FY2024-25 Sacramento CoC Program New Applicant Submission Form

Applicant Information

There are two required applications for the Sacramento Continuum of Care Notice of Funding Opportunity (CoC NOFO) competition: (1) the local application in Survey Monkey and (2) the national application in e-SNAPs. The following instructions are for the local application in Survey Monkey.

You will be required to respond to the below questions for each new project. If you have questions about the status of one of your projects, please reach out to CoCNOFO@Sacstepsforward.org

APR Questions: HMIS@Sacstespforward.org
HUD e-LOCCs Questions: eLOCCS@hud.gov
Local e-LOCCs Questions: CoCNOFO@sacstepsforward.org
HUD E-Snaps Questions: E-snaps@hud.gov
Local E-Snaps Questions: CoCNOFO@sacstepsforward.org
Narrative Questions: CoCNOFO@sacstepsforward.org

* Organization Name:

* Project Name:

* Primary Contact Name:

* Primary Contact Email:

* Primary Contract Phone Number:

* Secondary Contact Name:

* Secondary Contact Email:

* Secondary Contact Phone Number:

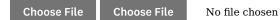* Please provide a brief summary of this project:

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].

* Please upload the project's e-Snaps budget or an example budget using the template provided by SSF:

The link to SSF's example budget can be found here.

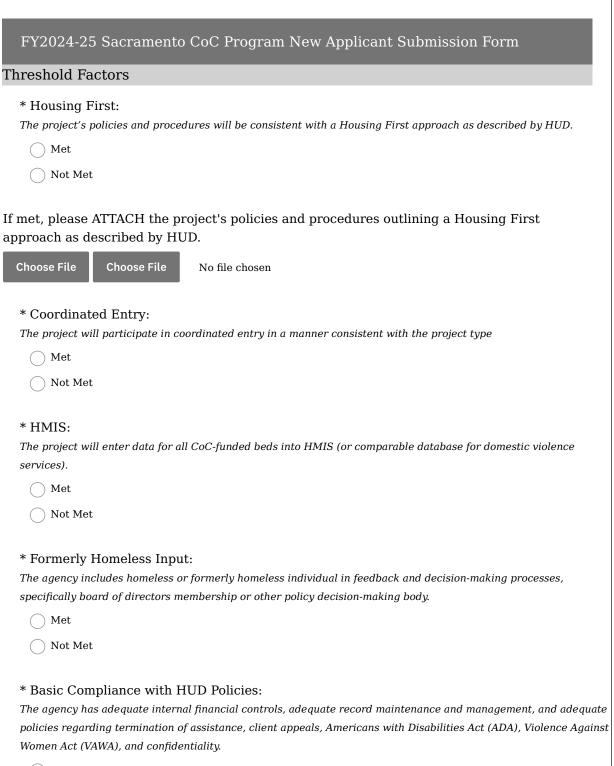File number limit: 1 Single file size limit: 100MB Allowed file types: Word, Excel, PPT, PDF, Image, Video, Audio

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* Please upload the Community Standards Self Review Tool:

Note that these standards are not scored, nor included in the Review & Rank Process.

The Sacramento CoC's Community Standards Self Review Tool can be found here.

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Threshold Factors

* Housing First:

The project's policies and procedures will be consistent with a Housing First approach as described by HUD.

○ Met

○ Not Met

If met, please ATTACH the project's policies and procedures outlining a Housing First approach as described by HUD.

[Choose File] [Choose File]   No file chosen

* Coordinated Entry:

The project will participate in coordinated entry in a manner consistent with the project type

○ Met

○ Not Met

* HMIS:

The project will enter data for all CoC-funded beds into HMIS (or comparable 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, specifically board of directors membership or other policy decision-making body.

○ 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, Americans with Disabilities Act (ADA), Violence Against Women Act (VAWA), and confidentiality.

○ Met

○ Not Met

If met, please ATTACH project's policies and procedures that outline adequate internal financial controls, adequate record maintenance and management, and adequate policies regarding termination of assistance, client appeals, Americans with Disabilities Act (ADA), Violence Against Women Act (VAWA), and confidentiality

Choose File	Choose File	No file chosen

* Eligible Participants:

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 to housing and services without regard to sexual orientation, gender identity, or local residency status.

○ Met

○ Not Met

* Financial Audit:

Either A or B:

A) For agencies with annual federal expenditures over $750,000, submit your most recent federal Single Audit. If older than 2023, provide an explanation of the delay. If any findings, provide a description of actions to date to remedy.

B) For agencies with annual federal expenditures under $750,000 provide an organizational budget that confirms exemption from this requirement.

○ Met

○ Not Met

If met, please ATTACH an agency's single audit or the organization's budget .

Choose File	Choose File	No file chosen

* Match:

Agency will be able to provide 25% match per grant.

○ Met

○ Not Met

* 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

If met, please ATTACH the project's policies and procedures meant to 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.

| Choose File | Choose File | No file chosen |

* Budget:

Agency 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

* **Narrative Question:**
2.A. Fully Described and Appropriate Housing

Scoring Criteria:
Award points for a housing design that:

- 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)
- Is designed to protect the safety of the population they serve

Source:
Narrative

Question:
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) will meet the needs of the project's target population;
- Whether the housing is physically accessible to individuals with disabilities, and if so, how; and
- How the housing will help maximize client choice (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).

For Victim Service Providers ONLY: Please also describe how the housing will be designed to protect the safety of the population you serve.

* Narrative Question:
2.B. Ready to Start

Scoring Criteria:
Award points if the project will be ready to begin housing clients within 3 months of receiving HUD funding. Consider:

- Whether the agency has adequately described how the project will acquire the necessary housing for the project type. For RRH, this should include landlord engagement strategies, whether proposed to be conducted directly by the project or by a partner entity;
- 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.

Source:
Narrative

Question:
Please describe how your project will be ready to start operations within 3 months of receiving HUD CoC funding. In your response, please explain:

- How the agency will acquire the necessary housing for the project type (e.g., landlord engagement strategies, acquisition of real estate);
- Whether the proposed project faces any regulatory obstacles (e.g., 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.

* Narrative Question:
2.C. Program Outcomes

<u>Scoring Criteria:</u>
Award points if:

- The project's goals are realistic and sufficiently challenging given the scale of the project.
- Outcomes are measurable and appropriate to the population being served, and must meet minimum CoC-adopted targets, including:

  - At least 85% of clients experience positive housing outcomes
  - At least 55% of adult clients maintain or increase their income from all sources

- Prospective out comes reflect actual performance outcomes from other projects administered by the applicant (as appropriate).

<u>Source:</u>
Narrative

<u>Question:</u>
Please describe the program's realistic and significantly challenging projected outcomes. Please include in your response what percent of clients are expected to experience positive housing outcomes (note, this should be above 85%), and what percent of clients are expected to maintain or increase their total income (note, this should be above 55%). As appropriate, please explain how these outcomes reflect actual performance outcomes from other projects administered by the agency.

Services

* **Narrative Question:**
3.B. Relevant Experience

Scoring Criteria:
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.

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).

For PSH projects, award points if the project proposes to leverage existing landlord relationships to increase scattered site PSH placement opportunities and efficiencies.

Source:
RFI

Question:
Please describe how your agency's past performance demonstrates an ability to successfully carry out the work proposed in this application and to serve households experiencing homelessness. Please summarize your agency's relevant experience in operating similar projects (e.g., housing search, relocation of tenants). [Please limit response to 3000 characters]

* **Narrative Question:**
3.A. Appropriate Supportive Services

Scoring Criteria:
Award points for services that:

- Are consistent with CoC Standards adopted in December 2023 for the applicable project type, including proposed client to staff ratios offer ongoing support to stay housed,
- Are comprehensive and well-coordinated,
- Include culturally-relevant services and supports and
- Are thoughtfully matched to the target population.

Award points based on the project's plans for supportive services to be provided directly through HUD CoC funding, by the agency through another funding source, or through referral to another community partner. 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:

- Who will be referred;
- The agencies that will accept referrals;
- The types of services to be provided;
- The logic behind the agency's referral scheme

For RRH projects, award points if the project proposes to offer all three components of RRH (housing search/placement, time-limited financial assistance, and housing-focused case management and stabilization), whether alone or in partnership with other providers.

For Victim Service Providers award points for services that are consistent with evidence-based practices and improve the safety for survivors of domestic violence, dating violence, sexual assault, stalking, and/or human trafficking.

For projects serving unique sub-populations (e.g., transition age youth), award points if the project proposes services consistent with evidence-based practices for the target population (e.g., Positive Youth Development).

<u>Source:</u>
Narrative

<u>Question:</u>
Please describe the supportive services the program will offer. In your response, please explain how the project will:

- Provide services that align with Housing First;
- Offer clients ongoing support to stay housed;
- Offer services that are comprehensive and well-coordinated;
- Offer services that include culture-specific elements, and;
- 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 specific plan to conduct referrals. In your response, please describe who 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 ONLY: Please also describe how the services improve the safety of the population you serve.

[Please limit response to 3000 characters]

Agency Capacity

* 4.A. Budget

Source Criteria:
Award points based on the bullet points
below:

- 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. Award points for projects proposing more than 25% cash or in-kind match.
- The budget shows that the project is taking appropriate measures to contain costs.

Source:
RFI

Question:
Submit a clear, complete, and easy to read budget for your proposed new project using the budget template on SSF's website.

- Please explain, how your budget shows that the project will:
- Have enough resources to provide high-quality, reliable services to the target population;
- Leverage significant outside resources (e.g., funding, staff, building space, volunteers) rather than rely entirely on CoC funds; and
- Take appropriate measures to contain costs.

[Please limit response to 1000 characters]

* Please upload your budget:

Choose File   Choose File   No file chosen

* Narrative Question
4.B. Agency Capacity

Source Criteria:
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).

- Has sufficient fiscal capacity to manage the grant, including:

    - Internal financial controls
    - Grant match tracking
    - Well-maintained records
    - Oversight by a board of directors
    - A strategy for documenting eligible costs
    - 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

Source:
e-LOCCs + E-Snaps

Question:

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.

Your response should include:

- A description of the internal financial controls your agency uses, including: 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.

[Please limit response to 3000 characters]

* Narrative Question
4.C. Monitoring Findings

<u>Source Criteria:</u>
The agency must report all irregularities resolved or unresolved (e.g.,
a concern or finding from HUD, a recommendation or finding from SSF (subrecipients only), a significant deficiency or material weakness from a financial audit, or any type of finding from another funding entity ex. City or County) revealed by any audits or monitoring for the agency (including shared common spaces for projects co-located with non-CoC-funded units) in Sacramento County.

Upon request, agencies that have irregularities must provide (1) relevant documentation identifying those irregularities (e.g., highlighted sections of a financial report), and (2) the project's plan to rectify program irregularities. If irregularities have been rectified, projects should include any available confirmation letters from relevant oversight entities (e.g. SSF, HUD, Financial
entity, Local Jurisdiction);

<u>Source:</u>
All HUD, SSF, financial audits, or audits/monitoring from other funding entities from the last 2 years.

RFI

<u>Question:</u>
Has this agency been audited or monitored by HUD, Sacramento Steps Forward, any financial institution, or any other funder in the past 2 years? If yes, did this audit or monitoring result in any irregularities? For the purposes of this factor, an irregularity is defined as a concern or finding from HUD, a recommendation or finding from SSF, a significant deficiency or material weakness from a financial audit, or a concern or finding from another funding entity.

- If this agency has not been audited or monitored, please respond "The project was not audited or monitored."
- If this agency has been audited or monitored, but there were no irregularities found, please respond "Audits or monitoring revealed no irregularities."
- If this agency has been audited or monitored AND that process resulted in irregularities that are currently being disputed by the agency, please submit the following materials:

  - Relevant documentation from the entities completing the auditing or monitoring (e.g., a single audit, the findings report from HUD, the findings report from Sacramento Steps Forward); AND
  - A written response in Survey Monkey explaining: (1) the irregularities that were found, and (2) the agency's timeline for disputing the irregularities.

- If this project has been audited or monitored AND that process resulted in irregularities that are not being disputed, please submit the following materials:

  - Relevant documentation from the entities completing the auditing or monitoring (e.g., a single audit, the findings report from HUD, the findings report from Sacramento Steps Forward); AND
  - A written response in Survey Monkey explaining: (1) the steps the project will take to address the irregularities, (2) the timeline these steps will be completed on, and

(3) how the project will avoid similar irregularities in the future.

[Please limit response to 3000 characters]

If documentation is required (c or d above), please the relevant documents to CoCNOFO@Sacstepsforward.org. Please name the attachment in a way that makes clear what the document is (e.g. Agency Name_ Audit Findings) and provide a cover sheet indicating which materials have been included).

Optional 4C Monitoring Findings Upload

[Choose File] [Choose File]   No file chosen

* **Narrative Question**
Factor 4D. Organizational Commitment to Racial Equity

Source Criteria:
Identification of Barriers: Based on the degree to which the organization:

1. Award up to one point if the organization has identified barriers to housing and services that are specifically faced by Black, Indigenous, and other People of Color (BIPOC) individuals or that disproportionately affect BIPOC individuals; specifically referring to the All In Sacramento racial disparities appendix or program level data(1 point) and
2. Award up to one point if the organization has taken concrete steps to address the identified barriers in the All In Sacramento appendix or data provided in part 1 and lessen their impact on BIPOC individuals. Strategies described should be designed to address the specific experiences of BIPOC individuals.

BIPOC Representation in Leadership:
Award up to three points for the organization's explanation of its commitment to serving BIPOC since its founding, as indicated by its original mission statement (or equivalent guiding statement) and the racial and ethnic demographics of its original leadership team.

Absent a commitment to serving BIPOC individuals since the organization's start, awards points based on the extent to which the agency demonstrates a commitment to measuring and improving its response to racial disparities and biases. Specifically:

- Award up to one point if at least 25% of salaried leadership team and board of directors members identify as Black, Indigenous, or other people of color.
- Award up to two points to the extent that the organization describes concrete steps that have been taken to build commitment to racial equity practices within the organization's approach serving individuals experiencing homelessness.
  - These may include but are not limited to:
    - Opportunities for cultural competency and implicit bias trainings;
    - Policies related to language accessibility; and

- Strategies to ensure that the salaried leadership team is representative of the racial and ethnic populations that the organization serves.

- The applicant must also describe the impact or results of their strategies.

Source:
RFI

Question:
Please note, this question has two required parts – Identifying and Addressing Barriers (i) and BIPOC Representation in Leadership (ii).

- Identifying and Addressing Barriers: Please describe how the organization has identified barriers to housing and services that disproportionally impact Black, Indigenous, and people of color (BIPOC). Please also describe the concrete steps the organization has taken to lessen the impacts of those barriers. Please note, steps described should be designed to address the specific experiences of BIPOC individuals.
- BIPOC Representation in Leadership: Please respond to one of the following prompts:

  - If the organization has been committed to serving BIPOC since its founding, please include the organization's original mission statement (or equivalent guiding statement) and a description of the racial and ethnic demographics of the organization's original leadership team.
  - If the organization has not been committed to serving BIPOC since its founding, please (1) list the percentage of salaried leadership team and board of directors members that identify as BIPOC, and (2) describe concrete steps that have been taken to build commitment to racial equity practices within the organization's approach to serving individuals experiencing homelessness. This can include, but is not limited to, opportunities for cultural competency and implicit bias trainings; policies re

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

* **Narrative Question**
5.A.1. Community Priority

<u>Source Criteria:</u>
Award points if the project addresses the priorities established by the CoC for 2024:

- PSH for chronically homeless families and individuals, with priority for projects targeting under-served populations, including seniors and people greater vulnerabilities (consistent with CAS Extremely Vulnerable Household (EVH) criteria).
- PSH scattered site projects that leverage existing scattered site PSH relationships and service model with higher performing renewal agencies (with definition for "high performing" projects, as defined in the Review and Ranking section, above.
- RRH for homeless individuals and families, including unaccompanied youth, coming directly from the streets or emergency shelter or fleeing domestic violence, with priority for those who do not qualify for other federal, state or locally funded rapid rehousing assistance.

Please note, projects can receive points for both the Community Priority (5.A.1) and HUD Priority (5.A.2) factors if they meet the criteria.

<u>Source:</u>
E-snaps
RFI

<u>Question:</u>
How does your project align with the 2024 priorities established by the CoC?
[Please limit response to 250 characters]

* Narrative:
5.A.2 HUD Priority

Scoring Criteria:
Award points if the project addresses the priority needs identified by HUD in 2024:

Please refer to HUD's FY24-25 NOFO for details on priority needs.

Please note, projects can receive points for both the Community Priority (5.A.1) and HUD Priority (5.A.2) factors if they meet the criteria.

Source:
E-snaps
RFI

Question:
How does your project address the priority needs identified by HUD in 2024?

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* Narrative
5.A.3. Severity of Needs & Special Considerations

Scoring Criteria:
Award points to projects that will serve population(s) with severe needs and vulnerabilities and who meet local EVH criteria.

Applicants should specifically address how the unique healthcare and support needs are met, including specific service partnerships that increase access to onsite or home-based services.

Source:
RFI

Question:
Please explain how this project will serve population(s) with severe service needs and vulnerabilities. Please also explain how this project will fill an important gap in housing and services for persons experiencing homelessness in the Sacramento region (e.g., serving an underserved population, leveraging unique source of funding).

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Prioritization For DV Bonus Housing

Use this section <u>instead of</u> 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.*

* **Narrative**
5.B.1. How Project will Address Needs

<u>Scoring Criteria:</u>
Award points for each of the following items:

- 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.
- The project meets a priority need identified by HUD in 2024.

<u>Source:</u>
RFI

<u>Question:</u>
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 Continuum of Care's geographic area (Sacramento County);
- 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;
- How staff utilize trauma-informed and client centered approaches; and
- If the project will meet the priority need identified by HUD in 2021 - permanent supportive housing or rapid re-housing that leverages healthcare resources to support program participants OR leverages Housing Choice Vouchers (HCV) or other non-CoC funding for rental assistance of leasing.

[Please limit response to 3000 characters]

* **Narrative**
5.B.2. Previous Performance

<u>Scoring Criteria:</u>
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.

<u>Source:</u>
RFI

<u>Question:</u>
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. In your response, please specifically address how this project will serve survivors who come from unsheltered situations.
[Please limit response to 1000 characters]

* Narrative
5.B.3. Ability to Meet Safety Outcomes

Scoring Criteria:
Award points for each of the following items:

- The project articulates a specific plan incorporating evidence-based approaches and services 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.

Source:
RFI

Question:
Please describe your project's ability to meet safety outcomes for survivors of domestic violence. In your response, please:

- Articulate your project's specific plan for ensuring that your residents will be safe from further domestic violence,
- 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 3000 characters]

* **Narrative**
6.A. Participation in CoC Activities

Scoring Criteria:
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.

For organizations new to the CoC: points may be awarded for organizations that have not previously engaged in CoC activities, but have demonstrated interest and commitment via attending CoC NOFO trainings and technical
assistance sessions.

Source:
RFI

Question:
How has your organization participated in CoC events, meetings, or initiatives over the past year? Please include details on any events you led or any new efforts to engage with CoC activities, especially if your organization is new to the CoC.

* 6.B. Local Competition Deadlines

Scoring Criteria:
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 up to 24 hours late.
- Award no points if any mandatory portion of the local application was more than 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.

Source:
Analysis

Question:
If your project missed a deadline please explain.