



2018 NOFA Local Renewal and New Projects Review Process

Updated 7/13/2018

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.
- Participates in the Rating and Ranking process and approves the final Priority List of projects to be included in the CoC Consolidated 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, the CoC has spread 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 and Renewal Projects after NOFA is released in the 3rd quarter.

1) **RENEWALS' PROJECT EVALUATION STAGE:**

- A Project Evaluation Package will be released on Tuesday, March 27th, 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 EOH 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 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; Client Eligibility (previously a Narrative); Reports and Invoicing (screen shots of LOCCS draw and APR submission); Site Control (required for site-based projects - scattered site PSH & RRH are exempt), and Fiscal Management.
- **Projects renewing for the first time that are not yet under contract, or which were not in operation for a full twelve months since October 1, 2016:** Renewing projects without a year of operation and expenditures need only submit an updated Project Cover Sheet. They will receive the score awarded when they applied as a new project and be ranked according to that score.
 - **Projects with a start date later than October 1, 2016 and a full year of program data** may elect to receive the score awarded when they applied as a new project **or** submit a full Project Evaluation Package based on data from their start date to twelve months later. Projects that choose to keep their prior score need only submit an updated Project Cover Sheet.
 - **New TH-RRH Projects can have the option** to: 1) Keep the score obtained when applying as a new TH-RRH project in 2017, or 2) Be evaluated according to data from 2017 as a general TH Project.
 - **For "new" Projects who elect their prior scores**, the NOFA Committee has recommended they complete a Milestone Site Visit to support project competes well in the 2019 Competition and evaluate project's quality and compliance.
 - **Technical Support:** A ZOOM meeting will be scheduled for **Friday, March 30th** with the EveryOne Home Staff. Any projects needing Technical Assistance to run either the EveryOne Home Target Population Report Tool, the EveryOne Home Annual Performance Report (APR) Tool, or who have any other questions related to the Project Evaluation Package are invited to attend remotely.
 - A Frequently Asked Questions (FAQ) period will begin on April 2, 2018 and end on April 6, 2018. All questions received will be responded to individually in writing as well as posted to the EveryOne Home website on Friday, April 6, 2018.
 - 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.

2) **TECHNICAL ASSISTANCE AND PROJECT MONITORING SITE VISITS**

- EveryOne Home team will review Project Evaluation Report's preliminary scores from the and provide a Risk Assessment Report of low scoring sections to the NOFA Committee. The NOFA Committee will recommend the threshold and criteria for EOH to provide Technical Assistance and Project Monitoring site visits to increase scoring during the 2018 Local Competition and evaluate project's quality and compliance.
- Project Applications who receive a low score in any of the following areas: Housing First documentation, Performance Outcomes A-D, Client Eligibility, Capacity and Utilization, HMIS Data Quality and/or Fiscal Management will be contacted by EveryOne Home staff to schedule a Technical Assistance or Project Monitoring Site Visit to provide support and assistance. Projects may also elect to request a TA/Site Visit to improve scoring.
- Per NOFA Committee, the following criteria has been established for Projects with low scoring sections:
 - Housing First Documentation – Projects who scored 3 out of 6 (or below) during the Project Evaluation must attend a Housing First Technical Assistance session and will be invited to submit additional or updated Housing First documents (that reflect Housing First compliance) during the Local Application. Projects who submit additional and/or updated documentation may increase points for this section.
 - Performance Outcomes A-D – Projects who received a low score in any of the four Performance Outcomes (A-D) must attend a Monitoring Site Visit and will be invited to submit an updated APR (or comparable data) from a more recent period and a brief Narrative to be reviewed and scored by the NOFA Committee. Projects that submit additional documentation may increase points for this section.
 - Client Eligibility – Projects who received a low score under Client Eligibility must attend a Monitoring Site Visit and will be invited to submit updated Eligibility documentation such as revised Housing Application or Participant Agreement during the Local Application. Projects who submit additional and/or updated documentation may increase points for this section.
 - Capacity & Utilization – Projects who received a low score for this section must attend a Monitoring Site Visit and will be invited to submit an updated APR from a more recent period and a brief Narrative to be reviewed and scored by the NOFA Committee. Projects that submit additional documentation may increase points for this section.
 - Fiscal Management – Projects who received a low score in Fiscal Management with an official finding will be invited to provide documentation of a formal response by the Agency and/or funding partners on how they have addressed the deficiency during the Local Application. Projects who submit a formal response may receive up to 2 points for this section.

3) **LOCAL APPLICATION FOR RENEWALS AND NEW PROJECTS**

- Renewal projects will respond to a much simpler **Renewals Local Application**, that will include the following sections: 1) Cost Effectiveness; 2) Spending (objective criteria scored by EOH); 3) Housing First Narrative and; 4) Quality Assurance Narrative, both to be reviewed and scored by the NOFA Committee.
- In addition, per NOFA Committee
 - All Renewal Projects will be invited to submit additional or updated Housing First documents (to reflect Housing First compliance) and may increase points for this section.

- All Renewal Projects that scored less than full points for certain Performance Outcomes may attach an APR (or equivalent report) from a more recent period than the Project Evaluation Package and may increase points under each section, as applicable. For sections such as Fiscal Management, projects that did not score points due to Audit findings may increase points by providing documentation of finding resolution.
- All Projects (Renewals and New) will be invited to respond to two additional questions, that will not be scored in 2018:
 - Compliance with Equal Access Rule required by HUD (LGBTQ and Families)
 - 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.
- All Renewal projects will submit a Local Application Package to EveryOne Home, including: 1) a brief Renewals Local Application; and 2) any additionally required materials and documentation. After the NOFA is released, the Renewals Local Application may be updated to address any unexpected changes or additional HUD requirements. All changes will be approved by the NOFA Committee.
- All New proposed projects will submit a **New Projects Local Application** Package to EveryOne Home, including: 1) a Project Coversheet; 2) the New Projects Local Application; and 3) any additionally required materials and documentations according to NOFA’s new projects requirements. New Projects Application will be approved by the NOFA Committee, and all materials will be submitted via email as per the New Projects’ Local Application Package Submission Checklist.
- Applicants will be invited to attend a Bidder's Conference, receive application materials, and have ample time to complete and submit their Local Application.
- All Projects will also have to complete a project application in *e-snaps* at the date determined by the local process.
- 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 for subjective criteria. 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.
- 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 (see 2018 Alameda County HUD CoC Appeals Process below). Appeals 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 Alameda County HUD CoC Appeals Process

The NOFA Committee has developed a formal Appeals process for the HUD CoC NOFA local competition, which was approved by the HUD CoC Committee on June 20, 2017.

What can be appealed: An application that

- a. Was not evaluated according to the published local NOFA process AND/OR
- b. Evaluated in a way that violates federal regulations AND
- c. 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. Note: this includes any Project that meet Appeals Criteria #1 and/or #2, and its initial Rating and Ranking score appears very close to the end of Tier 1 and can be moved down to Tier 2 as a result of scoring post appeals.

2) What is not eligible for appeal:

- a. Errors or omissions by project Applicants
- b. Projects that do not meet threshold
- c. Dissatisfaction with Project's scores
- d. Need for funds
- e. Appeals submitted after stated deadline

3) Process:

- a. NOFA Committee will release the first Rating and Ranking List on Friday, August 31, 2018, including dollar amounts and point scores.
- b. In the unlikely event of a mathematical error, Applicants must report the issue to EveryOne Home within 48 hours of release of the Rating and Ranking List, for the error to be corrected. The Rating and Ranking List and scores will be reissued with the appropriate corrections at the time of the release of the final Rating and Ranking List.
- c. Applicant projects have from Wednesday, September 5, 2018 through the close of business day (CBD) on Friday, September 7, 2018, to register any appeals via email. Appeals and any supporting documentation should be emailed to info@everyonehome.org. Appealing projects will be limited to the grounds raised in the original appeal, and only on items/attachments that were included in the initial project's Application.
- d. All appeal requests will be confirmed via email within one (1) business day of submission. All appeals submitted before the deadline will be posted to the EveryOne Home website within 24 working hours of the deadline. All Applicant projects who wish to submit appeals will be subject to this deadline. There will not be a second round of appeals.
- e. Agencies will need to provide, in writing and with supporting examples/backup documentation, specific sections of the Application on which the appeal is based, and/or sections or examples where local guidelines or regulations were violated.
- f. The appeal's request must specify facts and evidence sufficient for the Appeals Panel to determine the validity of the appeal (see What can be appealed above). Appealing

projects will be limited to the grounds raised in the original appeal, and only on items/attachments that were included in the initial project's Application.

- g. The Panel will have until Tuesday, September 11, 2018 to review all submitted appeals and back up documentation.
- h. The HUD NOFA Committee will approve and finalize the final Rating and Ranking List on Thursday, September 13, 2018.
- i. A final Rating and Ranking List reflective of any changes generated by appealing projects will be issued by EveryOne Home staff and published on the EveryOne Home website on Friday, September 14, 2018.