



2019 CoC New Projects Local Application Instructions

On behalf of Alameda County's Continuum of Care (CoC) Lead Agency, EveryOne Home (EOH) is inviting applicants seeking 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 New Projects only. Renewing projects are asked to complete the 2019 CoC Renewal Project Local Application according to the Instructions available for download on the [EveryOne Home website](#).

Eligible Applicants

New Project applicants must meet CoC program eligibility requirements and have the financial and management capacity and experience to carry out the project, including experience with similar programs and successful administration of SHP, S+C, or CoC program funds or other federal funds. In addition, they must meet all criteria for the specific component type (Permanent Supportive Housing, Rapid Rehousing, etc.) and proposed services that meet the needs of program participants. To apply for a new project, Applicants must be a non-profit or entity of local government that operates the following:

- 1. A CoC funded Renewal Project** is listed as a current recipient on the CoC's 2019 Grant Inventory Worksheet and is seeking to propose a new eligible project type or expand current operations by adding units, beds, persons served, and services provided to existing program participants. Or in the case of HMIS, increase the current HMIS activities within the CoC's program area. or
- 2. A Non-CoC funded project** seeking to propose a new permanent housing project (permanent supportive housing or rapid rehousing) under available reallocation and bonus funds or provide a new Domestic Violence (DV) Bonus project under eligible DV Bonus project types not to exceed the CoC DV Bonus amount. Non-CoC funded applicants must demonstrate capacity and appropriate qualifications, including prior experience managing projects and performing activities like those proposed in the application, prior performance on relevant grants, and experience in utilizing government funds. For DV Bonus funded projects, Applicants must demonstrate experience in serving survivors of domestic violence, dating violence, sexual assault, stalking, and trafficking, and ability to house survivors and meet safety outcomes.

Eligible Project Types

Eligible new project types include: 1) Permanent Housing-Permanent Supportive Housing (PH-PSH projects); 2) Permanent Housing-Rapid Rehousing Projects (PH-RRH); 3) Joint TH and PH-RRH component; and 4) an expansion

of the existing HMIS project carried by the HMIS Lead. For DV Bonus projects, eligible project types include proposed new Rapid Rehousing (RRH) and new Joint Transitional Housing and Permanent Housing – Rapid Rehousing component types (TH and PH-RRH) to serve individuals and families fleeing or attempting to flee DV, dating violence, sexual assault, stalking and trafficking. Existing renewing projects may also propose to use DV Bonus funds to expand existing operations and services if the expansion is solely dedicated to survivors of domestic violence, dating violence or stalking.

Funding Opportunities

CoC funded renewing projects may apply for a **transition** grant to reallocate an existing project into a new eligible project type (such as from TH to PH-RRH) over a one-year period. Up to 50% of each transition grant may be used for the costs of eligible activities of the program component originally funded. Project will have a year to fully transition from the original to the new component and must have consent from the Continuum of Care (CoC). Transition grants are eligible for renewal in subsequent fiscal years for eligible activities of the new program component.

CoC funded renewing projects may also **expand** current operations by adding units, beds, persons served, and services provided to existing program participants using the available CoC Bonus, and any amount available from reallocation. CoC funded renewing projects expanding PSH units, beds, or services will receive 5 points. A proposed HMIS project expansion will receive 3 points.

All eligible applicants can submit a **DV Bonus** new project application(s) not to exceed the available DV Bonus amount of **\$1,061,972** for Rapid Rehousing (PH-RRH) or Joint TH and PH-RRH (TH and PH-RRH) component projects that demonstrate trauma-informed and victim-centered approaches. Our CoC can submit any number of applications in this category, if each application is for a minimum of \$25,000. HUD has increased the scoring value of DV Bonus projects based on applicants' previous quality performance in serving survivors of DV and their ability to house and meet safety outcomes. DV Bonus project(s) will be ranked along all other renewing and new projects. Proposed DV Bonus projects will receive 4 points.

All eligible applicants can submit a new project application(s) for any of the eligible project types. A proposed new Permanent Supportive Housing (PSH) project will receive 3 points.

Required Documentation for New Projects Local Application

All items described below are required to be attached for Projects to receive full points on a related section of the application. Renewing projects submitting an application for an expansion or transition grant may not need to attach all of the required documentation if it is already on file with EveryOne Home or has been submitted as part of the Local Application for renewing projects. There is also a checklist included with the Application Form which can be utilized to ensure that all relevant items are enclosed:

1. Local Application Form

- i. Completed New Project Cover Sheet
- ii. Completed New Projects Local Application

2. Threshold Criteria

- i. All New Project applicants must review and attach a completed Threshold Criteria Form to affirm they meet or will meet each requirement in order to be eligible to submit a Local Application for New Projects.

3. HMIS-Based Reports or comparable reports from the date range October 1, 2017 – September 30, 2018

- a. Applicants proposing new projects can submit up to two (2) Annual Performance Reports (APRs) or comparable reports
 - i. CoC funded projects proposing a new project or expanding an existing project do not need to re-submit APRs for existing renewing project if on file with Everyone Home unless:
 - a. Converting to a different project type (please also attach an additional APR from the project type proposed)
 - b. Expanding project to a different population (please also attach an additional APR from a project serving the proposed population)
 - ii. If a non-HMIS user, attach up to two (2) appropriate performance reports from a comparable data base. Please contact Everyone Home via email at info@everyonehome.org if you have questions about which reports to attach.

4. Housing First Documentation

- i. CoC funded projects do not need to submit documentation for this section and Everyone Home will use documentation on file. If you have modified these policies or documents, please attach the updated documentation to your application.
- ii. If not CoC funded, applicants must submit documentation consistent with Housing First principles and practices. Include at least 2 documents that show Housing First and/or low barrier access implementation in a comparable program, including resident selection Criteria/housing application, participant agreements, lease and/or subleases; and/or house rules from proposed/comparable projects. Contact Everyone Home via email at info@everyonehome.org if you have questions about appropriate documents to attach.

5. Grant and Fiscal Management Documents—Lead Agencies Only

- i. CoC funded projects do not need to submit documents for this section. Scores from their renewal application will be applied to proposed project(s).
- ii. Non CoC funded applicants must include most recent annual independent audit with Management Letter. If audit has findings, please also include a formal documented response by the Agency and/or funder on how deficiencies have been addressed.
- iii. Non CoC funded applicants must include proof of 501c3 non-profit status.
- iv. Evidence of site control for Direct-Grantee Site-Based projects (Scattered-site PSH & RRH projects are exempt). Required for any proposed projects for which HUD would be paying leasing, operating or rehabilitation cost on a building, both residential and service delivery sites.

6. Budget and Justification

- i. Proposed budget must include CoC grant request and required match.

7. Employment Services

- i. Existing or proposed written policies, formal agreements, letters of support, MOUs or partnerships with employment service agencies, employers or other vocational services; or documented successful referrals and outcomes in comparable programs (if applicable).

8. Qualifications and Experience for non CoC funded applicants only

- i. A letter of recommendation demonstrating applicant's capacity, experience managing projects and performing activities proposed in the application
- ii. A list of applicant's current government and private grants

9. Qualifications and Experience for proposed DV Bonus projects only

- i. Letter of recommendation demonstrating experience in serving survivors of domestic violence, dating violence, sexual assault, stalking, and trafficking, and ability to house survivors and meet safety outcomes.
- ii. Documentation that demonstrates provision of trauma-informed and survivors-based services from a comparable project.

10. Optional Documentation for Local Application:

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

Scoring of New Project Applications

New Project applications will be scored on a 100-point scale in five categories:

1. Primary Activity Type = Up to 5 points
2. How Project Addresses Local and HUD Priorities = Up to 21 points
3. Outcome Performance = Up to 34 points
4. Grant Management = Up to 22 points
5. Organization Capacity = Up to 18 points

In order to score outcome performance measures for proposed new projects, the following methodology will be used:

- For existing CoC projects proposing to expand housing and services to the population already being served, performance outcome scores from the corresponding renewal project will be used for all four outcomes (A-D).
- For existing CoC projects proposing to expand but to a different population (i.e. DV survivors, or families instead of singles) or convert to a new project type, the score will be an average of the current APR and the APR for a comparable program serving the proposed population.
- For any proposed project providing non-HMIS program reports, the score will be an average of the comparable performance measures from submitted reports.

The scoring tool at the back of the 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.

2019 Total Funding Available and 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 not be funded. 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.

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.

2019 NOFA Timeline Highlights:

- Local Application for Renewals released – **July 24th**
- FAQ period begins – **July 24th**
- Local Application for New Projects released and Bidder's Conference – **July 30th**
- FAQ period for new projects ends – **August 16th**
- 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.