Sacramento Continuum of Care

HUD Homeless Assistance
FY 2017 Continuum of Care
NOFA Competition

KICKOFF CONFERENCE
LOCAL PROCESS HANDBOOK

August 2, 2017

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THE CONTINUUM OF CARE NOFA REVIEW AND RANK PROCESS

The Continuum of Care Program Annual Notice of Funding Availability (NOFA) requires all Continuums of Care throughout the country to review projects receiving Continuum of Care funding and prioritize projects based on performance outcomes. The Sacramento Continuum of Care Continuum of Care (CoC) adopts the following procedure to review both renewal projects and proposed new projects as part of the Continuum of Care Program competition. The substantive provisions of this policy are subject to change annually depending on the Department of Housing and Urban Development's specific requirements in that year's NOFA. All schedules contained herein, including Review and Rank timeline are subject to change based on each year's NOFA timeline.

1.   PRIOR TO THE NOFA RELEASE

A. After the conclusion of the Mid-Year Review and Rank, the Performance Review Committee shall meet to discuss changes to the scoring tool and policies based on the Mid-Year Review and Rank. The Committee shall make recommendations for changes to the tools and those recommendations shall be reviewed and approved by the CoC's Advisory Board.

2.   NOFA RELEASE AND KICKOFF CONFERENCE

A. Upon publication of the CoC Program NOFA, the Collaborative Applicant will review the currently adopted scoring tools for all project types and ensure they comply with the NOFA. In the event the scoring tools do not comport with the NOFA, changes will be made and adopted prior to the use of the tools in the competition. All changes will be presented to and approved by the CoC Advisory Board with input from the Performance Review Committee members and project applicants encouraged. Formal input may be given if time allows.

B. Upon publication of the CoC NOFA, the Collaborative Applicant will schedule and announce a time and date for a Kickoff Conference where details about the funding opportunity and the process are provided. These details will be distributed to the entire CoC via listserv, email, posting, and any other method appropriate to ensure full distribution to the CoC.

C. **All applicants/potential applicants are required to participate in the NOFA Overview Kickoff Conference**.

i.   At the Kickoff Conference, the Collaborative Applicant will present an overview of the HUD CoC Program NOFA, including details about available funding and any major changes in the application from previous years.

ii.   Applicants will also be oriented to the process for reviewing and ranking applications, which will cover any supplemental local application materials, the scoring tools and applicable dates.

iii. Applicants will also have the opportunity to ask any questions they have about both the local and HUD application processes.

iv.   A portion of the Conference will be dedicated to orienting potential new applicants to the funding opportunity to prepare them for the application process and provide all necessary information about the Continuum of Care program.

3.   PROJECT APPLICATION SUBMISSION PROCESS FOR REVIEW AND RANK

A. All projects will be required to submit information so that the Review and Rank panel can evaluate project performance. This information shall be compiled into the HomeBase Program and Evaluation Scoring Tool (PRESTO) report. The Review and Rank Panel will evaluate projects based on the PRESTO report, completed eSNAPs project application materials, and supplemental documentation.

B. **Sources of Information:**

i.   **Annual Performance Report** data is generated from project inputs to the Homeless Management Information System (HMIS). This is considered objective performance data. This data can only be modified through corrected HMIS inputs. Answers in the Local Application may not be used to alter APR data.

APR data will cover the full calendar year beginning April 1, 2016 and terminating March 31, 2017.

ii.   The **Local Application** provides Project Applicants with the opportunity to report on project success and provide explanations for the objective project performance data contained in the APR. The Local Application may also be used to collect objective information not captured in HMIS, particularly as it relates to project budgets, grant performance, and financial audits.

iii. **eSNAPS materials**: This includes the applicant profile and project application that needs to be submitted to HUD as part of the complete

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application. This information can be reviewed by the Review and Rank panel to determine eligibility and ensure project design is appropriate for HUD funding.

C. The types of locally-required submissions requested will vary based on project type (HUD-required submissions must also be submitted as described below in Section 3.F.):

    i. **Renewal Projects:** Renewal projects will be required to submit Annual Performance Report (APR) data generated from the Homeless Management Information System. Renewal Projects will also be required to submit the Local Application for Renewal Projects.

    ii. **Renewal Projects with less than one year of operating data or not yet operating:** These projects will only be required to fill out the Local Application.

    iii. **New Projects:** New projects will only submit the Local Application. New projects are unable to submit APR data.

D. Projects will have multiple opportunities to review the APR data and PRESTO reports. A timeline for submission review is as follows:

    i. All projects will receive the Local Application during the Kickoff Conference. All projects will have two weeks from receipt of the Local Application to submit the Local Application to HomeBase. The Local Application cannot be changed once submitted to HomeBase.

    ii. Renewal Projects will receive their APR data and a draft PRESTO report the day after the Kickoff Conference. The draft PRESTO report will only contain APR data.

        a. Projects will have one week to review the APR data and draft PRESTO report.

            1) If a Project Applicant does not contest the accuracy of the APR, the Project Applicant must send an email stating it approves the APR.

            2) If the Project Applicant wants to make changes to the APR, the Project Applicant must make those changes in HMIS prior to this deadline. The Project Applicant must then notify the HMIS lead that it made changes and requires an additional APR.

        b. The HMIS administrator will run a second APR which HomeBase will input into the PRESTO report for project review.

c. Projects will then have a second week to review the APRs and draft PRESTO reports. Projects must notify HomeBase of any additional changes to the APR data or the PRESTO report.

d. All APR data will be final at the same time the Local Application is due, namely two weeks after the Kickoff Conference. No changes will be allowed after this point in time.

E. Once the Local Application and APR information is submitted, HomeBase will finalize the PRESTO reports. Once the reports are finalized, they will be submitted to applicants for their review. Any changes to the PRESTO report at this time are limited to transcription errors on the part of HomeBase. The information contained within the PRESTO report will not be allowed to change.

F. In addition to submitting APR and Local Application Materials, projects are required to submit **completed eSNAPs application materials**. This includes a completed applicant profile for the organization and a completed project application for each project the organization operates. These eSNAPs application materials will be due to HomeBase in draft form three weeks after the Kickoff Conference. Detailed information about how to complete the eSNAPs application materials are contained within the Technical Assistance Manual provided by HomeBase at the Kickoff Conference.

G. **Late penalties**: Late penalties only apply to the submission of the local application, the approval of the second APR, and the submission of completed eSNAPs materials. All timelines will indicate on what date the late penalty applies.

    i. Any late submissions received up to 24 hours after the deadline will cause the applicant to receive a three-point score deduction in the local competition.

    ii. Materials received between 24 hours and 72 hours after the deadline will receive a five-point score deduction.

    iii. Materials received more than 72 hours after the deadline may be excluded at the discretion of the Panel.

    iv. **Incomplete applications which are not completed by the 72 hour deadline may not be accepted for the competition, at the discretion of the Panel.**

    v. To the greatest extent possible, the CoC will try to make sure the 72 hour period does not fall over a weekend. However, this is subject to the time constraints of the Continuum of Care Competition. The CoC cannot guarantee that the 72 hour late submission period will not fall on a weekend.

4.   REVIEW AND RANK PROCESS

A. The Review and Rank Panel (Panel) shall consist of the non-conflicted members of the Performance and Evaluation committee. Selection of those members is subject to the rules governing the Performance and Evaluation Committee and subject to the Conflict of Interest policy adopted by the Performance and Evaluation Committee.

B. If a person or an organization believes there is a conflict of interest that would exclude a Review and Rank Panel Member, it needs to be brought to the attention of HomeBase staff within three calendar days of the announcement of the Review and Rank Panel membership. The concerned person/organization would need to provide specific and substantial information regarding the alleged conflict to allow the Collaborative Applicant to conduct a fair evaluation

C. The Panel shall be announced to the Continuum of Care Competition applicants no later than two weeks before the Review and Rank meeting.

D. The Panel shall receive a training from HomeBase on the use of the PRESTO system, the CoC Program and local competition, and their responsibilities as Review and Rank panelists. This training may be conducted via videoconference at the convenience of the Panel.

E. The Panel shall review the PRESTO reports and supplemental project information prior to the scheduled Review and Rank meeting.

F. The Panel shall meet no later than six weeks after the Kickoff Conference to evaluate and score the projects submitted as part of the Continuum of Care Competition.

G. The Panel shall meet in person to discuss the applications submitted as part of the Continuum of Care Competition.

H. All projects submitted as Renewal Projects will need to be on call during the Review and Rank meeting to answer questions from the Review and Rank panel.

I. All projects submitted as New Projects will be required to attend the Review and Rank Meeting to be interviewed by the Panel. These interviews will be scheduled prior to the Review and Rank Meeting. Failure to attend the Review and Rank Meeting may result in a project not being funded.

J. The ranked list is created by the following procedures:

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a. One ranked list is prepared based on a compilation of Review and Rank Panel raw scores for each application.

b. Those applications that do not meet certain threshold requirements (as detailed on the scoring tool) will not be included in the ranked list.

c. The Review and Rank Panel determines if any renewal project should receive a decrease in funding. Any funding captured from an existing project will be made available for reallocation to a new project that meets the requirements in the NOFA. See the section below labeled "Reallocation of Funds" for more details.

d. HMIS renewal projects will be ranked at the bottom of Tier 1.

e. Renewal projects with less than one year of operating data will be automatically ranked at the bottom of Tier 1 above HMIS renewal projects.

f. The Performance and Review Committee has the discretion to adjust rankings to project against a substantial loss of Permanent Housing in the CoC.

g. The Performance and Review Committee may alter a score by up to 15% of the total points available for that scoring factor rounded up to the nearest 0.5 increment. This alteration may be an increase or decrease in points. This alteration may only be based on the program's narrative explanation of their project performance and any statements made by the program during the review and rank interview. If a program's score in a scaled scoring factor is altered, the Performance and Review Committee must document the reason for the alteration and the evidence relied upon in making the alteration.

K. After creating the ranked list, the Panel may recommend programs for reallocation based on the policy outlined in the sectioned titled "Reallocation of Funds."

L. After the Review and Rank Meeting, a priority listing with scores will be compiled.

M. Project applicants will be notified of the scoring results within two days of the Review and Rank Meeting. Project applicants will receive a full list of project scores along with a scoring breakdown for their own project.

5. APPEALS AND FINAL LISTING

A. Projects shall be allowed to appeal the decisions of the Review and Rank Panel subject to the section below entitled "Appeals Process." All appeals shall be concluded within one week of the Review and Rank Panel Meeting.

B. Once the appeals are complete, the Priority Listing will be submitted to the CoC for Review and Approval.

C. Once the Priority Listing is approved all project determinations are concluded and the Review and Rank Process is complete.

D. The approved Priority Listing shall be publicly posted on the CoC website in accordance with the timeline stated in the Continuum of Care Program NOFA.

HUD expects CoCs to reallocate funds from non- and/or under-performing projects to higher priority community needs that align with HUD priorities and goals. Reallocation involves using funds in whole or part from existing eligible renewal projects to create one or more new projects. In the recent competitions, HUD allowed CoCs to use the reallocation process to create:

- New permanent supportive housing projects that serve chronically homeless individuals and families, including unaccompanied youth.
- New rapid rehousing projects for homeless individuals and families, including unaccompanied youth, coming directly from the streets or emergency shelter or fleeing domestic violence.
- New projects for dedicated HMIS.
- New Supportive Services Only (SSO) projects for centralized or coordinated entry systems.

HUD expects that CoCs will use performance data to decide how to best use the resources available to end homelessness within the community. CoCs should reallocate funds to new projects whenever reallocation would reduce homelessness. Communities should use CoC approved scoring criteria and selection priorities to determine the extent to which each project is still necessary and address the policy priorities listed in the NOFA. The 2016 NOFA stated that HUD would prioritize those CoCs that have demonstrated a capacity to reallocate funding from lower performing projects to higher performing projects through the local selection process. HUD assigned four points in the Collaborative Applicant Application to reallocation.

The Sacramento Continuum of Care has identified a need for additional permanent housing, projects serving chronically homeless individuals and families, and, in particular, single-site, permanent supportive housing projects.

Reallocated funding shall be prioritized for projects which clearly and concretely address these needs.

SUPPLEMENTAL PROJECT FUNDING

Note: This section only applies to the Continuum of Care NOFA Competition.

In some circumstances there may be an opportunity after the application deadline for programs to submit application materials for additional funding. The Sacramento Continuum of Care will issue a Supplemental Project Application when:

1. After receiving all project applications it appears there is additional funding available; or,
2. After conducting the threshold review of the submitted project applications it appears there is additional funding available; or,
3. After conducting the review and rank, the Panel has recommended a program for reallocation and there are not adequate new project applications for those funds.

In the event that Supplemental Applications are required, the Collaborative Applicant will:

- Email the CoC and other interested parties (all homeless service and housing providers in the CoC area) with specifics regarding how much money is available and which type of programs qualify.
- The Collaborative Applicant will provide technical assistance and guidance, as needed, to ensure applicants understand the funding requirements.
- Any additional applications for these funds will be due as soon as possible after this email is distributed, as determined by the NOFA submission deadline.
- The Review and Rank Panel will reconvene either via telephone, video conference, or in person depending on availability and convenience to evaluate the applications.

For this type of process, the timeline will be extremely short and may make an application burdensome; however, expanding an already submitted application, applying in collaboration, and a community consensus on how to spend the funds are also viable options.

APPEALS PROCESS

Note: This section only applies to the Continuum of Care NOFA Competition.

The Review and Rank Panel reviews all applications and ranks them for funding recommendations to HUD. Applicants may appeal the decision by following the process set forth below.

1.   MEMBERS OF THE APPEAL PANEL

Appeals will be sent to the CoC Advisory Board but will be heard by a nonconflicted subcommittee of Advisory Board members, together with two non-voting members: SSF Deputy Director and one member of the original Review Panel.

2.   APPEAL ELIGIBILITY

A project may appeal if:
1. The Review and Rank panel recommends the project for full or partial reallocation
2. The project is placed in Tier 2.
3. The project may fall into Tier 2 if another appeal is successful
4. The project is a new project not recommended for funding (if new project funding was available)

If the project was submitted by a collaboration of agencies, only one joint appeal may be made.

3. SUBJECTS FOR APPEAL

Appeals may be made on the following bases:

- **Projects Recommended for Full or Partial Reallocation**
  - May appeal its score on any grounds
  - May submit any information the agency feels is relevant

- **Projects Recommended or At Risk for Placement in Tier 2**
  - May appeal only errors in scoring or in information provided to the Review Panel by parties other than the recipient/subrecipient
  - May not supplement application materials to support appeal

- **New Projects Not Recommended for Funding**
  - May appeal errors in scoring or in information provided to the Review Panel by parties other than the recipient/subrecipient, if correcting the error could cause the project to be recommended for funding
  - May not supplement application materials to support appeal

NOTE: Appeals based on policy considerations, funding priorities, or other subjective criteria will not be considered and are not eligible.

4. APPEALS PROCESS

Any Project Applicant seeking to appeal must adhere to the included timeline, Failure to meet a deadline in the timeline voids the Project Applicant's appeal.

A. Project Applicants will have 24 hours after the issuance of the Priority Listing to provide notice to the CoC of an intent to appeal. This notice must include:

  i. A statement as to why the project is eligible to appeal.

  ii. The basis for the appeal

  iii. A brief statement of the facts upon which the Project Applicant bases its appeal. These facts need not be complete, but must give the CoC a sufficient understanding for the basis of the appeal.

B. The CoC will contact the appealing Project Applicant in an attempt to clarify the scoring decision and determine if the appeal can be resolved without requiring a formal hearing.

C. If a resolution is not possible, the Project Applicant will submit a formal appeal pursuant to the official CoC Competition timeline.

  i. The Formal Appeal must consist of a short, clear, written statement no longer than two pages of the basis for the Project Applicant's appeal of the Review and Rank Panel's decision.

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ii.   The Formal Appeal must be sent as an attachment to the Collaborative Applicant.

D. Upon timely receipt of the Formal Appeal, the Collaborative Applicant will convene the Appeal Panel and set a time and date for the Appeal Hearing.

E. The Appeal Hearing shall be conducted according to the following procedure:

  i.   The Appeal Hearing will be conducted telephonically.

  ii. The Appeal Panel (including non-voting members) will join the call with the neutral facilitator.

  iii. The neutral facilitator will explain the facts of the appeal and answer any procedural questions.

  iv. The Appeal Panel may ask the Review and Rank Panel member questions about the Review and Rank Process to clarify what occurred during Review and Rank and what information the Panel considered in evaluating the Project Applicant.

  v.   The appealing Project Applicant will then join the phone call. The appealing Project Applicant will be allotted a few minutes to explain their appeal. The Appeal Panel may then ask any questions of the appealing Project Applicant. The appealing Project Applicant then leaves the phone call.

  vi. The Appeal Panel conducts a discussion of the appeal and takes a formal vote.

F. The Appeal Panel may consider the effect of its decision on other Project Applicants and may include those project applicants in the appeals discussion.

The decision of the Appeal Panel is final.

2017 Calendar for Sacramento's HUD McKinney-Vento Continuum of Care Application

Date	Time	Event/ Activity	Responsible	Location
July 14, 2017		**HUD releases Notice of Funding Availability (NOFA)**	HUD	N/A
By July 24, 2017	5:00 PM	**Renewal projects provided with Draft APRs and PRESTO Reports** Renewal projects will have 2 weeks from the date of issuance to review their draft materials and approve them.		N/A
August 2, 2017	1:00 PM to 3:00 PM	**Kickoff Conference:** Release information about local priorities and HUD guidelines for proposals. Agencies will be given a proposal package and training on how to complete the application.	SSF, HomeBase, Agencies	Sacramento Food Bank Community Room, 3333 3rd Avenue, Sacramento, CA 95817
August 2-August 16, 2017		**New and Renewal Agencies write eSNAPs Project Applications and complete Requests for Information (RFI's)** Agencies will have two full weeks from the date of the kick-off conference to complete this task.	Agencies	N/A
August 16, 2017	5:00 PM	**New and Renewal Agencies must submit local application materials in PRESTO by this deadline (August 16, 2017)** HomeBase finalizes PRESTO reports and presents to agencies for review and approval by August 21, 2017.	Agencies	PRESTO
August 21, 2017	5:00 PM	**New and Renewal PDF of eSNAPs applications and final approval of PRESTO report are due**	Agencies	Via email
Week of August 21, 2017	TBD	**Performance Review Committee** receives orientation for PRESTO and project materials.	Performance Review Committee	TBD
August 22-25, 2017		**Performance Review Committee reviews Project Reports:** Non-conflicted panelists read and score proposals individually.	SSF, HomeBase, Performance Review Committee	N/A
August 28-29, 2017		**Performance Review Committee meets:** Rank & Review Panel meets to score and discuss proposals and determine recommendation on how projects will be ranked in the 2017 application.	SSF, HomeBase	TBD
August 30, 2017	9:00 AM	**Posting of Preliminary Priority List:** HomeBase will email list to agencies.	HomeBase	Via e-mail
August 30, 2017	5:00 PM	**Notice of Intent to Appeal Due:** Any agencies seeking to appeal must submit their intent to appeal to HomeBase.	Agencies	Via e-mail
August 31, 2017	9:00 AM	**Notice of risk of tier change:** Other applicants who might be affected by the success of a filed appeal are notified by HomeBase by email that an appeal is expected.	HomeBase, Agencies	Via e-mail
September 5, 2017	5:00 PM	**Appeals Due:** All appeals must be submitted to HomeBase.	Agencies	Via e-mail
September 7 or 8, 2017	TBD	**Appeal Committee meets:** Review appeals and recalculate scores, if necessary.	Appeal Committee	TBD
September 8, 2017		**Priority List is distributed to applicants:** via email, by HomeBase. SSF distributes the list to the Advisory Board prior to the meeting.	SSF	Via e-mail

September 11 or 12, 2017	TBD	CoC Board Approval of Priority List	SSF	TBD
September 1 – September 21, 2017		**HomeBase and SSF review project applications**, coordinate with applicants.	HomeBase, SSF	N/A
September 21, 2017		**Project applications finalized in eSNAPs**	SSF, HomeBase	N/A
September 28, 2017		**Consolidated Application is due to HUD**	SSF	N/A

SACRAMENTO CONTINUUM OF CARE
SACRAMENTO STEPS FORWARD

Applicant Name	Project Name	Leasing	Rental Assistance	Supportive Services	Operating costs	HMIS	Subtotal	Admin Costs	Total ARA
Sacramento Housing and Redevelopment Agency	Boulevard Court (Budget Inn)	$0	$126,552	$0	$0	$0	$126,552	$9,122	**$135,674**
Department of Human Assistance	Adolfo Transitional Housing Program for Emancipated Youth	$0	$0	$247,458	$0	$0	$247,458	$17,321	**$264,779**
Sacramento Steps Forward	Building Bridges Program	$9,223	$0	$335,659	$0	$0	$344,882	$24,118	**$369,000**
Sacramento Steps Forward	Casas de Esperanza	$171,114	$0	$95,389	$50,327	$0	$266,503	$31,315	**$348,145**
Sacramento Steps Forward	Connections	$0	$0	$240,421	$22,615	$0	$263,036	$18,389	**$281,425**
Sacramento Steps Forward	Omega Permanent Supportive Housing Project	$0	$0	$412,338	$0	$0	$412,338	$40,303	**$452,641**
TLCS, Inc.	PACT Permanent Housing Program PPHP 2016	$0	$337,116	$0	$0	$0	$337,116	$23,318	**$360,434**
Sacramento Steps Forward	Quinn Cottages	$0	$0	$279,275	$0	$0	$279,275	$20,808	**$318,083**
Sacramento Steps Forward	Saybrook Permanent Supportive Housing Project	$44,470	$0	$363,042	$74,634	$0	$407,512	$33,193	**$515,339**
Sacramento Housing and Redevelopment Agency	Shasta Hotel	$0	$125,496	$0	$0	$0	$125,496	$8,475	**$133,971**
Resources for Independent Living	Shelter Plus Care Case Management Program	$0	$0	$90,680	$0	$0	$90,680	$9,060	**$99,740**
Sacramento Housing and Redevelopment Agency	Shelter Plus Care TRA	$0	$4,016,088	$0	$0	$0	$4,016,088	$285,591	**$4,301,679**
Sacramento Steps Forward	The Housing Program for Youth (THPY)	$0	$79,632	$90,844	$0	$0	$170,476	$11,779	$182,255
TLCS, Inc.	WORK 2016	$0	$419,268	$0	$0	$0	$419,268	$23,451	**$442,719**
Sacramento Steps Forward	Friendship Housing	$440,971	$0	$141,598	$144,542	$0	$727,111	$48,615	**$775,726**
Sacramento Steps Forward	The King Project	$0	$0	$0	$155,889	$0	$155,889	$10,289	**$166,178**
Sacramento Steps Forward	Achieving Change Together	$0	$322,740	$0	$0	$0	$322,740	$20,987	**$343,727**
Sacramento Steps Forward	Home at Last	$169,850	$0	$69,027	$52,240	$0	$291,117	$28,788	**$319,905**
Sacramento Steps Forward	Sacramento HMIS	$0	$0	$0	$0	$258,704	$258,704	$14,490	**$273,194**
Sacramento Steps Forward	Mutual Housing at the Highlands	$0	$205,380	$111,290	$0	$0	$316,670	$21,043	**$337,713**
Mercy Housing California	Mather Veterans Village	$0	$146,700	$0	$0	$0	$146,700	$4,708	**$151,408**
Sacramento Steps Forward	Stepping Stones	$0	$297,528	$123,843	$0	$0	$421,371	$34,480	**$455,851**

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SACRAMENTO CONTINUUM OF CARE
SACRAMENTO STEPS FORWARD

Applicant Name	Project Name	Leasing	Rental Assistance	Supportive Services	Operating costs	HMIS	Subtotal	Admin Costs	Total ARA
Sacramento Steps Forward	VOA Rapid Rehousing for Families	$0	$316,140	$137,092	$0	$0	$453,232	$31,408	**$484,640**
Sacramento Steps Forward	Step Up Sacramento	$1,612,869	$0	$622,785	$0	$0	$2,235,654	$221,284	**$2,456,938**
Sacramento Steps Forward	The Doorway	$0	$306,060	$279,370	$0	$0	$585,430	$58,151	**$643,581**
TLCS, Inc.	New Direction PHP 2016	$0	$625,920	$0	$0	$0	$625,920	$40,895	**$666,815**
Sacramento Steps Forward	New Community	$374,690	$0	$165,141	$92,018	$0	$631,849	$62,369	**$694,218**
Sacramento Steps Forward	Building Community	$279,360	$0	$106,540	$146,800	$0	$532,700	$53,270	**$585,970**
Sacramento Steps Forward	Rapid Rehousing for Youth	$0	$73,524	$1,258	$0	$0	$74,782	$7,478	**$82,260**
Sacramento Steps Forward	reSTART	$1,447,752	$0	$761,867	$175,500	$0	$2,385,119	$234,834	**$2,619,953**
Sacramento Steps Forward	Rapid Rehousing for Youth #2	$0	$90,552	$3,882	$0	$0	$94,434	$9,443	**$103,877**

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THRESHOLD FACTORS

Item	Met/Not Met
Project implements Housing First principles, and if necessary participates in Technical Assistance with Sacramento Steps Forward to aid implementation.	Met/Not Met
Project participates in the design and planning of Coordinated Entry / common CoC referral processes.	Met/Not Met
Project participates in HMIS.	Met/Not Met
Agency has made at least one successful drawdown of federal funds in the last operating year.	Met/Not Met
Agency includes homeless or formerly homeless individual in feedback and decision-making processes.	Met/Not Met
Agency has internal financial controls, grant match tracking, record maintenance and management, and processes for accounting, reviewing expenditures, managing cash.	Met/Not Met
Agency has submitted written policies and procedures meeting HUD requirements (including termination of assistance, appeals, ADA requirements, and confidentiality policies).	Met/Not Met
Project provides budget in accordance with template provided, which will include all proposed funding and funding sources for project (i.e. housing, services, operations, and administrative costs).	Met/Not Met
Agency demonstrates 25% match per grant.	Met/Not Met
Required but not scored	

SCORED FACTORS
AGENCY CAPACITY

Item	Possible Score	Source
Agency has proven experience with similar grants Award full points if agency has been operating this grant for at least two years, or has other grants within the Continuum, or can demonstrate experience with other federal grants. If not, award no points.	3	RFI #2
Agency has no unresolved monitoring findings Award <u>no</u> points if agency has any unresolved local or HUD monitoring findings that both (a) are at least 45 days old, and (b) have not yet been met with a sufficient plan in place to address the findings. Otherwise, award <u>full</u> points.	3	RFI #3
Agency has actively participated in key CoC activities Award full points if agency can demonstrate regular participation in Coordinated Entry Planning, the Community Data Forum, and/or Advisory Board meetings (attending at least one key activity quarterly). If not, award no points.	2	RFI #4
Agency enters accurate information into HMIS Award full points if the agency has equal to or less than 5% null or missing values in HMIS for demographic information. If not, award no points.	2	SSF (record of agreement/ compliance)
Agency staff attend mandatory SSF-sponsored trainings Award full points if agency can demonstrate regular attendance at mandatory SSF-sponsored trainings (at least one per quarter). If not, award no points.	2	RFI #5 + SSF (training records)
Agency has spent at least 90% or more of their grant funds per year in the past two years Award full points if Sacramento Steps Forward records show that the agency has spent 90% or more of their grant funds per year in the past two years. If not, award no points.	3	RFI #6 + RFI #7

Agency has made regular quarterly drawdowns over the last operating year.
    Award full points if LOCCS records show that the agency has made drawdowns in e-LOCCS in every quarter during the project's operating period. The operating period is defined in the project's HUD application.
 	
    If not, award no points.
	3	RFI #8

Budgeted staffing and expenses are adequate to support the proposed project in a cost-effective way, considering the proposed structure and population to be served. • Projects should describe efforts to access resources to meet client needs and efforts to control costs.	2	RFI #9
Total Points Possible	20	

POLICY PRIORITIES

Item	Possible Score	Source
Alignment with Community Needs and HUD Priorities		
Project provides permanent housing in Sacramento. Eligible project types include: • Permanent Supportive Housing • Rapid Rehousing • Transitional Housing/Rapid Rehousing Hybrid projects Award full points for a permanent housing type. Award no points if project is not one of the listed permanent housing types.	6	
Project provides permanent supportive housing in a single site location. Award three points if the project is permanent supportive housing at a single location. Do not award points if the project is any other housing type.	3	

Approved by the Sacramento Continuum of Care Advisory Board on June 14, 2017

Project dedicates or prioritizes turn over beds for chronically homeless individuals and has specific programmatic elements to serve chronically homeless individuals. Award points based on the following criteria: • Award the full six points for projects which dedicate or prioritize 100% of turn-over beds for persons experiencing chronic homelessness. • Award three points for projects which dedicate or prioritize 50% to 99.9% of turn-over beds for persons experiencing chronic homelessness. • Award no points if the project either does not dedicate or prioritize turn-over beds for chronically homeless or dedicates or prioritizes less than half of chronically homeless beds. The program MUST have a specific plan for serving these populations. Mere affirmations that the program will attempt to serve the chronically homeless is insufficient. Consult the program design for more information. If a project fails to provide sufficient information demonstrating it has the capacity to meet the unique needs of chronically homeless individuals, award no points even if the project claims it prioritizes or dedicates beds for chronically homeless above 50%	6	
Total Points Possible	15	

PROJECT PERFORMANCE

Item	Possible Score	Source
Utilization rate (HUD measure, Community standards and targets) Average bed/unit utilization rate	95% or > = 10 85% - 94% = 7.5 75% - 84% = 5 65% - 74% = 2.5 < 65% = 0	APR Q8 and APR Q9 + Number of units on NOFA application
Increase in/maintenance of income (HUD measure) Percentage of adult leavers and stayers who maintained or increased their income from entry to follow-up or exit	85% or > = 4 70% - 84% = 3 55% - 69% = 2 40% - 54% = 1 < 40% = 0	APR Q24b
Connection to mainstream resources (HUD measure) Percentage of adult leavers and stayers who accessed non-cash mainstream benefits	95% or > = 4 90% - 94% = 3 80% - 89% = 2 75% - 79% = 1 < 75% = 0	APR Q26a2 and Q26b2
Entries from Homelessness (Community standards and targets) Percentage of leavers and stayers who resided in a homeless situation (see definition adopted by CoC) prior to program entry	100% = 8 90 - 99% = 6 80 - 89% = 4 70 - 79% = 2 < 70% = 0	APR Q20

	TH serving TAY	

IF TH or RRH: Average length of stay *(HUD measure, Community standards and targets)*
    Average length of stay for stayers
 	
    Project Dedicated to serving Transition Age Youth (TAY) **may** receive full points if average length of stay is under 2 years.
 	
    Project serving some TAY may provide a narrative response with data to justify longer average length of stay.
	2 years or less = up to 10 points	APR Q27 +
		RFI #17
		RFI #18
		RFI #19

	RRH	
	110 – 135 days = 10	
	136 – 160 days = 7.5	
	161 – 185 days = 5	
	186 – 210 days = 2.5	
	> 210 days = 0	
	TH	
	90% or > = 10	
	85% - 89% = 7.5	
	80% - 84% = 5	
	75% - 79% = 2.5	
IF TH or RRH: Exits to permanent housing *(HUD measure, Community standards and targets)* Percentage of leavers who exited to a permanent destination	< 75% = 0	APR Q29
	RRH	
	85% or > = 10	
	80% - 85% = 7.5	
	75% - 79% = 5	
	70% - 74% = 2.5	
	< 70% = 0	
IF PSH: Housing stability *(HUD measure, Community standards and targets)* Percentage of participants who remained in the program for at least 6 months and then either died or exited to another permanent destination. (Participants who entered the program less than six months ago and then either died or remained in the program are not counted in the numerator or the denominator.)	95% or > = 20	
	90% - 94% = 15	
	85% - 89% = 10	APR Q29
	80% - 84% = 5	
	< 80% = 0	
Total Points Possible	46	

Total Raw Points Possible	**81**

Total Scaled Points Possible	**100**

FY2017 NOFA COC COMPETITION
REQUEST FOR INFORMATION FOR RENEWAL PROJECTS

INSTRUCTIONS

Test Your PRESTO Login By: **August 9, 2017, 12:00 pm**
Complete Your Application By: **August 16, 2017, 5:00 pm**

This Request for Information (RFI) must be completed for each renewal project submitting an application for the FY2017 HUD CoC Program Competition.

The answers you provide to this RFI will be combined with data pulled from your project's APR (as generated from HMIS for 4/1/16 to 3/31/17) to create a PRESTO-generated report to be used by the Performance Review Committee.

DO NOT USE THE SACRAMENTO PORTAL TO SUBMIT YOUR ANSWERS. INSTEAD, USE PRESTO.

For each renewal project application, log on to www.prestoevals.org, click the bunny rabbit icon in the top-left corner, find the name of your project, click the blue text marked "Respond" to the right of that project name, and then **answer questions 1 through 20**. You should ignore questions 101 through 129.

By submitting this application, your agency is certifying that the information contained in the RFI and attachments are true and accurate to the best of your knowledge.

If you are unsure whether your application is complete, you may e-mail HomeBase at sacramento@homebaseccc.org and ask. HomeBase will attempt to reply to all such e-mails within 24 hours. It is each applicant's responsibility to make sure that their application is complete before the deadline.

If you have questions about how to use the PRESTO website, about the rules of the competition, or about the meaning of the questions in the application, please send them to sacramento@homebaseccc.org.

OVERVIEW OF PROJECT

1. Please provide a narrative overview of the populations served and services provided by your project.

AGENCY CAPACITY

2. Has your agency been operating this project for at least two years?
   If no, please describe your experience with other federal grants, including other grants within the Continuum.

3. Does your agency have any unresolved monitoring findings from any agency or jurisdiction as of February 1, 2017?
   If yes, please describe the unresolved monitoring findings, attach the findings and any written response, and describe your plan to address them.

4. Please describe the participation of your agency staff in Coordinated Entry Planning, the Community Data Forum, the Performance Committee, CoC General Meetings, and/or Advisory Board meetings (attending at least one key activity quarterly).

5. Sacramento Steps Forward will consult its sign-in sheets to make an initial determination about which agencies have attended mandatory SSF-sponsored trainings. If your agency's representatives made regular and appropriate use of SSF's sign-in sheets, you may skip this question. Otherwise, please briefly describe any evidence you have that demonstrates your attendance at mandatory SSF-sponsored trainings.

6. For this project, did your agency spend down at least 90% of your grant funds from the 2014/2015 grant year?

7. For this project, did your agency spend down at least 90% of your grant funds from the 2013/2014 grant year?

8. Has your agency successfully drawn down funds from e-LOCCS at least once in each quarter of the last year?

9. If you had any difficulties in spending your entire grant amount or in regularly drawing down funds, please describe why you did not draw down all of your funds, and/or why you did not make regular quarterly drawdowns and how you will ensure that this problem does not re-occur in the coming year. You are not required to answer this question. If you have nothing to add here, please type "Pass" or leave the question blank.

10. Please explain (a) why your budgeted staffing and expenses are adequate to support the proposed project in a cost-effective way, considering the proposed structure and population to be served, and (b) the efforts you are making to access resources to meet client needs and your efforts to control costs.

POLICY PRIORITIES

11. Does your project provide permanent housing (PSH, RRH, or TH/RRH hybrid project) in Sacramento County? If so, which of those three kinds of housing do you provide?

12. Does your project provide permanent supportive housing (PSH) in a single-site location (i.e., not scattered across multiple sites)?

13. What percent of turn-over beds does your project dedicate and/or prioritize for persons experiencing chronic homelessness? A turn-over bed is a bed that has either become empty after the client using that bed moved, died, gained financial independence, etc., or a bed that is empty because the bed was just recently created for the first time. In this context, the word "bed" does not necessarily mean a literal bed. For example, if you provide rapid re-housing vouchers, or if you provide supportive services, then each voucher you provide or each person you serve could be considered a "bed," and you would estimate your turn-over beds based on how many vouchers or services you dedicate or prioritize for chronically homeless people. You should state your answer as the whole number that is the total percentage of all your CoC-funded beds that are either prioritized or dedicated for the chronically homeless population. For example, if you dedicate 50% of beds and prioritize 30% of turnover beds, then your answer should be "80". Do not type "0.80" or "80%". Instead, just type a whole number, like "80". You may round up to the nearest percent, e.g., if the answer is 79.5%, then write "80".

14. Describe the specific programmatic elements that help you serve chronically homeless persons. What is your specific plan for serving chronically homeless people? Your answer should demonstrate that you have the capacity to meet the unique needs of chronically homeless people.

PROJECT PERFORMANCE

15. How many units of CoC-funded housing did your project claim on the **FY2016** NOFA application?
16. If you wish, you may use this space to comment on any factors affecting your bed utilization rate and/or your unit utilization rate. You are not required to answer this question. If you have nothing to add here, you may just type, "Pass" or leave the question blank.
17. If you wish, you may use this space to comment on any factors affecting the income of your program participants. You are not required to answer this question. If you have nothing to add here, just type "Pass" or leave the question blank.
18. If you wish, you may use this space to comment on any factors affecting the mainstream resources (e.g. health insurance, disability benefits, etc.) of your program participants. You are not required to answer this question. If you have nothing to add here, just type "Pass" or leave the question blank.
19. If you wish, you may use this space to comment on any factors affecting the fraction of clients who were literally homeless (according to Sacramento's definition) at the time they entered your program. You are not required to answer this question. If you have nothing to add here, just type "Pass" or leave the question blank.
20. Is your project dedicated to serving Transition Age Youth (TAY)?
21. If your project is dedicated to serving Transition Age Youth, does your project have an average length of stay of less than 2 years? Please explain. If your project is not dedicated to serving Transition Age Youth, please type "Pass" or leave the question blank.
22. If you wish, you may use this space to comment on any factors affecting your average length of stay. You are not required to answer this question. If you have nothing to add here, you may just type, "Pass" or leave the question blank.
23. If you wish, you may use this space to comment on any factors affecting your housing stability and/or the rate at which your clients exit to permanent housing destinations. You are not required to answer this question. If you have nothing to add here, you may just type, "Pass" or leave the question blank.
24. If you wish, you may use this space to comment on any factors relevant to your application. You are not required to answer this question. If you have nothing to add here, you may just type "Pass" or leave the question blank.

2017 New Project Scoring Tool

Overview of Scoring Factors

The table below provides an overview of the three main scoring factors, and possible points available for each factor.

Factors	Possible Score
Project Design	25
Budget and Cost-Effectiveness	12
Agency Capacity	35
Community Needs and HUD Priorities	15
Reallocation Bonus Points	3
Total Possible Points	**90**
Total Possible Scaled Points	**100**

This application is submitted to compete for reallocated funding and Permanent Housing Bonus funding.

The CoC will not accept applications requesting funds for new construction, acquisition, and rehabilitation costs. **Additional preferred design elements for the project are included in this score sheet; the project should be scored based on how well it meets/exceeds those standards.**

THRESHOLD FACTORS

Item	Met/Not Met
1. This project is eligible under the FY2017 CoC NOFA.	Met/Not Met
2. Project design is consistent with Housing First principles	Met/Not Met
3. This project agrees to use HMIS and Coordinated Entry when in operation.	Met/Not Met
4. Project provides budget in accordance with template provided, which will include all proposed funding and funding sources for project (i.e. housing, services, operations, and administrative costs).	Met/Not Met
Required but not scored	

PROJECT DESIGN

Project Design Scoring Factors	Possible Score
The project design includes provision of or referral to appropriate supportive services. Award points based on the following (1 pt each, 9 pts. total):	
Individuals receive ongoing support to stay housed. This may mean the provider is available 24/7.	1
Services are comprehensive, integrated, and client-centered. A rich blend of flexible services addresses the individual's breadth of needs.	1
Services are integrated such that services for multiple concerns are provided concurrently in a well-coordinated manner.	1

Once housed, the project develops relationships with landlords and property managers to help them and residents to address any problems that arise with residents.	1
The project assists residents in locating other permanent housing options when desired, commensurate with the resident's income and level of independence.	1
The project is staffed appropriately to provide the services.	1
Staff are trained to meet needs of the population to be served.	1
Services are designed to ensure maximizing housing stability for the anticipated population.	1
The method of service delivery described includes culture-specific/sensitive elements.	1

Project outcomes are realistic but sufficiently challenging given the scale of the project. Outcomes are measurable and appropriate to the population being served. CoC-adopted targets listed below are minimum requirements for program outcomes:
 	
(table below)
 	
*Under 2 years or less for projects exclusively serving TAY
 	
In addition, project outcomes should include:
    At least 54% of adults have maintained or increased their total income (from all sources) as of the end of the operating year or program exit.
      OR
    At least 20% of adults have maintained or increased their earned income as of the end of the operating year or program exit.
	10

Project Type	Utilization Rate	Length of Stay	Exit Rate to PH
RRH	n/a	120 days* or less	85 – 95% or better
PSH	95% or better	n/a	n/a

Housing where participants will reside is fully described and appropriate to the project design proposed. Award points based on the following: • Is the project staffed appropriately to locate and oversee the housing? • Do the strategies ensure a variety of housing types and locations, maximizing client choice to the greatest extent feasible? • Are staff trained to meet the needs of the population to be served? • Will the project be physically accessible to persons with disabilities, in compliance with the Americans with Disabilities Act? • Are landlord engagement strategies articulated (if applicable)?	6
Total Points Possible	25

BUDGET AND COST EFFECTIVENESS

Budget and Cost Effectiveness Scoring Factors	Possible Score
Budgeted staffing and expenses are adequate to support the proposed project in a cost-effective way, considering the proposed structure and population to be served. • Projects should describe efforts to access resources to meet client needs and efforts to control costs.	10
Matched resources account for 25% of the amount of the grant requested.	Project app 25% + = 2
	< 25% = 0
Total Points Possible	12

AGENCY CAPACITY

Agency Capacity Scoring Factors	Possible Score
Agency has proven experience with similar grants. Award full points if agency operates or has operated another grant within the Continuum, or can demonstrate experience with other federal grants. Consider also: • Have they/has it successfully handled federal or other major grants of this size without difficulty or problems? • Does the agency have outstanding independent, HUD, or other federal or state audit findings? • Has HUD or any other federal or state funder deobligated any grant funds for other projects operated by the agency? • Are HUD or other federal or state grant funds for other projects operated by the agency being drawn down regularly throughout the grant year?	10
Agency has proven experience with proposed project type and/or population to be served.	5
Agency has sufficient fiscal capacity to manage the grant. Award full points for demonstration of the following: • Internal financial controls • Grant match tracking • Record maintenance and management • Processes for accounting, reviewing expenditures • Process for managing cash	5
Agency already has documented policies and procedures in accordance with HUD requirements, including but not limited to: • Equal Access • Fair Housing • Termination of assistance • Appeals • ADA requirements • Confidentiality policies • Family policies prohibiting involuntary separation	5

Agency Capacity Scoring Factors	Possible Score

Agency demonstrates commitment to including consumers in decision-making processes.
    Consider:
    • Does the agency have a homeless or formerly homeless person on its staff or board?
    • Does the agency have a consumer advisory board?
    • Does the agency administer consumer satisfaction surveys or other feedback processes?
    • Does the agency make changes based on the results of the consumer feedback processes?
	5

Agency demonstrates participation in Continuum of Care activities, including:
    • Participation in CoC committees
    • Submission GIW information, or request extension, according to CoC timeline
    • Attendance at Kickoff Conference and other required CoC meetings
    • Involvement in other CoC planning efforts
    • Participation in local/state/federal advocacy and/or systems change work on behalf of people who are homeless
	5

Total Points Possible	35

Alignment with Community Needs and HUD Priorities	Possible Score

Project provides permanent housing in Sacramento. Eligible project types include:
    • Permanent Supportive Housing
    • Rapid Rehousing
    • Transitional Housing/Rapid Rehousing Hybrid projects
 	
Award full points for a permanent housing type. Award no points if project is not one of the listed permanent housing types.
	6

Project provides permanent supportive housing in a single site location. Award three points if the project is permanent supportive housing at a single location. Do not award points if the project is any other housing type.	3

Project dedicates or prioritizes turn over beds for chronically homeless individuals and has specific programmatic elements to serve chronically homeless individuals. Award points based on the following criteria: • Award the full six points for projects which dedicate or prioritize 100% of turn-over beds for persons experiencing chronic homelessness. • Award three points for projects which dedicate or prioritize 50% to 99.9% of turn-over beds for persons experiencing chronic homelessness. • Award no points if the project either does not dedicate or prioritize turn-over beds for chronically homeless or dedicates or prioritizes less than half of chronically homeless beds. The program MUST have a specific plan for serving these populations. Mere affirmations that the program will attempt to serve the chronically homeless is insufficient. Consult the program design for more information. If a project fails to provide sufficient information demonstrating it has the capacity to meet the unique needs of chronically homeless individuals, award no points even if the project claims it prioritizes or dedicates beds for chronically homeless above 50%	6
Total Points Possible	15

Voluntary Reallocation Bonus Points	Possible Score
Award three points if a renewal project voluntarily reallocates its funding to a project type which better addresses community need or HUD priorities. Award points only if: • The proposed project is sufficiently different from the existing project • The proposed project is operated by the same agency who is voluntarily reallocating its funding • The proposed new project type is in fact more in line with the stated community need and HUD priorities in this tool	3
Total Points Possible	3

Total Points Possible	**90**
Total Scaled Points Possible	**100**

FY2017 COC COMPETITION
REQUEST FOR INFORMATION FOR NEW PROJECTS

INSTRUCTIONS

Test Your PRESTO Login By: **August 9, 2017, 12:00 pm**
Complete Your Application By: **August 16, 2017, 5:00 pm**

This Request for Information (RFI) must be completed for each new project submitting an application for the FY2017 HUD CoC Program Competition.

The answers you provide to this RFI will used to create a PRESTO-generated report to be used by the Performance Review Committee. **As soon as you decide that you will or may apply,** please send an initial e-mail to sacramento@homebaseccc.org containing:

- The subject line "Sacramento CoC NOFA – New Application"
- The full name of your proposed new project in the body of the e-mail
- The full name of the agency that would run your proposed new project in the body of the e-mail
- The full names of the primary and back-up contacts at your agency who can discuss the proposed new project and their contact information.

This will allow HomeBase to create an entry in PRESTO that you can use to respond to the substantive questions in this RFI. HomeBase will respond to your e-mail to let you know that your PRESTO profile is ready. When you receive this e-mail, **for each of your new project applications**, log on to www.prestoevals.org, click the bunny rabbit icon in the top-left corner, find the name of your project, click the blue text marked "Respond" to the right of that project name, and then **answer questions 101 through 129**. You should ignore questions 1 through 20.

Also, for each new project application, please send **a second email** to sacramento@homebaseccc.org containing:
- A subject line that clearly describes the email's contents ("Sacramento CoC NOFA – New Application – [Your Agency Name] – [Your Project Name]")
- In the body of the email, a numbered list of the attachments
- And the following attachments:
    o 1 PDF of your applicant profile from e-snaps (not required for subrecipients of SSF)
    o 1 PDF of your project application from e-snaps (not required for subrecipients of SSF)
    o Any relevant attachments as indicated in the RFI, which may include:
        ▪ Proposed full project budget
        ▪ Audit/monitoring documentation
        ▪ Policies and procedures

By submitting this application, your agency is certifying that the information contained in the RFI and attachments are true and accurate to the best of your knowledge.

If you are unsure whether your application is complete, you may e-mail HomeBase at sacramento@homebaseccc.org and ask. HomeBase will attempt to reply to all such e-mails within 24 hours. It is each applicant's responsibility to make sure that their application is complete before the deadline.

If you have questions about how to use the PRESTO website, about the rules of the competition, or about the meaning of the questions in the application, please send them to sacramento@homebaseccc.org.

THRESHOLD FACTORS

101. Is this project eligible under the FY2017 CoC NOFA? If so, briefly explain why the project is eligible (e.g., you are applying for an eligible project type such as PSH, RRH, Joint TH-RRH, HMIS, or SSO for Coordinated Entry).

102. Is your project design consistent with Housing First principles? If so, please briefly explain why. This topic will be covered in more detail later in the application.

103. If your project is funded, will your project agree to use HMIS and also agree to use Coordinated Entry when Coordinated Entry is in operation?

104. Have you sent an e-mail to sacramento@homebaseccc.org that includes a budget in accordance with the template provided, which will include all proposed funding and funding sources for your project (i.e. housing, services, operations, and administrative costs)?

PROJECT DESIGN

105. Please describe how services will be comprehensive, integrated, and client centered (i.e., a rich blend of flexible services to address the individual's breadth of needs).

106. Please describe how services are integrated such that services for multiple concerns are provided concurrently in a well-coordinated manner.

107. Please describe how, once housed, the project will develop relationships with landlords and property managers to help them and residents to address any problems that arise with residents.

108. Please describe how the project will assist residents in locating other permanent housing options when desired, commensurate with the resident's income and level of independence.

109. Please describe how the project will be staffed appropriately to provide the services.

110. Please describe how staff will be trained to meet the needs of the population to be served.

111. Please describe how services are designed to maximize housing stability for the anticipated population.

112. Please describe how the method of service delivery will include culture-specific/sensitive elements.

113. Please indicate your project outcome targets for the following measures (for full points, outcomes should be in alignment with CoC's adopted targets as indicated):

Utilization rate (PSH: 95%):

Length of stay (RRH: 120 days, or 2 years for youth):
Exit rate to permanent housing (RRH: 85-95%):
Maintain or increase total income (54%) or earned income (20%):

114. Please describe the housing where participants will reside, and why it is appropriate for the project design as proposed. For full points, please address:
    - How the project is staffed appropriately to locate and oversee the housing?
    - How your strategies ensure a variety of housing types and locations, maximizing client choice to the greatest extent feasible?
    - How staff are trained to meet the needs of the population to be served?
    - Will the project be physically accessible to persons with disabilities, in compliance with the Americans with Disabilities Act?
    - What landlord engagement strategies will be used (if applicable)?

BUDGET AND COST EFFECTIVENESS

115. How are your budgeted staffing and expenses adequate to support the proposed project in a cost-effective way? What efforts are you making to access resources to meet client needs and control costs?

    Please send an e-mail to sacramento@homebaseccc.org **that attaches a copy of your proposed full project budget (including match and leveraged sources beyond your CoC funding request).**

116. How large are your matching resources compared to the amount of the grant requested? For full credit, you should have at least 25% match for your proposed grant. For example, if you are requesting $10,000, then you should have at least $2,500 available in match funding, for a total project budget of $12,500. Please state your answer in the form of a whole number. For example, if you have 25% match, then type "25". Do not type "0.25." You must round **down** to the nearest whole percent. For example, if you have 24.8% match, you must type "24".

AGENCY CAPACITY

117. Please describe your experience with other federal or major grants, including other grants within the Continuum, including whether grant funds have been drawn down regularly throughout the grant year.

118. Please describe your experience with the proposed project type (e.g., PSH, RRH, etc.) and/or the proposed population to be served (e.g., chronically homeless, families, veterans, etc.).

119. Please describe the fiscal capacity of your agency to manage this grant. For full points, please address:
    - Internal financial controls
    - Grant match tracking
    - Record maintenance and management
    - Processes for accounting, reviewing expenditures
    - Process for managing cash

120. Does your agency already have documented policies and procedures in accordance with HUD requirements, including but not limited to:
    - Equal Access
    - Fair Housing
    - Termination of Assistance
    - Appeals
    - ADA requirements
    - Confidentiality policies, and
    - Family policies prohibiting involuntary separation?

    Please attach copies of all of these policies and procedures to the e-mail accompanying your application (to sacramento@homebaseccc.org**).**

121. Does your agency demonstrate a commitment to including consumers in decision-making processes? For example, do you have a homeless or formerly homeless person on your staff or board? Do you have a consumer advisory board? Do you administer consumer satisfaction surveys or other feedback processes? Do you make changes based on the results of the consumer feedback processes?

122. Please describe your agency's participation in Continuum of Care activities. For full points, please address:
    - Participation in CoC committees
    - Submission of GIW information, or request extension, according to CoC timeline
    - Attendance at Kickoff Conference and other required CoC meetings
    - Involvement in other CoC planning efforts
    - Participation in local/state/federal advocacy and/or systems change work on behalf of people who are homeless

123. Will your project provide permanent housing (PSH, RRH, or TH/RRH hybrid project) in Sacramento County? If so, which of those three kinds of housing will you provide?

124. Will your project provide permanent supportive housing (PSH) in a single-site location (i.e., not scattered across multiple sites)?

125. What percent of turn-over beds will your project dedicate and/or prioritize for persons experiencing chronic homelessness? A turn-over bed is a bed that has either become empty after the client using that bed moved, died, gained financial independence, etc., or a bed that is empty because the bed was just recently created for the first time. In this context, the word "bed" does not necessarily mean a literal bed. For example, if you provide rapid re-housing vouchers, or if you provide supportive services, then each voucher you provide or each person you serve could be considered a "bed," and you would estimate your turn-over beds based on how many vouchers or services you dedicate or prioritize for chronically homeless people. State your answer as the whole number that is the total percentage of all your CoC-funded turnover beds that will be either prioritized or dedicated for the chronically homeless population. For example, if you dedicate 50% of beds and prioritize 30% of beds, then your answer should be "80". Do not type "0.80" or "80%". Instead, just type a whole number, like "80". You may round up to the nearest percent, e.g., if the answer is 79.5%, then write "80".

126. Describe the specific programmatic elements that will help you serve chronically homeless persons. What is your specific plan for serving chronically homeless people? Your answer should demonstrate that you have the capacity to meet the unique needs of chronically homeless people.

127. Has your agency voluntarily reallocated funding to a project type which better addresses community need and/or HUD priorities? If so, please name the project(s) that is or are being reallocated, and explain why:

- The proposed project is sufficiently different from the existing project
- The proposed project is operated by the same agency who is voluntarily reallocating its funding
- The proposed new project type is in fact more in line with the stated community need and HUD priorities in this tool

128. If you wish, you may use this space to comment on any factors relevant to your application. You are not required to answer this question. If you have nothing to add here, you may just type "Pass" or leave this question blank.

SUBMISSION CHECKLIST	

AGENCY:	
PROJECT NAME:	
CONTACT PERSON'S NAME:	
PHONE:	
E-MAIL:	

New Project ☐   **Renewal Project** ☐

ON OR BEFORE 5 P.M. ON AUGUST 16, 2017:

☐	Confirm that your agency has an active **DUNS number** from www.sam.gov
☐	Fill out a HUD Project **Applicant Profile** in e-snaps, including Form 2880, Nonprofit Documentation, SF-424, and your Code of Conduct. When you are done, export the HUD Profile as a PDF.
☐	Fill out a HUD **Project Application** (also known as Exhibit 2) in e-snaps, including Form HUD-50070, Form SF-LLL, and Match Documentation. When you are done, export the HUD Application as a PDF.
☐	Use www.prestoevals.org to answer the **Supplemental Questionnaire**. (You don't need to create any documents for this step.)
PDF Created: ☐ No audit findings: ☐	If you have any HUD **audit findings** or financial audit findings, create a PDF of all of the written communications between you and the auditor.
PDF Created: ☐ Renewal Project: ☐	If you are a new project, create a PDF of your **proposed project budget**, adding up both CoC funding and non-CoC funding to get your total budget.
PDF Created: ☐ Renewal Project: ☐	If you are a new project, create a PDF of any **policies or procedures** you have drafted, including policies to ensure compliance with the Fair Housing Act.
PDF Created: ☐ No Indirect Cost Rate Agreement: ☐	If your agency has negotiated an indirect cost rate with the federal government, create a PDF of the approved **Indirect Cost Rate agreement**.
PDF Created: ☐ No Missing Match: ☐	If you are still waiting on some of your match documentation, create a PDF showing when you expect to receive each **missing match letter**.
☐	Create a PDF copy of this checklist with all of the boxes checked off.

When you have finished checking off all of the items above, please e-mail PDF copies of <u>all</u> of the above documents to sacramento@homebaseccc.org.