

**2019 NOFA Committee #2 – PHONE MEETING AGENDA**  
**7/9/2019**

Conference Call: Dial-in Number: (267) 930-4000  
 Participants: 016-849-107

Goals for The Meeting:

- 2019 HUD CoC NOFA Competition release, funding available, and NOFA Timeline update review
- Review and approval of the 2019 NOFA Review and Ranking Process
- Review of EOH’s 2019 proposed strategy and Scoring Criteria for Renewal Projects for Committee’s feedback, in preparation for Community Input session

#	Item	Purpose	Time
1	Welcome and Introductions	<ul style="list-style-type: none"> <li>• Welcome back, NOFA Committee Members!</li> </ul>	1:00 – 1:10 pm
2	2019 NOFA Release and Timeline update Review	<ul style="list-style-type: none"> <li>• 2019 HUD CoC NOFA Competition released on 7/2:               <ul style="list-style-type: none"> <li>• Total available funds: <b>\$2,254,000,000</b>. Deadline for submission: <b>9/30/19</b>.</li> <li>• Same tiering and funding process as 2018, including CoCs to submit their projects in two tiers. All Tier 2 applications must compete nationally against all others, and half of their score comes from the CoC Application score, continuously making a high CoC score critical to their success.</li> <li>• Tier 1 remains at 94% of the CoCs Annual Renewal Demand (ARD), before any required adjustments to funding for leasing, operating and rental assistance budget line items based on FMR changes, and Tier 2 is the difference between Tier 1 and the ARD plus any amount available for bonus amounts, not including amounts available for DV Bonus. The CoC Planning Project is not ranked and will not be included in Tier 1 or Tier 2. ARD = \$36,618,328</li> </ul> </li> </ul>	1:10 – 1:25 pm

		<p>Tier 1 = \$34,615,928  Tier 2 = \$2,002,400 + CoC Bonus = \$1,830,916<sup>1</sup> = \$3,833,316  DV Bonus<sup>2</sup> = \$1,061,972  Planning Grant = \$1,098,550</p> <ul style="list-style-type: none"> <li>Review and recommendations to the proposed and updated NOFA Timeline (v.3)</li> </ul>	
3	Review and approval of the 2019 NOFA Review and Ranking Process - <b><u>ACTION ITEM</u></b>	<ul style="list-style-type: none"> <li>Review and approval of the 2019 CoC NOFA Local Competition Review and Ranking Process</li> </ul>	1:25 – 1:35 pm
4	Review of proposed Scoring Criteria for Renewal Projects	<ul style="list-style-type: none"> <li>Review of EOH’s 2019 proposed strategy and Scoring Criteria for Renewal Projects for Committee’s feedback, in preparation for Community Input session</li> </ul>	1:35 – 2:00 pm
5	Next Steps/Next Meeting(s)	<ul style="list-style-type: none"> <li>July 12<sup>th</sup>, 1 – 3 pm, Community Input Meeting at the California Endowment, 2000 Franklin St, Uptown Room, Oakland</li> <li>July 16<sup>th</sup>, from 2:00 to 4:30 pm, HUD CoC and NOFA committees’ joint meeting, at 150 Frank Ogawa Plaza, 4<sup>th</sup> Floor, Conference Room #1, Oakland</li> <li>July 19<sup>th</sup>, 1:30 – 3:30 pm, NOFA Committee Meeting #3, EveryOne Home Conference Room, 101 Callan Avenue, Suite 230</li> </ul>	3:50 – 4:00 pm

<sup>1</sup> To be eligible to receive a bonus project, a CoC must demonstrate that it ranks projects based on how they improve system performance (NOFA, Page 16). “CoCs cannot receive grants for new projects, other than through reallocation, unless the CoC competitively ranks projects based on how they improve system performance” (Page 17).

<sup>2</sup> Same as in 2018, CoCs may apply for up to 10% of its Preliminary Pro Rata Need (PPRN), a minimum of \$50,000 – whichever is greater, for the DV Bonus. (NOFA, Page 17). ALCO may apply for a total of \$1,061,972 for DV Bonus projects given its PPRN for 2019 = \$10,619,719.

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**EOH Staff 2019 HUD CoC NOFA Timeline - Alameda County**  
**March 11th – September 30<sup>th</sup>, 2019 - Full Version – FINAL DRAFT 7/19/2019**

<b>Date</b>	<b>Task/Activity</b>	<b>Who</b>	<b>Goal(s)</b>
3/11 - 4/11/19	FY 2019 CoC Program Registration	Collaborative Applicant	FY 2019 CoC Program Registration completed via <i>e-snaps</i> and verified.
4/10/2019	HUD CoC Cmtee Hires HomeBase as consultant to review 2018 NOFA local rating and ranking process	HUD CoC Cmtee EOH staff HomeBase	HUD CoC Committee hired HomeBase (HB) to provide a review of the 2018 NOFA rating and ranking process and make recommendations to improve local process for 2019 NOFA. HomeBase team reviewed materials, feedback survey data, and HUD scores in the Consolidated Application. Additionally, HB interviewed stakeholders, lead a community meeting, and provided a set of final recommendations to the HUD CoC Committee by 5/21/19.
5/10/2019 Oakland City Hall	Community Feedback Session	HomeBase EOH staff Grantees & Project Applicants	HomeBase team solicited community input on their review of the 2018 Local NOFA competition and preliminary recommendations to improve the Local rating and ranking process.
5/21/2019 150 Frank Ogawa	HUD CoC Committee Meeting	EOH staff HUD CoC Cmtee	HomeBase presented final report on recommendations to improve the NOFA Rating and Ranking local process. HUD CoC Committee approved 2019 NOFA Committee roster in preparation for the 2019 NOFA Process.
6/18/2019 EOH Offices	HUD CoC Committee Meeting #6	EOH Staff HUD CoC Cmtee	HUD CoC reviewed and approved EOH set of recommendations proposed for NOFA 2019 Local Process.
6/21/2019 EOH Offices	NOFA Committee Meeting #1	EOH Staff NOFA Cmtee	NOFA Committee Orientation. Reviewed HUD CoC Cmtee adopted 2019 NOFA local process recommendations, proposed 2019 NOFA Review and Ranking Process and Timeline. Overview of proposed changes for the 2019 NOFA renewals Projects' Performance evaluation.
7/2/2019	2019 NOFA Release	EOH Staff	EOH publishes NOFA on website and shares NOFA via email to grantees and community at large
7/2/2019	Create landing page for 2019 NOFA	EOH staff	Update the NOFA page on our website. All 2018 materials will be moved, with a link to the page in the side bar list of links to older processes.

7/8/19	NOFA Consolidated Application analysis	EOH Staff	Begin NOFA Consolidated Application Analysis and comparison with NOFA 2018.
7/9 <sup>th</sup> Phone Meeting 1–2 pm	NOFA Committee Meeting #2	EOH Staff NOFA Cmtee	EOH team presents to Committee for review proposed draft scoring criteria for Evaluation of Projects' Performance (renewals), updated NOFA Timeline, and adoption of 2019 NOFA Review and Ranking Process.
7/12 The California Endowment, Oakland 1 – 3 pm	NOFA Community Input Session – Review 2018 CoC Scores, NOFA Timeline, 2019 NOFA Review and Ranking Process, and proposed scoring criteria for renewal Projects' Performance Evaluation and strategic uses of funds for potential new projects	EOH Staff Grantees & Project Applicants HUD CoC Cmtee NOFA Cmtee representation	EOH staff will share and discuss 2018 NOFA scores, present 2019 NOFA Timeline and the 2019 NOFA Review and Ranking Process and solicit community feedback on proposed scoring criteria for renewals Projects' Performance Evaluation and strategic uses of funds for potential new projects.
7/12 – 7/19	Community Input Period	EOH staff	Extended period of community's written feedback on Criteria via email to EOH.
By 7/15	Prepare for HUD CoC/NOFA Committee Joint Session	EOH staff	Prepare Agenda and Packages (Memo, NOFA Timeline, NOFA Analysis and recommendations) for HUD CoC/NOFA Committee Joint session (if NOFA released). Prepare recommendations for Strategic Direction discussion.
7/16/2019 150 Frank Ogawa Plaza, 4 <sup>th</sup> Floor, Conference Room #1, Oakland	HUD CoC Committee/NOFA Committee Joint Session	EOH staff HUD CoC Cmtee NOFA Cmtee	Present NOFA Timelines and EOH NOFA analysis. Approval of the 2019 Rating and Ranking Process and discussion (and potential adoption) of 2019 NOFA Strategic Direction. HUD CoC Committee seats the 2019 Appeals Panel.
7/19/2019 1:30 – 3:30 pm EOH Offices 101 Callan Ave, Suite 230	NOFA Committee Meeting #3	EOH staff NOFA Cmtee General Public	Review and adoption of final scoring and criteria for Projects' Performance Evaluation package for renewal projects. Review of proposed strategy and scoring criteria for new projects. Determine length of FAQ period.

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7/15 – 7/19	Prepare Projects' Performance and Instructions	EOH Staff	Prepare and finalize Projects' Performance Evaluation Application and Instructions
7/24/2019	Local Competition: Renewal Projects' Performance Evaluation package release  <b>Applications and Cover Sheets due back on 8/23 by 5pm.</b>	EOH Staff	As part of the Local Competition, EOH will release renewals Projects' Performance Evaluation package with instructions via email. Grantees may also attend Bidder's Conference on 7/30 <sup>th</sup> for further instructions or questions on renewal projects.
7/22 – 7/30 (TBD)	FAQ/Technical Support	EOH Staff	Provide Technical support and answer questions to renewal projects participating in Performance Evaluation.
By 7/26/2019	EOH NOFA Analysis and Prep for Bidder's Conference	EOH staff EOH staff EOH staff EOH staff	Review NOFA 2019, detailed instructions, and complete analysis (Comparison with 2018).  Load NOFA to website, 2019 NOFA page.  Be sure e-snaps passwords work.  EOH NOFA news will include NOFA Release, Key Dates, What's New, and Bidder's Conference.
By 7/26/2019	Finalize proposal for Local Competition for New Projects	EOH Staff	Finalize proposed criteria for New Projects for NOFA Committee's review and approval.
7/26/2019	NOFA Committee Meeting #4	NOFA Cmtee EOH Staff Public	Review and approve final draft of local application for New Projects, and if needed, include affirming scoring weights and criteria; solicit NOFA Committee input on materials to be included at Bidder's Conference.
	Scoring spreadsheets and scoring materials	EOH staff NOFA Cmtee	Staff and committee's Local Application scoring materials should be updated to reflect scoring metrics for the 2019 competition.  Determine how many applications each committee member will read.

<p><b>7/30/2019</b> Hayward City Hall 1 – 3 pm</p>	<p>Bidder's Conference – Local Competition Release of NOFA Local Application for New Projects</p> <p><b>Applications due back on 8/23/19 by 5pm.</b></p>	<p>EOH staff NOFA Cmtee HUD CoC Cmtee Public</p>	<p>Release of 2019 NOFA Local Application for New Projects.</p> <p>Post to website and announce via SALSA. PowerPoint prepped to include breakdown of New Projects scoring criteria, and technical assistance for renewal projects as needed. Include E-Snaps application timeline if HUD already included deadline for completion. Collaborative Applicant will provide instruction and assistance to grantees/applicants for timely completion of e-snaps applications.</p> <p>All application materials and any other production posted to website.</p>
<p>7/30/2019</p>	<p>FAQ period opens</p>	<p>EOH staff NOFA Cmtee</p>	<p>Opening of FAQ period announced via SALSA. Projects email questions to <a href="mailto:info@EveryOneHome.org">info@EveryOneHome.org</a> which will be updated in writing each week (or more often) in consultation with the NOFA Committee.</p> <p>Agency specific questions will be responded directly. Questions that may impact several applicants will be responded to directly and will be published with FAQs.</p>
<p>By 8/2/19</p>	<p>EOH Planning Meeting</p>	<p>EOH staff HMIS Lead staff</p>	<p>Team meets to discuss roles, management and completion of Consolidated Application with Collaborative Applicant in its role as HMIS Lead.</p> <p>Define sections for each Agency to complete and define roles of individuals in completing the application.</p> <p>Requests to go out to PHA's, McKinney Vento Program, and other partners as needed.</p>
<p>8/2/2019 Phone Meeting (if needed for FAQ)</p>	<p>NOFA Committee meeting #5</p>	<p>EOH staff NOFA Cmtee</p>	<p>Recommendations from NOFA Committee based on FAQs.</p>
<p>8/5/2019</p>	<p>Scoring spreadsheets and scoring materials</p>	<p>EOH staff NOFA Cmtee</p>	<p>Staff and committee's Local Application scoring materials should be updated to reflect scoring metrics for the 2019 competition.</p> <p>Determine how many applications each committee member will read.</p>
<p>8/9/2019</p>	<p>NOFA Committee meeting #6</p>	<p>EOH staff NOFA Cmtee</p>	<p>Recommendations from NOFA Committee based on FAQs.</p>

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Phone Meeting (if needed for FAQ)			
8/9/2019	FAQ period reminder	EOH staff	SALSA email reminder that FAQ period is closing.
8/13/2019	FAQ period closes	EOH staff	All FAQ documents will be posted to the website.
8/12/2019	Production of materials for Committee and Staff scoring	EOH staff	Staff produces scoring materials for NOFA committee.
8/15/2019	Nudge partners for Consolidated Application responses	EOH staff	EOH Team members and partners reminded of completing research and draft responses for consolidated application.
<b>8/23/2019</b>	Local Applications due back to EveryOne Home <b>by 5 pm</b>	Grantees/New Applicants	Project applications must be submitted to <a href="mailto:info@EveryOneHome.org">info@EveryOneHome.org</a> no later than 30 days before NOFA submission to HUD (NOFA requirement).
8/24 – 8/26/2019	Staff scoring of objective criteria	EOH staff	Scoring of Renewal and New Project applications' objective criteria to prepare for NOFA Committee rating and ranking activities.
8/27 – 9/2/2019	NOFA Committee and Appeals Panel Training. NOFA Committee Scoring of Local Applications begins.	EOH staff NOFA Cmtee Appeals Panel	NOFA Committee scoring orientation and review of scoring tools and criteria; Appeals Panel training on Appeals process and timeline.  NOFA Committee Scoring of Local Application begins.
8/30/2019	Prepare for Rating and Ranking Session	EOH staff	Order food and/or snacks for EOH staff and committee's meeting on 9/5.
9/2/2019	Applications' Scoring ends  Committee Scoring returned to EOH <b>by 5 pm</b>	EOH staff	Score sheets emailed back from NOFA panel members. Responses mailed back electronically.  All committee scores should be scanned in to drive, even if not returned electronically, and filed.
9/3/2019	Updating spreadsheets with NOFA committee scores	EOH staff	Get all scores in spreadsheets. Begin staff assessment of rating and ranking based on all scores.  Begin looking for outlier scores between projects in each agency and for items like audits and other agency wide documents.



			Elaine will need to sign off on the final version of this sheet.
<b>9/5/2019</b>	Rating & Ranking session (all day)	EOH staff NOFA Cmtee	Closed meeting to determine Rating and Ranking of all Projects.
9/6/2019	Final checks and updates to scoring material	EOH staff	EOH team will review that all formulas are correct, and all scores have been entered correctly, post-Rating and Ranking session.
9/9/2019	Scores to Project Applicants by end of day	EOH staff	Batch individual scores for Projects and send to appropriate agencies. Memos will be issued for Projects included in Tier 1, Tier 2 and those not included in the package. Appeals process and request to meet with Panel will be included with Memos.
9/9 – 9/10	Applicants report mathematical errors	Grantees	Projects have <u>2 business days</u> to review and report any mathematical errors to EOH before Appeals Period begin.
<b>9/11 – 9/12</b>	Appeals Period	EOH Appeals Panel EOH staff	<p>Appeals submitted to EveryOne Home will be reviewed by Appeals Panel. In addition,</p> <p>Applicants will have until Thursday, 9/12 at 5 pm to register any appeals via email, and request brief interview with Panel as needed. Appeals and supported documentation should be emailed to <a href="mailto:info@EveryOneHome.org">info@EveryOneHome.org</a>.</p> <p>Note: All appeals will be confirmed via email within one (1) business day of submission.</p>
9/13/2019	Panel Review Appeals	EOH Appeals Panel	Panel will review all submitted appeals and recommendations, meet with Appellants for brief in person/over the phone interview, and contact projects on the status of their appeal.
9/13/2019	Recommendation for Final Rating & Ranking List	NOFA Cmtee EOH Staff HUD CoC Committee (non-conflicted members)	The NOFA Committee will finalize recommendations on the final Rating and Ranking list post appeal. EOH staff will submit the List to HUD CoC Committee's non-conflicted members for final approval.
<b>9/15/2019</b>	Final Rating and Ranking List Post-Appeals	EOH staff	A final Rating and Ranking List reflective of any changes generated by appealing projects will be issued by EOH staff and published on the EveryOne Home website – consistent with NOFA posting requirements (no later than 15 days before submission).

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9/25/2019	HUD CoC Committee Meeting #8	EOH staff HUD CoC Cmtee	Approval of Consolidated Application's submission. This approval will exclude the final Rating and Ranking list, which will be previously approved by non-conflicted members of the HUD CoC Committee.
<b>9/27/2019</b>	HUD CoC NOFA Consolidated Application (all materials) due <b>9/30/19</b>	EOH staff Collaborative Applicant	<p>Publish full PDF of Consolidated App on the website at least two days prior to submission (NOFA requirements). Full application will include all attachments and the rating and ranking list. In e-snaps, the full Consolidated App and all attachments can be downloaded and made into a single PDF.</p> <p>Screen shot must be complete of the posting of the final application before submission to HUD. In the past we have used the place marker, date stamped to the same day and then posting it once it has been submitted to HUD (it's a little bit of a chicken and an egg situation – HUD's directions are not completely clear).</p>
10/1/2019	Celebrate!	Everyone!	The NOFA is a hard project. Take a drink, time off, dance, whatever makes sense! We have earned it!



## ALAMEDA COUNTY CONTINUUM OF CARE **[DRAFT] 2019 CoC NOFA LOCAL COMPETITION REVIEW AND RANKING PROCESS**

### OVERVIEW

The federal Department of Housing and Urban Development (HUD) provides over \$2 billion a year in funding for homeless housing and services. This funding is distributed through Continuums of Care (CoCs) which are regional organizations that meet regularly to improve project performance and build community support for responding to homelessness.

Each year, HUD requires each CoC to review the performance of homelessness projects within that CoC's region, and to use their performance to rank those projects in order of their funding priority. Projects that are eligible for funding and that rank near the top of the list or in the middle of the list (known as Tier 1) will receive federal funding, while those near the bottom of the list (Tier 2) may or may not receive funding, depending on the size of the Congressional budget and how the CoC as a whole performs relative to other CoCs in the national competition. Projects that are excluded from the list altogether will not receive federal funding.

### ROLES OF THE HUD CoC AND NOFA COMMITTEES, THE APPEALS PANEL, AND EVERYONE HOME AS CONTINUUM OF CARE LEAD

In the Alameda CoC, the HUD CoC Committee functions as the Continuum of Care (CoC) Board required by the Interim Rule to act on behalf of the membership to ensure CoC responsibilities are fulfilled, including preparing the application for Continuum of Care funds.

Under its Roles and Responsibilities, the HUD CoC 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 XII.D and XII.E of the Alameda County Continuum of Care/EveryOne Home Governance Charter, including delegating to the NOFA Committee the role of evaluating projects' performance as an independent rating and ranking panel.

The NOFA Committee conducts the annual HUD Competition's local rating and ranking process for projects seeking Continuum of Care funds, reviews applications submitted, and prepares ranked recommendations for funding. Specifically, the NOFA Committee:

- Integrates funding priorities and strategic direction from the HUD CoC Committee

- Develops local applications for existing and new projects
- Develops scoring criteria in compliance with the requirements of the annual NOFA
- Reviews and scores proposals
- Participates in the Rating and Ranking process and makes final recommendations of the Priority List of Projects (Rating and Ranking List)
- **Beginning in 2019**, the NOFA Committee’s final Priority List of Projects recommendations must be approved by non-conflicted members of the HUD CoC Committee to be included in the CoC Consolidated application package.

If an applicant contests its rating or ranking, it may appeal. The Appeals Panel, comprised of non-conflicted members seated for each NOFA round, reviews appeals made by CoC Project applicants to the local competition's Rating and Ranking list, as governed by the Alameda County HUD CoC Appeals Process established in 2017. Appeal Panel decisions are final.

In 2012, the Alameda County CoC designated EveryOne Home to serve as Continuum of Care Lead (CoC Lead) and as the non-conflicted, third-party facilitator of the NOFA Local Competition. Utilizing a portion of the federal CoC planning grant, EveryOne Home conducts activities related to the NOFA Local Competition, including providing analysis of the HUD NOFA, scoring feedback, and other guidance on HUD priorities; supporting the development of the HUD CoC Committee strategic direction to the NOFA Committee; and scoring objective elements of the application and convening and providing support to the NOFA Committee and Appeals panel, among other duties.

All decisions regarding the Alameda County Continuum of Care (CoC) NOFA Process are subject to review and approval by the HUD CoC and NOFA Committees. In addition, EveryOne Home as a collective impact initiative, values community input and discussion around all aspects of the CoC. EveryOne Home will create opportunities for providers to weigh in on and be aware of any changes to process and tools, including new requirements or policies in the Notice of Funding Availability (NOFA), before or during the Competition to ensure a transparent process.

### **2019 NOFA REVIEW AND RANKING PROCESS:**

- EveryOne Home staff will recruit NOFA Committee members and propose a NOFA Committee Roster for HUD CoC Committee’s approval. NOFA Committee members will be unbiased and non-conflicted and composed from neutral organizations. <sup>1</sup>“Non-conflicted” and neutral organizations are those that are not currently applying for and/or receiving CoC

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<sup>1</sup> The HUD CoC Committee will further refine NOFA panel’s qualifications in the process of reviewing and updating the EveryOne Home Governance Charter in September of 2019.

funding distributed by the Alameda County CoC. They will sign a “no conflict of interest” and confidentiality forms.

- EveryOne Home, as CoC Lead, will develop a NOFA Review and Ranking process proposal, and the HUD CoC and NOFA Committees will provide input to it and approve it.
- Scoring criteria will be shared with the community for feedback. The NOFA committee will provide final approval of all tools and criteria. The NOFA Committee will follow the HUD CoC’s 2019 Public Participation Policy and include public comment on any discussions and approval of scoring criteria. Exceptions to this policy will include any review, rating and/or ranking of projects, discussions of projects’ performance, and the Rating and Ranking session. Those will be deemed closed sessions under the Policy.
- EOH staff will conduct annually a Projects’ Performance Evaluation for renewing projects using APRs, HMIS and other comparable data sources, and relevant documentation to score objective criteria. EOH staff will notify providers the date that APRs will be pulled so that projects can clean-up data in advance. EOH staff will use data from the same period for all projects consistently.
- EOH staff will evaluate and calculate scores for all renewal applicants using the objective scoring factors under the Scoring Criteria for Renewal Projects. Projects will have an opportunity to provide a supplemental narrative with explanations on performance data contained in the APR (or other relevant sources) and any plans for process improvement and any relevant underspending of funds. The NOFA Committee will review each narrative and consider the respective sections for additional scoring at the time of the Rating and Ranking session.
- If any projects face possible reallocation for grant underspending given the HUD CoC Committee’s annual strategic direction recommendations, projects will have the opportunity to solicit an in person meeting with the NOFA Committee to further explain spending trends and potential impacts, as needed.
- The Local NOFA Competition will be launched after HUD releases the 2019 HUD CoC Competition, according to the NOFA mandated deadlines. EveryOne Home staff will release an announcement of available funding for both new and renewal projects. Funding announcements will be broadly distributed via email to the provider community and posted on EOH’s website.
- Renewal Projects may need to provide additional information to address any unexpected changes or additional HUD requirements through a Supplemental Questionnaire, as needed. The NOFA Committee will approve all changes and communicate the changes to all grantees.

- The NOFA Committee will approve the New Projects Local Application. Any changes to process and tools, including new requirements or policy changes in the Notice of Funding Availability (NOFA) will be communicated to providers before the Competition is launched. All New proposed projects will submit a New Projects Local Application package that will include: 1) a Project Coversheet; 2) a completed New Projects Local Application; and 3) Any materials and documentations required under the NOFA.
- Applicants will be invited to attend a Bidder's Conference, receive application materials, and have ample time to complete and submit their Local Application according to NOFA's deadlines.
- Additionally, all Projects will complete a project application in *e-snaps* by the date determined by the local process.
- EveryOne Home staff will review Local Application packages and provide technical assistance/feedback. The NOFA Committee and EveryOne Home staff will determine whether project thresholds are met.
- EOH staff will train the NOFA Committee, as appropriate, and receive all new applications for review and scoring. The NOFA Committee will also review the Evaluation of Objective Criteria's preliminary scores from each renewal project along with any corresponding narratives for specific factors. If required by the NOFA, the NOFA Committee will score any additional information. NOFA Committee members will finalize individual scores for each project prior to the Rating and Ranking session.
- At the Rating and Ranking session, scores will be added, and Project Applications will be ranked and placed in either Tier 1 or Tier 2. In order to improve the competitiveness of the application, the NOFA Committee may reorder project applications as determined by HUD CoC Committee's Strategic Direction, guiding principles and community needs, and will not be bound to the points awarded to applications. In addition, the NOFA Committee has the 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 the Appeal. Appeals will be reviewed by non-conflicted members of the Appeals Panel, seated by the HUD CoC Committee. In 2019, applicants who submit an appeal may also request an interview with the Appeals Panel as part of the CoC's Appeals process.
- The NOFA Committee will meet to consider and recommend the final CoC Rating and Ranking List. The NOFA Committee has discretion to recommend projects for involuntary

reallocation and will make all decisions on reallocating funding from any project. They can determine if any renewal project should receive a decrease of funding due to substandard performance in outcomes and/or utilization of funds.

- EveryOne Home staff will bring the NOFA Committee's final CoC Rating and Ranking List to the non-conflicted members of the HUD CoC Committee for review and approval.
- EveryOne Home staff will generate the final Rating and Ranking List as approved by the non-conflicted members of the HUD CoC Committee, to be posted on the EOH website and announced on the EOH mailing list and social media accounts.
- The HUD CoC Committee will approve the Consolidated Application prior submittal to HUD, minus the final Rating and Ranking List.
- The Local Applications and Rating and Ranking list (Priority List of Projects) will be submitted to HUD along with the County-wide Consolidated Application, and all project applicants will be invited to attend the 2019 NOFA debrief in early 2020.

## THE APPEALS PROCESS

The NOFA Committee has developed a formal appeals process for the HUD CoC NOFA local competition, approved by the HUD CoC Committee on June 20, 2017. The Appeals Panel, which is seated by the HUD CoC Committee, consists of three non-conflicted individuals representing the EOH's Leadership Board, the HUD CoC Committee, and the NOFA Committee.

### Appeals are limited to the following:

- An application that was not evaluated according to the published local NOFA process AND/OR
  - i. Evaluated in a way that violates federal regulations AND
  - ii. 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 meets 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.
- *A project that is facing an involuntary reduction of its renewal grant amount (i.e. renewal grant partially re-allocated to a new project).*

### 2) What is not eligible for appeal:

- a. Errors or omissions by project Applicants
- b. Projects that do not meet threshold criteria

- 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 TBD, 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.
- Applicant projects have from TBD through the close of business day (CBD) on TBD (2 business days), to register any appeals via email. Appeals and any supporting documentation should be emailed to [info@everyonehome.org](mailto: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. Appellants may also request along with the appeal to schedule a 30-minute meeting with the Appeals Panel at the time of the Panel's deliberations.
- 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.
- 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.
- The appeal's request must specify facts and evidence sufficient for the Appeals Panel to determine the validity of the appeal (see above Appeals are limited to the following, Page 4)
- 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.
- The Panel will have until TBD to review all submitted appeals and back up documentation.
- The Panel will meet in person to make final recommendations on TBD to discuss and provide responses to each appeal. The Panel will also allocate time for 30-minute meetings with appellants requesting to meet with the Panel, in person or over the phone.



- The HUD NOFA Committee will complete its recommendations on the final Rating and Ranking List on TBD, including results of any appeal.
- The final Ranking and Ranking List will be presented for review and approval to the HUD CoC Committee's non-conflicted members on TBD.
- 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
- The HUD CoC Committee will approve the Consolidated Application prior submittal to HUD, minus the final Rating and Ranking List.

## 2019 Alameda County Continuum of Care (CoC) Competition Evaluation of Project's Performance

### Proposed Scoring Criteria for Renewal Projects (DRAFT 7/8/2019)

This proposed scoring criteria measure the performance of project's renewing their application for funding through the FY 2019 CoC Program Competition. The criteria measures projects' contribution to strengthening the overall system of care and performance through data collection, coordination, prioritization, and improved client outcomes. The scoring is based primarily on objective criteria including performance outcomes, grant management and organizational capacity. Responses to Coordinated Entry and Serving Highest Need populations' section and any supplemental narratives will be reviewed and scored by the NOFA Committee.

### Proposed Threshold Criteria for 2019

Item	Description	Threshold
<b>Coordinated Entry Participation and Compliance</b>	Project certifies that it is participating in and compliant with Coordinated Entry, meaning that Projects must notify Coordinated Entry of all openings and fill those openings with participants referred from Coordinated Entry, to the extent possible for the project type.	Meets/Does not meet Threshold
<b>Low Barrier/Housing First</b>	Project certifies that it is low barrier and operates in adherence with Housing First requirements. Meaning participants: 1) are not screened out based on income, active/history of substance abuse, having a criminal record, or a history of domestic violence, and 2) are not terminated from the project for failure to participate in services, and 3) are prioritized for rapid placement and stabilization in permanent housing and offered needed supports so that returns to homelessness are avoided. Project also certifies that relevant Housing First policies and procedures examined during the 2018's NOFA Local Competition <u>have not changed and remain compliant</u> or they have adopted new policies that are compliant. Projects must submit new policies.	Meets/Does not meet Threshold
<b>Client Eligibility</b>	Project certifies that its written client eligibility policies are consistent with information provided to Coordinated Entry/Home Stretch. Project also certifies that policies examined during the 2018's NOFA Local Competition <u>have not changed and remain compliant</u> or they have adopted new policies that are compliant. Projects must submit new policies.	Meets/Does not meet Threshold

## SCORED CRITERIA FOR RENEWAL PROJECTS

Total points available = 100 points

### Section I: Performance Outcomes

#### 1. Permanent Supportive Housing (48 points)

Criterion	Description	Points
<b>Performance Outcome A</b>  Retains and/or exits to other Permanent Housing > 12 months	Calculate the percentage of permanent housing stayers to score your project relative to the <b>local benchmark of 95%</b> .	<b>Up to 14 points</b> (13 points for meeting benchmark and bonus point for exceeding)
<b>Performance Outcome B</b>  Adults who maintain or increase income	Calculate the percentage of adults who maintain or increase income to score your project relative to the <b>local benchmark of 50%</b> .	<b>Up to 11 points</b> (10 points for meeting benchmark plus and point for exceeding)
<b>Performance Outcome C</b>  Obtains/ maintains non-cash mainstream benefits	Calculate the percentage of adults enrolled in non-cash mainstream benefits and health insurance to score your project relative to the <b>local benchmark of 56%</b> .	<b>Up to 11 points</b> (10 points for meeting benchmark plus and point for exceeding)
<b>Performance Outcome D</b>  Exits to Homelessness	Calculate the number of clients exiting to homelessness from your project relative to the <b>local benchmark of approximately 10%</b> of bed capacity.	<b>Up to 12 points</b> (11 points for meeting benchmark plus and point for exceeding)

2. Rapid Rehousing, Youth Serving Transitional Housing, and Joint TH and PH-RRH (48 points)

Criterion	Description	Points
<b>Performance Outcome A</b>  Obtains Permanent Housing	Calculate the percentage of successful permanent housing exits to score your project relative to the <b>local benchmark of 80%</b> .	<b>Up to 14 points</b> (13 points for meeting benchmark and point for exceeding)
<b>Performance Outcome B</b>  Adults Who Increase Income	Calculate the percentage of adults who increased income in your project relative to the <b>local benchmark of 30%</b> .	<b>Up to 11 points</b> (10 points for meeting benchmark and point for exceeding)
<b>Performance Outcome C</b>  Obtains/ Maintains Non-cash Mainstream Benefits	Calculate the percentage of adults who obtained or maintained non-cash mainstream benefits to score your project relative to the <b>local benchmark of 56%</b> .	<b>Up to 11 points</b> (10 points for meeting benchmark and point for exceeding)
<b>Performance Outcome D</b>  Exits to Homelessness	Calculate the number of clients exiting to homelessness to score your project relative to the <b>local benchmark of 10%</b> .	<b>Up to 12 points</b> (11 points for meeting benchmark and point for exceeding)

3. General Transitional Housing (non-youth serving) (48 points)

Criterion	Description	Points
<p><b>Performance Outcome A</b></p> <p>Obtains Permanent Housing</p>	<p>Calculate the total number of successful permanent housing exits to score your project relative to the <b>local benchmark of 80%</b>.</p>	<p><b>Up to 14 points</b> (13 points for meeting benchmark and point for exceeding)</p>
<p><b>Performance Outcome B</b></p> <p>Adults Who Maintain or Increase Income</p>	<p>Calculate the percentage of adults who maintained or increased income to score your project relative to the <b>local benchmark of 50%</b>.</p>	<p><b>Up to 11 points</b> (10 points for meeting benchmark and point for exceeding)</p>
<p><b>Performance Outcome C</b></p> <p>Obtains/ Maintains Non-cash Mainstream Benefits</p>	<p>Calculate the percentage of adults who obtained or maintained non-cash mainstream benefits to score your project relative to the <b>local benchmark of 56%</b>.</p>	<p><b>Up to 11 points</b> (10 points for meeting benchmark and point for exceeding)</p>
<p><b>Performance Outcome D</b></p> <p>Length of Time Homeless</p>	<p>Calculate the median length of stay in the project to score your project relative to the median <b>local benchmark of 180 days</b>.</p>	<p><b>Up to 12 points</b> (11 points for meeting benchmark and point for exceeding)</p>

**Performance Outcomes Supplemental Narrative**

Applicants will have the opportunity to describe any best practices, training, or process improvements implemented by the project either in the past 12 months or in 2019/2020, which will increase the project’s success (given the project type) for **any of the scored performance outcomes**. Narratives will be reviewed by the NOFA Committee and any additional points will be determined by the NOFA Committee at the time of the rating and ranking of applications.

**Section II – NEW Section: Coordinated Entry and Serving Highest Need Populations for all project types (up to 12 pts) – Replaces former Target Populations and Severity of Needs section**

Criterion	Description	Sources	Points
<p><b>Coordinated Entry and Serving Highest Need Populations</b></p> <p>Narrative responses will be reviewed by the NOFA Committee at the time of the rating and ranking of applications</p>	<p>Given that all CoC funded projects are required to participate in Coordinated Entry (CE), and our system uses an assessment tool that scores and ranks homeless individuals in order of highest priority (according to household characteristics, homeless history, housing barriers, and vulnerability), it is presumed that all projects are able to serve households with the highest needs.</p> <p>To evaluate project’s compliance with Coordinated Entry and enrollment of highest need populations through referrals, please respond to the following questions below:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Describe how your project has operationalized its participation in Coordinated Entry and alignment with requirements, especially the filling of project vacancies. Optional: Please describe any successes or barriers working with CE or HomeStretch. <b>Up to 4 points</b></li> <li><input type="checkbox"/> Describe any affirmative steps your project has taken to make enrollment as simple and quick as possible, especially for high need participants. Provide any data the project has on the time from referral to enrollment/move-in. <b>Up to 4 points.</b></li> <li><input type="checkbox"/> Note how many openings the project had, how many referrals were provided by CE during the program year, and how many vacancies were filled by CE referred participants. Describe if any participants referred by Coordinated Entry denied admission for reasons other than the eligibility requirements provided. If so please explain. <b>Up to 4 points.</b></li> </ul>	<p><b>Narrative Response</b></p>	<p><b>Up to 12 points</b></p>

### Section III: Grant Management and Cost Effectiveness (Up to 22 points)

Name	Description	Score
Reports and Invoicing	<input type="checkbox"/> Project provided evidence of on-time submission of APRs and quarterly LOCCS draws for <u>the last two grant cycles</u> (or for as long as the project has operated if less than three years old)	Up to 10 points
Capacity and Utilization	<input type="checkbox"/> Percentage the project was utilized during the program year	Up to 6 points
Grant Spending	<input type="checkbox"/> Percentage of funding the project spent in the last grant year.	Up to 6 points

#### Grant Spending Supplemental Narrative

Applicants will have the opportunity to describe spending trends/steps taken during the current grant year and provide an explanation for project's underspending of funds and any impacts to the community if the project grant was partially reduced due to underspending. Supplemental Narratives will be reviewed by the NOFA Committee and any additional points will be determined by the NOFA Committee at the time of the rating and ranking of applications.

### Section IV: Organizational Capacity (Up to 14 points)

Name	Description	Score
HMIS Data Quality	Percentage of project's data quality score from APR.	Up to 5 points
Fiscal Management	<input type="checkbox"/> Project provided the most recent annual independent audit (or financial statement if audit not required) from no earlier than FY ending no earlier than June 30, 2018 for analysis of findings if any.	Up to 4 points
Quality Assurance	<input type="checkbox"/> Project has an existing Consumer Satisfaction Survey <input type="checkbox"/> Project annually reviews client feedback <u>and</u> uses it to	Up to 5 points

	<p>inform program planning, implementation, and management</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Project has a former or current program participant on Board of Directors</li> <li><input type="checkbox"/> Project staff annually attends or participates in trainings which are designed to ensure a high quality of care</li> </ul>	
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**Section V: Incentive Points (Up to 4 points)**

Name	Description	Score
Voluntary Reallocation	<input type="checkbox"/> Project voluntarily reallocates unspent funds	Up to 1 Point
Consolidation	<input type="checkbox"/> Project applies to Consolidate one or more CoC-funded projects	Up to 3 points

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## Small Group Questions

Take 15 minutes to discuss as a group. We will ask groups to report out where there was group consensus.

1. The performance outcomes scoring gives an extra point to projects that exceed the performance benchmarks--like getting an A+. What do you think of this approach? Do you support it, why or why not? What modifications would you propose?
2. Do the narrative questions in the Coordinated entry section adequately capture your projects work Coordinated Entry?
3. Any other comments on the criteria you want the Committee to be aware of?