



Proposed 2018 NOFA Local Renewal and New Projects Review Process

Statement of Policy:

The Alameda County HUD CoC Committee functions as the Continuum of Care Board required by the Interim Rule to act on behalf of the membership to ensure the CoC responsibilities are fulfilled, including preparing an application for Continuum of Care funds. Under its Roles and Responsibilities, this Committee:

- Recommends guiding principles and strategic direction to the NOFA Committee based on HUD NOFA guidelines.
- Designs, operates and follows a collaborative process for submitting the CoC NOFA application to HUD.
- Delegates responsibilities to Committees and Workgroups as specified in Section D. and E. of the Alameda County Continuum of Care/EveryOne Home Governance Charter.

The Continuum of Care NOFA Committee oversees the local rating and ranking process and approves the projects' applications to be submitted for funding. The Committee:

- Integrates funding priorities and strategic direction from HUD CoC Committee.
- Develops a local application and scoring criteria in compliance with the requirements of the NOFA.
- Reads and scores proposals.
- Approves the final priority list of projects to be included in the CoC application package.

All decisions about the Alameda County Continuum of Care (CoC) NOFA Process are subject to review and approval by the HUD CoC and NOFA Committees. Our Collective Impact values community input and discussion around all aspects of the CoC. In the event of requirements or policy changes in the Notice of Funding Availability (NOFA) that necessitate changes to the scoring process, EveryOne Home staff will endeavor to provide a transparent process for discussion.

2018 NOFA Process:

- With approval of the HUD CoC Committee, EveryOne Home staff will recruit NOFA Committee members. Priority is given to members who have served in the past, or who have relevant consumer experience. Committee members will sign a "no conflict of interest" and Confidentiality forms.
- EveryOne Home, as CoC lead, designs a NOFA process proposal, and the HUD CoC and NOFA Committees approve it.
- For the 2018 NOFA Process, EOH is proposing to spread out its NOFA Local Application into three stages:
 - 1) A Renewals' Project Evaluation in which objective criteria will be scored by EOH staff at the end of the 1st/beginning of the 2nd quarter, with the NOFA committee approving Scoring Tools and Criteria proposed.
 - 2) Project Monitoring TA/Site Visits for low scoring projects or upon request during the 2nd Quarter.
 - 3) A Local Application for New/Renewal Projects after NOFA is released in the 3rd Quarter.

- A Project Evaluation Package will be released on **Friday, March 23rd, 2018**, collecting Annual Performance Reports (APR) and supplemental objective information. A complete submitted Package will contain: 1) a Project Coversheet, populated by EOH staff with basic information for each Project, to be checked by grantees to ensure accuracy; 2) a Project Evaluation form; 3) copy of the EOH Target Population Report Tool; 4) copy of the new APR Tool; and 5) any required supporting materials and documentation.
 - HUD Priorities: Target Populations and Severity of Needs will be assessed by the EOH Target Population Report Tool (same as in 2017) with updated instructions.
 - EOH has built an APR Tool that will allow easy readability and the automatic calculation of downloaded APR files (and for some project types, i.e., RRH, TAY TH, and TH-RRH system performance reports for returns to homelessness) for the following objective criteria scores: Performance Outcomes (A-D), Capacity and Utilization, and HMIS Data Quality.
 - In addition, the Project Evaluation phase will assess the following objective criteria via documentation provided by each project: Housing First adherence; Proof of Eligibility; Reports and Invoicing (screen shots of LOCCS draws and APR submission); Site Control (required for site-based projects - scattered site PSH & RRH are exempt), and Fiscal Management.
- EveryOne Home staff will complete the assessment and provide a Project Evaluation of Objective Criteria Report with preliminary scores to grantees along with next steps.
 - Objective Criteria score sheets will be made available upon request for 2 business days after release of Project Evaluation Reports. Applicants will then have 2 business days to report mathematical errors and any discrepancies in their score sheets to EOH Staff at info@everyonehome.org.
- Project Applications who receive a low score in any of the following areas: Housing First, Performance Outcomes A-D, Proof of Eligibility, Capacity and Utilization, HMIS Data Quality, or Fiscal Management may be contacted by EveryOne Home staff to schedule a Monitoring TA/Site Visit to provide support and assistance. Projects may also elect to request a TA/Site Visit to improve scoring.
- Given that the assessment of objective criteria will be done earlier, Renewal projects will respond to a much simpler Local Application, that will include Cost Effectiveness and Underspending criteria (scores and criteria to be determined by the 3rd Quarter), few Narratives (including Housing First and Quality Assurance), and a proposal to add New Questions in the following areas:
 - 1) Compliance with Equal Access Rule required by HUD (LGBT and Families)
 - 2) Client Feedback process as part of the Housing First requirements
 - 3) Community and Client Engagement, which will include a description of:
 - a) relationships and/or MOU with schools or projects to meet children's educational needs (for family/youth projects).
 - b) whether project offers volunteer/work opportunities to clients/tenants or links them with vocational programs.

These new areas will not be scored in 2018. Projects with low scoring objective criteria sections will also have an opportunity to respond to additional Narratives, after receiving TA/Site Visit support.

- New projects will respond with a full Local Application, consistent with some of the new criteria of the 2018 Local Renewal Process as adopted by the NOFA Committee.

- After the NOFA is released, the Local Application and corresponding documents will be updated to address any unexpected changes or additional HUD requirements. All changes will be approved by the NOFA Committee.
- Applicants attend a Local Application Release Conference, receive application materials, and have ample time to complete and submit their Local Application.
- All **Renewal** projects will submit a Local Application Package to EveryOne Home, including 1) the Project Evaluation of Objective Criteria Report with its preliminary scores; 2) a brief Local Application; and 3) any additionally required materials and documentation. All **New** projects will submit a Local Application Package to EveryOne Home, including: 1) a Project Coversheet; 2) the Local Application; 3) a required EOH Target Population Report Tool and APR's for comparable projects; 4) a required EOH APR Tool and APR's for comparable projects; and 5) any additionally required materials and documentations. All materials will be submitted via email as per the instructions in the Local Application Package Submission Checklist.
- Projects will also have to complete a project application in *e-snaps* at the date determined by the local process post NOFA Release.
- NOFA Committee members, and any additional readers who have been recruited to assist with Application scoring will be trained, as appropriate, and receive applications for review and scoring.
- EveryOne Home staff will review the Local Application Package and provide technical assistance/feedback. NOFA Committee members and EveryOne Home staff will determine whether project thresholds are met.
- NOFA Committee members, along with any additional readers, will meet to review and discuss Applications, and individually score them. NOFA Committee members will then finalize individual scores. Scores will be added, and Project Applications will be ranked and placed in either Tier 1 or Tier 2. The NOFA Committee will reserve the right to reorder project applicants as determined by the CoC's NOFA Guiding Principles and community needs and will not be bound to the points awarded to applications.
- The NOFA Committee has final authority to decide on all straddling situations.
- Preliminary scoring results will be delivered to applicants, along with Next Steps and the Appeals Process.
- All applicants which are eligible for an appeal will have 2 business days to submit their Appeal. Late appeals will not be considered, one appeal is allowed per project applicant.
- Appeals, if any, are reviewed by non-conflicted members of the Appeals Panel, seated by the HUD CoC Committee.
- The NOFA Committee will meet to consider and approve the final CoC Rating and Ranking List. If any renewal project does not apply for funding or is identified by the NOFA Committee as in need for reallocation, that funding may be reallocated. The NOFA Committee will make all final decisions on reallocating funding from any project.
- EveryOne Home staff will generate the final Rating and Raking List, to be posted on the EOH website and announced on the EOH mailing list and social media accounts.
- Applications will be submitted with the County-wide Consolidated Application, and all project applicants will be invited to attend the 2018 NOFA debrief in early 2019.

2018 Appeals Policy and Process

Statement of Policy:

Applicants may appeal if the application was: 1) not evaluated according to the published local NOFA process **AND/OR**; 2) Evaluated in a way that violates federal regulations **AND**; 3) The adjustment of scores has the possibility of changing in which Tier an Applicant project is ranked **OR** whether an Applicant project is included in the package at all. All notices of appeal must be based on the information submitted by the application due date. No new or additional information will be considered, except in the case of reallocation. Projects may submit one appeal – the decision of the Appeals Panel will be final. The final date to submit an appeal will be: -- --, 2018. Late appeals will not be reviewed.

New in 2017, the Appeals Panel is convened for this purpose and made up of three non-conflicted members, representing the EveryOne Home Leadership Board, HUD CoC Committee, and NOFA Committee. The role of the Appeals Panel is to read and review only the areas of the application highlighted in the appeal.

Process:

- The preliminary Rating and Ranking List is posted on the EveryOne Home website, including dollar amount and point scores.
- Each agency will have 2 business days to both report mathematical errors in scoring and request their Project Evaluation of Objective Criteria score sheet, including relevant HUD CoC NOFA Committee comments. Score sheets will be provided via email only.
- Eligible Appeals criteria: Any project that is: 1) not evaluated according to the published local NOFA process **AND/OR**; 2) evaluated in a way that violates federal regulations **AND**; 3) the adjustment of scores has the possibility of changing in which Tier an Applicant project is ranked **OR** whether an Applicant project is included in the package at all. All Appeals must be submitted electronically to info@EveryOneHome.org **AND** lguzman@everyonehome.org
- The notice of appeal must include a written statement specifying in detail each of the grounds asserted for the appeal. The appeal must be signed by an individual authorized to represent the sponsor agency and must include: 1) the specific sections of the application on which the appeal is based and; 2) backup documentation to support claims. Appeals submitted with no backup documentation will not be considered.
 - Projects facing reallocation will be provided the opportunity to make a presentation via phone conference. The presentation is limited to 5 minutes and must be more robust than traditional appeals. Following the presentation, the Appeals Panel will have the opportunity to ask questions of the appealing agency.
 - Results of an appeal to reallocation will not have effect on the projects rank, it will affect the decision to reallocate funds only.
- The Appeals Panel will review and evaluate all notices of appeal and decide whether the appeal has any validity based on the evidence provided and the appeals policy.
- All valid appeals will be read, reviewed, and evaluated by the Appeals Panel.
- Agencies will receive, in writing, a decision of the Appeals Panel within 1-business day.
- **THERE WILL NOT BE A SECOND ROUND OF APPEALS.**
- Appeals Panel membership is submitted for consideration and approval by the HUD CoC NOFA Committee.