FY2024-25 Sacramento CoC Program Renewal Applicant Submission Form

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 renewal project that has been operating (as indicated in eLOCCS) for at least 18 months. If your project has less than 18 months of operating data or is a high performing project and your agency received a confirmation email from SSF on this, a full Survey Monkey application is not needed. All Renewal projects, regardless of status must complete the Applicant Information, and Threshold Factors. 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

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Applicant Information

* Organization Name:

* Project Name:

* Primary Contact Name:

* Primary Contact Email:

* Primary Contact 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].

Exceptional Circumstances:

Has this project/agency experienced any exceptional, one-time 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? [Please limit response to 3000 characters]

Exceptional Circumstances [EXPANSIONS/CONSOLIDATIONS ONLY]:

If this project was recently expanded and auto-consolidated and at least one component of this project has less than one year of operating data, please explain how the expansion has impacted the full project's data. Include the operating dates of the legacy project and expansion project, the number of beds/units in the legacy project and expansion project, and the specific scored factor(s) for which the project is seeking relief. [Please limit response to 3000 characters]

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

The link to SSF's example budget can be found <u>here</u>.

File number limit: 1 Single file size limit: 100MB Allowed file types: PDF, Doc/Docx, PNG, JPG/JPEG, GIF

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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 <u>here</u>.

File number limit: 1 Single file size limit: 100MB Allowed file types: PDF, Doc/Docx, PNG, JPG/JPEG, GIF

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Threshold Factors

* Housing First:

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

☐ Met

☐ Not Met

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

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* Coordinated Entry:

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

* Client Participation in Project Design and Policymaking:

The agency includes homeless or formerly homeless individual in feedback and decision-making processes, specifically via membership on the agency board or other policy decision-making body.

○ Met

○ Not Met

If met, please ATTACH the project's policies and procedures outlining client participation in feedback and decision making, specifically via membership on the agency board or other policy decision making body.

File number limit: 1 Single file size limit: 100MB Allowed file types: PDF, Doc/Docx, PNG, JPG/JPEG, GIF

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* 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 any policies and procedures that ensure 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.

File number limit: 1 Single file size limit: 100MB Allowed file types: PDF, Doc/Docx, PNG, JPG/JPEG, GIF

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* 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

* Equal Access:

The project provides equal access to housing and services without regard to sexual orientation, gender identity, local residency status, or any other protected category.

◯ Met

◯ Not Met

* 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

If met, please ATTACH any 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.

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* Financial Audit:

Either A or B:

A) For agencies with annual expenditures of $750,000 or more in federal funds, 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 expenditures of less than $750,000 in federal funds, 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.

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Housing Performance

APR Question:
2A. Housing Retention

<u>Scoring Criteria:</u>
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 during the evaluation period. For projects that serve families or small projects that experience an outsized impact on program performance for this factor, projects are invited to discuss the number of households that left the project and how long each household had been in the program prior to leaving the program unsuccessfully under the exceptional circumstances supplemental question for consideration by the panel. In an exception to the Review and Rank Policy, at section IV. Review and Rank Process, paragraph J:
• If one household left the program unsuccessfully, the panel may elect to increase a project's scaled score and award up to 15 points to the project, and
• If two households left the program unsuccessfully, the panel may elect to increase a project's scaled score and award up to 9 points.

<u>Source:</u>
APR Q5 + APR Q23

<u>Question:</u>
Please indicate how many of the individual(s) that exited this project to negative destinations were members of the same household. (For example, if this project had four individuals negatively exit and three of those individuals were members of the same household, your response could read: "Three of the individuals that negatively exited were members of the same household. The remaining individual was a member of a different household.") [Please limit response to 250 characters]

APR Question:
2B. Housing Placement

Scoring Criteria:
Successes in Housing Placement for RRH and TH-RRH projects are measured by the number of participants who exited to a Permanent Housing destination as a percentage of all "living-leaver" participants who exited the project during the evaluation period.

For projects that serve families, that experience an outsized impact on program performance, projects are invited to discuss under the exceptional circumstances supplemental question for consideration by the panel.

Source:
APR Q5 + APR Q23

Question:
[RRH and Joint TH-RRH ONLY]: Please indicate how many of the individual(s) that exited this project to negative destinations were members of the same household. (For example, if this project had four individuals negatively exit and three of those individuals were members of the same household, your response could read: "Three of the individuals that negatively exited were members of the same household. The remaining individual was a member of a different household.") [Please limit response to 250 characters]

Income Performance

APR Question:
3A. Increase or Maintain Income

Scoring Criteria:
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.

Adult participants that passed away during the measurement period do not impact the project's performance.

Source:
APR Q5 + APR Q19

Question:
Please identify the number of clients that experienced a reduction or loss of Supplemental Security Income (SSI) due to a change in living arrangements between April 1, 2023 and March 31, 2024.

APR Question
3B. Non- Cash Mainstream Benefits

Scoring Criteria:
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.

Adult participants that passed away during the measurement period do not impact the project's performance.

Source:
APR Q5 + APR Q20

Question:
How effectively does the program connect participants with non-cash mainstream benefits, as measured by the percentage of adult stayers/leavers with non-cash benefit sources, excluding stayers not yet required to have an annual assessment?

APR Question
3C. Health Insurance

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.

Participants that passed away during the measurement period do not impact the project's performance.

Source:
APR Q5 + APR Q21

Question:
How effectively does the program connect participants with health insurance, as measured by the percentage of stayers/leavers with health insurance, excluding stayers not yet required to have an annual assessment?

Utilization Performance

APR + E-Snaps Question:
4A. Bed and/or Unit Utilization

Scoring Criteria:
For PSH projects, utilization will be measured based on units utilized (per APR data).
For RRH projects, utilization will be measured using units (per APR data) plus the number of households enrolled but not yet housed.
For TH-RRH projects, utilization will be measured using units (per APR data), plus the number of households enrolled in only RRH but not yet housed.

A project may request utilization be measured based on beds instead of units by providing a written explanation of why beds is a more accurate measure.

Request consideration in advance of review and rank- SSF will request this information as part of the APR review process.

SSF will review all submissions and make recommendations on scoring this factor to the review and rank panel.

Grounds for consideration include but are not limited to:
Multiple households sharing one unit of housing;
Build units not available due to circumstances outside of provider control;
Leased up units not available due to circumstances outside of provider control.
Other circumstances will also be considered and evaluated based on merit.

Source:
APR Q7b + APR Q8b + E-Snaps

Question:
Is your project requesting utilization be measured based on beds instead of units? If yes, please explain.

e-LOCCs + E-Snaps Question
4B. Grant Spenddown

Scoring Criteria:
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.

Source:
e-LOCCs + E-Snaps

Question:
What is the percentage of funds the project has drawn down during the performance period?

[ ]

e-LOCCs Question:
4C. Quarterly Drawdowns

Scoring Criteria:
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). Award 0.5 points for each successful quarterly drawdown over the competition period

Source:
RFI
e-LOCCs

Question:
Please provide the number of drawdowns made by the project. If lower than four (4), please explain.

[ ]

Severity of Need and Service Quality

Narrative + APR Question:
5A. Severity of Needs & Special Considerations

Scoring Criteria:
Full points will be awarded for projects that fully meet one or more of the following criteria:

- Dedicated to or targeting chronically homeless families and/or individuals
- Dedicated to or target under-served populations, including: seniors, people greater vulnerabilities (consistent with CAS Extremely Vulnerable Household (EVH) criteria), and households who do not qualify for other federal, state or locally funded PSH or RRH assistance.
- Projects that do not meet the criteria provided in either of the two bullet points above but include a compelling explanation about the quantifiable gap their project fills in the community may also be awarded up to full points.

Source:
APR Q5a, Q13a1, Q14a, + Q27a

Questions:
Please identify which of the following descriptions best aligns your project:

1. Dedicated to or targeting chronically homeless families and/or individuals,
2. Dedicated to or target under-served populations: Seniors,
3. Dedicated to or target under-served populations: People greater vulnerabilities (consistent with CAS Extremely Vulnerable Household (EVH) criteria),
4. Dedicated to or target under-served populations: Households who do not qualify for other federal, state or locally funded PSH or RRH assistance,
5. Projects that do not meet the criteria provided in either of the two bullet points above but include a compelling explanation about the quantifiable gap their project fills in the community may also be awarded up to full points.

Narrative Question:
5B. Quality of Services

<u>Scoring Criteria:</u>
Award up to 7 of the 10 points possible for 5B for Successes in Quality of Services as measured based on the project's narrative explanation and detail on the extent to which the project provides services that:
Offer ongoing support to stay housed,
Are comprehensive and well-coordinated,
Are thoughtfully matched to the needs of the target population

Award up to 3 of the 10 points possible for 5B for Adherence to new CoC Standards as follows: Renewal projects must review the CoC Standards adopted in December 2023 for current adherence by project type and commit to establish a plan of action to work towards greater fidelity to those standards specific to service accessibility, quality, staffing, etc. Please include the project's current ratio of on-site direct service staff (e.g. case manager) to residents, the number of additional staff and/or volunteers support direct service staff and a brief description of the rationale and/or circumstances contributing to this approach to case management.

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.

Full points will be available to domestic violence projects that provide objective data on how they improved participant safety.

<u>Source:</u>
Narrative + Community Standards Self Review Tool

<u>Questions:</u>
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 thoughtfully matched to the needs of the target population and
4) are delivered by an adequate number of appropriately trained staff.

In your response, please include the project's (a) current case manager to client ratio, (b) number of additional staff and/or volunteers supporting the work of case managers, (c) a brief description of your rationale for this approach to case management).
[Please limit response to 1000 characters]

Compliance

Has your agency had any monitoring findings or irregularities?

○ Yes

○ No

* Narrative Question
6A. Monitoring Findings

Scoring Criteria:
The agency must report all irregularities resolved or unresolved (e.g., a concern or finding from HUD, a recommendation or finding from SSF (sub-recipients 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);

6A2. Monitoring (4 points) Award full points (4 points) for the project if:
The agency was not monitored; or If no irregularities have been revealed by any monitoring for this agency's projects in Sacramento County.

Award up to full points (4 points) for the project if:
If the agency has any monitoring findings or irregularities, the agency provides an adequate explanation to show how these have been or will be addressed. An adequate explanation includes (1) a brief explanation of 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 findings in the future AND provides relevant documentation if requested by the review panel. If a project is currently disputing findings from a and submits (1) a brief explanation of the irregularities, and (2) the most updated timeline available for disputing the irregularities.

Award up to 2 points if monitoring findings or irregularities were found for this agency but the project does not provide an adequate explanation.

Award no points if the project does not provide any information regarding monitoring OR if the project does not submit relevant documentation of reported monitoring findings upon request of the review panel.

Source:
All HUD, SSF, financial audits, or audits/ monitoring from other funding entities from the last 3 calendar years.

Question:
If this agency has not been audited or monitored, please respond "The project was not audited or monitored."

Optional 6A + 6A2 File Upload

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* APR Question:
6B. Accurate Data

Scoring Criteria:
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.

Source:
APR Q6

Question:
If your project has more than 5% data inaccuracy please explain.

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* APR Question:
6C. Timely Data

Scoring Criteria:
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 project records the entry or exit in HMIS. Projects that entered client entries/exits into HMIS in under 5 days received full points

Source:
APR Q6e

Question:
If your project has taken longer than 5 days to enter client entries/exits into HMIS please explain.

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Community

* Narrative Question:
7A. Participation in CoC Activities

Question:
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 NOFO. 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.

Source:
Narrative

Question:
Please describe how your agency meaningfully participated in at least four voluntary events (e.g., Continuum of Care committee meetings, trainings, Point-in-Time Count) in the past year, OR if your agency led at least one successful event, training, or initiative in the past year. [Please limit response to 1000 characters]

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* Narrative Question:
7B. Mandatory Training

Scoring Criteria:
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.

Source:
Narrative + SSF Staff Report Analysis

Question:
Please describe if your agency had regular attendance at least one mandatory Continuum of Care training per quarter in the past year. Please note, responses to this question will be verified by Sacramento Steps Forward staff. [Please limit response to 1000 characters]

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Enhancing Capacity

* APR Question
8A. Transitions to Permanent Housing

Scoring Criteria:
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.

Source:
APR Q23

Question:
How effectively do PSH programs facilitate successful transitions from PSH to other permanent housing, as evidenced by the percentage of individuals served who exit to other permanent housing, including housing with rental subsidies?

Bonus Factors

Narrative Question:
9B. BONUS Unique Funding

Scoring Criteria:
Award full points to housing projects that leverage a source of one-time or on-going funding that may not be used to serve individuals experiencing homelessness if this project is defunded. The funding can be in any amount to meet this criterion.

One example of funding meeting these criteria is project-based Housing Choice Vouchers because this funding is not limited to individuals experiencing homelessness. If the project loses CoC funding, the project-based vouchers may not be used to serve individuals experiencing homelessness.

Source:
Narrative

Question:
Does this project leverage a source of one-time or on-going funding that may not be used to serve individuals experiencing homelessness if this project is defunded? Please respond with either YES or NO. Please describe this funding source, including the name of the funding source, the amount of funding being used, and any restrictions associated with this funding.

One example of a funding meeting these criteria is project-based Housing Choice Vouchers because this resource is not limited to individuals experiencing homelessness. If a project with project-based Housing Choice Vouchers loses CoC funding, the project-based HCVs may not be used to serve individuals experiencing homelessness in the future. [Please limit response to 1000 characters]

Narrative Question:
9C. BONUS Organizational Commitment to Racial Equity

Scoring Criteria:
Identifying and Addressing Barriers: Based on the degree to which the organization:
Award up to one point if the organization has identified barriers to housing and services that are specifically faced by Black, Indigenous, and People of Color (BIPOC) individuals or that disproportionately affect BIPOC individuals as identified in the All In Sacramento Plan appendix, or through project level data provided by the organization; and

Award up to one point if the organization has taken concrete steps to address the identified barriers in (1) above and lessen their impact on BIPOC individuals. Steps described should be designed to address the specific experiences of BIPOC individuals.

Source:
Narrative

Question:
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.

Narrative Question:
9C. BONUS Organizational Commitment to Racial Equity Part 2

<u>Scoring Criteria:</u>
BIPOC Representation in Leadership:
Award up to three points for the organization's explanation of its commitment to serving
Black, Indigenous, and other People of Color (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.

<u>Source:</u>
Narrative

<u>Question:</u>
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 related to language accessibilities; and strategies to
ensure that the salaried leadership team is representative of the racial and ethnic population
that the organization serves. Please describe the impact or results of these strategies.