

Sacramento Continuum of Care

HUD Homeless Assistance  
FY 2018 Continuum of Care  
Program Competition

REVISED  
Local Competition Handbook

Revised July 23, 2018



## TABLE OF CONTENTS

Competition Timeline and Due Dates	5
List of Eligible Renewal Projects	6
Local Policies and Procedures	8
Renewal Project Scoring Tool	21
Supplemental Questions for Renewal Projects	30
New Project Scoring Tool	37
Supplemental Questions for New Projects	47
Submission Checklist for Renewal and New Projects	55



## 2018 Calendar for Sacramento's HUD McKinney-Vento Continuum of Care Application

Date	Time	Event/ Activity	Responsible/Attendees	Location
June 20, 2018		HUD releases Notice of Funding Availability	HUD	N/A
June 28, 2018		HUD scheduled to Release Project Applications in e-SNAPs	HUD	
July 16, 2018	9:00am to 12:00pm	<b>Kick Off Conference:</b> 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/PRC	925 Del Paso Blvd - Sequoia Room Sacramento
August 2, 2018	12:00 PM	<b>New and Renewal eSNAPs Project Applications and Attachments due</b> Agencies will have approximately three weeks from the date of the kick-off conference to complete this task.	Agencies	N/A
August 6, 2018	9:00am to 11:00am	<b>Performance Review Committee</b> receives orientation for PRESTO and access to project materials	Performance Review Committee; HomeBase	Online
August 6, 2018- August 12, 2018		<b>Performance Review Committee reviews Project Reports:</b> non-conflicted panelists review and scores proposals individually.	SSF, HomeBase, Performance Review Committee	N/A
August 13-14, 2018	9:00 am to 5:00 pm	<b>Performance Review Committee meets:</b> Review & Rank Panel meets to review, score and discuss proposals and determine recommendation on how projects will be ranked in the 2018 application.	SSF, HomeBase; Review and Rank Panel	1331 Garden Highway, Suite 100 – VCR Room Sacramento, CA 95833
August 16, 2018	12:00 PM	<b>Posting of Preliminary Priority List:</b> HomeBase will email list to agencies	HomeBase	Via e-mail
August 17, 2018	12:00 PM	<b>Notice of intent to appeal due:</b> Any agencies seeking to appeal must submit their intent to appeal to HomeBase	Agencies	Via e-mail
August 20, 2018	5:00 PM	<b>Appeals due:</b> All appeals must be submitted to HomeBase.	Agencies	Via e-mail
August 22, 2018	TBD	<b>Appeal Committee meets:</b> Review appeals and recalculate scores, if necessary.	Appeal Committee	Via phone
August 23, 2018	5:00 PM	<b>Priority List is distributed to applicants:</b> via email, by HomeBase. SSF distributes the list to the Advisory Board prior to the meeting.	SSF	Via e-mail
Late August (Targeting August 29)	TBD	<b>Advisory Board Approval of Priority List</b>	SSF	TBD
By August 31, 2018		<b>Project Applicants notified of final decisions on whether their applications are accepted and will be Ranked on the Priority Listing or were Rejected or Reduced (Note: HUD Deadline that must be met)</b>	HomeBase	Via e-mail
August 3, 2018 – September 5, 2018		<b>HomeBase and SSF do review of project applications, coordinate with applicants</b>	HomeBase, SSF	N/A
September 13, 2018		<b>Consolidated Application and Priority Listing Posted</b>		On CoC website
September 18, 2018		<b>Consolidated Application is due to HUD</b>	SSF	Online

# SACRAMENTO CONTINUUM OF CARE

## FY 2018 LIST OF RENEWAL PROJECTS

Applicant Name	Project Name	Leasing	Rental Assistance	Supportive Services	Operating Costs	HMIS	Admin	Total ARA
Sacramento Housing and Redevelopment Agency	Boulevard Court	\$0	\$128,232	\$0	\$0	\$0	\$9,122	\$137,354
Sacramento Steps Forward	Building Bridges Program	\$9,315	\$0	\$335,659	\$0	\$0	\$24,118	\$369,092
Sacramento Steps Forward	Casas de Esperanza	\$172,825	\$0	\$95,389	\$50,830	\$0	\$31,315	\$350,359
Sacramento Steps Forward	Connections	\$0	\$0	\$263,036	\$0	\$0	\$18,389	\$281,425
Sacramento Steps Forward	Omega Permanent Supportive Housing Project	\$0	\$0	\$412,338	\$0	\$0	\$40,303	\$452,641
TLCS, Inc.	PACT PHP	\$0	\$542,172	\$0	\$0	\$0	\$43,384	\$585,556
Sacramento Steps Forward	Quinn Cottages	\$0	\$0	\$297,275	\$0	\$0	\$20,808	\$318,083
Sacramento Steps Forward	Saybrook Permanent Supportive Housing Project	\$44,915	\$0	\$363,042	\$75,380	\$0	\$33,193	\$516,530
Sacramento Housing and Redevelopment Agency	Shasta Hotel	\$0	\$126,792	\$0	\$0	\$0	\$8,475	\$135,267
Sacramento Housing and Redevelopment Agency	Shelter Plus Care TRA	\$0	\$4,051,488	\$0	\$0	\$0	\$285,591	\$4,337,079
TLCS, Inc.	WORK 2016	\$0	\$422,496	\$0	\$0	\$0	\$23,451	\$445,947
Sacramento Steps Forward	Friendship Housing Expansion #2	\$727,535	\$0	\$250,138	\$292,235	\$0	\$85,905	\$1,355,813
Sacramento Steps Forward	The King Project	\$0	\$0	\$0	\$157,448	\$0	\$10,289	\$167,737

# SACRAMENTO CONTINUUM OF CARE

## FY 2018 LIST OF RENEWAL PROJECTS

Applicant Name	Project Name	Leasing	Rental Assistance	Supportive Services	Operating Costs	HMIS	Admin	Total ARA
Sacramento Steps Forward	Achieving Change Together (ACT)	\$0	\$325,116	\$0	\$0	\$0	\$20,987	\$346,103
Sacramento Steps Forward	Home at Last	\$172,071	\$0	\$58,212	\$63,055	\$0	\$28,788	\$322,126
Sacramento Steps Forward	Sacramento HMIS	\$0	\$0	\$0	\$0	\$258,704	\$14,490	\$273,194
Sacramento Steps Forward	Mutual Housing at the Highlands	\$0	\$206,892	\$111,290	\$0	\$0	\$21,043	\$339,225
Mercy Housing California	Mather Veterans Village	\$0	\$147,780	\$0	\$0	\$0	\$4,708	\$152,488
Sacramento Steps Forward	Step Up Sacramento	\$1,628,998	\$0	\$622,785	\$0	\$0	\$221,284	\$2,473,067
Sacramento Steps Forward	The Doorway	\$0	\$308,460	\$279,370	\$0	\$0	\$58,151	\$645,981
TLCS, Inc.	New Direction PHP 2016	\$0	\$630,528	\$0	\$0	\$0	\$40,895	\$671,423
Sacramento Steps Forward	New Community	\$378,437	\$0	\$165,141	\$92,938	\$0	\$62,369	\$698,885
Sacramento Steps Forward	Building Community	\$282,154	\$0	\$106,540	\$148,268	\$0	\$53,270	\$590,232
Sacramento Steps Forward	Rapid Rehousing for Youth	\$0	\$74,124	\$1,258	\$0	\$0	\$7,478	\$82,860
Sacramento Steps Forward	reSTART	\$1,462,230	\$0	\$761,867	\$177,255	\$0	\$234,834	\$2,636,186
Sacramento Steps Forward	Rapid Rehousing for Youth #2	\$0	\$91,248	\$3,882	\$0	\$0	\$9,443	\$104,573

## SACRAMENTO CONTINUUM OF CARE 2018 COC REVIEW AND RANK POLICIES

### 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.

APPROVED by the Sacramento CoC Advisory Board on February 27, 2018

HomeBase | *Advancing Solutions to Homelessness* | [sacramento@homebaseccc.org](mailto:sacramento@homebaseccc.org)



---

## I. ANNUAL PERFORMANCE REPORTS

- A. **Annual Performance Report** (APR) data is generated from project inputs to the Homeless Management Information System (HMIS). This data can only be modified through corrected HMIS inputs. The data in the Annual Performance Report will be processed and formatted using the PRESTO web tool, and then presented to the Review and Rank Panel as part of the local NOFA competition.
- B. Projects that primarily serve survivors of domestic violence will generate their APRs using data from an alternative, non-HMIS database. If no such data is available, the project's program director or executive director may hand-tabulate the relevant data and sign a statement under penalty of perjury confirming that the director has personally reviewed the data and that the data is accurate.
- C. APR data will cover the full calendar year beginning April 1, 2017 and terminating March 31, 2018.
- D. All projects that began operations on or before April 1, 2017 will be required to cooperate in preparing an Annual Performance Report to be used in the local competition, as follows:
- i. On **April 18, 2018**, the HMIS Lead ran APRs for all CoC-funded projects and shared those reports with those projects and with HomeBase. Each provider is responsible for reviewing the accuracy and completeness of its own APRs. Agencies are encouraged to begin correcting their APR data as soon as they receive their draft APRs. This may require, e.g., completing annual follow-up evaluations on old clients, doing research to determine the final destination of clients who have left a program, and transferring data from paper case notes to HMIS.
  - ii. By **April 30, 2018**, HomeBase will use the APRs to generate one basic PRESTO report per project that shows each project's primary objective criteria (e.g. housing placement, income, and utilization). Agencies will be given access to these basic reports as an educational tool to help them fulfill their responsibility to correct their APRs.
  - iii. For **the next two weeks**, HomeBase will help agencies answer questions regarding their APRs and/or PRESTO reports and to help providers troubleshoot any errors in those reports. Although most errors will need to be fixed via additional data entry or by discussing issues with the HMIS lead, HomeBase will provide technical assistance to agencies who proactively request it. In order to confirm that all corrections have been successful, agencies are encouraged to request new APRs from the HMIS Lead and review the new APRs.

APPROVED by the Sacramento CoC Advisory Board on February 27, 2018

HomeBase | [Advancing Solutions to Homelessness](#) | [sacramento@homebaseccc.org](mailto:sacramento@homebaseccc.org)

- E. By **May 11, 2018**, all projects are required to have finished cleaning and correcting their APR data. Providers who are tardy in finalizing their APRs without a valid reason will lose up to 5 out of 100 points in the local competition.

APPROVED by the Sacramento CoC Advisory Board on February 27, 2018

HomeBase | *Advancing Solutions to Homelessness* | [sacramento@homebaseccc.org](mailto:sacramento@homebaseccc.org)

## II. 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.
- D. At the Kickoff Conference, HomeBase will distribute a local competition schedule that includes a deadline for submitting the Local Application (see Section III of these policies).

APPROVED by the Sacramento CoC Advisory Board on February 27, 2018

HomeBase | [Advancing Solutions to Homelessness](#) | [sacramento@homebaseccc.org](mailto:sacramento@homebaseccc.org)

### III. LOCAL APPLICATIONS

- A. At the Kickoff Conference, shortly after publication of the CoC Program NOFA, HomeBase will distribute the Local Application, which will include Supplemental Questions to be answered by each project, as well as a list of Attachments to be submitted by each project. For Renewal Projects that have been operating for at least one year, the Local Application is also considered to include the APR.
- i. The **Supplemental Questions** provide Project Applicants with the opportunity to report on project success and provide explanations for the objective project performance data contained in the APR.
  - ii. **Attachments:** The attachments to be collected include e-snaps materials such as the applicant profile and the project application that needs to be submitted to HUD as part of the national competition. Attachments may also be used to collect or verify objective information not captured in HMIS, particularly as it relates to project budgets, grant performance, and financial audits application. All of this information can be reviewed by the Review and Rank panel to determine eligibility and ensure project design is appropriate for HUD funding.
- B. Answers to all Supplemental Questions must be completed online, using the PRESTO web tool. Agencies will receive PRESTO login information at the Kickoff Conference. Agencies who decide to submit new projects after the Kickoff Conference but before the local application deadline should request PRESTO logins from HomeBase via e-mail.
- C. As the Supplemental Questions are answered, the PRESTO report will be updated in real-time. It is each agency's responsibility to review its PRESTO reports and confirm that the reports are correct prior to the local application deadline. Projects may make use of the essay questions and short-answer questions to clarify the context of their objective performance data, but HomeBase cannot and will not edit a project's scores based on a project's assertions about its own performance. The only way to correct objective performance data is by entering new data into HMIS, which should be done before the Kickoff Conference (see Section I of these policies).
- D. **Late penalties:** A project that turns in Local Application materials after the deadline (or insists on modifying Local Application materials after the deadline) will be subject to late penalties. Late penalties are imposed at the discretion of the Review & Rank Panel, based on the following guidance:
- i. Materials received up to 10 minutes late may be accepted without penalty.
  - ii. Materials received between 10 minutes and 24 hours after the deadline will cause the applicant to receive a three-point score deduction in the local competition.

APPROVED by the Sacramento CoC Advisory Board on February 27, 2018

HomeBase | [Advancing Solutions to Homelessness](#) | [sacramento@homebaseccc.org](mailto:sacramento@homebaseccc.org)

- iii. Materials received between 24 hours and 72 hours after the deadline will receive a five-point score deduction.
  - iv. Materials received more than 72 hours after the deadline **may be excluded** at the discretion of the Panel. If a Local Application is still substantially incomplete or non-compliant 72 hours after the deadline, then, at the discretion of the Panel, the project may be **automatically rejected** and **denied entry into the local competition**.
- E. **Changes to PRESTO Reports:** Starting 72 hours after the Local Application deadline, changes to the PRESTO reports will be made only to correct transcription errors on the part of HomeBase. The underlying information, such as APRs and Supplemental Answers, will not be changed.

APPROVED by the Sacramento CoC Advisory Board on February 27, 2018

HomeBase | *Advancing Solutions to Homelessness* | [sacramento@homebaseccc.org](mailto:sacramento@homebaseccc.org)

#### IV. 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 in person to discuss the applications submitted as part of the Continuum of Care Competition.
- G. 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.
- H. All projects submitted as New Projects may be invited to attend the Review and Rank Meeting to be interviewed by the Panel, at the discretion of the Panel. These interviews would be scheduled prior to the Review and Rank Meeting. Failure to cooperate with an invitation by the Review and Rank Panel may result in a project not being funded.
- I. The ranked list is created by the following procedures:
  - 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.

APPROVED by the Sacramento CoC Advisory Board on February 27, 2018

HomeBase | [Advancing Solutions to Homelessness](#) | [sacramento@homebaseccc.org](mailto:sacramento@homebaseccc.org)

- 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. Certain project types will automatically be ranked in the bottom of Tier 1. ***Within this region at the bottom of Tier 1***, renewal housing projects with less than one year of operating data will be placed at the top of the region. HMIS renewal projects will be placed in the middle of the region, and Coordinated Entry renewal projects will be ranked at the bottom of the region, immediately above the ‘straddling’ project.
  - e. 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.
- J. After creating the ranked list, the Panel may recommend programs for reallocation based on the policy outlined in the section titled “Reallocation of Funds.”
- K. After the Review and Rank Meeting, a priority listing with scores will be compiled.
- L. Project applicants will be notified of the scoring results within three business 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.

APPROVED by the Sacramento CoC Advisory Board on February 27, 2018

HomeBase | [Advancing Solutions to Homelessness](#) | [sacramento@homebaseccc.org](mailto:sacramento@homebaseccc.org)

## V. ELIGIBILITY FOR APPEALS

Projects shall be allowed to appeal the decisions of the Review and Rank Panel subject to the requirements of this section.

- A. **Timing.** All appeals shall be concluded within 10 days of the Review and Rank Panel Meeting.
- B. **Composition of Appeals Panel.** Appeals will be sent to the CoC Advisory Board but will be heard by a non-conflicted subcommittee of Advisory Board members, together with two non-voting members: the SSF Deputy Director, and one member of the original Review Panel.
- C. **Eligible Projects.** 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)
  - 5. If the project was submitted by a collaboration of agencies, only one joint appeal may be made.
- D. **Eligible Grounds.** Appeals may be made on the following bases:

### Projects Recommended for Full or Partial Reallocation

- 1. May appeal its score on any grounds
- 2. May submit any information the agency feels is relevant

### Projects Recommended or At Risk for Placement in Tier 2

- 1. May appeal only errors in scoring or in information provided to the Review Panel by parties other than the recipient/subrecipient
- 2. May not supplement application materials to support appeal

### New Projects Not Recommended for Funding

- 1. 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
- 2. 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.

APPROVED by the Sacramento CoC Advisory Board on February 27, 2018

HomeBase | [Advancing Solutions to Homelessness](#) | [sacramento@homebaseccc.org](mailto:sacramento@homebaseccc.org)



## VI. PROCESS FOR APPEALS

- A. **Timeline for Appeals.** 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.
- B. **Notice of Appeal.** 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.
- C. 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.
- D. If a resolution is not possible, the Project Applicant will submit a formal appeal pursuant to the official CoC Competition timeline.
- iv. 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.
  - v. The Formal Appeal must be sent as an attachment to the Collaborative Applicant.
- E. 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.
- F. The Appeal Hearing shall be conducted according to the following procedure:
- vi. The Appeal Hearing will be conducted telephonically.
  - vii. The Appeal Panel (including non-voting members) will join the call with the neutral facilitator.
  - viii. The neutral facilitator will explain the facts of the appeal and answer any procedural questions.
  - ix. 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.
  - x. 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

APPROVED by the Sacramento CoC Advisory Board on February 27, 2018

HomeBase | [Advancing Solutions to Homelessness](#) | [sacramento@homebaseccc.org](mailto:sacramento@homebaseccc.org)

Project Applicant. The appealing Project Applicant then leaves the phone call.

- xi. The Appeal Panel conducts a discussion of the appeal and takes a formal vote.
- G. The Appeal Panel may consider the effect of its decision on other Project Applicants and may include those project applicants in the appeals discussion.
- H. The decision of the Appeal Panel is final.
- I. Once the appeals are complete, the Priority Listing will be submitted to the CoC for Review and Approval.
- J. Once the Priority Listing is approved all project determinations are concluded and the Review and Rank Process is complete.
- K. 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.

APPROVED by the Sacramento CoC Advisory Board on February 27, 2018

HomeBase | *Advancing Solutions to Homelessness* | [sacramento@homebaseccc.org](mailto:sacramento@homebaseccc.org)

## APPENDIX A: REALLOCATION OF FUNDS

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 2017 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.

APPROVED by the Sacramento CoC Advisory Board on February 27, 2018

HomeBase | [Advancing Solutions to Homelessness](#) | [sacramento@homebaseccc.org](mailto:sacramento@homebaseccc.org)

## APPENDIX B: SUPPLEMENTAL PROJECT FUNDING

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.

APPROVED by the Sacramento CoC Advisory Board on February 27, 2018

HomeBase | *Advancing Solutions to Homelessness* | [sacramento@homebaseccc.org](mailto:sacramento@homebaseccc.org)

SACRAMENTO CONTINUUM OF CARE COC ADVISORY BOARD

2018 RENEWAL PROJECT SCORING TOOL

**\*\* Unscoed Factors\*\***

(will be scored in next year's competition)

<p><b>Unscored Cost Factor</b></p>	<p>Due to data considered unreliable or incomplete, this factor will not be used for the 2018 NOFA competition</p>				
<p><b>Project Serves Highly Vulnerable Individuals as identified by the VI-SPDAT</b></p>	<p>This factor will be evaluated based on a 2-point scale, but will not be worth any points in this year's competition. The factor will use different scales for RRH and PSH. Projects must report both their average VI-SPDAT score and the sample size on which that average is based, i.e., how many clients actually have a recorded VI-SPDAT score.</p>	<p>≥ 10 = 2 Points</p>	<p>← RRH  RFI  PSH →</p>	<p>≥ 16 = 2 Points</p>	<p>14-15 = 1 Point</p>
		<p>7-9 = 1 Point</p>			<p>&lt;14 = 0 Points</p>
		<p>&lt;7 = 0 Points</p>			

SACRAMENTO CONTINUUM OF CARE COC ADVISORY BOARD

2018 RENEWAL PROJECT SCORING TOOL

**1. THRESHOLD FACTORS**

Name	Description	Met/Not Met
<b>Housing First</b>	The project’s policies include a commitment to identifying and lowering its barriers to housing, in line with a Housing First approach.	Met/Not Met
<b>Coordinated Entry</b>	The project will participate in coordinated entry to the extent possible for this project type, as demonstrated by its policies and procedures.	Met/Not Met
<b>HMIS</b>	The project will enter data for all CoC-funded beds into HMIS (or parallel database for domestic violence services).	Met/Not Met
<b>Successful Drawdown</b>	If the project is under contract with HUD, then the project has made at least one successful drawdown of federal funds as of the time of this application was submitted.	Met/Not Met
<b>Formerly Homeless Input</b>	The agency includes homeless or formerly homeless individual in feedback and decision-making processes.	Met/Not Met
<b>Basic Compliance with HUD Policies</b>	The agency has adequate internal financial controls, adequate record maintenance and management, and adequate policies regarding termination of assistance, client appeals, ADA and fair housing requirements, and confidentiality.	Met/Not Met
<b>Eligible Applicants</b>	The project will only accept new participants if they can be documented as eligible for this project’s program type based on their housing and disability status.	Met/Not Met
<b>Equal Access</b>	The project provides equal access and fair housing without regard to sexual orientation, gender identity, local residency status, or any other protected category.	Met/Not Met
<b>Match</b>	Agency demonstrates 25% match per grant.	Met/Not Met
<i>Required but not scored</i>		

**2. HOUSING PERFORMANCE (24 pts.)**

Name	Description	Sources	Score
<b>Permanent Supportive Housing (PSH)</b>			
<b>Housing Retention</b>	<p>Count each person who either remained in the project at the end of the measurement period or exited to permanent housing. These are the successes.</p> <p>Then, count the total number of people who participated in the project during the measurement period, not including people who passed away.</p> <p>Divide the number of successes by the number of living participants, and apply the scale to the right.</p>	<p>APR Q5 APR Q23</p>	≥ 95% = <b>24</b>
			90% - 94% = <b>18</b>
			85% - 89% = <b>12</b>
			80% - 84% = <b>6</b>
			< 80% = <b>0</b>
<b>Rapid Re-Housing for Transitional Age Youth</b>			
<b>Housing Placement</b>	<p>Count the number of people who exited to permanent housing during the measurement period, not including people who died. These are the successes.</p> <p>Then, count the number of people who left the project during the measurement period, not including people who passed away.</p> <p>Divide the number of successes by the number of living leavers, and apply the scale to the right.</p>	<p>APR Q5 APR Q23</p>	≥ 85% = <b>22</b>
			80% - 85% = <b>18</b>
			75% - 79% = <b>12</b>
			70% - 74% = <b>6</b>
			< 70% = <b>0</b>
<b>Length of Stay</b>	<p>The average (mean) length of stay in the project in days, including all participants. This average is calculated as follows:</p> $\frac{(\text{Avg. stay for leavers} * \# \text{ of leavers}) + (\text{Avg. stay for stayers} * \# \text{ of stayers})}{(\text{Total} \# \text{ of participants})} = \text{Final Average}$ <p>The Panel should consider the project’s narrative response, which may provide context for the project’s average length of stay.</p>	<p>APR Q22</p>	≤ 730 days = <b>2</b>
			> 730 days = <b>0</b>

### 3. SERVICES PERFORMANCE (10 pts.)

Name	Description	Sources	Score
<b>Increase or Maintain Income</b>	<p>Count each adult who increased or maintained a non-zero income (including all sources), based on valid measurements from both (a) entry, and (b) either follow-up or exit. These are the successes.</p> <p>Then, count the total number of adults who participated in the project during the measurement period, not including people who passed away.</p> <p>Divide the number of successes by the number of living adults, and apply the scale to the right.</p>	<p>APR Q5 APR Q19</p>	≥ 85% = <b>4</b>
			70% - 84% = <b>3</b>
			55% - 69% = <b>2</b>
			40% - 54% = <b>1</b>
			< 40% = <b>0</b>
<b>Mainstream Benefits</b>	<p>The percentage of participants aged 18 or older with at least one non-cash mainstream benefit (including health insurance) at time of measure.</p> <p><i>Because this year's APR lists health insurance benefits separately, the percentage will be calculated as <math>A + B - (A * B)</math>, where A is food, transportation, childcare, etc. and B is healthcare. This is the best approximation available given the format of the APR.</i></p>	<p>APR Q5 APR Q20 APR Q21</p>	≥ 95% = <b>4</b>
			90% - 94% = <b>3</b>
			80% - 89% = <b>2</b>
			75% - 79% = <b>1</b>
			< 75% = <b>0</b>
<b>Quality of Services</b>	<p>Award points based on the project's narrative if the project provides services that:</p> <ul style="list-style-type: none"> <li>offer ongoing support to stay housed</li> <li>are comprehensive and well-coordinated</li> <li>are delivered by an adequate number of appropriately trained staff</li> <li>are thoughtfully matched to the needs of the target population</li> </ul> <p>For Victim Service Providers:</p> <ul style="list-style-type: none"> <li>project provides services that improve the safety for survivors of domestic violence, dating violence, sexual assault, stalking, and/or human trafficking</li> </ul>	RFI	Up to <b>2</b> Points



**4. FULL UTILIZATION (20 pts.)**

Name	Description	Sources	Score
<b>Bed and/or Unit Utilization</b>	Count the average number of people enrolled in the project on the last Wednesday of each quarter, and divide it by the number of beds promised in e-snaps to get the bed utilization rate.	APR Q7b APR Q8b E-Snaps	≥ 95% = <b>12</b>
			85% - 94% = <b>9</b>
	Count the average number of households enrolled in the project on the last Wednesday of each quarter, and divide it by the number of units promises in e-snaps to get the unit utilization rate.		75% - 84% = <b>6</b>
	65% - 74% = <b>3</b>		
	The Panel may rely on bed utilization and/or unit utilization depending on what is appropriate for the project type and what the project says in its essay.		< 65% = <b>0</b>
<b>Grant Spenddown</b>	The amount of money drawn down from e-LOCCs during the project’s most recently completed contract, divided by the amount of CoC funding shown for that project on the corresponding GIW.	e-LOCCs E-Snaps	≥ 95% = <b>6</b>
			85% - 94% = <b>4</b>
			75% - 84% = <b>2</b>
			< 75% = <b>0</b>
<b>Quarterly Drawdowns</b>	Award points if the project’s drawdowns are <u>Quarterly</u> , i.e., occurring at least once in each three month period during the year.	RFI	Up to <b>2</b> points

## 5. PRIORITIZATION (15 pts.)

Name	Description	Sources	Score
<b>Housing First</b>	<p>Award 1 point for each of the following items, for a total of up to 4 points:</p> <ul style="list-style-type: none"> <li>• Project checks all “Housing First” boxes on the e-snaps application</li> <li>• Project attaches policies and procedures that demonstrate a commitment to Housing First</li> <li>• Project itemizes the number of clients who left for each type of non-permanent destination and explains why they left.</li> <li>• Project’s narrative explains how it handles situations where a program participant becomes intoxicated and/or fails to participate in services.</li> </ul>	<p>APR Q23</p> <p>RFI</p> <p>HomeBase analysis</p>	Up to 4 points
<b>Chronic Homeless</b>	<p>Award 1 point for each of the following items, for a total of up to 4 points:</p> <ul style="list-style-type: none"> <li>• Project has attached chronic homeless eligibility forms that reflect the current definition of chronic homelessness.</li> <li>• Project has checked the box for DedicatedPLUS or 100% Dedicated in e-snaps.</li> <li>• Project has a specific plan to meet the needs of chronically homeless clients.</li> <li>• At least 50% of the households in the project had one or more chronically homeless members</li> </ul>	<p>APR Q26a</p> <p>E-snaps</p> <p>RFI</p>	Up to 4 points
<b>Special Populations</b>	<p>Award 2 points if the project targets one or more of the following specialized populations:</p> <ul style="list-style-type: none"> <li>• Youth (potentially up through age 24)</li> <li>• Domestic Violence survivors</li> <li>• Families with Children</li> <li>• Chronic Homeless</li> <li>• Veterans</li> </ul>	RFI	2 points
<b>Single-Site Housing</b>	<p>Award 2 points if the project provides Permanent Supportive Housing at a single built site in Sacramento County that is deed-restricted or otherwise covenanted for use by the homeless. Do <u>not</u> award points for scattered-site housing that happens to be concentrated in one area.</p>	E-snaps	Up to 2 points

**(Prioritization Continued)**

Name	Description	Sources	Score
<b>Severity of Needs</b>	<p>HUD has recognized the following subpopulations as having severe needs: people with low/no income, active or past substance use, criminal records, survivors of domestic violence, LGBTQ, people who resist receiving services, people with significant challenges to their behavioral or medical health, people who heavily utilize public services, people who have been sleeping outdoors, and people who are unusually vulnerable to illness, death, or victimization.</p> <p>Award 1 point for each of the elements below that the project demonstrates are present:</p> <ul style="list-style-type: none"> <li>• Project has a specific plan in place to serve people with severe needs.</li> <li>• Adding up membership in all of the severe needs subpopulations from the APR yields a total of at least 60% of the project’s total population.</li> </ul>	<p>RFI</p> <p>APR Q13a1, Q14a, Q15, Q16.</p>	<p>2 Points</p>
<b>Affirmatively Furthering Fair Housing</b>	<p>Award 1 point if the project explains how it actively prevents discrimination by affirmatively accommodating people based on differences in:</p> <ul style="list-style-type: none"> <li>• race, color, ancestry, or national origin</li> <li>• religion</li> <li>• mental or physical disability</li> <li>• sex, gender, or sexual orientation</li> <li>• marital or familial status, including pregnancy, children, and custody arrangements</li> <li>• genetic information</li> <li>• source of income</li> <li>• other arbitrary characteristics not relevant to a person’s need or suitability for housing</li> </ul>	<p>RFI</p>	<p>Up to 1 point</p>

## 6. COMPLIANCE (15 pts.)

Name	Description	Sources	Score
<b>Audit or Monitoring Findings</b>	Award full points if the agency was not audited or monitored or if no irregularities have been revealed by any audits or monitoring.	All HUD, SSF, or financial audits from last 2 years.  RFI	Up to 5 points
	Award up to 3 points if the agency adequately explains how the irregularities found by auditors or monitors will be addressed or have been addressed.		
	Award no points if the agency's audits or monitoring revealed misconduct that has not been corrected.		
<b>Entries from Homelessness</b>	The number of participants who entered from the street, jail, hospital, asylum, Emergency Shelter, Transitional Housing, Safe Havens, or detox facilities, divided by the total number of participants.	APR Q15  RFI	≥ 98% = 3
			90% - 97% = 2
			80% - 89% = 1
			< 80% = 0
<b>Coordinated Entry</b>	Award 2 points if at least 80% of the new enrollments in the project were enrolled via referral from the Coordinated Entry System.	APR Q5	Up to 2 points
	<i>In consultation with SSF, projects that are still in the process of implementing Coordinated Entry shall be awarded full credit.</i>	RFI	
<b>Accurate Data</b>	The fraction of data points that are recorded as missing, don't know, client refused to answer, and/or unable to calculate. Lower percentages are better. You should focus on the overall data quality, but you may also consider the data quality of exit destinations.	APR Q6	< 5% error = 3
			5% - 10% error = 2
			10% - 15% error = 1
			> 15% error = 0
<b>Timely Data</b>	The average length of time between when a client enters or exits the project, and when the project records the entry or exit in HMIS, counting each data point as the center of its bracket so that "1-3 Days" counts as 2 Days, and "11+ Days" counts as 14 Days.	APR Q6e	≤ 5 days = 2
			5 days – 8 days = 1
			> 8 days = 0

## 7.

SACRAMENTO CONTINUUM OF CARE COC ADVISORY BOARD

2018 RENEWAL PROJECT SCORING TOOL

**8. COMMUNITY (16 pts.)**

Name	Description	Sources	Score
<b>Participation in CoC Activities</b>	Award points for the agency’s attendance, participation, and leadership at CoC events, meetings, committees, forums, and projects, with a focus on activities that took place since the last NOFA. Typically, full points should be awarded if the agency meaningfully participated in at least 4 voluntary events over the course of the year, or if the agency led at least 1 successful event, training, or initiative over the course of the year.	RFI	Up to 4 points
<b>Mandatory Training</b>	Award points if the agency demonstrated regular attendance at mandatory training events by attending at least one such event per quarter.	RFI SSF Staff Report	Up to 2 points
<b>Voluntary Reallocation</b>	Award points if the agency voluntarily chose to reallocate funding from at least one project this year. Award at least 1 point for any voluntary reallocation. Before awarding more points, consider: <ul style="list-style-type: none"> <li>• The amount of funds reallocated compared to the funds being requested by the agency</li> <li>• The reason stated for the reallocation</li> <li>• Whether the agency is submitting new project proposals that would rely on reallocated funds</li> </ul>	GIW RFI	Up to 5 points
<b>Local Competition Deadlines</b>	Award full points if the project met all local competition deadlines, including deadlines for turning in supporting documents and attachments.  Award 3 points if any portion of the local application was turned in <u>up to</u> 24 hours late.  Award no points if any mandatory portion of the local application was <u>more than</u> 24 hours late.  If any mandatory portion of the local application was more than 72 hours late, the project may be disqualified at the discretion of the Panel.	HomeBase analysis	Up to 5 points

# (Renewal) SACRAMENTO Supplemental Questions FY2018

## EXPERIMENTAL FACTORS

1. What are the total costs for your project over the past grant year, including all local and federal funds?
2. How many of the clients who are currently in your program have ever been assessed using the VI-SPDAT?
3. Among your clients who have VI-SPDAT assessments, what is their average (mean) score on their most recent VI-SPDAT?
4. If you have any comments that would help the Review and Rank Panel understand your **cost-effectiveness and/or VI-SPDAT scores**, you may type them here. This question is optional and this entire section is unscored. If you do not wish to answer this question, please type “pass”.

## THRESHOLD INFORMATION

5. Please [attach](#) all relevant **policies and procedures** for your project. In particular, make sure your policies include:
  - a. evidence of your commitment to a Housing First philosophy
  - b. evidence of your willingness to participate in Coordinated Entry
  - c. evidence of your use of HMIS
  - d. evidence that you involve at least one homeless or formerly homeless person in feedback or decision-making processes
  - e. evidence that you document the eligibility of your new participants,
  - f. a description of how you maintain the confidentiality of client records,
  - g. a policy on how and when to terminate client assistance,
  - h. a policy on how to handle client appeals,
  - i. a policy on ADA and fair housing requirements, *and*
  - j. a statement that you provide equal access to all participants without regard to sexual orientation, gender identity, local residency status, or any other protected category.

If your total page count for these attachments is more than 30 pages, please indicate the page number(s) where each of the policies above can be found. For example, you could say “Housing First: page 3. Coordinated Entry: pages 4 and 7. ADA: page 10.” The page numbering does not have to be perfect; it is there to help staff find your policies.

6. Please describe your agency’s **financial controls**, including a description of your process for approving large expenditures, your process for ensuring that employees are

performing the work for which they are paid, and your process for reconciling your total annual expenditures with your total annual income.

7. Please [attach](#) a **summary printout from e-LOCCs** or other similar documentary proof confirming that you have made at least one draw-down from e-LOCCs during the previous grant year. If you have not done so, please instead attach correspondence confirming that you are not yet under contract with HUD and that you have made diligent efforts to secure a contract from HUD.
8. Please state the amount of **match** you have committed to this project, the general source(s) of this match (e.g., private donors), and the amount of HUD funding you are requesting for this project.
9. If you have any comments that would help the Review and Rank Panel understand your performance on **threshold factors**, you may type them here. This question is optional. If you do not wish to answer this question, please type “pass”.

## HOUSING PERFORMANCE

10. If and only if you are a Permanent Supportive Housing project, you may use this space to make any comments that would help the Review and Rank Panel understand your **housing retention**. This question is optional. If you are not a PSH project, or if you do not wish to answer this question, please type “pass”.
11. If and only if you are a Rapid Re-Housing project, you may use this space to make any comments that would help the Review and Rank Panel understand your **housing placement rate**. This question is optional. If you are not a RRH project, or if you do not wish to answer this question, please type “pass”.
12. If and only if you primarily serve Transition-Aged Youth (18 to 25 years old), you may use this space to explain why your project has a **relatively longer length of stay**. This question is optional. If you are not focused on serving TAY, if you have a short length of stay, or if you do not wish to answer this question, please type “pass”.
13. If you have any other comments that would help the Review and Rank Panel understand your **housing performance**, you may type them here. This question is optional. If you do not wish to answer this question, please type “pass”.

## SERVICES PERFORMANCE

14. If you have any comments that would help the Review and Rank Panel understand your track record of helping your clients **increase or maintain their total income**, you may type them here. This question is optional. If you do not wish to answer this question, please type “pass”.

15. If you have any comments that would help the Review and Rank Panel understand your track record of helping your clients **obtain mainstream benefits, including health insurance**, you may type them here. This question is optional. If you do not wish to answer this question, please type “pass”.
16. Do you provide **ongoing support** that helps your clients stay housed? If so, how?
17. Do you offer supportive services that are **comprehensive and well-coordinated**? If so, how?
18. Are your supportive services delivered by an **adequate number of appropriately trained staff**? If so, please state your staffing ratio and explain why the ratio is adequate. Also, please summarize your staff’s training, and explain why the training is adequate.
19. Are your supportive services **thoughtfully matched to the needs of the local population**? If so, please explain which services you offer, what needs your local population has, and why the services you offer are a good match for those needs.
20. If you have any other comments that would help the Review and Rank Panel understand your **services performance**, you may type them here. This question is optional. If you do not wish to answer this question, please type “pass”.

## FULL UTILIZATION

21. Is **bed utilization rate or unit utilization rate** a more appropriate way of measuring your project’s efficiency? Why?
22. Please state the amount (to the nearest \$100, rounded up) and month of each time you **drew down funds from e-LOCCs** within the last grant period. For example, you could state “May 2017: \$40,000, August 2017: \$35,300, December 2017: \$42,200, February 2018: \$39,800.”
23. In total, **how much money have you drawn down** from e-LOCCs over the last grant year for this project?
24. **How much CoC funding was allocated** for this project on last year’s Grants Inventory Worksheet? Please use the final total, i.e., including admin funding.
25. If you have any comments that would help the Review and Rank Panel understand your success at **utilizing your grant resources**, you may type them here. This question is optional. If you do not wish to answer this question, please type “pass”.

## PRIORITIZATION



26. Did you **check all of the Housing First boxes** on the 2018 e-snaps application? If not, why not?
27. Did you **attach** policies and procedures that **demonstrate a firm commitment to Housing First**? If necessary, you may use this space to briefly explain how your policies reflect your commitment to Housing First.
28. Please **itemize the number of clients who exited your program** and went to each type of non-permanent housing destination. For example, you could write that 3 clients left for emergency shelters, 1 client left for jail, and 1 client left to go to the hospital.
29. Please briefly **explain why or how each of the clients mentioned above left your program**. To save time, you may stop writing after explaining why 10 different clients left. For example, you could explain that the clients who went to emergency shelters lost contact with your program, the client who went to jail was arrested for allegedly selling illegal drugs, and the client who went to the hospital was involuntarily committed after showing signs of mental illness.
30. How does your program **handle situations where a program participant becomes intoxicated** and/or fails to participate in supportive services?
31. Have you **attached chronic homeless eligibility forms** that reflect the current definition of chronic homelessness?
32. Does your e-snaps application for last year show that you selected the drop-down menu option for either **DedicatedPLUS** or **100% Dedicated** to serving the chronically homeless population?
33. Do you have a **specific plan in place to meet the needs of chronically homeless** clients? If so, what is it?
34. Does your project **focus on serving one or more of the following specialized populations**: youth, transition-aged youth, domestic violence survivors, families with children, chronically homeless persons, and/or veterans? If so, which population(s)?
35. Does your project provide Permanent Supportive Housing at a **single built site** that is deed-restricted or otherwise covenanted for use by the homeless? If so, please briefly explain the nature of the restriction or covenant.
36. Does your project have a **specific plan in place to serve participants with severe needs**? If so, what is it?

37. Do you actively prevent discrimination by **affirmatively accommodating** people based on differences in race, color, ancestry, national origin, religion, mental disability, physical disability, sex, gender, sexual orientation, marital status, family status, pregnancy, genetic information, source of income, or other arbitrary characteristics not relevant to a person's need or suitability for housing? If so, how do you affirmatively accommodate these people?
38. If you have any comments that would help the Review and Rank Panel understand your success at **prioritizing participants with the highest needs**, you may type them here. This question is optional. If you do not wish to answer this question, please type "pass".

## COMPLIANCE

39. Have you **experienced any HUD audits** or financial audits in the past 2 years?
40. If you experienced any HUD audits or financial audits in the past 2 years, did these audits **result in any findings** related to housing quality or financial mismanagement? If you did not experience any such audits, please type "N/A".
41. If you received any audit findings related to housing quality or financial mismanagement, what were those findings? **Have you addressed those findings** already? How do you plan to address those findings in the future? If you did not receive any such findings, please type "N/A".
42. If you have any additional comments that would help the Review and Rank Panel understand your **audit record**, you may type them here. This question is optional. If you do not wish to answer this question, please type "pass".
43. How many of your clients entered your program immediately after **fleeing from domestic violence and/or graduating from foster care**, without first spending a night on the streets? Please briefly summarize the living situation of each such client, e.g., "1 client fled from permanent housing with family due to domestic violence; 2 clients graduated from foster care, were asked to leave their foster homes, and had nowhere else to live."
44. If you have any additional comments that would help the Review and Rank Panel understand how your clients were **literally homeless** before entering your program, you may type them here. This question is optional. If you do not wish to answer this question, please type "pass".
45. During the last grant year, **how many bed openings did you have** during the last grant year? If you are a RRH project, an open "bed" includes the (re-)availability of a new voucher.

46. During the last grant year, **how many bed openings did you report** to the Coordinated Entry System before filling those beds?
47. During the last grant year, **how many referrals (suitable or otherwise) did you receive** from the coordinated entry system?
48. During the last grant year, **how many referrals (suitable or otherwise) did you accept** from the coordinated entry system, e.g., by notifying the system or the client that you were willing to house that client in your program?
49. If you have any additional comments that would help the Review and Rank Panel understand your participation in Coordinated Entry, you may type them here. This question is optional. If you do not wish to answer this question, please type “pass”.
50. If you have any comments that would help the Review and Rank Panel understand your **HMIS data quality**, you may type them here. This question is optional. If you do not wish to answer this question, please type “pass”.

## COMMUNITY

51. Please **describe your agency’s attendance, participation, and leadership at CoC events**, meetings, committees, forums, and projects, with a focus on activities that took place since last year’s NOFA.
52. If you have any comments that would help the Review and Rank Panel understand your **attendance at mandatory training events**, you may type them here. This question is optional. If you do not wish to answer this question, please type “pass”.
53. Have you voluntarily reallocated funding from any projects this year? If so, why did you reallocate this funding? If not, please type “N/A”.
54. Have you complied with all local competition deadlines, including deadlines for turning in supporting documents and attachments?
55. If you have any comments that would help the Review and Rank Panel understand your success at **participating in the CoC community**, you may type them here. This question is optional. If you do not wish to answer this question, please type “pass”.

## GENERAL

56. **Please provide a brief summary of your project.** This summary is for identification purposes only and will not be scored. The summary will help panelists confirm that they have accurately identified your program. You might briefly describe your program’s age, location, size, the populations your project serves, and any distinguishing characteristics

of your program. Typically, three sentences or 100 words are plenty of detail for this question.

57. If you have any **further comments** that would help the Review and Rank Panel understand any aspect(s) of your program's performance, you may type them here. This question is optional. If you do not wish to answer this question, please type "pass".

SACRAMENTO CONTINUUM OF CARE COC ADVISORY BOARD

2018 NEW PROJECT SCORING TOOL

**1. THRESHOLD FACTORS**

Name	Description	Met/Not Met
<b>Housing First</b>	The project’s policies include a commitment to identifying and lowering its barriers to housing, in line with a Housing First approach.	Met/Not Met
<b>Coordinated Entry</b>	The project will participate in coordinated entry to the extent possible for this project type, as demonstrated by its policies and procedures.	Met/Not Met
<b>HMIS</b>	The project will enter data for all CoC-funded beds into HMIS (or parallel database for domestic violence services).	Met/Not Met
<b>Formerly Homeless Input</b>	The agency includes homeless or formerly homeless individual in feedback and decision-making processes.	Met/Not Met
<b>Basic Compliance with HUD Policies</b>	The agency has adequate internal financial controls, adequate record maintenance and management, and adequate policies regarding termination of assistance, client appeals, ADA requirements, and confidentiality.	Met/Not Met
<b>Eligible Clients</b>	The project will only accept new participants if they can be documented as eligible for this project’s program type based on their housing and disability status.	Met/Not Met
<b>Eligible Applicant</b>	Neither the applicant nor the sub-recipients (if any) are for-profit entities.	Met/Not Met
<b>Equal Access</b>	The project provides equal access and fair housing without regard to sexual orientation, gender identity, or local residency status.	Met/Not Met
<b>Match</b>	Agency will be able to provide 25% match per grant.	Met/Not Met
<b>Budget</b>	Project has made a good faith effort to complete the budget template provided, showing both CoC and non-CoC funding sources for the project.	Met/Not Met
<b>Community Need</b>	There is a demonstrated need for the project in the community to improve the CoC’s system performance.	Met/Not Met
<b>DV Bonus Threshold</b>	Project is 100% dedicated to serving victims who are fleeing or attempting to flee domestic violence, including dating violence, sexual assault, stalking, and/or human trafficking. <b>The project must follow a Housing First approach and may not exclude unsheltered victims.</b>	Met/Not Met

## 1. HOUSING DESIGN (24 pts.)

Name	Description	Sources	Score
<b>Fully Described and Appropriate Housing</b>	<p>Award points for a housing design that:</p> <ul style="list-style-type: none"> <li>• is clearly and fully described</li> <li>• has a layout or features that are thoughtfully matched to the target population</li> <li>• is strategically located to meet the needs of the target population</li> <li>• is handicapped-accessible</li> <li>• will help maximize client choice in the CoC</li> </ul> <p>For Victim Service Providers:</p> <ul style="list-style-type: none"> <li>• is designed to protect the safety of the population they serve</li> </ul>	RFI	Up to <b>10</b> points
<b>Site Control</b>	<p>Award points if the agency has either:</p> <ul style="list-style-type: none"> <li>• secured all necessary housing for the project, or</li> <li>• adequately described how the project will acquire the necessary housing for the project type. For RRH, this may include landlord engagement strategies.</li> </ul>	RFI	Up to <b>8</b> points
<b>Projected Outcomes</b>	<p>Award points if the project’s goals are realistic and sufficiently challenging given the scale of the project. For full credit, outcomes should be measureable and appropriate to the population being served, and must meet minimum CoC-adopted targets, including:</p> <ul style="list-style-type: none"> <li>• At least 85% of clients experience positive housing outcomes</li> <li>• At least 55% of adult clients maintain or increase their income from all sources</li> </ul>	RFI	Up to <b>6</b> points

## 2. SERVICES DESIGN (12 pts.)

Name	Description	Sources	Score
<b>Appropriate Supportive Services</b>	<p>Award points for services that:</p> <ul style="list-style-type: none"> <li>offer ongoing support to stay housed,</li> <li>are comprehensive and well-coordinated,</li> <li>include culture-specific elements, and</li> <li>are thoughtfully matched to the target population</li> </ul> <p>For Victim Service Providers:</p> <ul style="list-style-type: none"> <li>improve the safety for victims of domestic violence, dating violence, sexual assault, stalking, and/or human trafficking</li> </ul>	RFI	Up to 3 points
<b>Project Staffing</b>	<p>Award points if staff:</p> <ul style="list-style-type: none"> <li>Is large enough to handle the expected client case load;</li> <li>Is familiar with innovative or evidence-based practices; and</li> <li>Includes at least one person with formal training and/or education in a relevant social services field.</li> </ul>	RFI E-snaps	Up to 3 points
<b>Community Coordination</b>	<p>Award points if the project explains a concrete plan for referring specific types of clients to specific outside services, giving examples of:</p> <ul style="list-style-type: none"> <li>Who will be referred;</li> <li>The agencies that will accept referrals;</li> <li>The types of services to be provided; and</li> <li>The logic behind the agency's referral scheme</li> </ul>	RFI	Up to 2 points
<b>Relevant Experience</b>	<p>Award points if the agency submitting this application has demonstrated, through past performance, the ability to successfully carry out the work proposed and has successfully served homeless people as a particular group.</p> <p>Consider the experience of the agency in handling a similar project (e.g. if the project will involve relocation of tenants, what experience does the agency have with relocation).</p>	RFI	Up to 2 points
<b>Participant Evaluation</b>	<p>Award points if program indicates how it will evaluate each client's needs, strengths, and preferences in order to determine which mainstream benefits and/or jobs the client could qualify for.</p>	RFI	Up to 2 points

### 3. FULL UTILIZATION (20 pts.)

Name	Description	Sources	Score
<b>Amount of Budget</b>	<p>Award a total of up to 12 points based on the bullet points below:</p> <ul style="list-style-type: none"> <li>• Project has submitted a budget that is clear, complete, and easy to read.</li> <li>• The budget shows that the project will have enough resources to provide high-quality, reliable services to the target population.</li> <li>• The budget shows that the project will leverage significant outside resources (funding, staff, building space, volunteers, etc.) rather than rely entirely on CoC funds.</li> <li>• The budget shows that the project is taking appropriate measures to contain costs.</li> </ul>	<p>Budget RFI</p>	<p>Up to <b>12</b> points</p>
<b>Fiscal Capacity</b>	<p>Award points if the agency has sufficient fiscal capacity to manage the grant, including:</p> <ul style="list-style-type: none"> <li>• internal financial controls</li> <li>• grant match tracking</li> <li>• well-maintained records</li> <li>• oversight by a board of directors</li> <li>• a strategy for documenting eligible costs</li> <li>• a strategy for ensuring adequate grant drawdowns</li> </ul>	<p>e-LOCCs E-Snaps</p>	<p>Up to <b>6</b> points</p>
<b>Ready to Start</b>	<p>Award points if the project will be ready to begin housing clients within 3 months of receiving HUD funding. Consider:</p> <ul style="list-style-type: none"> <li>• Whether the project site faces regulatory obstacles such as tenant displacement, environmental issues, or zoning issues;</li> <li>• Whether the agency’s current staff has the capacity to begin preparing for this project;</li> <li>• Whether the agency already has policies and procedures that can be used as-is or easily adapted for use in a CoC-funded project</li> </ul>	<p>RFI</p>	<p>Up to <b>2</b> points</p>



**4. PRIORITIZATION (15 pts.)**

Name	Description	Sources	Score
<b>Housing First</b>	<p>Award 1 point for each of the following items, for a total of up to 4 points:</p> <ul style="list-style-type: none"> <li>• Project checks all “Housing First” boxes on the e-snaps application under penalty of perjury</li> <li>• Project attaches policies and procedures that demonstrate a commitment to Housing First</li> <li>• Project’s narrative includes an example of a time when the agency was able to avoid discharging or evicting a difficult client.</li> <li>• Project’s narrative explains how it handles situations where a program participant becomes intoxicated and/or fails to participate in services.</li> </ul>	<p>RFI  HomeBase analysis</p>	<p>Up to <b>4</b> points</p>
<b>Chronic Homeless</b>	<p>Award 1 point for each of the following items, for a total of up to 3 points:</p> <ul style="list-style-type: none"> <li>• Project has attached chronic homeless eligibility forms that reflect the current definition of chronic homelessness.</li> <li>• Project has checked the box for DedicatedPLUS or 100% Dedicated in e-snaps.</li> <li>• Project has a specific plan to meet the needs of chronically homeless clients.</li> </ul>	<p>E-snaps  RFI</p>	<p>Up to <b>3</b> points</p>
<b>Special Populations</b>	<p>Award 2 points if the project targets one or more of the following specialized populations:</p> <ul style="list-style-type: none"> <li>• Youth (potentially up through age 24)</li> <li>• Domestic Violence victims</li> <li>• Families with Children</li> <li>• Chronic Homeless</li> <li>• Veterans</li> </ul>	<p>RFI</p>	<p>Up to <b>2</b> points</p>

**(Prioritization Continued)**

Name	Description		Sources	Score
<b>Severity of Needs</b>	HUD has recognized the following subpopulations as having severe needs: people with low/no income, active or past substance use, criminal records, victims of domestic violence, LGBTQ, people who resist receiving services, people with significant challenges to their behavioral or medical health, people who heavily utilize public services, people who have been sleeping outdoors, and people who are unusually vulnerable to illness, death, or victimization. Award 1 point if the project demonstrates that both elements are present: <ul style="list-style-type: none"> <li>• Project has a specific plan in place to serve people with severe needs.</li> <li>• Project’s narrative adequately explains what types of severe needs its clients are likely to have and how the project will avoid screening out these clients.</li> </ul>		RFI	1 point
<b>Project Will Serve Highly Vulnerable Clients with high VI-SPDAT</b>	Award up to 2 points if the project plans to serve a population with high average VI-SPDAT scores.	≥ 10 = 2 Points	← RRH <b>RFI</b> PSH →	≥ 16 = 2 Points
7-9 = 1 Point		14-15 = 1 Point		
<7 = 0 Points		<14 = 0 Points		
<b>Single-Site Housing</b>	Award 2 points if the project will provide Permanent Supportive Housing at a single site in Sacramento County that is deed-restricted or otherwise covenanted for use by the homeless.		E-snaps	Up to <b>2</b> points
<b>Fair Housing</b>	Award 1 point if the project explains how it will actively prevent discrimination by affirmatively accommodating people based on differences in: <ul style="list-style-type: none"> <li>• race, color, ancestry, nat’l origin, or religion</li> <li>• mental or physical disability</li> <li>• sex, gender, or sexual orientation</li> <li>• marital or familial status, including pregnancy, children, &amp; custody arrangements</li> <li>• genetic information</li> <li>• source of income</li> <li>• other arbitrary characteristics not relevant to a person’s need or suitability for housing</li> </ul>		RFI	Up to <b>1</b> point

**5. PRIORITIZATION FOR DV BONUS HOUSING (15 pts.)**

*Use this section instead of the previous two pages if the project is dedicated to serving victims actively fleeing or attempting to flee domestic violence and applying for DV Bonus funding. For all scoring purposes, “domestic violence” also includes dating violence, sexual assault, stalking, and/or trafficking.*

Name	Description	Source	Score
<b>Ability to Quantify Need</b>	<p>Award 1 point for each of the following items:</p> <ul style="list-style-type: none"> <li>Project provides statistics describing the CoC’s population of domestic violence victims</li> <li>Project provides statistics describing the projects and resources currently available to serve domestic violence victims in the CoC</li> <li>Project convincingly analyzes why currently available resources are inadequate to meet the needs of local domestic violence victims</li> </ul>	RFI	Up to 3 points
<b>How Project will Address Need</b>	<p>Award 1 point for each of the following items:</p> <ul style="list-style-type: none"> <li>Project explains how it proposes to meet the unmet needs of domestic violence victims.</li> <li>Project makes quantitative predictions about how the project will reduce unmet need among domestic violence victims.</li> <li>Project provides examples showing how the experience of domestic violence victims will be improved after the project’s launch</li> </ul>	RFI	Up to 3 points
<b>Previous Performance</b>	Award up to 2 points if the agency has experience serving victims of domestic violence, dating violence, sexual assault, stalking, and/or trafficking.	RFI	Up to 2 points
<b>Ability to House Victims</b>	<p>Award 1 point for each of the following items:</p> <ul style="list-style-type: none"> <li>The project will have housing that is specifically designed to accommodate the needs of victims.</li> <li>The project’s staff has skills that are specifically needed to identify and locate victims, or to persuade victims to accept and enter housing.</li> </ul>	RFI	Up to 2 points
<b>Ability to Meet Safety Outcomes</b>	<p>Award 1 point for each of the following items:</p> <ul style="list-style-type: none"> <li>The project articulates a specific plan for ensuring that its residents will be safe from further domestic violence.</li> <li>The project sets quantitative safety targets that are appropriate and realistic.</li> <li>The project explains why it is likely to be able to achieve the targeted safety outcomes.</li> </ul>	RFI	Up to 3 points

SACRAMENTO CONTINUUM OF CARE COC ADVISORY BOARD

2018 NEW PROJECT SCORING TOOL

<b>Ability and Experience Serving Domestic Violence Victims</b>	Award up to 2 points if the agency has experience serving, or demonstrates a plan to serve, victims who are fleeing, or attempting to flee, domestic violence, which includes dating violence, sexual assault, stalking, and/or human trafficking, and that experience, or plan, <b>specifically shows that they can serve victims who come from unsheltered situations.</b>	RFI	Up to 2 points
---	--	-----	----------------

**5. COMPLIANCE (15 pts.)**

Name	Description	Sources	Score
<b>Audit and Monitoring Findings</b>	Award full points if the agency was not audited or monitored or if no irregularities have been revealed by any audits or monitoring.  Award up to 3 points if the agency adequately explains how the irregularities found by auditors or monitors will be addressed or have been addressed.  Award no points if the agency's audits or monitoring revealed misconduct that has not been corrected.	All HUD, SSF, or financial audits from last 2 years.  RFI	Up to 5 points
<b>Experience with Federal Grants</b>	Award full points if the agency has successfully handled at least one other federal grant or other major grant of this size and complexity, either in or out of the CoC.  Consider awarding full points if the agency can otherwise demonstrate that it can successfully manage complex reporting requirements.	RFI	Up to 3 points
<b>HMIS</b>	Award points based on project's plan for maintaining accurate & timely data, and/or based on agency's history of high data quality.	RFI	Up to 3 points
<b>Coordinated Entry</b>	Award points based on project's plan for communicating open beds to CES, participating in case conferences, and using referrals from CES to fill openings.	RFI	Up to 2 points

SACRAMENTO CONTINUUM OF CARE COC ADVISORY BOARD

2018 NEW PROJECT SCORING TOOL

<b>Including Consumers</b>	<p>Award points if the agency shows its commitment to including consumers in decision-making processes by:</p> <ul style="list-style-type: none"> <li>• having at least one homeless or formerly homeless person on its staff or board,</li> <li>• having a consumer advisory board and making changes based on the board’s advice, or</li> <li>• administering consumer satisfaction surveys and making changes based on the results.</li> </ul>	RFI	Up to 2 points
----------------------------	---	-----	----------------

**6. COMMUNITY (14 pts.)**

Name	Description	Sources	Score
<b>Participation in CoC Activities</b>	<p>Award points for the agency’s attendance, participation, and leadership at CoC events, meetings, committees, forums, and projects, with a focus on activities that took place since the last NOFA. Typically, full points should be awarded if the agency meaningfully participated in at least 4 voluntary events over the course of the year, or if the agency led at least 1 successful event, training, or initiative over the course of the year.</p>	RFI	Up to 4 points
<b>Voluntary Reallocation</b>	<p>Award points if the agency voluntarily chose to reallocate funding from at least one project this year. Award at least 1 point for any voluntary reallocation. Before awarding more points, consider:</p> <ul style="list-style-type: none"> <li>• The amount of funds reallocated compared to the funds being requested by the agency</li> <li>• The reason stated for the reallocation</li> <li>• Whether the agency is submitting new project proposals that would rely on reallocated funds</li> </ul>	GIW RFI	Up to 5 points

SACRAMENTO CONTINUUM OF CARE COC ADVISORY BOARD

2018 NEW PROJECT SCORING TOOL

<p><b>Local Competition Deadlines</b></p>	<p>Award full points if the project met all local competition deadlines, including deadlines for turning in supporting documents and attachments.</p> <ul style="list-style-type: none"> <li>• Award 3 points if any portion of the local application was turned in <u>up to</u> 24 hours late.</li> <li>• Award no points if any mandatory portion of the local application was <u>more than</u> 24 hours late.</li> <li>• If any mandatory portion of the local application was more than 72 hours late, the project may be disqualified at the discretion of the Panel.</li> </ul>	<p>HomeBase analysis</p>	<p>Up to 5 points</p>
---	---	--------------------------	-----------------------

# (New) SACRAMENTO Supplemental Questions FY2018

## THRESHOLD INFORMATION

1. Please **attach** all relevant **policies and procedures** for your project. In particular, make sure your policies include:
  - a. evidence of your commitment to a Housing First philosophy
  - b. evidence of your willingness to participate in Coordinated Entry
  - c. evidence of your use of or willingness to use HMIS
  - d. evidence that you involve homeless or formerly homeless individuals in feedback or decision-making processes or how you will do so
  - e. evidence that you document the eligibility of your new participants or how you will do so,
  - f. a description of how you maintain the confidentiality of client records or how you will do so,
  - g. a policy on how and when to terminate client assistance,
  - h. a policy on how to handle client appeals,
  - i. a policy on ADA and fair housing requirements, *and*
  - j. a statement that you provide equal access to all participants without regard to sexual orientation, gender identity, local residency status, or any other protected category.

If your total page count for these attachments is more than 30 pages, please indicate the page number(s) where each of the policies above can be found. For example, you could say “Housing First: page 3. Coordinated Entry: pages 4 and 7. ADA: page 10.” The page numbering does not have to be perfect; it is there to help staff find your policies.

2. Please describe your agency’s **financial controls**, including a description of your process for approving large expenditures, your process for ensuring that employees are performing the work for which they are paid, and your process for reconciling your total annual expenditures with your total annual income. If you are under contract with HUD currently, have you made at least one successful drawdown of funds? If you are not a HUD grantee yet, will you commit to draw down funds in a timely manner?
3. Please state the amount of **match** you have committed to this project, the general source(s) of this match (e.g., private donors), and the amount of HUD funding you are requesting for this project.
4. If you have any comments that would help the Review and Rank Panel understand your performance on **threshold factors**, you may type them here, including comments on the demonstrated need for your project to improve the CoC’s system performance. If you do not wish to answer this question, please type “pass”.

5. For DV Bonus Projects Only: Is your project 100% dedicated serving victims who are fleeing or attempting to flee domestic violence, including dating violence, sexual assault, stalking, and/or human trafficking? **Does your project have a Housing First Approach (i.e. low barriers to entry, rapid placement in housing, no service participation requirements), including specifically not excluding unsheltered victims?**

## COMMUNITY

51. Please **describe your agency's attendance, participation, and leadership at CoC events**, meetings, committees, forums, and projects, with a focus on activities that took place over the past year.
53. Have you **voluntarily reallocated** funding from any projects this year? If so, why did you reallocate this funding? If not, please type "N/A".
54. Have you **complied with all local competition deadlines**, including deadlines for PRESTO data entry and turning in supporting documents and attachments?
55. If you have any comments that would help the Review and Rank Panel understand your success at **participating in the CoC community**, you may type them here. This question is optional. If you do not wish to answer this question, please type "pass".

## GENERAL

56. **Please provide a brief summary of your project.** This summary is for identification purposes only and will not be scored. The summary will help panelists confirm that they have accurately identified your program. You might briefly describe your program's age, location, size, the populations your project serves, and any distinguishing characteristics of your program. Typically, three sentences or 100 words are plenty of detail for this question.
57. If you have any **further comments** that would help the Review and Rank Panel understand any aspect(s) of your program's performance, you may type them here. This question is optional. If you do not wish to answer this question, please type "pass".

## HOUSING DESIGN

101. Please describe your **housing design**. Where will you house people? In what type of housing? What will your housing be like? How will the **layout and/or features** of your proposed housing match the population that you plan to serve? How will your proposed location(s) help you **meet the needs of your target** population? Will your housing be **handicapped-accessible**? If so, how? Will your housing help **maximize client choice** in



the Continuum of Care by providing new types of housing options that are not currently available? If so, how? For scattered site projects, you can use this space to describe your overall approach for housing location, client choice, strategic location of units, etc.

**For Victim Service Providers:** Please describe how the housing designed to protect the safety of the population you serve?

102. Have you secured the **legal rights** to all of the housing that will be needed for your project, using e.g., mortgages, covenants, leases, contracts, permits, etc.? If not, how will you acquire the necessary housing? For scattered site projects, please describe your housing location strategies (i.e. landlord engagement, real estate, etc.)
103. What are your **projected outcomes**? In particular, please indicate what percent of clients are expected to experience positive housing outcomes, and what percent of clients are expected to maintain or increase their total income. Goals should be realistic, sufficiently challenging given the scale of the project, measurable, and appropriate to the population being served.
104. If you have any comments that would help the Review and Rank Panel understand your **housing design**, you may type them here. This question is optional. If you do not wish to answer this question, please type “pass.”

## SERVICES DESIGN

105. Please describe the services you will offer. How will your project provide services that offer clients **ongoing support to stay housed**? How will your project offer services that are **comprehensive and well-coordinated**? How will your project offer services that **include culture-specific elements**? How will your project **thoughtfully match its services** to the target population?
106. If you are a dedicated victim service provider, how will your services **improve safety** for survivors of domestic violence, dating violence, sexual assault, stalking, and/or human trafficking? (If you are not a dedicated victim service provider, please type “pass.”)
107. How many **full-time equivalent staff** are expected to work on your project? Include only the time that staff will spend on this project in particular. For example, if your agency employs 6 full-time staff, and they will each spend half of their time on this project, then please type “3”.
108. **How many clients** do you expect to be serving on any given night?
109. Will your **staff be large enough** to handle the expected client case load? Why? Please describe your staff’s familiarity with **innovative and/or evidence-based practices**. Does

your staff include at least one person with formal training and/or education in a relevant social services field? If so, please briefly describe that training and/or education.

110. Do you have a **concrete plan for referring** specific types of clients to specific outside services? If so, please explain (a) who will be referred, (b) which agencies will accept those referrals, (c) what types of services will be provided as a result of those referrals, and (d) why you have chosen to set up your referrals in this way.
111. Please summarize your agency's **relevant past experience** in handling projects that served similar populations and/or provided similar types of services. Has your agency's past performance demonstrated an ability to successfully carry out the work proposed? If so, how?
112. How will you **evaluate each client's needs**, strengths, and preferences in order to determine which mainstream benefits and/or jobs the client could qualify for?
113. If you have any other comments that would help the Review and Rank Panel understand any aspect of your **services design**, you may type them here. This question is optional. If you do not wish to answer this question, please type "pass".

## FULL UTILIZATION

114. Please e-mail a **budget** for your proposed project to [sacramento@homebaseccc.org](mailto:sacramento@homebaseccc.org), and then type "sent" as your answer to this question. The budget should be clear, complete, and easy to read. It must include information about how you will spend the CoC funds you are requesting, and information about how you will spend matching funds that you are raising from non-CoC sources (state, local, private, HHS, etc.). It must include both a revenue section (showing where your funding will come from) and an expenses section (showing how your money will be spent).
115. Please briefly explain how your budget shows that you will have **enough resources** to provide high-quality, reliable services to the target population. Please briefly explain how your budget shows that your project will **leverage significant outside resources** (funding, staff, building space, volunteers, etc.) rather than rely entirely on CoC funds. Please briefly explain how your budget shows that your project will take appropriate measures to **contain costs**.
116. Please describe your fiscal capacity. What kinds of **internal financial controls** does your agency use? How do you ensure that money is not wasted or diverted to private uses? How does your agency **track the use of match funding**? In other words, how do you know when you have spent some or all of your match? Please briefly describe your **financial recordkeeping system**. What kinds of financial records do you maintain, and for how long? Do you have a board of directors? If so, how does the board oversee your operations? Do you have a strategy for keeping documentation to show that each of

your major expenses **corresponds to an eligible cost**? What is your strategy for ensuring adequate drawdowns?

117. Please help the Review and Rank Panel understand how and why your project will be ready to start operations within 3 months of receiving HUD funding. Does your proposed project face any **regulatory obstacles** such as tenant displacement, environmental issues, or zoning issues? If so, how will you overcome them? Does your agency's current staff have the capacity to **begin preparing** for this project even before funding is received? If so, please briefly explain. Does your agency have policies and/or **procedures that can be used as-is or easily adapted** for use in a CoC-funded project? If so, please briefly indicate which policies.

### PRIORITIZATION – ORDINARY NEW HOUSING

118. Did you **check all of the Housing First boxes** on the 2018 e-snaps application? If not, why not? (Do not answer if you are a DV Bonus project.)
119. Did you **attach** policies and procedures that **demonstrate a firm commitment to Housing First**? If necessary, you may use this space to briefly explain how your policies reflect your commitment to Housing First or why not. (Do not answer if you are a DV Bonus project.)
120. Please briefly share an example of a time when your agency was able to **avoid discharging** or evicting a difficult client. (Do not answer if you are a DV Bonus project.)
121. How will your program **handle situations where a program participant becomes intoxicated** and/or fails to participate in supportive services? (Do not answer if you are a DV Bonus project.)
122. Have you **attached chronic homeless eligibility forms** that reflect the current definition of chronic homelessness? (Do not answer if you are a DV Bonus project.)
123. Does your e-snaps application for this year show that you selected the drop-down menu option for either **DedicatedPLUS or 100% Dedicated** to serving the chronically homeless population? (Do not answer if you are a DV Bonus project.)
124. Do you have a **specific plan to meet the needs of chronically homeless** clients? If so, what is it? (Do not answer if you are a DV Bonus project.)
125. Will your project **focus on serving one or more of the following specialized populations**: youth, transition-aged youth, domestic violence survivors, families with children, chronically homeless persons, and/or veterans? If so, which population(s)? (Do not answer if you are a DV Bonus project.)

126. Does your project have a **specific plan to serve participants with severe needs**? If so, what is it? If so, what is it? How will you avoid screening out clients with severe needs? (Do not answer if you are a DV Bonus project.)
127. What is the average **VI-SPDAT score** among the target population you plan to serve? (Do not answer if you are a DV Bonus project.)
128. Will you provide Permanent Supportive Housing at a **single site** in Sacramento County that is deed-restricted or otherwise covenanted for use by the homeless? (Do not answer if you are a DV Bonus project.)
129. Do you actively prevent discrimination by **affirmatively accommodating** people based on differences in race, color, ancestry, national origin, religion, mental disability, physical disability, sex, gender, sexual orientation, marital status, family status, pregnancy, genetic information, source of income, or other arbitrary characteristics not relevant to a person’s need or suitability for housing? If so, how do you affirmatively accommodate these people? (Do not answer if you are a DV Bonus project.)
130. If you have any comments that would help the Review and Rank Panel understand your success at **prioritizing participants with the highest needs**, you may type them here. This question is optional. If you do not wish to answer this question, please type “pass”. (Do not answer if you are a DV Bonus project.)

### **PRIORITIZATION -- DOMESTIC VIOLENCE BONUS HOUSING**

131. **How many survivors** of domestic violence, dating violence, sexual assault, stalking, and/or trafficking are currently in the CoC? What projects and resources are currently available to serve those survivors? Why are the **currently available resources** inadequate to meet the needs of local domestic violence survivors? (DV Bonus only)
132. **How will your project help meet the unmet needs** of domestic violence survivors? Please include (a) your plan for meeting some of these needs, (b) a quantitative prediction about how many needs you will be able to address, and (c) a specific example of how the experience of domestic violence survivors will be improved after your project’s launch. (DV Bonus only)
133. Please briefly summarize your **experience serving survivors** of domestic violence, dating violence, sexual assault, stalking, and/or human trafficking. (DV Bonus only)
134. How will your project’s housing be **specifically designed to promote the safety** and accommodate the needs of survivors? (DV Bonus only)

135. Does your project's staff have **skills that are specifically needed** to identify and locate survivors, and/or skill with victim-centered practices that maximize client choice while maintaining safety and confidentiality? If so, please briefly describe these skills. (DV Bonus only)
136. What is your project's **plan for ensuring that your residents will be safe** from further domestic violence? Please suggest quantitative safety targets for your project that are appropriate and realistic. Why is your project likely to be able to achieve these safety targets? (DV Bonus only).
137. Does your agency have experience serving or a plan to serve victims who are fleeing or attempting to flee domestic violence, including dating violence, sexual assault, stalking, and/or human trafficking, **and does that experience or plan specifically show that you can serve victims who come from unsheltered situations?**
138. If you have any comments that would help the Review and Rank Panel understand your proposal for **promoting the safety of survivors** of domestic violence, you may type them here. This question is optional. If you do not wish to answer this question, please type "pass". (DV Bonus only)

## COMPLIANCE

139. Have you **experienced any HUD or SSF audits or monitoring** or financial audits in the past 2 years? If so, did they **result in any findings** related to housing quality or financial mismanagement? If you did not experience any such audits or did not receive any such findings, please type "N/A". Otherwise, please briefly describe the findings and send the report and any follow up correspondence to [sacramento@homebasecc.org](mailto:sacramento@homebasecc.org)
140. If you received any audit findings, **have you addressed those findings** already? How do you plan to address those findings in the future? If you did not receive any such findings, please type "N/A".
141. Has your agency **successfully handled at least one other federal grant** or other major grant of this size and complexity? If so, please identify that grant. If not, please explain why your agency will be able to successfully manage complex reporting requirements.
142. Please briefly summarize your **plan for maintaining accurate and timely data**, and/or your agency's history of high data quality.
143. Please briefly summarize your **plan for communicating open beds** to the Coordinated Entry System, participating in Coordinated Entry case conferences, and using referrals from the Coordinated Entry System to fill bed openings. If there are current barriers to your participation in the Coordinated Entry System, please describe the plan for overcoming those barriers and the timeline for doing that.

144. Please describe your **plan for including consumers** in the decision-making process. For example, do you have at least one homeless or formerly homeless person on your staff or board? Do you make changes to your programs based on the advice of a consumer advisory board? Do you make changes to your programs based on the results of consumer satisfaction surveys?
145. If you have any comments that would help the Review and Rank Panel understand your **compliance with applicable regulations**, you may type them here. This question is optional. If you do not wish to answer this question, please type “pass”.

**FY 2018 Continuum of Care Program Competition**

**SUBMISSION CHECKLIST**

<b>AGENCY:</b>
<b>PROJECT NAME:</b>
<b>CONTACT PERSON'S NAME:</b>
<b>PHONE:</b>
<b>E-MAIL:</b>

**New Project** 
                 
 **Renewal Project**

**Due before August 2, 2018 at 12:00pm (PST)**

<input type="checkbox"/>	Confirm that your agency has an active <b>DUNS number</b> from <a href="http://www.sam.gov">www.sam.gov</a>
<input type="checkbox"/>	Fill out a HUD Project <b>Applicant Profile</b> 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.
<input type="checkbox"/>	Fill out a HUD <b>Project Application</b> (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.
<input type="checkbox"/>	Use <a href="http://www.prestoevals.org">www.prestoevals.org</a> to answer the <b>Supplemental Questionnaire</b> .
PDF Created: <input type="checkbox"/> No audit findings: <input type="checkbox"/>	If you have any HUD or other Funder <b>audit or monitoring findings</b> or financial audit findings from the past 2 years, create a PDF of all of the written communications between you and that entity.
PDF Created: <input type="checkbox"/> Renewal Project: <input type="checkbox"/>	If you are a new project, create a PDF of your <b>proposed project budget (please use sample template)</b> , adding up both CoC funding and non-CoC funding to get your total budget.
PDF Created: <input type="checkbox"/> Renewal Project: <input type="checkbox"/>	If you are a new project, create a PDF of any <b>policies or procedures</b> you have drafted, including policies to ensure compliance with the Fair Housing Act.
PDF Created: <input type="checkbox"/> Renewal Project: <input type="checkbox"/>	If you are a new project that has received a HUD grant previously, or for another project, create a PDF of <b>summary printout from e-LOCCs</b> or other similar documentary proof confirming that you made at least one draw-down from e-LOCCs during the previous grant year.
PDF Created: <input type="checkbox"/> Renewal Project: <input type="checkbox"/>	If you are a new project, create a PDF of your <b>chronic homeless eligibility forms</b> that reflect the current definition of chronic homelessness
PDF Created: <input type="checkbox"/> No Indirect Cost Rate Agreement: <input type="checkbox"/>	If your agency has negotiated an indirect cost rate with the federal government, create a PDF of the approved <b>Indirect Cost Rate agreement</b> .

PDF Created: <input type="checkbox"/> No Missing Match: <input type="checkbox"/>	If you are still waiting on some of your match documentation, create a PDF showing when you expect to receive each <b>missing match letter</b> .
<input type="checkbox"/>	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 all of the above documents to [sacramento@homebaseccc.org](mailto:sacramento@homebaseccc.org)

*I attest that the information my agency is providing in the FY 2018 CoC Competition is accurate and complete.*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Responsible Party

\_\_\_\_\_  
Title of Responsible Party

\_\_\_\_\_  
Printed Name of Responsible Party