of other major capacity issues that have significantly impacted the operation of the project and its performance
 - History of reimbursing sub-recipients for eligible costs in an untimely manner, or at least quarterly
 - History of serving ineligible persons, expending funds on ineligible costs, or failing to expend funds within statutorily established timeframes.

Resources

Timeline:

Please refer to the 2018 Renewal and New/Reallocated Supplemental Application Forms and the Detailed Application Submission Timeline to confirm all deadlines, HUD and CoC-internal.

HUD Documents:

1. Project application

Will be completed online after the recipient (which may be you) completes the Applicant Documentation at: <http://www.hud.gov/esnaps>

2. HUD 2880 – Applicant/Recipient Disclosure/Update Report

Available at: <http://portal.hud.gov/hudportal/documents/huddoc?id=2880.pdf>.

3. HUD SF 424 – Application for Financial Assistance

Available at: <https://www.hudexchange.info/resource/306/hud-form-sf424/>

HUD TA Resources:

The Notice of Funding Availability in its entirety (for all the details you might want):

<https://www.hudexchange.info/programs/e-snaps/fy-2018-coc-program-nofa-coc-program-competition/#nofa-and-notices>

HUD’s E-SNAPS Training Modules:

TBD

HUD’s Ask A Question (to submit questions):

<https://www.hudexchange.info/program-support/my-question/>