

Sacramento Continuum of Care

**Local Competition Handbook
For Applicants**

FY 2019 Continuum of Care NOFA Competition

July 19, 2019

TABLE OF CONTENTS

NOFA Competition Timeline and Due Dates	2
List of Eligible Renewal Projects	4
CoC Review and Rank Policies	5
Renewal Project Scoring Tool	17
Supplemental Questions for Renewal Projects	26
New Project Scoring Tool	29
Supplemental Questions for New Projects	36
Submission Checklist for New and Renewal Projects	41

SACRAMENTO CONTINUUM OF CARE

2019 NOFA COMPETITION TIMELINE & DUE DATES

Date	Time	Event/ Activity	Responsible /Attendees	Location
July 3, 2019		HUD releases Notice of Funding Availability	HUD	N/A
Week of July 8, 2019	TBD	HUD scheduled to Release Project Applications in e-SNAPs	HUD	N/A
July 19, 2019	1:00pm to 4:00pm	Kick Off Conference: Release information about local priorities and HUD guidelines for proposals. Agencies will be given a proposal package and training on how to complete the application.	SSF, HomeBase, Agencies, PRC	Department of Human Assistance, 2700 Fulton Ave, Sacramento
July 26, 2019		New Project Letter of Intent Due: any agency intending to apply for new project(s) (including expansions) must send a Letter/Email of Intent to sacramento@homebaseccc.org with the following: 1) Name of project 2) Project Type (please also specify if DV Bous) and 3) Approximate funding request.	Agencies	
August 9, 2019	12:00 PM	New and Renewal eSNAPs Project Applications and Attachments due: Agencies will have approximately three weeks from the date of the kick-off conference to complete this task.	Agencies	N/A
August 9, 2019	12:00 PM	New Project Local Applications due: Agencies will have approximately three weeks from the date of the kick-off conference to complete this task.	Agencies	N/A
August 12, 2019	9:00am to 11:00am	Review and Rank Panel PRESTO Orientation and Access to Materials: Non-Conflicted and Available Members of Performance Review Committee ("Review and Rank Panel") receive training and orientation and access to project materials").	R&R Panel, HomeBase	Online
August 12, 2019- August 25, 2019	N/A	Review and Rank Panel reviews Project Applications: Panelists review and pre-score proposals individually.	R&R Panel, HomeBase, SSF	N/A

SACRAMENTO CONTINUUM OF CARE

August 27-28, 2019	9:00 am to 5:00 pm	Review and Rank Panel Meets: Panelists meet to review, score, and discuss proposals and determine recommendation on how projects will be ranked in the 2019 application.	R&R Panel, HomeBase, SSF	TBA
August 29, 2019	12:00 PM	Posting of Preliminary Priority List: HomeBase will email list to agencies	HomeBase	Via e-mail
August 30, 2019	12:00 PM	Notice of intent to appeal due: Any agencies seeking to appeal must submit their intent to appeal to HomeBase	Agencies	Via e-mail
September 4, 2019	5:00 PM	Appeals due: All appeals must be submitted to HomeBase.	Agencies	Via e-mail
September 6, 2019	TBD	Appeal Committee meets, if needed	Appeal Committee	Via phone
September 9, 2019	5:00 PM	Priority List is distributed to applicants: via email, by HomeBase. SSF distributes the list to the Advisory Board prior to the meeting.	SSF	Via e-mail
September 11, 2019	8:10am to 9:40am	Advisory Board Approval of Priority List	SSF	TBD
By September 15, 2019	TBD	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)	HomeBase	Via e-mail
August 9, 2019 – September 20, 2019	N/A	HomeBase and SSF complete technical review of project applications and coordinate with applicants	HomeBase, SSF	N/A
September 23, 2019	5:00 PM	Final New and Renewal eSNAPs Project Applications and Attachments Submitted in eSNAPs in preparation of submission to HUD	Agencies, SSF	Online
September 27, 2019	TBD	Consolidated Application Submission [Target] advance submission is recommended to provide a buffer in the event of technical difficulties, etc.	SSF	Online
By or before September 28, 2019	5:00 PM	Consolidated Application and Priority Listing Posted for Public Review	SSF	On CoC website
September 30, 2019	5:00 PM	Consolidated Application is due to HUD	SSF	Online

SACRAMENTO CONTINUUM OF CARE

FY 2019 ELIGIBLE RENEWAL PROJECTS

Subrecipient of	Agency	Project	Project Type	Total Amount Requested
SSF	Cottage Housing	Quinn Cottages	PSH	\$ 318,083.00
SSF	LSS	Achieving Change Together (ACT)	PSH	\$ 361,547.00
SSF	LSS	Building Bridges Program	PSH	\$ 369,558.00
SSF	LSS	Connections Consolidation (includes RRH2)	RRH	\$ 476,742.00
SSF	LSS	Mutual Housing at the Highlands	PSH	\$ 349,053.00
SSF	LSS	Saybrook Permanent Supportive Housing Project	PSH	\$ 522,545.00
Direct Recip.	Mercy Housing	Mather Veterans Village	PSH	\$ 159,508.00
SSF	Next Move	Casas de Esperanza	PSH	\$ 361,542.00
SSF	Next Move	Home at Last	PSH	\$ 333,883.00
SSF	Next Move	Omega Permanent Supportive Housing Project	PSH	\$ 452,641.00
SSF	Next Move	Step Up Sacramento	PSH	\$ 2,554,517.00
Direct Recip.	SHRA	Boulevard Court (Budget Inn)	PSH	\$ 143,714.00
Direct Recip.	SHRA	Shasta Hotel	PSH	\$ 141,531.00
Direct Recip.	SHRA	Shelter Plus Care TRA	PSH	\$ 4,530,711.00
SSF	SSF	Sacramento HMIS	HMIS	\$ 273,194.00
SSF	SSHH	Friendship Housing Expansion II	PSH	\$ 1,406,802.00
SSF	SSHH	Building Community	PSH	\$ 611,753.00
SSF	SSHH	New Community	PSH	\$ 722,454.00
SSF	SSHH	Shared Community	PSH	\$ 699,973.00
Direct Recip.	TLCS, Inc.	PACT Permanent Housing Program PPHP 2016	PSH	\$ 611,464.00
Direct Recip.	TLCS, Inc.	Possibilities (TH-RRH)	TH-RRH	\$ 818,246.00
Direct Recip.	TLCS, Inc.	RA Consolidation (WORK 2016 + New Direction PHP)	PSH	\$ 1,167,434.00
Direct Recip.	TLCS, Inc.	PACT PHP Expansion II	PSH	\$ 222,163.00
SSF	VOA	ReSTART Permanent Supportive Housing	PSH	\$ 2,718,161.00

SACRAMENTO CONTINUUM OF CARE

DRAFT 2019 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 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.

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, 2018 and terminating March 31, 2019.
- D. All projects that began operations on or before April 1, 2018 will be required to cooperate in preparing an Annual Performance Report to be used in the local competition, as follows:
- i. On **May 10**, 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 **May 17**, 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 [unless constricted by NOFA timeline]**, 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.
- E. By **May 31**, 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.

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).

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 immediately following 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 two-point score deduction in the local competition.
 - 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 **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.

IV. REVIEW AND RANK PROCESS

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

Approved by the CoC Advisory Board, May 13, 2019

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. In the event that a project consolidates or expands, the Panel has discretion to score the entire consolidation based on the renewal projects that have more than one year of operating data.
- J. The Panel has discretion to adjust a scaled score up or down within the boundaries set by the scoring tool based on their understanding of the context of the project’s performance through the program’s written explanation and any statements made by the program during the review and rank interview (if applicable). However, absent a truly extraordinary circumstance, outside the control of the operator, panelists should not adjust a score by more than 25% of the maximum possible value for that scoring factor (up to the nearest 0.5 increment). If a program’s score in a scaled scoring factor is altered, the Performance and Review Committee must document the reason for the alteration and the evidence relied upon in making the alteration
- K. After creating the ranked list, the Panel may recommend programs for reallocation based on the policy outlined in the section titled “Reallocation of Funds.”
- L. After the Review and Rank Meeting, a priority listing with scores will be compiled.
- M. Project applicants will be notified of the scoring results within three business days of the Review and Rank Meeting. Project applicants will receive a full list of project scores and may request a scoring breakdown for their own project.

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.

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 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.

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. Recent NOFAs have 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, with targeted services for either youth or seniors

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

Voluntary Reallocation

In order to encourage projects to voluntarily align themselves with HEARTH Act goals and local priorities regarding housing and service provision, existing projects that voluntarily wish to convert their project to permanent housing or another eligible new project type as defined by HUD in the Continuum of Care Competition Notice of Funding Available will be given the first option in accessing the funds reallocated from their existing project to create a new project (note that the new project funding request cannot exceed the funding available via the existing project). If the agency does not wish to use voluntarily reallocated funds for a new project, the funds will be released back into the common pool for the entire CoC.

Any such project may request reallocation and exercise the option to access funding through written notice to the panel, which should be sent to Sacramento@homebaseccc.org. The project must submit a new project application and if the panel determines the new project application to be of reasonable quality, then the project may be given full points in the new project scoring tool factor 2B, *Ready to Start*, scoring factor.

Approved by the CoC Advisory Board, May 13, 2019

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.

SACRAMENTO CONTINUUM OF CARE

2019 Renewal Project Scoring Tool

Summary of Factors & Point Allocations	
1. Threshold Factors	N/A
2. Housing Performance	24 points
3. Income Performance	10 points
4. Utilization Performance	20 points
5. Severity of Need and Service Quality	20 points
6. Compliance	12 points
7. Community	11 points
8. BONUS	3 points
TOTAL	100 points

1. THRESHOLD FACTORS

Name	Description	Met/Not Met
Housing First	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
Coordinated Entry	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
HMIS	The project will enter data for all CoC-funded beds into HMIS (or parallel database for domestic violence services).	Met/Not Met
Successful Drawdown	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
Formerly Homeless Input	The agency includes homeless or formerly homeless individual in feedback and decision-making processes.	Met/Not Met
Basic Compliance with HUD Policies	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
Eligible Applicants	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
Equal Access	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

SACRAMENTO CONTINUUM OF CARE

Match	Agency demonstrates 25% match per grant.	Met/Not Met
Affirmatively Furthering Fair Housing	Agency actively prevents discrimination by affirmatively accommodating people based on differences in: race, color, ancestry, or national origin; religion; mental or physical disability; sex, gender, or sexual orientation; marital or familial status, including pregnancy, children, and custody arrangements; genetic information; source of income; other arbitrary characteristics not relevant to a person's need or suitability for housing	Met/Not Met
<i>Required but not scored</i>		

[Scored Factors Continue on Next Page]

2. HOUSING PERFORMANCE (24 pts.)

Name	Description	Sources	Score
Permanent Supportive Housing (PSH)			
2A. Housing Retention	<p>Successes in Housing Retention for PSH projects are measured by the percentage of individual project participants that remain in permanent housing or exit as “living-leavers” to permanent housing at the end of the evaluation period.</p> <p>For projects that serve families, that experience an outsized impact on program performance, projects are invited to discuss under the <i>exceptional circumstances</i> supplemental question for consideration by the panel.¹</p> <p>Participants that passed away during the measurement period do not impact the project’s performance.</p>	APR Q5 APR Q23	≥ 99% = 24
			97% - 98.9% = 18
			96% - 97.9% = 12
			90% - 95.9% = 6
			85% - 89.5% = 4
			80% - 84.9% = 2
			< 79.9% = 0
Rapid Re-Housing (RRH) for Transitional Age Youth (TAY)			
2B. Housing Placement	<p>Successes in Housing Placement for RRH projects are measured by the number of participants who exited to a Permanent Housing destination from the total number of all participants in the project.</p> <p>For projects that serve families, that experience an outsized impact on program performance, projects are invited to discuss under the <i>exceptional circumstances</i> supplemental question for consideration by the panel.</p> <p>Participants that passed away during the measurement period do not impact the project’s performance.</p>	APR Q5 APR Q23	≥ 90% = 24
			85-89.9% = 22
			80% - 84.9% = 18
			75% - 79.9% = 12
			70% - 74.9% = 6

¹ Feedback was received about using households instead of individuals to show performance so that larger families don’t have an outsized-impact on program performance, but APRs do not provide information by household, only by program participant.

SACRAMENTO CONTINUUM OF CARE

			< 69.9% = 0
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3. INCOME PERFORMANCE (10 pts.)

Name	Description	Sources	PSH Scale	RRH Scale	Score
3A. Increase or Maintain Income	<p>Successes in increasing or maintaining participant income are measured by the percent of adult participants in the project who maintained a non-zero income, or increased income, from project entry to exit or Annual Assessment.</p> <p>Adult participants that passed away during the measurement period do not impact the project's performance.</p>	APR Q5 APR Q19	≥ 85%	≥ 75%	4
			70% - 84.9%	60% - 74.9%	3
			55% - 69.9%	45% - 59.9%	2
			40% - 54.9%	30% - 44.9%	1
			< 39.9%	< 29.9%	0

Name	Description	Sources	Score
3B. Non-Cash Mainstream Benefits	<p>Successes in connecting participants with non-cash mainstream benefits are measured by the percentage of adult stayers/leavers with non-cash benefit sources, excluding all stayers not yet required to have an annual assessment.</p> <p>Adult participants that passed away during the measurement period do not impact the project's performance.</p>	APR Q5 APR Q20	≥ 95% = 4
			90% - 94.9% = 3
			80% - 89.9% = 2
			75% - 79.9% = 1
			< 75% = 0
3C. Health Insurance	<p>Successes in connecting participants with health insurance are measured by the percentage of stayers/leavers with health insurance, excluding all stayers not yet required to have an annual assessment.</p> <p>Participants that passed away during the measurement period do not impact the project's performance</p>	APR Q5 APR Q21	≥ 95% = 2
			90% - 94.9% = 1
			< 89.9% = 0

4. UTILIZATION PERFORMANCE (20 pts.)

Name	Description	Sources	Score
4A. Bed and/or Unit Utilization	<p>For Projects Serving Single Adults in Shared Housing: Successes in achieving full utilization for PSH and RRH projects that serve single adult households in units that have more than one bed are best measured by looking at the number of beds in use on the last Wednesday of each quarter, divided by the total number of beds promised in e-snaps.</p> <p>For Projects Serving Adults in Non-Shared Housing and/or Families: Successes in achieving full utilization for PSH and RRH projects that serve adults in non-shared units or families are best measured by looking at the number of units in use on the last Wednesday of each quarter, divided by the total number of units promised in e-snaps.</p>	<p>APR Q7b APR Q8b E-Snaps</p>	≥ 95% = 12
			90% - 94.9% = 9
			85% - 89.9% = 6
			80% - 84.9% = 3
			< 80% = 0
4B. Grant Spenddown	<p>Successes in Grant Spenddown are measured by dividing the amount of money drawn down from e-LOCCs during the project's most recently completed contract by the amount on the corresponding GIW.</p>	<p>e-LOCCs E-Snaps</p>	≥ 95% = 6
			85% - 94% = 4
			75% - 84% = 2
4C. Quarterly Drawdowns	<p>Successes in Grant Spenddown are also measured by the number of drawdowns made by projects, and depend on projects drawing down quarterly (i.e., occurring at least once in each three-month period during the year).</p>	<p>RFI</p>	Up to 2 points

5. SEVERITY OF NEED AND SERVICE QUALITY (20 pts.)

Name	Description	Sources	Score
5A. Chronic Homeless	<p>Successes in Chronic Homelessness are measured as follows: Award 1 point for each of the following items, for a total of up to 3 points:</p> <ul style="list-style-type: none"> • Project has attached eligibility forms to document chronic homelessness that reflect the current definition of chronic homelessness. • Project has checked the box for DedicatedPLUS or 100% Dedicated in e-snaps. • Project has listed the evidence-based practices staff use on a daily basis to serve clients who are chronically homeless. 	<p>APR Q26a E-snaps RFI</p>	<p>Up to 3 points</p>
5B. Severity of Needs & Special Considerations	<p>Successes are dependent on projects serving population(s) with severe needs and vulnerabilities and the projects' explanation of the role the project plays in filling an important gap in housing and services for persons experiencing homelessness in the Sacramento region (e.g., serving a unique population, leveraging certain funding, maintaining site-based housing). Applicants should consider the following needs, vulnerabilities, and populations that when answering this question (while these examples are not exhaustive, they do represent categories for which APR information is available):</p> <ul style="list-style-type: none"> • Chronic homelessness • Current or past substance abuse • History of domestic violence • Physical & Mental Health Conditions • Transgender/gender non-conforming • Youth • Seniors <p>Successes will be measured with reference to both APR data where available and narrative responses.</p>	<p>RFI APR Q5a Q10 Q13a1, Q14a, Q15, Q16, Q27a</p>	<p>Up to 12 Points</p>

SACRAMENTO CONTINUUM OF CARE

5C. Quality of Services	<p>Successes in Quality of Services are measured based on the project’s narrative explaining to extent to which the project provides services that:</p> <ul style="list-style-type: none"> • offer ongoing support to stay housed, • are comprehensive and well-coordinated, • are delivered by an adequate number of appropriately trained staff and • are thoughtfully matched to the needs of the target population. <p>Successes for projects provided by Victim Service Providers are also measured based on the project’s narrative explaining the extent to which the project provides services that improve the safety for survivors of domestic violence, dating violence, sexual assault, stalking, and/or human trafficking.</p>	RFI	Up to 5 points
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6. COMPLIANCE (12 pts.)

Name	Description	Sources	Score			
6A. Audit or Monitoring Findings	<p>Award full points if the agency was not audited or monitored or if no irregularities have been revealed by any audits or monitoring.</p> <p>Award up to 4 points if the agency adequately explains how the irregularities found by auditors or monitors will be addressed or have been addressed.</p> <p>Award no points if the agency’s audits or monitoring revealed misconduct that has not been corrected.</p>	<p>All HUD, SSF, or financial audits from last 2 years.</p> <p>RFI</p>	Up to 8 points			
6B. Accurate Data	<p>Successes in Accurate Data are measured using the percent of data recorded as either missing, don’t know, client refused to answer, and/or unable to calculate, where the lower percentage the better. Projects with less than 5% data inaccuracy should receive full points.</p>	APR Q6	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">< 5% error = 2</td> </tr> <tr> <td style="text-align: center;">5% - 10% error = 1</td> </tr> <tr> <td style="text-align: center;">> 10% error = 0</td> </tr> </table>	< 5% error = 2	5% - 10% error = 1	> 10% error = 0
< 5% error = 2						
5% - 10% error = 1						
> 10% error = 0						
6C. Timely Data	<p>Successes in Timely Data are measured using the average length of time (in days) between when a client enters or exits the project, and when the</p>	APR Q6e	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">≤ 5 days = 2</td> </tr> <tr> <td style="text-align: center;">5 days – 8 days = 1</td> </tr> </table>	≤ 5 days = 2	5 days – 8 days = 1	
≤ 5 days = 2						
5 days – 8 days = 1						

SACRAMENTO CONTINUUM OF CARE

	project records the entry or exit in HMIS. Projects that entered client entries/exits into HMIS in under 5 days received full points		> 8 days = 0
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7. COMMUNITY (11 pts.)

Name	Description	Sources	Score
7A. Participation in CoC Activities	Successes in Participation in CoC Activities are measured based on 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
7B. Mandatory Training	Successes in Mandatory Training are based on whether 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
7C. Local Competition Deadlines	<p>Award full points if the project met all local competition deadlines, including deadlines for turning in supporting documents and attachments.</p> <p>Deduct <u>up to 5 points</u> if project was late in finalizing APRs without valid reason.</p> <p>Deduct 2 points if any portion of the local application was turned in <u>up to</u> 24 hours late.</p> <p>Deduct 5 points if any mandatory portion of the local application was <u>more than</u> 24 hours late.</p> <p>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.</p>	HomeBase analysis	Up to 5 points

8. BONUS (3 pts.)

Name	Description	Sources	Score
8A. BONUS Enhancing Capacity	Success is measured by PSH programs that effectively facilitate successful flow from PSH to other permanent housing (including housing with rental subsidy), evidenced by percent of individuals served that exit to other permanent housing.	RFI APR Q23	Up to 3 points

Sacramento CoC Supplemental Questions for RENEWAL Projects for FY2019 CoC NOFA Competition

INSTRUCTIONS:

You have been given access to PRESTO via email to your agency, and will be asked to answer the following questions in that web-based tool to complete your local application for renewal CoC NOFA funding.

Please provide responses to the below questions for each project administered by your agency that will be **1)** participating in the 2019 CoC Competition, and **2)** which has been in operation and entering data in HMIS for at least 12 months. Please feel free to use this document to support response drafting before entering and submitting responses directly in PRESTO.

Please note: The panelists prefer to understand the differences among the programs applying, so please do try to differentiate among your programs, where appropriate, rather than submitting the same answer for each of your agency's programs. If the answer is exactly the same for each of your programs, using the same answer is completely acceptable. **Additionally, please keep in mind that narrative responses will appear in PRESTO as submitted, and support for special formatting will not be available.**

Additionally, if your agency has conducted any updates to the following documents in the last 12 months, OR did not submit them in the 2018 CoC Competition, please send **one email** with the relevant documents and/or updated portions attached to Sacramento@homebaseccc.org **by Friday, June 21:**

- **Agency and/or Project Policies & Procedures**
- **Chronically Homeless Eligibility Forms**

THRESHOLD INFORMATION

1. Please review the Threshold Criteria on pages 1-2 of the 2019 Renewal Project Scoring Tool. To confirm that this project complies with each component of the 2019 Renewal Project Threshold Criteria, please respond with **YES**. If you plan to respond "NO" to any of the Threshold Criteria, please notify HomeBase at Sacramento@homebaseccc.org as soon as possible.

GENERAL

2. **Please provide a brief summary of this project.** This summary is for identification purposes only and will not be scored. The summary will help panelists confirm that they have accurately identified this project, as distinguished from other projects administered by your agency. You might briefly describe this project's age, location, size, the populations your project serves, and any other distinguishing characteristics of this project that sets it apart from your agency's other projects. **[Please limit response to 250 characters].**

3. **Exceptional Circumstances:** Has this project/agency experienced any exceptional circumstances beyond the project's/agency's control that may have affected the project's housing and/or services performance or scoring on any of the scored factors? If so, please describe. Many of the scoring factors, including all of those in Housing Performance and Income Performance section of the scoring tool, are scored based only on HMIS data, as informed by your answer to this question. **[Unlimited characters]**.
4. To confirm that all responses to the 2019 Sacramento Renewal Project Supplemental Questionnaire are true and complete, **please respond YES.**

UTILIZATION PERFORMANCE

5. **Scoring Factor 4A:** Is **bed utilization rate or unit utilization** rate a more appropriate way of measuring your project's efficiency? (For instance, utilization for projects serving *single adults in shared housing* may be better captured using *bed utilization*, while projects serving *single adults in non-shared housing and families* may be better captured using *unit utilization*.) **[Please limit response to 250 characters]**.
6. **FOR DIRECT RECIPIENTS ONLY (if SSF is your applicant, we'll get this info from them): Scoring Factor 4B:** In total, **how much money have you drawn down** from e-LOCCs during the project's most recently completed contract year? **[Please respond in the form of a number, with no symbols or punctuation]**.
7. **FOR DIRECT RECIPIENTS ONLY (if SSF is your applicant, we'll get this info from them): Scoring Factor 4C:** Please state the amount (to the nearest \$100, rounded up) and month of each time you **drew down funds from e-LOCCs** during the most recently completed contract year. For example, you could state "May 2017: \$40,000, August 2017: \$35,300, December 2017: \$42,200, February 2018: \$39,800." **[Please limit response to 250 characters]**.

SEVERITY OF NEED AND SERVICE QUALITY

8. **Scoring Factor 5A:** Does your e-snaps application for last year show that you selected the drop-down menu option on question 3C.1 for either **DedicatedPLUS or 100% Dedicated** to serving the chronically homeless population? Please respond with either **YES or NO**.
9. **Scoring Factor 5A:** Please list the evidence-based practices project staff use on a daily basis to serve clients who are chronically homeless. **[Please limit response to 250 characters]**.
10. **Scoring Factor 5B:** Please explain how this project serves population(s) with severe service needs and vulnerabilities and the role this project plays in filling an important gap in housing and services for persons experiencing homelessness in the Sacramento region (e.g., serving a unique population, leveraging certain funding, maintaining site-based housing, etc.). Please consider the following needs, vulnerabilities, and populations when answering this question **[Please note this is not an exhaustive list, and please limit response to 2000 characters]**:
 - Chronic homelessness
 - Current or past substance abuse

- History of domestic violence
- Physical & Mental Health Conditions
- Transgender/gender non-conforming
- Youth
- Seniors

11. **Scoring Factor 5C:** Please explain how the project provides services that 1) offer ongoing support to participants to stay housed, 2) are comprehensive and well-coordinated, 3) are delivered by an adequate number of appropriately trained staff, and 4) are thoughtfully matched to the needs of the target population. **[Please limit response to 1000 characters].**

COMPLIANCE

12. **Scoring Factor 6A:** Has your agency **experienced any HUD monitoring or audits** in the past 2 years? If yes, did this audit or did any financial audits **result in any findings**?

- If your agency *did not* experience a HUD audit and all financial audits showed no findings, please respond **“No HUD Audit; no financial audit findings”**;
- If your agency *did* experience a HUD audit, but there were no findings and no financial audit findings, please respond **“Yes HUD audit; no financial or HUD audit findings.”**
- If your agency *did* experience either a HUD or a financial audit that *did* result in findings of irregularities, please explain how your agency either addressed or plans to address those findings. **[Please limit response to 1000 characters].**

COMMUNITY

13. **Scoring Factor 7A:** 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. Include in your description an explanation of how your agency **meaningfully participated in at least 4 voluntary events** (e.g., committee meetings and Advisory Board meetings) over the course of the year, or if your agency **led at least 1 successful event, training, or initiative** over the course of the year. **[Please limit response to 1000 characters].**

BONUS [PSH PROGRAMS ONLY]

14. **Scoring Factor 8A:** Please describe how this project effectively facilitates flow from this PSH project to other permanent housing (including housing with rental subsidy). **[Please limit response to 1000 characters].**

2019 New Project Scoring Tool

Summary of Factors & Point Allocations	
1. Threshold Factors	N/A
2. Housing	25 points
3. Services	20 points
4. Agency Capacity	20 points
5. Prioritization, option of: a. Prioritization for New Projects Except for DV Bonus b. Prioritization for DV Bonus	25 points
6. Community	10 points
TOTAL	100 points

1. THRESHOLD FACTORS

Name	Description	Met/Not Met
Housing First	The project’s policies will include a commitment to identifying and lowering its barriers to housing and provide housing and services in line with a Housing First approach.	Met/Not Met
Coordinated Entry	The project will participate in coordinated entry to the full extent possible for this project type.	Met/Not Met
HMIS	The project will enter data for all CoC-funded beds into HMIS (or parallel database for domestic violence services).	Met/Not Met
Formerly Homeless Input	The agency includes homeless or formerly homeless individual in feedback and decision-making processes.	Met/Not Met
Basic Compliance with HUD Policies	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
Eligible Clients	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
Eligible Applicant	Neither the applicant nor the sub-recipients (if any) are for-profit entities.	Met/Not Met
Equal Access	The project will provide equal access and fair housing without regard to sexual orientation, gender identity, or local residency status.	Met/Not Met
Match	Agency will be able to provide 25% match per grant.	Met/Not Met

*Approved by the CoC Advisory Board, May 13, 2019;
 Amended version approved by CoC Executive Committee, July 18, 2019*

SACRAMENTO CONTINUUM OF CARE COC ADVISORY BOARD

Affirmatively Furthering Fair Housing	Agency will actively prevent discrimination by affirmatively accommodating people based on differences in: race, color, ancestry, or national origin; religion; mental or physical disability; sex, gender, or sexual orientation; marital or familial status, including pregnancy, children, and custody arrangements; genetic information; source of income; other arbitrary characteristics not relevant to a person’s need or suitability for housing	Met/Not Met
Budget	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
For DV Bonus Projects Only: Serving DV	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 who came from sheltered or unsheltered situations. The project must follow a Housing First model and utilize trauma-informed and client-centered approaches.	Met/Not Met

2. HOUSING (25 pts.)

Name	Description	Sources	Score
2.A. Fully Described and Appropriate Housing	<p>Award points for a housing design that:</p> <ul style="list-style-type: none"> • is clearly and fully described • has a layout or features that are thoughtfully matched to the target population • is strategically located to meet the needs of the target population • is physically accessible to persons with disabilities • will help maximize client choice in the CoC (e.g. by including a plan to evaluate each client’s needs, strengths, and preferences in order to determine which mainstream benefits and/or jobs the client could qualify for) <p>Additionally, for Victim Service Providers:</p> <ul style="list-style-type: none"> • is designed to protect the safety of the population they serve 	RFI	Up to 10 points
2.B. Ready to Start	<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"> • Whether the agency has adequately described how the project will acquire the necessary housing for the project type. For RRH, this may include landlord engagement strategies; 	RFI	Up to 5 points

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Amended version approved by CoC Executive Committee, July 18, 2019*

SACRAMENTO CONTINUUM OF CARE COC ADVISORY BOARD

	<ul style="list-style-type: none"> • Whether the project site faces regulatory obstacles such as tenant displacement, environmental issues, or zoning issues; • Whether the agency’s current staff has the capacity to begin preparing for this project; • Whether the agency already has policies and procedures that can be used as-is or easily adapted for use in a CoC-funded project 		
2.C. Program Outcomes	<p>Award points if:</p> <ul style="list-style-type: none"> • The project’s goals are realistic and sufficiently challenging given the scale of the project • Outcomes are measureable and appropriate to the population being served, and must meet minimum CoC-adopted targets, including: <ul style="list-style-type: none"> ○ At least 85% of clients experience positive housing outcomes ○ At least 55% of adult clients maintain or increase their income from all sources • Prospective outcomes reflect actual performance outcomes from other projects administered by the applicant (as appropriate). 	RFI	Up to 10 points

3. SERVICES (20 pts.)

Name	Description	Sources	Score
3.A. Appropriate Supportive Services	<p>Award points for services that:</p> <ul style="list-style-type: none"> • use a Housing First approach, • offer ongoing support to stay housed, • are comprehensive and well-coordinated, • include culture-specific elements, and • are thoughtfully matched to the target population <p>For projects that will be referring specific types of clients to specific outside services, award points if the project explains a concrete plan for referrals, giving examples of:</p> <ul style="list-style-type: none"> • Who will be referred; • The agencies that will accept referrals; • The types of services to be provided; and • The logic behind the agency’s referral scheme 	RFI	Up to 10 points

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SACRAMENTO CONTINUUM OF CARE COC ADVISORY BOARD

	For Victim Service Providers award points for services that improve the safety for survivors of domestic violence, dating violence, sexual assault, stalking, and/or human trafficking		
3.B. Relevant Experience	<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 10 points

4. AGENCY CAPACITY (20 pts.)

Name	Description	Sources	Score
4.A. Budget	<p>Award points based on the bullet points below:</p> <ul style="list-style-type: none"> • Project has submitted a budget that is clear, complete, and easy to read. • The budget shows that the project will have enough resources to provide high-quality, reliable services to the target population. • The budget shows that the project will leverage significant outside resources (funding, staff, building space, volunteers, etc.) rather than rely entirely on CoC funds. • The budget shows that the project is taking appropriate measures to contain costs. 	Budget RFI	Up to 5 points
4.B. Agency Capacity	<p>Award points if 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 (or can otherwise demonstrate that it can successfully manage complex reporting requirements).</p> <ul style="list-style-type: none"> • Has sufficient fiscal capacity to manage the grant, including: <ul style="list-style-type: none"> ○ internal financial controls ○ grant match tracking ○ well-maintained records ○ oversight by a board of directors ○ a strategy for documenting eligible costs 	e-LOCCs E-Snaps	Up to 10 points

*Approved by the CoC Advisory Board, May 13, 2019;
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SACRAMENTO CONTINUUM OF CARE COC ADVISORY BOARD

	<ul style="list-style-type: none"> ○ a strategy for ensuring adequate grant drawdowns ● Is large enough to handle the expected client case load; ● Is familiar with innovative or evidence-based practices; ● Includes at least one person with formal training and/or education in a relevant social services field 		
4.C. Audit and Monitoring Findings	<p>Award full points if the agency was not audited or monitored or if no irregularities have been revealed by any audits or monitoring.</p> <p>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.</p> <p>Award no points if the agency’s audits or monitoring revealed misconduct that has not been corrected.</p>	<p>All HUD, SSF, or financial audits from last 2 years.</p> <p>RFI</p>	Up to 5 points

5A. PRIORITIZATION FOR NEW PROJECTS EXCEPT DV BONUS (25 pts.)

Name	Description	Sources	Score
5.A.1. Community Priority	<p>Award points if the project addresses the priority need identified by the Advisory Committee in 2019: Permanent Supportive Housing, with targeted services for either youth or seniors.</p> <p>Please note that HUD may require that Permanent Supportive Housing be dedicated to persons experiencing Chronic Homelessness.</p>	<p>E-snaps</p> <p>RFI</p>	Up to 15 points
5.A.2. Severity of Needs & Special Considerations	<p>Award points to projects that will serve population(s) with severe needs and vulnerabilities (e.g. chronically homeless, history of domestic violence), and will also fill an important gap in housing and services for persons experiencing homelessness in the Sacramento region (e.g., serving a unique population, leveraging certain funding, maintaining site based housing).</p>	<p>RFI</p> <p>APR</p>	Up to 10 points

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Amended version approved by CoC Executive Committee, July 18, 2019*

SACRAMENTO CONTINUUM OF CARE COC ADVISORY BOARD

	Applicants should specifically consider the needs and vulnerabilities of youth and seniors.		
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5B. PRIORITIZATION FOR DV BONUS HOUSING (25 pts.)

*Use this section **instead of the previous page** if the project is 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
5.B.1. How Project will Address Need	<p>Award points for each of the following items:</p> <ul style="list-style-type: none"> • Project provides data describing the CoC’s population of domestic violence survivors • Project explains how it proposes to meet the unmet needs of domestic violence survivors, especially with survivors who come from unsheltered situations. • The project will have housing that is specifically designed to accommodate the needs of survivors. • The project’s staff has skills that are specifically needed to identify and locate survivors, or to persuade survivors to accept and enter housing. • The project’s staff utilize trauma-informed and client-centered approaches. 	RFI	Up to 5 points
5.B.2. Previous Performance	<p>Award 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, specifically shows that they can serve victims who come from unsheltered situations.</p>	RFI	Up to 10 points
5.B.3. Ability to Meet Safety Outcomes	<p>Award points for each of the following items:</p> <ul style="list-style-type: none"> • The project articulates a specific plan for ensuring that its residents will be safe from further domestic violence. • The project sets quantitative safety targets that are appropriate and realistic. • The project explains why it is likely to be able to achieve the targeted safety outcomes. 	RFI	Up to 10 points

*Approved by the CoC Advisory Board, May 13, 2019;
Amended version approved by CoC Executive Committee, July 18, 2019*

6. COMMUNITY (10 pts.)

Name	Description	Sources	Score
6.A. Participation in CoC Activities	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 5 points
6.B. Local Competition Deadlines	Award full points if the project met all local competition deadlines, including deadlines for turning in supporting documents and attachments. <ul style="list-style-type: none"> • 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

Sacramento CoC Supplemental Questions for NEW Projects for FY2019 CoC NOFA Competition

INSTRUCTIONS:

You and/or other staff at your agency have been given access via email to HomeBase’s proprietary Project Evaluation and Scoring Tool, aka “PRESTO,” and will be asked to answer the following questions in that web-based tool to complete your local application for new Continuum of Care (CoC) NOFA funding.

Please provide responses to the below questions for each new project your agency will be applying for in the 2019 CoC Competition. Please feel free to use this document to support response drafting before entering and submitting responses directly in PRESTO.

Please note: The panelists prefer to understand the differences among the programs applying, so if you are submitting more than one new program in the 2019 CoC Competition, please do try to differentiate among your programs, where appropriate, rather than submitting the same answer for each of your agency's programs. If the answer is exactly the same for each of your programs, using the same answer is completely acceptable. **Additionally, please keep in mind that narrative responses will appear in PRESTO as submitted, and support for special formatting will not be available.**

Please complete all responses in PRESTO, and confirm submission by sending **one email** to Sacramento@homebaseccc.org **by Friday, August 9**. In this email, please include the following:

- A clear, complete, and easy to read **budget** for your proposed new project **using the budget template provided**. Applicants must describe the costs of the program and provide information about the source of non-CoC matching funds (state, local, private, HHS, etc.).

THRESHOLD INFORMATION

1. Please review the Threshold Criteria on pages 1-2 of the 2019 New Project Scoring Tool. To confirm that this project complies with each component of the 2019 New Project Threshold Criteria, please respond with **YES**. If you plan to respond “NO” to any of the Threshold Criteria, please notify HomeBase at Sacramento@homebaseccc.org as soon as possible. **Only DV Bonus projects should respond to the threshold criteria regarding serving DV.**

GENERAL

2. **Please provide a brief summary of this project.** This summary is for identification purposes only and will not be scored. The summary will help panelists confirm that they have accurately identified this project, as distinguished from other projects administered by your agency. You might briefly describe this project’s program type, size, the populations your project will serve, location (if known), and any other distinguishing characteristics of this project that sets it apart from your agency’s other projects. **[Please limit response to 250 characters, including spaces].**

3. To confirm that all responses to the 2019 Sacramento New Project Supplemental Questionnaire are true and complete, **please respond YES.**

HOUSING

4. **Scoring Factor 2.A.:** Please clearly and fully describe the project's **housing design**. In your response, please explain: How the **layout and/or features** of the proposed housing will match the population that you plan to serve; how the proposed location(s) help you **meet the needs of the project's target** population; whether the housing will be **handicapped-accessible**, and if so, how; how the housing will help **maximize client choice**. **For Victim Service Providers:** Please describe how the housing will be designed to protect the safety of the population you serve. **[Please limit response to 1000 characters].**
5. **Scoring Factor 2.B.:** Please describe **how and why your project will be ready to start operations within 3 months** of receiving HUD funding. In your response, please explain: How the agency will **acquire the necessary housing** for the project type (i.e. landlord engagement strategies, real estate, etc.); whether the proposed project faces any **regulatory obstacles** such as tenant displacement, environmental issues, or zoning issues, and if so, how the agency will overcome them; whether the agency's current staff have the capacity to **begin preparing** for this project even before funding is received, and; whether the agency has **policies and/or procedures that can be used as-is or easily adapted** for use in a CoC-funded project. **[Please limit response to 1000 characters].**
6. **Scoring Factor 2.C.:** Please describe the program's **projected outcomes**. In particular, please include in your response 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**. Please explain how these outcomes reflect actual performance outcomes from other projects administered by the agency (as appropriate). **[Please limit response to 1000 characters].**

SERVICES

7. **Scored Factor 3.A.:** Please describe the services the program will offer. In your response, please explain: How the project will provide services that align with **Housing First**; how the project will offer clients **ongoing support to stay housed**; how the project will offer services that are **comprehensive and well-coordinated**; how the project will offer services that **include culture-specific elements**, and; how the project will **thoughtfully match its services** to the target population. Additionally, if the project will be referring specific types of participants to outside services, please explain the **agency's plan to conduct referrals**, specifically: Which types of participants will be referred; the agencies that will accept the referrals; the types of services to be provided, and; the logic behind the referral scheme. **For Victim Service Providers:** Please describe how the services improve the safety of the population you serve. **[Please limit response to 1000 characters].**
8. **Scored Factor 3.B.:** Please describe how your agency's **past performance** demonstrates an ability to successfully carry out the work proposed in this application. Please summarize your

agency's **relevant past experience** in handling projects that served similar populations and/or provided similar types of services. **[Please limit response to 1000 characters].**

AGENCY CAPACITY

9. **Scored Factor 4.A.:** Please 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 explain how your budget shows that your project will take appropriate measures to **contain costs**. **[Please limit response to 1000 characters].**
10. **Scored Factor 4.B.:** If your agency has experience administering at least one other federal grant(s), please explain how your agency **successfully handled that federal grant(s)** or other major grant of this size and complexity, and please identify that grant. If not, please explain why your agency will be able to successfully manage complex reporting requirements. **[Please limit response to 2000 characters].**

In particular, your response should include:

- A description of the **internal financial controls** your agency uses:
 - i. How your agency ensures that money is not wasted or diverted to private uses; how your agency **tracks the use of match funding**; how your agency manages a **well-maintained financial recordkeeping system**; whether your agency has a board of directors, and if so, how the **board oversees agency/project operations**; whether your agency has a **strategy for keeping documentation** to show that each of your major expenses corresponds to an eligible cost, and; what strategy your agency will use **to ensure adequate drawdowns**.
 - An explanation of how your agency has **physical capacity** (i.e. is large enough) to handle the expected client case load;
 - A list of **innovative or evidence-based practices** with which your agency is familiar, and;
 - Whether your agency includes at least one person with **formal training and/or education** in a relevant social services field.
11. **Scored Factor 4.C.:** Has your agency **experienced any HUD monitoring or audits** in the past 2 years? If yes, did this audit or did any financial audits **result in any findings**?
- If your agency *did not* experience a HUD audit and all financial audits showed no findings, please respond **“No HUD Audit; no financial audit findings”**;
 - If your agency *did* experience a HUD audit, but there were no findings and no financial audit findings, please respond **“Yes HUD audit; no financial or HUD audit findings.”**
 - If your agency *did* experience either a HUD or a financial audit that *did* result in findings of irregularities, please explain how your agency either addressed or plans to address those findings. **[Please limit response to 1000 characters].**

PRIORITIZATION FOR NEW PROJECTS EXCEPT DV BONUS

[If this application is for a DV Bonus-funded new project, please skip this section and move to the next]

12. **Scored Factor 5.A.1.:** Will this project address the priority need identified by the Sacramento CoC Advisory Committee in 2019: **Permanent Supportive Housing, with targeted services for either youth or seniors?** If so, please respond only with **YES**.
13. **Scored Factor 5.A.2.:** Please explain how this project will serve population(s) with severe service needs and vulnerabilities and the role this project will play in filling an important gap in housing and services for persons experiencing homelessness in the Sacramento region (e.g., serving a unique population, leveraging certain funding, maintaining site-based housing, etc.). Please consider the following needs, vulnerabilities, and populations when answering this question, specifically considering the needs of Youth and Seniors. **[Please note this is not an exhaustive list, and please limit response to 2000 characters]:**
- Youth
 - Seniors
 - Chronic homelessness
 - Current or past substance abuse
 - History of domestic violence
 - Physical & Mental Health Conditions
 - Transgender/gender non-conforming

PRIORITIZATION FOR DV BONUS HOUSING

[If this application is for a DV Bonus-funded new project, please use this section instead of the previous section. For all scoring purposes, “domestic violence” also includes dating violence, sexual assault, stalking, and/or trafficking].

14. **Scored Factor 5.B.1.:** Please explain how your project will address the need of survivors of domestic violence in the CoC region. Please include in your response: a description, supported by data, of **how many survivors** of domestic violence, dating violence, sexual assault, stalking, and/or trafficking are currently in the CoC; how this project proposes to meet the **unmet needs** of domestic violence survivors, especially survivors who come from **unsheltered** situations; how the project will have housing that is **specifically designed to accommodate the needs** of survivors; what **skills the project staff** will have that are specifically needed to **identify and locate survivors**, or to persuade survivors to accept and enter housing, and; how staff utilize trauma-informed and client centered approaches. **[Please limit response to 2000 characters]**.
15. **Scored Factor 5.B.2.:** Please summarize your agency’s **experience serving survivors** of domestic violence, dating violence, sexual assault, stalking, and/or human trafficking, or, if your agency does not have previous experience, describe your agency’s **plan to serve** this population, specifically addressing how this project will serve survivors who come from **unsheltered situations**. **[Please limit response to 1000 characters]**.
16. **Scored Factor 5.B.3.:** Please describe your project’s ability to meet safety outcomes for survivors of domestic violence. In your response, please articulate your project’s **plan for ensuring that your residents will be safe** from further domestic violence, and suggest **quantitative safety**

targets for your project that are appropriate and realistic, and explain why it is likely your project will be able to **achieve these safety targets**. [Please limit response to 2000 characters].

COMMUNITY

17. **Scored Factor 6.A.:** 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 CoC NOFA. Include in your description an explanation of how your agency **meaningfully participated in at least 4 voluntary events** (e.g., committee meetings and Advisory Board meetings) over the course of the year, or if your agency **led at least 1 successful event, training, or initiative** over the course of the year. [Please limit response to 1000 characters].

FY 2019 Continuum of Care Program Competition

PROJECT SUBMISSION CHECKLIST

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

New Project

Renewal Project

Due before AUGUST 9, 2019 at 12:00pm (PST)

<input type="checkbox"/>	Confirm that your agency has an active DUNS number from www.sam.gov
<input type="checkbox"/>	Fill out a HUD Project Applicant Profile in e-snaps, including Form 2880, Nonprofit Documentation, SF-424, and your Code of Conduct. When you are done, export the HUD Profile as a PDF.
<input type="checkbox"/>	Fill out a HUD Project Application (formerly 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 www.prestoevals.org to answer the Supplemental Questions .
PDF Created: <input type="checkbox"/> No audit findings: <input type="checkbox"/>	If you have any HUD or other Funder audit or monitoring findings 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"/>	[NEW projects only] Create a PDF of your proposed project budget (please use sample template) , adding up both CoC funding and non-CoC funding to get your total budget.
<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**.

I attest that the information my agency is providing in the FY 2019 CoC Competition is accurate and complete.

_____ Date

_____ Signature of Responsible Party

_____ Title of Responsible Party

_____ Printed Name of Responsible Party