



2019 CoC Renewal Project Local Application Instructions

On behalf of Alameda County's Continuum of Care (CoC) Lead Agency, EveryOne Home is inviting renewing CoC projects anticipating CoC-funds in 2019 to submit a Local Application. The United States Department of Housing and Urban Development (HUD) requires that all Project applications included in the CoC Consolidated Application be rated and ranked by the local Continuum of Care. This includes any projects applying for renewed funding and any new applicants.

This Application is for Renewal Projects only. Newly **proposed** projects are asked to complete a New Project Local Application will be available for download on the [EveryOne Home website](#) after the Bidders Conference.

Local Application:

Eligible Renewal Projects

Applicants for Renewal Projects must be listed as the current grant recipient on the CoC's 2019 Grant Inventory Worksheet approved by HUD. Eligible projects for renewal must have an existing grant agreement or expect to be under contract no later than December 31, 2019 for funds awarded in a previous application round. If you have a question about whether you are listed in the Grant Inventory Worksheet (GIW), please contact Riley Wilkerson at Riley.Wilkerson@acgov.org from Alameda County Department of Housing and Community Development, which functions as the CoC Collaborative Applicant.

Eligible renewal projects will have the ability to consolidate two or more projects (up to four) into one project application – without having to wait for a grant amendment to be executed to consolidate two or more grants. To be eligible for consolidation, projects must have the same recipient and be for the same component. Transition grants cannot use the consolidation process in the FY 2019 NOFA Competition. Projects with outstanding audits or findings, obligation to HUD in arrears, history of poor financial management/drawdowns, or low-occupancy and/or capacity will not be allowed to consolidate. Given the complexity of applying for consolidation, all applicants should carefully review criteria in the 2019 NOFA, under Section V.3.a.(6). Eligible renewals will receive 2 points for applying to consolidate their existing grants.

Projects that **consolidated** during the FY 2018 process are still required to submit an application. However, this will be limited to one renewal application and can be a project of your choice (within the consolidation). Project must have full twelve months of data since October 1, 2017 to be evaluated.

Projects that underwent an **expansion** in FY 2018 and were awarded additional funds to add beds, units and/or services in FY 2018, are also required to submit applications and be evaluated according to data from their "parent" or "root" project.

Projects that **reallocated** from general Transitional Housing (TH) to the TH and PH-RRH joint component are required to submit an application and be evaluated according to their existing general Transitional Housing data.



Renewing **new projects** that do not have access to one year of operating data since October 1, 2017 need only to submit an updated and completed Cover Sheet (if they have not done so already). The HMIS and Coordinated Entry (CE) Projects will not receive scores and will be placed automatically at the bottom of Tier 1. Renewing **new projects** will be placed in Tier 1, immediately above the HMIS and Coordinated Entry projects. The relative ranking of these projects will be alphabetical.

All items described below are **required** to be attached for Projects to receive full points on a related section of the application. There is also a checklist included with the Form which can be utilized to ensure that all relevant items are enclosed.

Required Documentation for Local Application:

1. Local Application Form

- i. A completed Local Application
- ii. Cover Sheet-- EveryOne Home staff sent Project Cover Sheets to renewing projects in June to confirm and/or update information. If you have not submitted your Project Cover Sheet, please include it with your application. Responses must align with information on the 2019 GIW, HIC and 2018 APR and include an appropriate contact for the project.

2. HMIS-Based Reports:

- i. Annual Performance Report (or equivalent report for non-HMIS providers) from date range: October 1, 2017 – September 30, 2018, not the calendar year.

3. Grant and Fiscal Management Documents—Lead Agencies Only

- i. Proof of submission of the last three APRs, including due date and date of submission.
- ii. Proof of LOCCS draws, including date of draw request, for the last two complete grant cycles.
- iii. Most recent annual audit with Management Letter. For Audits with findings, please also include a formal documented response by the Agency and/or funder on how they have addressed the deficiencies. Agencies not required to have an annual independent audit, must submit financial statements from the most recently ended fiscal year prepared according to Circular A-133 generally accepted accounting principles. Jurisdictions and public agencies may provide a link to their audits, with page numbers of relevant information such as findings.

Optional Documentation for Local Application:

4. Supplemental Calculator for determining score of Performance Outcomes, Data Quality and Capacity and Utilization

Renewal Project Local Applications will be scored on a 100-point scale in five categories:

1. Performance Outcomes = Up to 48 points
2. Narrative for Coordinated Entry/Serving Highest Need Populations= Up to 8 points
3. Grant Management and Cost Effectiveness = Up to 22 points
4. Organizational Capacity = Up to 18 points
5. Incentive Points = Up to 4 points

The scoring tool at the back of this application details how projects earn points in each category. The application form and the scoring tool are tightly linked. As you prepare the application, the scoring chart at the end of this Local Application can be detached and used alongside many of the sections to self-score.



In addition, all Renewal Projects must now meet threshold for the following criteria:

1. Coordinated Entry Participation and Compliance
2. Low Barrier/Housing First Policies (new threshold)
3. Client Eligibility Policies (new threshold)

Projects that are not planning on renewing their CoC funding:

Projects who find mainstream funders to cover project costs with resources that are a better fit, or that determine they are unlikely to receive the minimum score in the Local Competition may elect not to submit an eligible project for renewal. Projects eligible to be renewed, but not planning on renewing CoC funding in the 2019 NOFA competition should **notify EveryOne Home via email at info@everyonehome.org by August 17, 2019** to certify the projects' withdrawal in writing.

The funds for projects not electing to renew will be added to the pool of available funds for reallocation to new projects. **The decision not to renew is permanent.** Once eliminated from the package, the same project cannot reapply in subsequent years. Only **new** projects created by reallocated funds or bonus funds can get added to our package in future application rounds.

Voluntary reductions of grants: Projects that have consistently underspent funds may consider reducing their renewal amounts. Page 1 of the application has a space to indicate if the amount requested is less than the amount indicated on the GIW and by how much. Projects cannot request more than what is listed on the GIW. Renewal projects will receive 2 points if they voluntarily reallocated unspent funds.

2019 Review and Ranking Process:

Alameda County's approved Annual Renewal Demand (ARD) = \$36,618,328. The CoC can submit renewing and reallocated projects for up to that amount plus an additional \$1,830,916 in bonus new projects and up to 1,061,972 additional Domestic Violence (DV) Bonus projects funded by the 2019 new DV Bonus. The consolidated application to HUD will also include a CoC Planning Grant, requested only by the Collaborative Applicant for CoC-related activities, which is not ranked competitively and does not affect the amount available to projects. The total funds requested from Alameda County that are competitively scored cannot exceed \$39,511,216.

HUD continues to require CoCs to rank their projects in two tiers, Tier 1 and 2. Tier 2 projects are at risk of not getting funded and must compete against all other Tier 2 projects nationally. For 2019, Tier 1 is \$34,615,928 and Tier 2 is \$2,002,400. HUD will fund Tier 2 projects after it has made funding awards to all Tier 1 projects nationally.

Projects must score a minimum of **60 points** to be assured inclusion in the application package. Projects scoring below that threshold will be reallocated. Applicants are strongly encouraged to review the Local Application, and to self-score their project on the performance indicators as soon as possible to determine if they will meet the minimum score. If in self-scoring the project does not appear to meet threshold, please contact info@everyonehome.org.

In addition to the total score projects receive, reviewers may use additional factors to break ties, adjust the final ranking to place the maximum dollars in Tier 1, include projects that score below 60 points, and/or meet other local objectives for a strong and balanced package that maximizes points for the entire Continuum. Factors that may be considered include:



- the geographic and population diversity of the projects included;
- the projected impact of the loss of any residential buildings on homeless people;
- the expiration date and amount of the grant.

For more information on the 2019 Review and Ranking Process, including the Appeals Process, [visit the EveryOne Home website.](#)

Submission Requirements:

All project types must submit their Local Application via email to EveryOne Home at info@everyonehome.org, by **August 23rd at 5:00 p.m.** The file name for the attachment document should reflect the Applicant and Project names.

Save your completed application and its attachments as a PDF with agency, project, and content in the file name and attach to an email to info@everyonehome.org to submit as described on Page i. Multiple PDFs for agencies with large files for backup are acceptable.

2019 NOFA Timeline Highlights:

- Local Application for Renewals released – **July 24th**
- FAQ period begins – **July 24th**
- FAQ period ends – **August 13th**
- Local Application for Renewals due back to EveryOne Home – **August 23rd**
- Preliminary Rating & Ranking List scores released to Projects – **September 9th**
- Appeals Period begins – **September 11th**
- Appeals Period ends – **September 12th**
- Final Rating & Ranking List released to Projects – **September 15th**

For questions, please contact EveryOne Home at info@everyonehome.org. During the Frequently Asked Questions (FAQ) period, questions will be responded to individually and posted to the EveryOne Home website.