



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.

2018 HUD CoC NOFA Competition Bidders' Conference

Oakland City Hall

1 Frank H Ogawa Plaza, Hearing Room 3

July 20th, 2018

1:30 – 5:00pm



Agenda

1. Welcome
2. 2018 Guiding Principles
3. Local Process and Key Dates
4. 2017 NOFA CoC Scores Analysis and Strategic Direction from HUD CoC Committee
5. 2018 NOFA: Key Changes
6. Overview of Local Applications
 - A. Renewals
 - B. New Projects
7. Q & A Session

2018 Guiding Principles

1. Maximize resources available to the community
2. Package submitted will align with HUD priorities in order to meet local needs
3. Prioritize ensuring existing residential capacity and housing stability is maintained system-wide
4. Keep the renewal process as simple as possible
5. Continue to emphasize project performance and the submission of projects that will meet HUD's thresholds
6. Support individual projects seeking to reallocate or reclassify where relevant
7. Facilitate a clear, fair and transparent local process
8. Advocate locally and nationally to protect and fund projects that add value to our Continuum of Care and response to homelessness

Local Process and Key Dates

- **February 27th: 2017 NOFA Debrief Session held – Launching of 2018 NOFA Process**
- **March 23th: Renewals' Project Evaluation (PE) Package released**
- **April 30th: Preliminary results of PE released**
- **June 1st: Technical Assistance and Project Monitoring Sessions started**
- **June 20th - FY 2018 CoC Program Competition Opens: Notice of Funding Availability (NOFA) was released**

Local Process and Key Dates

- **July 17th - HUD CoC and NOFA Committee held the joint session. HUD CoC Committee proposes Strategic Direction to respond to 2018 NOFA**
- **July 20th - Bidders' Conference: Committee finalized local process and application and releases it to applicants**
- **July 20th through Aug 2nd – Frequently Asks Questions (FAQ) period: Staff and NOFA Committee will address applicant questions. Answers to all questions will be published on the EveryOne Home website July 31st and August 3rd.**

Local Process and Key Dates

- **August 17th by 5pm: Local Applications due to info@everyonehome.org**
- **TBD: E-Snaps Application due by Close of Business Day (CBD)**
- **August 31st – Preliminary scores and Rating & Ranking release**
- **Sept 5 – Sept 7: Appeals period**
- **September 14th : Final Rating & Ranking List release**
- **September 18th : Consolidated Application due to HUD by 5:00 PST**

How our CoC scored in 2017

Category	Total Possible Points	Our Points Awarded
CoC Structure and Governance	50	45.75
Data Collection and Quality	46	24
Performance and Strategic Planning	82	65.5
Cross-Cutting Policies	22	22
Totals	200	157.25

How are CoC scored in 2017

- We scored 2 points below our 2016 score, and just slightly better than we predicted for 2017.
- Our 2017 score was **9.75 points** above the national median (147.5), but 2.5 points below the weighted median. Given that our Annual Renewal Demand (ARD) is one of the highest in the country, it appears that higher ARD Continuums do not benefit from score weighting.
- Our 2017 funding award of \$35,327,971 = equivalent to our ARD and included additional \$1,484,942 in FMR adjustments. One renewal at the bottom of Tier 2 and proposed bonus projects were not funded.
- Given last two years scoring, it is uncertain whether we will receive bonus projects funding

Strategic Direction from HUD CoC Committee

The HUD CoC Committee considered several factors and sources in the development of the 2018 Strategic Direction given to the HUD NOFA sub-committee, including:

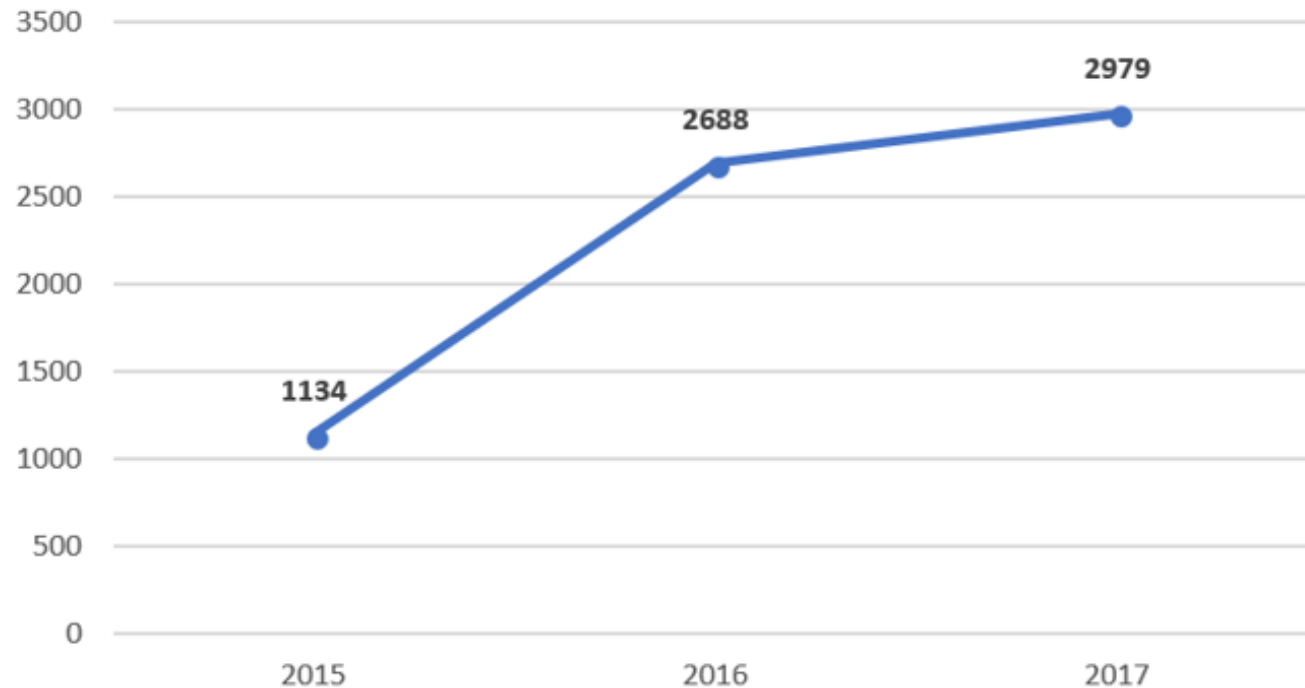
- Reviewing the NOFA issued 6/20/2018:
<https://www.hudexchange.info/resources/documents/FY-2018-CoC-Program-Competition-NOFA.pdf>
- Reviewing NOFA 2018 changes and opportunities, our 2017 score and HUD's feedback
- Reviewing community input from 2017 NOFA and soliciting further input at an open meeting on 2/27/18

Strategic Direction

- Without increasing local investment and aligning strategies to impact system performance, our Continuum is at serious risk of losing HUD funds in future NOFA rounds.
- As HUD continues to increase its ranking of Continuum's based on system performance, we must advocate the urgency of marshalling resources and strategies to improve aspects of system performance that are beyond the scope of HUD CoC funded individual projects

Example: First Time Homeless

System Performance Measures 2015-2017



Strategic Direction

- For example, this 162% increase in first time homelessness between FY 2015 and FY 2017 is a prevention issue, and there are not prevention projects in the HUD CoC package
- From HMIS 2017 data, we also know that for every 2 people becoming homeless for the first time only 1 is finding permanent housing
- The call from the HUD CoC to our Leadership Board, elected officials and community at large is that in order to decrease first time homelessness, we must advocate for the expansion of our system capacity for prevention assistance

Strategic Direction

- Recommendation 1: **Strategic and purposeful Reallocation of Projects to better meet the needs of the Continuum of Care:**
 - For this year and future years, the HUD CoC Committee strongly recommends strategic reallocation of Projects with unspent funds and existing Projects seeking to convert to other project types (such as TH projects seeking to reallocate to Joint TH and PH-RRH projects) that strengthens our system and application package and is aligned with our guiding principles

Strategic Direction

- Recommendation 1: **Strategic and purposeful Reallocation of Projects to better meet the needs of the Continuum of Care:**
 - **Continue to utilize strategies already in use:**
 - Maintaining a minimum scoring threshold (Projects must score more than 60 points in the Local Application to be included in the package; and
 - Invite voluntary reallocation

Strategic Direction

- **Recommendation 2: Incentivize the consolidation of existing renewal projects.**
 - 2018 NOFA allows two or more projects eligible for renewal to consolidate and apply for funding to be combined into a single renewal project (once awarded).
 - Our CoC package includes 50 projects+ (many are similar or identical projects held by the same grantee and difficult to manage separately).
 - Grantees can benefit from this opportunity, as consolidation was a very difficult process as outlined by HUD in the past.

Strategic Direction

- Recommendation 3: **Invite applications for reallocation and bonus projects** for reallocation of renewal projects and expansion of existing CoC-funded and non CoC-funded projects
 - Limit the invitation of new projects under Reallocation and Bonus funds to existing renewal projects seeking conversion to other project types and expansion of existing CoC-funded and non CoC-funded projects (PSH, RRH, Joint TH-RRH, and HMIS, and/or to target DV survivors)
 - This strategy is intended to achieve HUD's expressed desire, to see projects fully occupied and expending funds as quickly as possible.

Strategic Direction

- Recommendation 3: **Solicit applications for the new 2018 Domestic Violence Bonus (DV Bonus)**
 - HUD added up to \$50 mi in DV Bonus to provide housing and services to survivors of domestic violence, dating violence, sexual assault, stalking and trafficking (DV Survivors)
 - Up to 3 new projects may be included in the package (one for each: Rapid Rehousing, Joint TH and PH-RRH and Support Services Only – Coordinated Entry)
 - Our CoC welcomes this opportunity as DV Bonus projects will strengthen our ability to better serve DV survivors and our NOFA response to HUD, which is prioritizing DV survivors.

NOFA 2018 Available Funds

- Tier 1 is 94 Percent of the CoC's ARD amount
 - Permanent Housing Bonus: 6% of CoC's ARD
 - **Total Annual Renewal Demand (ARD)** = \$34,329,783
 - **Tier 1 Amount (94% ARD)** = \$32,269,996
 - **ARD in Tier 2 (6%)** = \$2,059,787
 - **Bonus** = \$2,059,787
 - **Total Tier 2 (6% + Bonus)** = \$4,119,574
 - **DV Bonus (new)** = **\$1,062,887**
 - **CoC Planning Grant** = \$1,029,893
 - **2018 Total Submission allowed** = **\$37,452,457**
- (does not include CoC Planning Grant)

NOFA 2018: Key Changes

- **System Performance and CoC Coordination**
 - The most relevant change in this year's NOFA is an even stronger emphasis on **performance criteria**
 - As highlighted in the Chart below, there are 5 points increase in the CoC Coordination and Engagement section, 7 points increase in System Performance's evaluation, and a decrease of 12 points for the Performance and Strategic Planning section.
 - 2 New questions for CoC Coordination and Engagement: CE implementation and Addressing Racial disparities

NOFA 2018: Key Changes

Category	2017 Value	2018 Value
CoC Coordination and Engagement	43	48
Project Ranking, Review, & Capacity	29	29
HMIS	13	13
PIT Count	6	6
System Performance	49	56
Performance and Strategic Planning	60	48

NOFA 2018 Key Changes

Consolidation

- Eligible renewal projects will have the ability to consolidate two or more projects (up to four) in one project application – without having to wait for a grant amendment to be executed to consolidate two or more grants. (NOFA, Page 9).
- Applicant must consult first with HUD Field Office on whether the Project is eligible for consolidation.
- HUD will not permit a transitional housing and a PH project to be consolidated to form a Joint TH and PH-RRH or a transition grant to be consolidated with any other project (Page 9)

NOFA 2018: Key Changes

- **Transition Grants**

- New project applicants can now transition an existing renewal project (e.g. TH) to another component (e.g. PH-RRH) through a Transition grant. Must use the reallocation process to convert the existing renewal to one of the new eligible components (NOFA, Page 8)
- Up to 50% of each transition grant may be used for costs of eligible activities of the program component originally funded
- Project will have one year to fully transition from the original component to the new component and must have the consent of the Continuum of Care (CoC)

NOFA 2018: Key Changes

- **Expansion of existing projects**
 - Renewal projects may again expand current operations by submitting a new project application to add units, beds, persons served, and services provided to existing participants, or in the case of HMIS, increase the current HMIS grant activities.
 - Projects can expand CoC and non CoC funded programs funded by other than CoC funds, except to replace state or local funds.

NOFA 2018: Key Changes

- **Domestic Violence Bonus**
- 1-year funding request for the following project types:
 - PH-RRH projects that follow a Housing First approach
 - Joint TH and PH-RRH that follow a Housing First approach
 - SSO-CE projects to implement policies, procedures, and practices for Coordinated Entry to better meet the need of survivors of DV survivors (NOFA Page 8)
- Only one project application for each project type allowed
- Existing renewal project not dedicated to DV survivors may expand and dedicate additional units, beds, persons served, or services for this population.
- Although they are locally scored and ranked along renewals and bonus, HUD requires DV Bonus Projects listed on the new Projects CoC Priority Listing with a unique rank number (NOFA, Page 12)



Overview of Local Applications (Renewals and New Projects)

Local Applications: The Basics

- Renewals and New Projects Local Application packages due to EveryOne Home on **August 17th, 2018** [by 5 pm.](#)
Send submissions in PDF form to info@everyonehome.org
- Preliminary Local Rating and Ranking list will be announced on **August 31st, 2018**
- Final Rating and Ranking list due to appeals (if needed) will be published on **September 14th** at EveryOne Home website
- Complete Collaborative Application posted on EveryOne Home website due **September 16th**

Local Applications

- As of 2018, EOH will be returning to two separate applications for renewing and new projects:
 - **Renewal Local Application (to complete Stage 3 of 2018 NOFA Process)**
 - **Much simpler application with two narratives for Housing First and Quality Assurance**
 - **Two objective criteria scoring:**
 - **Cost Effectiveness**
 - **Spending**
 - **One new question for projects with households with children and youth to describe how they meet children educational needs**
 - **Ability to provide additional, updated or recent documentation with the possibility of increasing Project Evaluation Preliminary scores**
 - **Incentive for Projects seeking and eligible for Consolidation**

Local Applications

- As of 2018, EOH will be returning to two separate applications for renewing and new projects:
 - **New Projects Local Application for:**
 - CoC funded projects seeking to reallocate existing projects into a new component – May also apply for a Transition Grant
 - CoC funded and non-CoC funded projects seeking to expand operations:
 - New PSH Dedicated PLUS or PSH with 100% CH
 - New RRH (individuals and families, including unaccompanied youth)
 - New Joint TH and PH-RRH component
 - New HMIS
 - CoC funded projects can expand to serve DV survivors
 - CoC and non-CoC funded projects applying for DV Bonus:
 - New RRH
 - New Joint TH and PH-RRH
 - New SSO-Coordinated Entry to implement policies, procedures and practices to better serve the needs of DV survivors

Threshold Requirement for 2018 Local Process

- All applicants who receive HUD CoC funding are required to participate in Coordinated Entry (CE)
 - Applicants will be required to certify in application they are aware of this expectation and are already complying or will comply with CE
 - Projects must notify CE of all openings and fill those openings with participants referred from CE
- All PSH projects must have executed a Memorandum of Understanding with Home Stretch

Renewals Local Application Scoring

- Renewal Project Local Applications will be scored on a **21-point** scale in five categories:
 - Narrative for Housing First (scored by NOFA Committee) = Up to 4 points
 - **Spending = Up to 5 points**
 - **Cost Effectiveness = Up to 2 points**
 - Narrative for Quality Assurance (scored by NOFA Committee) = Up to 7 points
 - **NEW**: Consolidation of existing renewals will receive 3 points (must attach written notice from HUD as “eligible” for consolidation)

Renewals Local Application Scoring

- Scores to be awarded to renewal projects during the Local Application (up to 21 points possible) are cumulative with preliminary scores awarded to the Project Evaluation Package (up to 79 points) for a total of **100 points** possible.

Renewals Local Application Scoring

- Renewal Projects may also increase Project Evaluation Preliminary scores under the following four Sections:
 - Documentation for Housing First = Up to 6 points
 - Documentation for Client Eligibility = Up to 5 points
 - Performance Outcomes = Up to 32 points
 - Fiscal Management = Up to 2 points
- Projects seeking to increase Project Evaluation Preliminary scores must attach required documentation described on Application

New Projects Application Summary

- New Projects creation
 - Through Reallocation
 - May apply for Transition grant to support eliminating existing project to create new component (from TH to RRH)
 - Through Expansion of existing operations
 - CoC funded – including targeting DV survivors not currently targeted
 - Non CoC funded for PSH, RRH and Joint component (needs qualification and experience)
 - HMIS
 - DV Bonus
 - CoC and Non CoC funded for RRH, Joint and SSO-CE

New Projects Application Scoring

- New Project applications will be scored on a 100-point scale in five categories:
 - Primary Activity Type = Up to 5 points
 - How Project Addresses Local and HUD Priorities = Up to 25 points
 - Added: Whether Project will improve system performance
 - Outcome Performance = Up to 32 points
 - Grant Management = Up to 20 points
 - Organizational Capacity = Up to 18 points
 - Added: Capacity to serve population targeted by Project

Appeals Process

- What can be appealed: An application that
 - Was not evaluated according to the published local NOFA process **AND/OR**
 - Evaluated in a way that violates federal regulations **AND**
 - **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.**
 - includes any Project who 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.

Appeals Process

- What is not eligible for appeal:
 - Errors or omissions by project Applicants
 - Projects that do not meet threshold
 - Dissatisfaction with Project's scores
 - Need for funds
 - Appeals submitted after stated deadline
- Process:
 - Please review Exhibit A – 2018 Appeals Project at EveryOne Home website

Submission Deadlines and Requirements

- Submission of Renewals and New Projects Local Application by **August 17th at 5 pm**
- Frequently Asked Questions (FAQ) period starts today and ends on **August 2nd**
- Include back-up documentation in a PDF – this file name must include the name of the program and agency
- Projects must also complete a project application in *e-snaps* by close of business on **TBD**

Resources on Website

Electronic versions of the Renewal and New Projects Applications and Appendices can be downloaded from the Everyone Home website at:

<http://www.everyonehome.org/our-work/hud-coc-nofa>.



Questions or Comments

2017 HUD CoC NOFA Debrief Input Session

Oakland City Hall, Public Hearing Room 3

February 27, 2018

1pm-3:30pm



EveryOneHome

Ending Homelessness
in Alameda County

Agenda

1. Welcome and Introductions - Agenda
2. 2017 NOFA Local and National results: Brief Overview
3. 2017 NOFA Process
 1. Overview
 2. Feedback
4. Looking Ahead: New and Proposed 2018 NOFA Local Renewal Review Process
5. Community Input
6. Next Steps and Wrap Up

The background features abstract geometric shapes in various shades of blue and green, creating a modern and professional look. The shapes are layered and semi-transparent, with some pointing towards the corners of the slide.

2017 Local and National Results: Brief Overview

Local and National Results:

Outcomes Results of Local Process

- The 2017 ALCO local process completed with a total of 50 projects.
 - 45 projects fully in Tier 1
 - 1 project straddled the line of Tier 1 and Tier 2
 - 4 projects fully in Tier 2, including 2 renewals and 2 new
- Total 2017 ALCO funding request = \$35,839,404
- On January 11, 2018, HUD announced the 2017 Continuum of Care competition funding awards. ALCO was awarded a total of \$35,327,971 for its combined Tier 1, Tier 2, Coordinated Entry, and CoC planning projects.

Local and National Results:

Outcomes Results of Local Process

- We received the third largest award in California, after Los Angeles (\$109,398,295) and San Francisco CoCs awards (\$41,476,960).
- On February 14th, HUD responded to EOH that CoC full debriefings will be available to CoCs after the final funding announcement for all CoCs. HUD anticipates this debriefing won't be available until Spring of 2018.
- EOH Staff will include HUD CoC Full debriefing and analysis prior to Bidder's Conference in late Spring/early Summer.

Local and National Results:

Outcomes Results of Local Process

- **All renewals funded including Tier 2 projects, except for one.** Redwood Hills, a 28-unit affordable family housing project under development (six PSH units under this grant) ranked at the bottom of Tier 2 and was not renewed by HUD. HMIS, Coordinated Entry, and the CoC Planning grant were awarded.
- **Renewal rental assistance projects were increased by a combined total of \$1,484,942, due to HUD's FMR adjustments.**

Local and National Results:

Outcomes Results of Local Process

- **Two traditional TH projects which proposed reallocation as TH-RRH projects** were awarded: City of Oakland's Matilda Cleveland and Families in Transition. These will be our first TH-RRH Joint Component projects, and will add rapid rehousing slots to our continuum.
- **Bonus Projects were not funded.** Two new projects proposed by the City of Berkeley, Pathway Bridges (a proposed new TH-RRH project) and Coach Expansion (new PSH expansion), were not funded in this round.



Overview of the 2017 NOFA Process

Overview of the 2017 Process: Strategic Direction from HUD CoC

Specific 2017 Strategic Recommendations from the HUD CoC Committee as informed by community input process:

- ▶ Reallocation of general purpose TH into TH/RRH:
 - ▶ Pursue reallocation that strengthens our system and application package and is aligned with our guiding principles
 - ▶ Continue to utilize strategies already in use:
 1. Maintaining a minimum scoring threshold to continue the reallocation of low performing projects regardless of project type-consistent with prior reallocation processes
 2. Inviting voluntary reallocation

Overview of the 2017 Process: Strategic Direction from HUD CoC

Specific 2017 Strategic Recommendations from the HUD CoC Committee as informed by community input process:

- ▶ Strive to have 90% of PSH project beds either 100% dedicated to the chronically homeless or to the new HUD definition of PSH DedicatedPLUS.
- ▶ Solicit applications for bonus projects, and open to expansion and new bonus projects.
- ▶ Limit revisions to the local applications to those that increase clarity, reduce work load and/or incorporate the above recommendations.
- ▶ Utilize the same guiding principles as the 2016 NOFA round



Local Feedback on the 2017 Process

Local Feedback on the 2017 Process

Improve and Retain

In October, EveryOne Home released a survey for the community to provide feedback on the 2017 local process, with a total of 13 responses (grantees (8) and scorers (4)). Respondents gave EOH an overall satisfaction rate of 3.3 of 5. EOH also received a letter of concern with feedback from a grantee, and interviewed other projects post NOFA. Major themes from that feedback are in the box below, with more in depth descriptions in the following slides.

IMPROVE	RETAIN
Timing	Staff Support
Calculations and Scoring	FAQ Process
Exits to Homelessness biased against PSH	Ability to include additional data
Cost effectiveness calculation	

Local Feedback on the 2017 Process: Improve Timing

Timing:

- ▶ Build in more time
- ▶ Initial draft (of Local Application) ahead of time
- ▶ Test application and score ahead of time
- ▶ We are proposing to shift into the 2018 NOFA Process and assess Renewals' objective criteria and offer monitoring TA/Site visits assistance before HUD NOFA's release, which will alleviate some of the pressure within the tight NOFA timeline
- ▶ In addition, the 2018 NOFA proposal follows some procedures of neighboring CoC's, which have an easier and more accessible process for renewals (Local Feedback from NOFA 2016)

Local Feedback on the 2017 Process: Improve Calculations and Scorings

Calculations and Scoring:

- ▶ Design an excel spreadsheet that makes all calculations
- ▶ Provide consistent scoring
- ▶ Formula problematic, scoring inconsistent
- ▶ Significant errors in the way the RFP instructed applicants to do the calculations
- ▶ EOH proposes to use an EOH-designed APR Tool to download APR's for easy readability and to auto calculate downloaded APR files. This tool seeks to eliminate errors in formulas and prior inconsistent scoring.

Local Feedback on the 2017 Process: Improve Exits to Homelessness Outcome

Exits to Homelessness metric is biased against PSH

- ▶ Exits to homelessness (Outcome D) is bias against PSH
- ▶ Comparing PSH 'exits to homelessness' and RRH 'returns to homelessness' is problematic
- ▶ During the reporting period only 7 people moved out (of 360 total served), 5 of those moved into other permanent housing. But because 2 people out of the 7 moving, and of the 360 served, went into transitional housing, we were penalized 10 points
- ▶ EOH is proposing to increase the threshold for PSH Exits to Homelessness from <10% to <25%. It will give more opportunities to PSH programs with small number of total exits to increase their score under this measure

Local Feedback on the 2017 Process: Improve Cost Effectiveness

Cost Effectiveness

- ▶ We had problems with the Cost Effectiveness metric.
- ▶ The cost effectiveness calculation is meaningless. The community raised concerns about cost effectiveness last year, but it was included again this year.
- ▶ Some programs indicated they feel the cost effectiveness measure compares pears with apples
- ▶ HUD CoC Committee has just approved their 2018 Work Plan, which includes the formation of a Cost Effectiveness workgroup to: 1) have an improved metric by the time of NOFA Release and; 2) obtain consensus to meet RBA Goals (how much does it cost per service/outcome). This work group will be convene in April/May.

Local Feedback on the 2017 Process: Retain Staff Support, FAQ process and additional data

Staff Support:

- ▶ Easy, extra staff support
- ▶ Staff's supplemental information/instructions very useful
- ▶ Thanks for all of staff's hard work!

FAQs:

- ▶ FAQ process was clearer and responsive
- ▶ Generated emails for FAQ postings were helpful

Ability to include additional data:

- ▶ Several grantees appreciated the ability to include additional data to explain underscoring in certain areas

Looking Ahead:

2018 NOFA Local Renewal Review Process

- ▶ For the 2018 NOFA Process, EOH is proposing to spread out its NOFA Local Application into three (3) stages:
 - ▶ Stage 1. Renewals' Project Evaluation: Objective criteria will be scored by EOH staff in early Spring (end of 1st Quarter) - with the NOFA committee approving Scoring Tools and Criteria proposed
 - ▶ Stage 2. Project Monitoring TA/Site Visits for low scoring projects or upon request during the 2nd Quarter
 - ▶ Stage 3. A Local Application for New/Renewal Projects after NOFA is released in the 3rd Quarter

2018 NOFA Process

Stage 1 - Project Evaluation

- ▶ Project Evaluation for Objective Criteria
 - ▶ Annual Performance Reports (APRs) from renewal projects to provide scoring for the following existing objective criteria: **Target Population and Severe Needs, Performance Outcomes (A-D), Capacity and Utilization, and HMIS Data Quality** utilizing EOH Target Population Report and new APR tool.
 - ▶ The following objective criteria submitted via additional documentation: **Housing First documents; Reports and Invoicing; Site Control (site-based projects - scattered site PSH & RRH exempt), and Fiscal Management.**
 - ▶ **Proof of Eligibility**, which was a Narrative (subjective), previously scored by the NOFA Committee in 2017, is proposed as a new objective criteria, maintaining its 5 pts. maximum score.

2018 NOFA Process

Stage 1 - Project Evaluation

- ▶ Project Evaluation Report
 - ▶ EOH will assess each Project Evaluation Package submittal, and provide a Report with preliminary scores worth 2/3 of applicants total points to grantees and next steps
 - ▶ Objective Criteria score sheets will be made available upon request 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

2018 NOFA Process

Stage 2 - Project Monitoring TA/Site Visits

- ▶ Project Monitoring TA/Site Visits
 - ▶ 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 for support and assistance.
 - ▶ Projects may also elect to request a TA/Site Visit to improve scoring during the Local Application stage.

2018 NOFA Process

Stage 3 - Local Application

- ▶ Renewals will complete a simpler Local Application, which will include two objective scores (Cost Effectiveness and Underspending), fewer Narratives (Housing First and Quality Assurance), and additional Narratives for low scoring sections, after projects receive TA/Site Visit support.
- ▶ Proposal to add New Questions (not scored in 2018):
 - ▶ Compliance with Equal Access Rule required by HUD (LGBT and Families)
 - ▶ Client Feedback process as part of Housing First requirements
 - ▶ Community and Client Engagement, including
 - ▶ relationships and/or MOU with schools or projects to meet children's educational needs (for family/youth projects).
 - ▶ whether project offers volunteer/work opportunities to clients/tenants or links them with jobs/vocational programs.

2018 NOFA Process

Stage 3 - Local Application

- ▶ 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.

2018 NOFA Process Project Evaluation Package

- ▶ The Project Evaluation Package (to be released on 3/23) will contain:
 - ▶ Project Coversheet - Populated by EOH with basic information for each Project
 - ▶ Project Evaluation Form
 - ▶ EveryHome (EOH) Target Population Report and Instructions
 - ▶ New EveryHome (EOH) APR Tool and Instructions
 - ▶ Any required supporting materials and documentation

Project Evaluation Package - Coversheet

2018 EveryOne Home Project Performance Evaluation Project Coversheet

Project Name: Spirit of Hope I

Alternative Project Names (ex: HMIS, HIC, etc):

Applicant Name: Alameda County Housing and Community
Development (HCD) Dept.

**Person Authorized to submit or withdraw application and certify
participation in Coordinated Entry:** Linda Gardner, Director HCD

Project Start Date: 2/1/2002

End of Current HUD Grant: 1/31/2018

Grant Number: CA0119L9T021609

Project Status: Renewing

Application Amount: \$51,685

Match Amount:

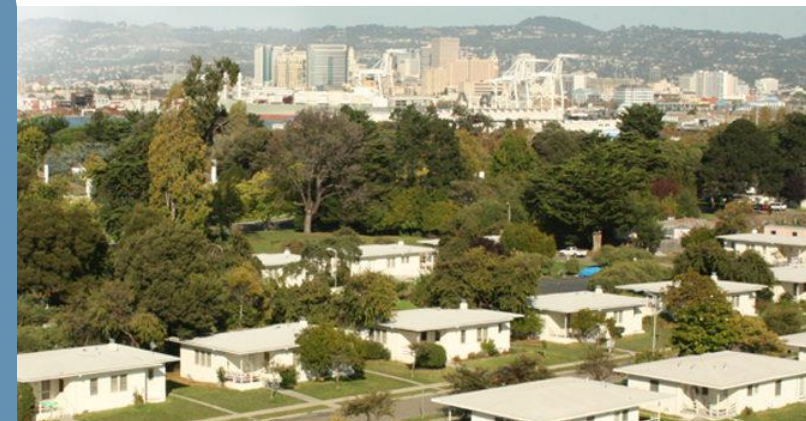
Match Amount Funding Source(s):

Primary Activity Type & Target Population: Permanent Supportive
Housing (PSH) // Families

Rental Assistance: No

HUD Priorities: DedicatedPLUS

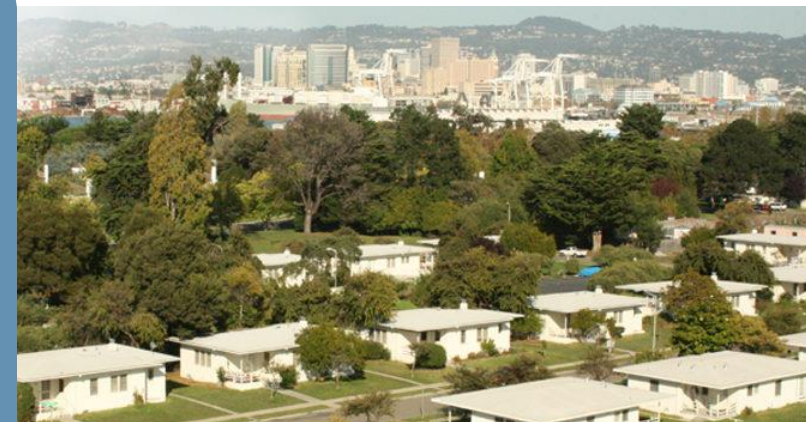
Number of CoC-funded units:



Project Evaluation Package - Coversheet

Project Description: Operating support for eight units of PSH to residents residing in repurposed Navy Housing at Alameda Point Collaborative (APC). APC was established in 1999 out of the base closure homeless accommodation. APC is committed to integrating trauma informed principles of safety, transparency and empowered choice while providing housing and support services to homeless households who want and need support to sustain permanent housing. Onsite, sustainable social enterprises provide job opportunities, income, and a chance to serve the community as all enterprises employ residents in either trainee or permanent work positions. Children and youth programs provide academic and emotional support.

Site Owned/Long-term lease: 59-year lease began in 1999. Rebuild of additional 67 units' groundbreaking in 2021.



2018 NOFA Process

Project Evaluation Package

- ▶ Project Evaluation Package - APR Tools
 - ▶ EveryHome (EOH) Target Population Report and Instructions
 - ▶ HUD Priorities: Target Populations and Severity of Needs criteria will be assessed by the EOH Target Population Report Tool (same as in 2017) with updated running instructions.
 - ▶ Projects not in HMIS (e.g. DV providers): there will be another set of instructions for how to provide the data requested.

2018 NOFA Process

Project Evaluation Package

- ▶ Project Evaluation Package - APR Tools
 - ▶ New EveryHome (EOH) APR Tool and Instructions
 - ▶ EOH has built an APR Tool to 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
 - ▶ Tool will be tested several times prior to inclusion in Project Evaluation Package
 - ▶ Projects not in HMIS (e.g. DV providers): there will be another set of instructions for how to provide the data requested

NOFA 2018 Process: Summary of Changes Proposed

NOFA Process: 3 Stages

Stage 1. Project Evaluation for Objective Criteria - Renewal Projects (Spring)

Stage 2. Project Monitoring TA/Site Visits for low performing scoring (late Spring)

Stage 3. Local Application - Simple for Renewals/Full for New Projects (post NOFA)

NOFA 2018 Process: Summary of Changes Proposed

Project Evaluation Scored Criteria (up to 79 points)	
Primary Activity Type = up to 5 pts	Reports and Invoicing - 10 pt
Target Pop and Severe Needs = 10 pts	Capacity and Utilization - 5 pts
Housing First (docs) = 6 pts	Proof of Eligibility* - 5 pts
Outcome Performance - 32 pts	HMIS Data Quality - 2 pts
	Fiscal Management - 4 pts

NOFA 2018 Process: Summary of Changes Proposed

Changes in Objective Criteria

Outcome D - PSH Exits to Homelessness - Proposed increase in threshold from <10 to <25%

Proof of Eligibility - Propose to be scored as objective criteria, retaining 5 pts maximum

NOFA 2018 Process:

Summary of Changes Proposed

New Questions - Not Scored in 2018

Compliance with Equal Access Rule	Required by HUD (LGBT and Families)
Client Feedback process	Housing First requirement
Community and Client Engagement	Project has relationships - MOU with schools or projects to meet children's educational needs
	Project offers volunteer/work opportunities to clients/tenants or links them with vocational programs.

Community Input Session

Affirm 2018 Guiding Principles:

Established by the Community in 2013 and reaffirmed and updated by the HUD CoC Committee in 2017:

- ▶ Maximize the resources available to community
- ▶ Package submitted will align with HUD priorities in order to meet local needs
- ▶ Prioritize ensuring existing residential capacity and housing stability is maintained system-wide
- ▶ Keep the renewal process as simple as possible
- ▶ Continue to emphasize project performance and the submission of projects that will meet HUD's thresholds
- ▶ Support individual projects seeking to reallocate or reclassify where relevant
- ▶ Facilitate a clear, fair and transparent local process

Community Input Session

- **2018 Proposed NOFA Process in 3 Phases**
- **Outcome D = Increase the threshold from <10% to <25%**
- **Change Client Eligibility from subjective to objective criteria as defined below:**
 - Project has written policy which clearly describes participant eligibility and funding sources = 2 points
 - Project has clear, written procedures for staff verification of participant eligibility documentation and homeless history = 3 points

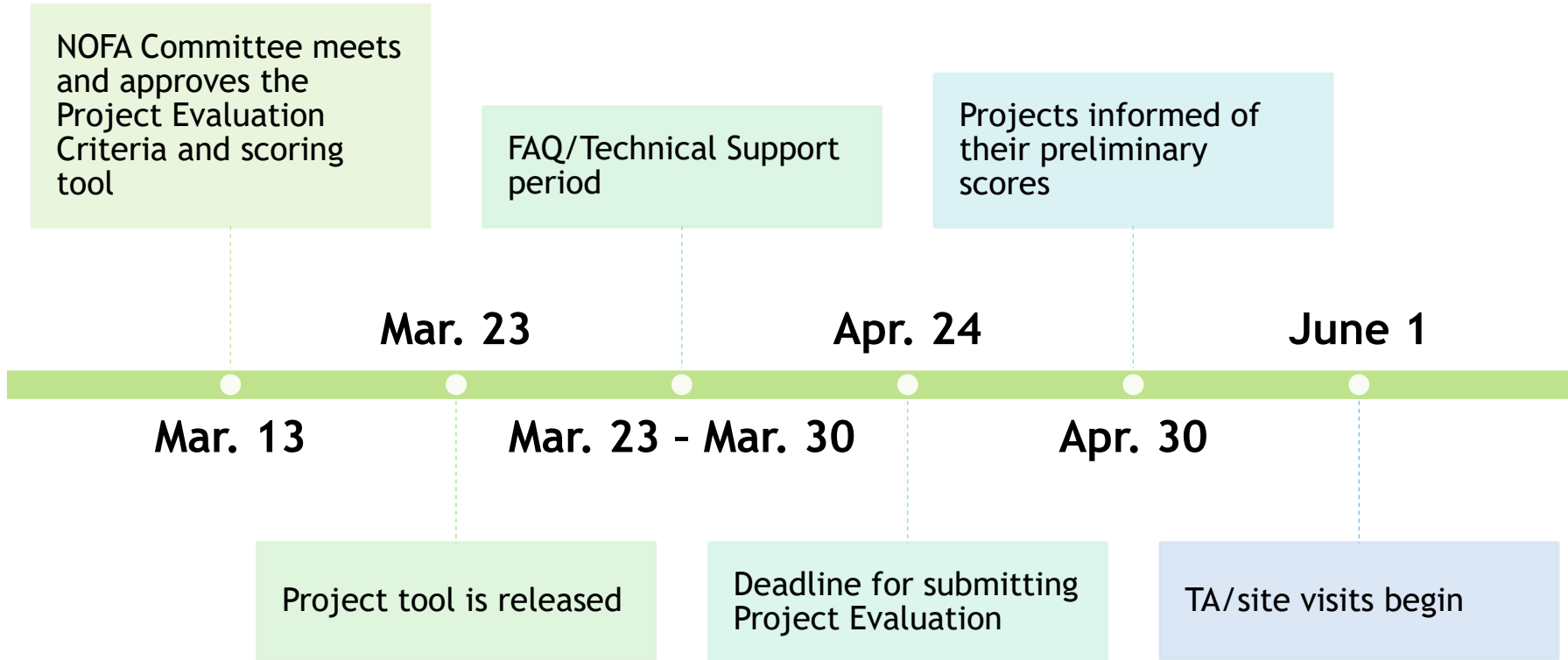
Community Input Session

- **Introduce 3 New Questions (Renewals and New Projects) not scored in 2018:**
 - ▶ Compliance with Equal Access Rule required by HUD (LGBT and Families)
 - ▶ Client Feedback process as part of the Housing First requirements
 - ▶ Community and Client Engagement, which will include a description of:
 - ▶ relationships and/or MOU with schools or projects to meet children's educational needs (for family/youth projects).
 - ▶ whether project offers volunteer/work opportunities to clients/tenants or links them with vocational programs.

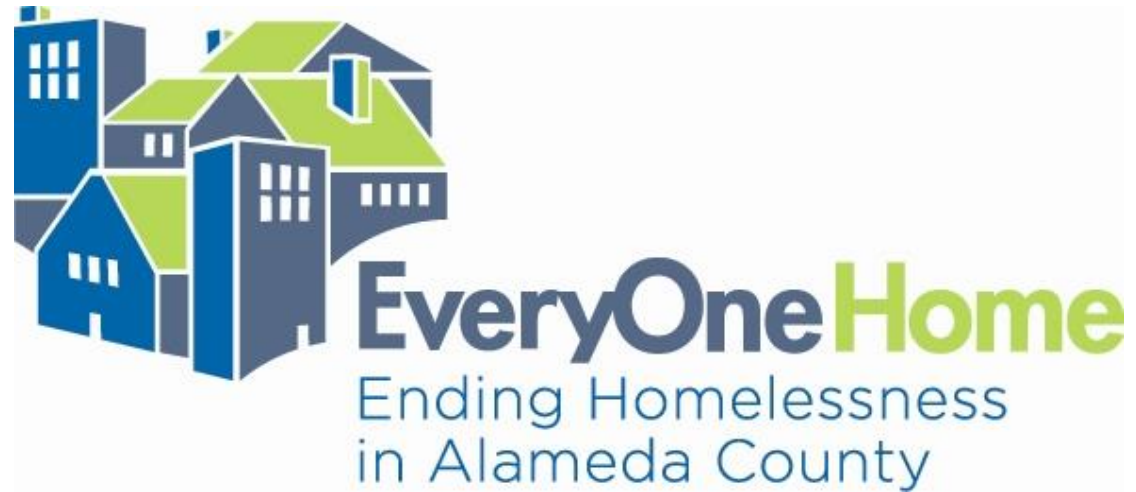
Community Input Session

- **For Projects with less than a year of operation**, what feels fair for scoring purposes? Maintain their rank or maintain their score? Do we want some progress criteria, or do we do it automatically?

2018 NOFA Process: Next Steps



Thank you!





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 and Renewal Projects after NOFA is released in the 3rd quarter.

- 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 draws 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. Projects which elect to keep their earlier scores will also be asked to complete a Project Milestone Update as part of a Monitoring TA/Site Visit.
 - **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.
- A ZOOM meeting has been scheduled for **Friday, March 30th** from 1pm-3pm with the EveryOne Home Staff. Any projects needing Technical Assistance running 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.
 - In correlation with previous NOFAs, 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.
- 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.

- After scoring, the NOFA Committee will meet on **May 1st, 2018** to determine and approve criteria for Projects with low scoring sections, including a work plan for TA/Site Visits, and criteria and scoring for additional narrative sections (for Outcomes A-D, Client Eligibility, and Fiscal Management) in the Local Application.
- 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.

- 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 will be invited to attend a Bidder's 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.
- 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 Ranking 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. The 2017 Alameda County HUD CoC NOFA Appeals Process, included here, has incorporated 2016 NOFA's community feedback and a review of various appeal processes, including those of neighboring CoCs.

- 1) 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, 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 the time of the release of the initial Rating and Ranking List on TBD through the close of business day (CBD) on TBD, 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 TBD to review all submitted appeals and back up documentation.
- h. 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 TBD.
- i. The HUD NOFA Committee will approve and finalize the final Rating and Ranking List.