

CoC NOFA Overview and Application Process
2016 Competition Information Session Minutes
July 14, 2016 3:30pm
(completed July 15, 2016 at 3:00-3:30-pm due to fire drill)

I. Overview:

- HUD released the FY2016 Continuum of Care NOFA on June 28, 2016. Detailed information about the competition including application resources can be found on the HUD Exchange at: <https://www.hudexchange.info/e-snaps/fy-2016-coc-program-nofa-coc-program-competition/>
- Information about the Montgomery County CoC competition will also be available on the Interagency Commission website at <http://www.montgomerycountymd.gov/HHS-Program/SNHS/ICH/ICHIndex.html>. To access information click on the link, Continuum of Care 2016 Competition. Information and resources will be posted as they become available.
- HUD has approximately \$1.9 billion available this year for new and renewal projects.
- As in previous years, Continuums of Care are required to prioritize project applicants using a two-tiered system. Tier 1 is estimated to be 93% of Annual Renewal Demand (ARD) = \$7,587,042 and Tier 2 is equal to 7% ARD = \$571,068.
- Funding is available to create new permanent supportive housing projects for chronically homeless persons/families as well as rapid re-housing projects for homeless families/individuals including those fleeing domestic violence. Montgomery County CoC is eligible to apply for funding of up to \$407,905 for this purpose. In support of the CoC's strategic plan and based on Point-in-Time, HMIS and Housing Inventory information, the CoC plans to allocate funding for **one** new project as follows:
 1. Permanent Supportive Housing for chronically homeless adult only households – max budget \$407,905 **or**
 2. Rapid Re-housing for families – max budget \$407,905
- Funds from existing projects can be reallocated to create new permanent supportive housing or rapid re-housing projects. During the 2016 competition, the CoC will accept applications from current project applicants who wish to voluntarily reallocate funding to create new Permanent Supportive Housing for chronically homeless adult only households or to create Rapid Re-housing units for families.
- All new and renewal projects will be reviewed and ranked by the CoC Allocation Committee in accordance with the established ranking and review process. Projects will be evaluated based on the criteria below using a standard scoring tool.
- Scoring Tools will be posted on the CoC Competition website once finalized after HUD releases all application materials during the week of July 18th. An email notification will be sent when updates are available.

II. Renewal Projects Applications

- Renewal projects are eligible for renewal if the grant term expires during calendar year 2017. Per HUD, renewal projects are eligible to be renewed for a one year term.
- All applicants should closely review the renewal project detailed instructions, instructional guides and funding announcements to assure that applications are completed correctly.
- Ranking of Renewal Project Requests will be based on both on the Applicant's past CoC grant performance and the newly submitted Renewal Project request.

A. *Renewal Project Past Performance* - Past grant performance will be reviewed and included as part of the project ranking process for the following:

1. Grant standards were met as evidenced by timely execution of grant agreement, quarterly drawdown of funds and history of recapture of funds by HUD.
2. History and status of any audit/monitoring findings.
3. APR data from July 1, 2015 through June 30, 2016 will be reviewed for the following performance measures:
 - a. Bed Utilization Rate
 - b. Increasing income
 - c. Obtaining mainstream benefits
 - d. Exit to permanent housing - (SH, TH and RRH)
 - e. Retention in and Exit to permanent housing - (PSH only)

B. *Project Renewal Application* - Project Applications will be reviewed and ranked based on the following criteria:

1. Clear description of the population to be served including number served, characteristics of participants, and demonstration that participants meet HUD eligibility criteria for type of housing.
2. Clear description of how program will address individual needs/issues of the target population including helping participants to obtain mainstream health, social and employment services
3. Clear description of how program will assist participants to increase income
4. Clear description of how program will assist participants to obtain and/or retain permanent housing
5. Clear description of performance measures for project
6. Clear description of how program follows Housing First model per HUD definition and does not screen out participants due to severity of need including but not limited to too little/no income, substance abuse, criminal history, chronic homelessness. **Note: be sure to address in narrative section of application**
7. Clear description of coordination with other sources and partners
8. Clear description of any special populations that project is able to serve including chronically homeless, youth, veterans, etc.
9. Participation in CoC Coordinated Entry System
10. Extent to which project applicant leverages additional cash and in-kind resources.
11. For Permanent Supportive Housing Programs only - Plans for prioritizing chronically homeless for beds available through turnover that have not been designated for chronically homeless
12. For Transitional and Safe Haven Projects Only - Importance or benefits of serving this population over other permanent housing options.

III. New Permanent Housing Projects

- A total of \$407,905 is available to create new permanent housing projects. As described above, in support of the CoC's strategic plan and based on Point-in-Time, HMIS and Housing Inventory information, the CoC plans to allocate funding for one new project as follows:
 1. Permanent Supportive Housing for chronically homeless adult households **or**
 2. Rapid Re-housing for families

- All applicants should closely review the new project detailed instructions, instructional guides, and funding announcements to assure that applications are completed correctly.
 - A. Project Application – New Bonus Project** - New project applications for Permanent Supportive Housing and Rapid Re-housing will be reviewed using the following criteria:
 1. Organization Capacity
 - a. Experience performing activities proposed in application
 - b. Experience using federal funds and ability to resolve HUD findings on other HUD funded grants
 - c. Experience leveraging other federal, state, local and private sector funds
 - d. Organization and management structure including internal coordination and financial controls
 2. Project Overview
 - a. Clear description of target population to be served including number served, characteristics of participants, and demonstration that participant eligibility meets HUD criteria for type of housing being proposed.
 - b. Clear description of how program will address individual needs/issues of the target population including helping participants to obtain mainstream health, social and employment services
 - c. Clear description of how program will assist participants to increase income
 - d. Clear description of how program will assist participants to obtain and/or retain permanent housing
 - e. Clear description of projected performance measures of project
 - f. Clear description of how program follows Housing First model per HUD definition and does not screen out participants due to severity of need including but not limited to too little/no income, substance abuse, criminal history, chronic homelessness. **Note: be sure to address in narrative section of application**
 - g. Plan for rapid implementation of program including description of how project will be ready to begin housing the first participant with 6 months of grant award
 - h. Clear description of how project will work with landlords to quickly identify and move participants into housing.
 - i. Clear description of Coordination with other sources and partners
 - j. Clear description of any special populations that project is able to serve

- k. Participation in CoC Coordinated Entry System
- l. Extent to which project applicant leverages additional cash and in-kind resources.

IV. New Projects Created through Reallocation

- Funds from existing projects can be voluntarily made available for reallocation to create new permanent supportive housing for chronically homeless adult only households or rapid re-housing for homeless families. Any funds available for reallocation will be competitively awarded via the Tier 1/Tier II competition.
- Note that clients served in Permanent Supportive Housing and Rapid Re-housing Programs created through reallocation must meet the eligibility criteria for those programs. Therefore, individuals and families who may currently be residing in transitional housing are not eligible.
- Applicants should refer to the New Project Application detailed instructions and instructional guide on the HUD website for further information.

V. Match and Leveraging

- **Match** - All projects (new, reallocation or renewal) must meet the HUD mandated match requirements to be eligible.
 - HUD requires a 25% match on all grant funds requested except for leasing costs.
 - Match can be **in-kind** or **cash**
 - Any cash or in-kind funds used towards match must be used to support eligible activities under the grant.
 - In-kind or case contributions in excess of the 25% HUD required match should not be included on your application as match; they are considered leverage
- **Leverage** – All projects must include leverage sources in their application
 - Leverage can be **in-kind** or **cash**
 - Any contribution either in-kind or cash that is above the required 25% HUD match should be considered leverage
 - Cash and in-kind contributions used as leveraging need to support the project but do not necessarily need to be considered an eligible cost under the grant.
- **Cash** - Any source of funds, including any other federal sources (excluding Continuum of Care program funds), as well as State, local, and private sources are considered cash contributions. Cash contributions used as match cannot be not statutorily prohibited from being used for that reason (some federal funding streams prohibit this).
- **In-Kind** - Value of any real property, equipment, goods, or services contributed to the project. Services (counseling, legal advocacy, etc.) and physical goods (food, furniture, clothing, etc.) can be counted as in-kind leverage.
- To be considered as match or leverage any funds, goods, or services would need to come directly from the source to your organization.
- Benefits such as food stamps or TANF (cash assistance for program participant) received directly from the program participant **cannot** be counted as leverage.
- Supportive services that are provided to a program participant by a third party **can** be counted as an in-kind leveraging source.

- **New this year - Rents and occupancy charges collected from program participants is considered program income and can be considered an eligible source of match or leveraging.**

VI. Montgomery County CoC Timelines for 2016:

Important Deadlines are as follows:

- **CoC Competition Information Session – Thurs. July 14 from 3:30 pm – 5 pm at 1301 Piccard Drive, 1st Floor Conference Room.**

The session will provide a detailed overview of the CoC application process including a review of CoC and HUD priorities, review of requirements for project applications, and an overview of the ranking and selection process.

- **Letter of Intent to apply for New Project/Voluntary Reallocation – Fri. July 22, 2016 by 5 pm**
 - Submit Letter of Intent via email to Kim Ball at Kim.Ball@montgomerycountymd.gov
 - For New Project - Letter must include New Project Type – PSH or RRH – and anticipated number of units to be created.
 - For Voluntary Reallocation - Letter must include: Name of Project and amount of funds available for reallocation.
- **Renewal Project supporting documents due by Mon. July 25, 2016 at 5 pm**
 - Submit via email to Kim Ball at Kim.Ball@montgomerycountymd.gov
 - Documents include:
 1. HUD Monitoring Reports for projects reviewed between July 1, 2013 and June 30, 2016. If you were not reviewed by HUD during this time period, please provide a statement for documentation of your last review.
 2. Summary of drawdown expenditures for all grants expiring in Calendar Year 2016. Please indicate if all funds have been expended and if not what funds will be returned with an explanation as to why.
 3. Signed copies of HUD-2880 form and HUD-50070 form dated between May 1, 2016 and Sept. 14, 2016.
 4. System Performance Measures are required to be submitted to HUD by August 1, 2016. Data clean-up and “Interim Annual Assessments” must occur for dates July 1, 2014 – September 30, 2015.
- **New and Renewal Project Applications – Weds. August 10, 2016 by 5 pm**
 - Submit to Kim Ball in PDF format via email at Kim.Ball@montgomerycountymd.gov
 - **Do NOT submit Project Application via e-SNAPS until you are notified**
 - Submission must include completion of all necessary required attachments
- **Notification of Project Selection and Priority Ranking – Tues. August 30, 2016**