



HUD Continuum of Care Homeless Assistance Grants

Local Materials Packet for Agencies Applying
for New or Renewal Projects

FY 2024

CONTEXT

The Continuum of Care (CoC) Program (24 CFR part 578) is designed to promote a community-wide commitment to the goal of ending homelessness; to provide funding for efforts by nonprofit providers, States, and local governments to quickly re-house homeless individuals, families, persons fleeing domestic violence, and youth, while minimizing the trauma and dislocation caused by homelessness; to promote access to and effective utilization of mainstream programs by persons experiencing homelessness; and to optimize self-sufficiency among those experiencing homelessness.

Each year the U.S. Department of Housing and Urban Development (HUD) releases a Notice of Funding (NOFO), signifying the beginning of a funding competition among all Continuums of Care (CoCs). To be eligible for CoC funding in the competition, each CoC must submit a Consolidated Application to HUD by the designated deadline. The Consolidated Application includes:

1. A CoC Application, which describes the CoC's governance structure, overall performance, and the strategic planning process;
2. The Project Applications from entities seeking funding for new or renewal projects; and
3. The CoC Project Listing, which shows the CoC's priorities for funding, ranking each project application and identifying rejected applications, if applicable.

HUD requires CoCs to hold a local competition to determine which project applications will be included in the consolidated application. As a project applicant, **you must participate in the CoC review and rank process to have your project considered on the CoC Project Listing and included in the CoC Consolidated Application.** Projects rejected during the ranking process can submit a Solo Application to HUD following HUD guidance in the NOFO. For additional information submitting a Solo Application contact the CoC Coordinator.

This handbook contains important information that Project Applicants must know about the CoC process. Competitive Project Applications must adhere to HUD eligibility criteria, as well as follow local CoC policies, procedures, and timelines.

Before you begin:

- Carefully review and assure that your agency and project meet all eligibility and threshold criteria found in this document (note some eligibility criteria is found through embedded links). Ineligible projects will NOT be ranked and cannot move forward in the competition and will NOT be included in the CoC Priority Listing or Collaborative Application.
- CoC ranking and review is a multi-step process. Projects must first complete the Intent to Apply and Threshold Assessment steps to be invited to apply. Please make sure you review each step and submit the required verification of eligibility by the CoC deadlines. Incomplete or inaccurate information may negatively affect the project score. Late submissions will not be considered.
- The CoC will host a NOFO lab and office hours to help applicants access and fill out their application, but projects must have read the NOFO, have an active [esnaps](#) profile and SAM registration (including a Unique Entity Identifier (UEI)) prior to attending the lab so begin this process as soon as possible.

Table of Contents

I.	NOFO Timeline & Overview	Pages 4 - 7
	a. CoC Competition Dates & Deadlines	4
	b. Highlights of this year's NOFO	4-5
	c. Important Links	5
	d. HUD Priorities	6
	e. Solo Application	7
II.	West Central CoC NOFO Specific Policies	Pages 7-14
	a. Reallocation Policy	7
	b. Ranking & Evaluation Policy	9
III.	Intent to Apply & Threshold assessment	Pages 18
IV.	Project Scorecard	Pages 22
V.	Definitions	Pages 27-31

Continuum of Care Competition Calendar		
Month/Day*	Activity	Notes
May 15	Pre-application & Threshold Assessment Notice	on CoC website & via email
May 29	Renewal Preapplication & Threshold Assessments due	via Link
June 17	Application Packet Published	on CoC website & via email
June 28	New Pre-application & Threshold Assessments due	via link
June 28	Renewal Project Scorecards due to CoC	online link
TBD	New Project Scorecards due to CoC	online link
July 8	Ranking Committee meeting @ 9 AM - Renewals	Closed meeting
July 8	Renewal Projects notified of rank and score	Responses accepted for 5 days
August 1	Ranking Committee meeting @ 1 PM	Closed meeting
TBD	New Projects notified of rank and score	Response accepted for 5 days
Sept. 12	CoC vote on Rank and Tier	HTH Membership Meeting
TBD	All project applications due in esnaps	via Esnaps
TBD	CoC Consolidated Application due to HUD	via Esnaps

*Note dates are subject to change based on the NOFO release date.

CoC Funding Opportunity Number: **FR-6600-N-25**

HUD Competition page links

- **This will be updated once the 2024 NOFO is released.**

CoC Available Funding (Below are the '23 numbers. These will be updated once the '24 NOFO is released)

- Annual renewal demand: **\$933,489.00**
- CoC Bonus: **\$46,674.45**
- DV Bonus: **\$58,044.90**
- CoC Planning: **\$50,000**

CoC Ranking

The CoC must rank all project applicants, except CoC Planning which is not Ranked.

- Ranking Categories: Applicants are ranked on policy adherence, project performance, project/agency equitability, project design, administrative capacity, and regional priorities.
- Overview of ranking process:
 1. The CoC establishes annual Ranking Policies and Criteria, using primarily objective data.
 2. A CoC approved Ranking Committee is established to review, score, and rank all eligible applicants, except Planning. **Note that ranking may not directly correlate with scoring due to CoC funding priorities and strategies.**
 3. Applicants are notified of their score and have the opportunity to address scoring deficiencies.
 4. The Ranking Committee may adjust scores based on step 3 above prior.
 5. The proposed ranking is presented to the CoC's Homeless to Housed Task Force for discussion and a vote.
- Tiers: All CoC projects, except Planning, are placed in either Tier 1 or Tier 2. Higher prioritized and ranked projects are assigned to Tier 1 and lower prioritized and ranked projects to Tier 2.

- Tier 1 is equal to 95% of the CoCs Annual Renewal Demand (ARD) or \$866,814. Tier 1 applicants meeting HUD's quality threshold review will be conditionally selected. If a DV Bonus project ranked in Tier 1 is selected with DV Bonus funds, the project will be removed from Tier 1 and the projects below it will move up accordingly. However, if a new DV Bonus project is not selected with DV Bonus funds, the project will retain its ranked position in Tier 1.
- Tier 2 is the difference between Tier 1 and the maximum amount of renewal, reallocation, and CoC Bonus funds that the CoC can apply for not including the CoC Planning project. HUD will award a point value to each new and renewal project application that is in Tier 2 using a 100-point scale which includes a portion of the CoC score and project score. Tier 2 projects will be selected in order of CoC Rank and Project ranking, starting with the highest scoring CoC.
- *Projects Straddling Tiers.* Project applications may straddle the Tier 1 and Tier 2 funding line, but the portion of the project in Tier 1 must be a viable project just in case Tier 2 is not funded. (e.g., is able to continue serving homeless program participants effectively with only the Tier 1 funding).
- Rejection or Reallocation: Projects with outstanding HUD audit findings, history of ineligible participants, evidence of untimely expenditures, financial management concerns, or other performance issues may be eliminated from competition through rejection or full reallocation. The CoC may also reduce a portion of a submitted project due to underutilization.

CoC Eligibility Note that new project eligible activities may be edited to align with the NOFO.

Eligible applicants must meet all CoC and HUD statutory, regulatory, threshold requirements, abide by CoC Competition deadlines, request eligible activities, adequately answer all questions, and attach all required documents to be considered eligible for funding. If you have questions on eligibility after reading this packet and related linked information, please contact the CoC Coordinator.

- Eligible Applicants: Eligible project applicants are nonprofit organizations, states, Indian Tribes, tribally designated housing entities (TDHE), local governments, instrumentalities of state and local governments, and public housing agencies, as such term is defined in 24 CFR 5.100. For-profit entities are **not** eligible to apply for grants or to be sub-recipients of grant funds. Applicants that propose to claim a reservation or trust land geographic area and to locate a project on a reservation or trust land must include a tribal resolution from the tribe authorizing the applicant to do so. Tribes do not need to include a tribal resolution to claim their own reservation or trust land or to site a project on their own reservation or trust land.
- Eligible Projects & Activities: The CoC is accepting applications from eligible entities for the following:
 - Renewal Projects One year renewal projects previously funded by HUD CoC funds may request funding equivalent to or less than that listed on the current GIW.
 - Transition Grants: Transition grants to transition from one project type to another.
 - Consolidated Projects: Agencies may request that two to four projects combine to become a Consolidated Project. The CoC must approve the request and projects must be without findings or a history of low utilization or financial management/drawn down/capacity issues.
 - New projects The following new projects can be created through reallocation or with bonus funding. All new projects must utilize CARES, the CoC coordinated entry system.
 1. DV Bonus projects that serve survivors of domestic violence, dating violence, sexual assault, or stalking.
 - Rapid Rehousing (RRH)
 - Joint Transitional and Permanent Housing-RRH (TH/PH-RRH)

- Coordinated Entry SSO
2. CoC Bonus projects:
- PH-PSH projects for DedicatedPLUS or Chronic Homeless
 - PH-RRH
 - Joint TH and PH-RRH
 - Coordinated SSO
 - HMIS
- Expansion projects can be requested with either bonus or reallocated funding in order to expand existing units in a project or serve additional persons, or in the case of HMIS or CES SSO, grant activities or services must be added or expanded. Expansion projects are required to submit 3 project applications: 1) renewal application that will be expanded; and 2) a new project application for the expansions.
 - Planning Grant: The CoC Collaborative Applicant may request planning dollars for eligible CoC planning activities. The Planning Grant is not ranked.
- Threshold Criteria: Threshold criteria is listed CoC Intent to Apply and Threshold Assessment. Projects must complete the form and either attest to or submit all required threshold verification categories. **Only projects submitting this form on time and meeting all eligibility criteria will be invited to proceed with the application process.**
 - Deadlines: Eligible applicants **must meet all CoC deadlines** listed at the beginning of this document and on the CoC website. Note that deadlines are subject to change based on HUD deadlines. If this occurs, the CoC will send an email notice to the entire CoC email list, update deadlines on the CoC website, and email known applicants directly. **Potential applicants are responsible for tracking these deadlines.**
 - HUD Documents: HUD hosts one or more competition pages. Projects are advised to visit the HUD competition pages for additional information and instructions including the full NOFO and Project Application instructions:
 - The entire NOFO and associated competition materials can be found on the HUD competition page. **(hyperlink will be added once NOFO is released)**
 - For issues with esnaps during the application process, visit: **<https://www.hudexchange.info/e-snaps/faqs/>**. **(hyperlink to be updated one the NOFO is released).**
 - SOLO APPLICATIONS: Eligible project applicants that attempted to participate in the CoC planning process in the geographic area in which they operate, that believe they were denied the right to participate in a reasonable manner, may submit a solo project application to HUD and may be awarded a grant from HUD by following the procedure found in 24 CFR 578.35. Solo applicants must submit their solo project application in esnaps to HUD by the deadline listed in the HUD CoC NOFO, including the CoC's notification of rejection during the local competition as an attachment to the Solo Applicant's project application. If the CoC fails to provide written notification, outside of e-snaps, the Solo Applicant must attach a statement that the CoC did not provide the Solo Applicant written notification of the CoC rejecting the project in the local CoC competition.

West Central Minnesota NOFO Policies

Reallocation Policy & Process

Updated June 2022

The West Central Minnesota Continuum of Care (CoC) has created this process to guide the CoC in determining if, when and how the CoC should reallocate funds. Reallocating funds is one of the tools our CoC uses to make strategic improvements to our homelessness system. Through reallocation, our CoC can create new, evidence-informed projects by eliminating projects that are underperforming, underutilized, or are more appropriately funded from other sources. While reallocation can be complicated and does not come without risk, it is a necessary part of ensuring that our CoC's homeless assistance system meets the needs of people experiencing homelessness.

What is Reallocation?

Reallocation refers to the process by which our CoC can shift funds in whole or in part from one or more existing CoC- funded projects that are eligible for renewal to create one or more new projects. A project funded through reallocation must be an eligible new or expansion project that serves new participants or provides new services.

What types of projects can be reallocated?

The annual CoC Program Competition Notice of Funding Opportunity (NOFO) dictates what types of projects may be created through reallocation in a given competition. For example, in FY19, eligible project components include Permanent Supportive Housing, Permanent Rapid-Rehousing, Joint Transitional-Rapid Rehousing, HMIS, or Coordinated Entry. New reallocated projects applied for from the agency reallocating funds must include a component change (i.e., TH to PSH or RRH to PSH) or a significant change in the program's population (i.e., youth to single CH).

Identifying Projects for Reallocation

The CoC Board, Performance Evaluation Committee, Ranking Committee, and CoC Staff all assist in identifying projects which may be considered for reallocation. Projects may also choose to offer all or a portion of their renewal funding for reallocation during the CoC Competition on the Intent to Apply form.

Various factors will be considered for identifying projects for reallocation including:

- a. Regional need: Inventory (current and planned service/housing gaps or abundance), project location, and population/sub-population served.
- b. Program performance: Utilization rate, data quality, system performance outcomes, Annual Performance Report outcomes, service model, coordination with other services, and compliance with coordinated entry (CARES).
- c. Fiscal Management: Spending down of grant funds, audits, fiscal practices, financial reports, cost effectiveness, matching funds
- d. Other system needs: Coordinated entry and HMIS funding needs, potential grant mergers/collaborations, and other funding resources or restrictions (both new and existing).

Underperforming, underutilized, underspent, financially mismanaged, or low-need projects may

be targeted for reallocation at any time but are most likely identified following an annual performance review and completed during the CoC competition process. When appropriate, the CoC is dedicated to first working with any underperforming or underutilized project to address deficiencies prior to recommending for reallocation. The CoC feels it is worth the investment to increase the capacity of existing projects and agencies to meet the needs of our region, especially given the rural geography and limited number of providers. Under performing projects will be offered technical assistance and may be required to create a *CoC Retention and Performance Improvement Plan*. Agencies that neglect to create or follow through with a plan or show performance improvement will be considered for reallocation. Plan review may be done on a monthly, quarterly, semi-annual, or annual basis.

Reallocation Process

1. A project is identified as being either fiscally irresponsible (e.g., consistently, or significantly underspent or mismanaged) or underperforming (e.g., performance outcomes are significantly poor in one or more areas or are low in three or more areas or are repeatedly low without viable correction plan) during a project site visit or performance review.
2. A project is offered to participate in a performance improvement planning process (either a *Retention and Performance Improvement Plan* or combination of technical assistance and a *Retention and Performance Improvement Plan*) unless they have recently completed a plan and performance has not improved to the desired degree.
3. If the identified project is unwilling or unresponsive to the *Retention and Performance Improvement Plan* a project is targeted for reallocation.
4. The CoC will contact the project in person and in writing to notify the project of their pending reallocation, including the reallocation amount, reason for consideration. The CoC will work with the project to develop a transition plan to help assure compliance with other funding commitments and prevent anyone from becoming homeless as a result of the reallocation.

Project Evaluation, Ranking, and Review Policy

Update approved June 13, 2024

The West Central Minnesota Continuum of Care (CoC) requires an annual project review of all HUD Continuum of Care and Emergency Solutions Grant funded Projects. However, this policy only applies to projects seeking funding under the annual HUD Continuum of Care competition.

This document is designed to inform NOFO ranking and to provide applicants in the competition with clarity regarding how project ranking, tiering and selection occur.

POLICY VALUES

1. Maintain and grow HUD funding in our CoC.
2. Assure projects moving forward in the competition meet CoC and HUD eligibility thresholds.
3. Fund projects that:

- a. engage and support our regional goals to make homelessness rare, brief, and one-time,
 - b. follow CoC and HUD policies and priorities,
 - c. demonstrate positive performance outcomes,
 - d. manage resources effectively,
 - e. equitably serve clients, and
 - f. have strong service models
4. Prioritize quality agencies, programs, and project applications.

IMPORTANT PROJECT APPLICATION DATES & DEADLINES:

Each year, the CoC will publish annual Competition deadlines that include both local and HUD deadlines. Any agency applying for the CoC Competition must comply with the published deadlines or risk point loss and possible ineligibility in the competition. The dates and deadlines will be published on the CoC website and sent out via email through the CoC email list. Projects who do not submit the completed project Application Packet by the CoC deadline will not be eligible to be ranked.

ELIGIBILITY

To be eligible for inclusion in the CoC Evaluation and Ranking process, all projects must pass all facets of the CoC Application process including:

1. HUD Requirements HUD requires the following to be eligible for funding. Threshold requirements are not curable, except for clarification on documentation for eligibility. Please read the HUD CoC NOFO for a full description of requirements.
 - a. Applicant has a [UEI](#) and a current [SAM](#) registration.
 - b. Applicant is a nonprofit organization, State or local government, instrument of a State or local government, Public housing agency, Indian Tribe, or Tribally Designated Housing Entity (TDHE).
 - c. Applicant enters, or will enter if a new applicant, required project data in [HMIS](#) or the CoC approved alternative database if a Victim Service Provider (VSP).
 - d. Applicant demonstrates financial and management capacity and experience to successfully carry out the project.
 - e. Applicant submits required certifications as required in the NOFO.
 - f. Applicant agrees to only serve persons who are eligible as defined in Health Act regulations.
 - g. Applicant applies for an eligible activity.
 - h. Project draws down funds from [eLOCCS](#) at least quarterly.
2. CoC Requirements:
 - a. Has a signed CoC Membership Agreement.
 - b. Fills all open beds through [CARES](#), the regional coordinated entry system.
 - c. Links households to mainstream services using CARES forms and tools.
 - d. Documents participant eligibility.
 - e. Demonstrates a commitment to data quality and compliance.
 - f. Demonstrates an ability to manage funds appropriately. Specifically, CoC funding if a renewal project (e.g., spending report, utilization rate, CARES participation, and audit) or documentation of similar grant administration if a new applicant (audit, list of other grants administered).
 - g. Ability to meet CoC utilization and performance standards. If a CoC renewal project has not achieved utilization or performance standards, they have an identified performance improvement plan approved by the CoC. New projects must provide outcomes for other similar projects or otherwise demonstrate ability.
 - h. Project is well designed (cost effective, population and project type are appropriate, project

policies incorporate CoC core principles, and staffing pattern is appropriate).

- i. Promotes and support lived experience engagement including promotion of Consumer Advisory Boards and annual CoC Satisfaction Survey. New projects must demonstrate history, ability, or willingness to engage persons with lived experience if funded.
- j. Supports equity of practice through training, policies, practices, and procedures.
- k. New or expansion projects have a written agreement with a healthcare or housing entity.
- l. Complies CoC training requirements or agrees to if a new applicant.
- m. Adherence to CoC Policies:
 - i. CARES Coordinated Entry, including prioritization
 - ii. School Enrollment and Connection of Services Policy
 - iii. Family Separation
 - iv. Written Standards for ESG and CoC Assistance
 - v. Violence Against Women Act
- 3. Adheres to **all** local CoC Competition deadlines.
- 4. Demonstration of integrating Housing First and Low Barrier Access Principles and Policies into project or commitment to if a new applicant.
- 5. Participation in HMIS or CoC data based if the applicant is designated as a victim service project (VSP). If a new project, certification of willingness to participate.
- 6. Adheres to all CoC reporting and data quality policies and deadlines.

RANKING AND TIERS

The CoC will review and score all renewal and new projects, except the Planning Application which is not ranked, according to current ranking criteria approved by the CoC. Projects will be placed in either Tier 1 or Tier 2 according to CoC score, current CoC funding priorities, and ranking strategies. Tier 1 projects are likely to be renewed by HUD. Tier 2 awards will depend on CoC Score, Project Score, and Rank. HUD will award a point value to projects in Tier 2. Projects will be able to straddle Tier 1 and Tier 2, but the portion in Tier 1 must adequately fund the project in case that funding in Tier 2 is not awarded.

FUNDING PRIORITIES

New, Reallocated, or Expansion Project Applicants will receive Priority Points based on the annual funding priorities. The CoC will award points to project applicants based on project type to help prioritize new projects that fill gaps and needs within the CoC. Annual funding priorities are determined by the CoC based on the CoC data (HIC, PIT, AHAR, and CARES). Current priorities are listed in the chart below.

Project Type	Priority Bonus	Justification for Priority
Permanent Supportive Housing (PSH) projects that serve chronically homeless individuals. (If eligible, PSH for LTH families)	+7	<ul style="list-style-type: none"> • Sufficient PSH is necessary to continue to prioritize serving the most vulnerable. • For singles, CH remains the highest unmet need on the priority list.
Rapid Re-Housing (RRH) projects for homeless individuals, unaccompanied youth, and families coming directly from the streets, emergency shelter, or	+6	<ul style="list-style-type: none"> • Rapid rehousing continues to have a high unmet need for singles and families adulted headed and all youth headed household.

fleeing domestic violence.		
TH-Rapid Rehousing (TH-RRH) projects that serve youth, families, and individuals.	+5	<ul style="list-style-type: none"> • There is not sufficient shelter coverage in our rural region. • Fixed site TH, with ability to transition to RRH rapidly, helps address need to have immediate access to housing and gain rental history necessary to find scattered site housing. • TH-RRH is more cost effective and client friendly than motel vouchers. • Survivors continue to make up about 25% of those on our priority list.
HMIS expansion projects submitted by HMIS Lead.	+3	<ul style="list-style-type: none"> • The CoC currently funds HMIS at over the targeted 2.5% of our region’s ARD, but a quality HMIS is vital to system planning, equity, and performance evaluation. If all requested PS and TH-RRH projects are funded our region will be under the 2.5% threshold.
Supportive Services Only (SSO) projects for the CoCs <u>Coordinated Entry System</u> .	+0	<ul style="list-style-type: none"> • While CE is not funded at our desired level, our CoC has three CE grants currently and feels supportive housing projects are a larger priority.

RANKING CRITERIA BY PROJECT TYPE

HMIS Projects: The CoC recognizes that a quality Homeless Management Information System (HMIS) is not only required by HUD but is used as a necessary tool to operate and evaluate our regional homeless response system. Since the CoC has a statewide HMIS and since measuring HMIS is unlike Supportive Housing Projects, the CoC does utilizes unique process for evaluating and ranking HMIS projects. Therefore, the CoC relies on the statewide HMIS Board to annually evaluate our State System, requiring a letter from the HMIS Board in lieu of a Scorecard and Project score. Furthermore, since HUD requires that all project applicants utilize HMIS, including coordinated entry projects, the CoC helps assure that HMIS receives sufficient funding by placing one or more HMIS applications for at least 2.5% of the CoC’s ARD at the top of Tier 1 if the request comes from the designated State System Administrator. Additional HMIS projects for requests beyond the 2.5% threshold will be ranked in Tier 2.

Coordinated Entry Projects: As with HMIS, the CoC recognizes that Coordinated Entry is required by HUD and is necessary for the operation of our regional homeless response system, and furthermore that CE project performance measurement is unique. Therefore, to help assure coordinated entry is properly funded, the CoC will rank at least one coordinated entry project in Tier 1 for 3% of the CoC’s ARD. Additional Coordinated Entry project applications beyond 3% may be ranking according to score, including being placed in Tier 2.

Planning Grant: The CoC Planning Grant is not required to be ranked by HUD or the CoC. The Planning grant must be submitted by the CoC Collaborative Applicant and approved by the CoC Board.

Supportive Housing Projects: The following describes the CoC process to scoring and ranking transitional housing, joint component, rapid-rehousing, and permanent supportive housing project applications. It should be noted that the CoC uses “scoring”, “reallocation”, and “ranking” as three distinct steps. Scoring informs, but does not dictate,

the final reallocation or tiering (including order of project) decisions. The CoC Ranking Committee may recommend not reallocating a project (in whole or a portion) or placing a project in a different order from how they scored. This decision may be based on updated knowledge on project performance or capacity or CoC funding strategies (e.g., help increase the likelihood that more projects are funded).

Scoring criteria: The CoC ranking policies, which guide the scoring, were originally approved by the CoC membership. The CoC Performance Evaluation Committee or other designated committee is responsible for reviewing, updating, and distributing Ranking Criteria to the CoC Board for approval each year. If substantive changes occur, the proposed policy changes will be taken to the CoC full membership for a vote. The process utilizes non-biased, objective criteria based on the HUD ranking tool, established CoC priorities, and project performance. The CoC uses objective HUD (APR, SPM, and eLocs) and HMIS reports (APRs, Ranking, Core, Returns, and CARES), as well as the Project Threshold Assessment and a CoC Ranking Scorecard (that incorporates both an agency self-assessment and required attachments) to score projects. The Ranking Committee may adjust scores based on verification and review of documents presented and special circumstances like natural disasters.

Specifically, ranking incorporates the following seven categories:

1. Financial: Fiscal responsibility, draw downs, resources/leverage, and cost effectiveness of project.
2. Regional Priorities: Regional need for project type and target population/subpopulation based on Coordinated Entry data and annual needs/gaps assessment.
3. HUD Priorities: Project commitment to meeting HUD Priorities
4. Engagement: Agency commitment to engaging in regional planning including membership/participation in the CoC Board and Committees, participation in local homeless committees/coalitions,
5. Policy & Reporting Compliance: Adherence to funder and CoC policies, training, and reporting standards.
6. Project Design & Services: Project incorporates core principles adopted by the CoC including housing first, low barrier access, trauma informed, motivational interviewing, creative engagement, and client centered care. Principals must be incorporated into education/training, policies, and practices. The project must also demonstrate history or ability to link to mainstream resources and educational services (if serving youth and families).
7. Project Performance: Performance is measured through an HMIS Dashboard or duplicate dashboard (if Victim Service Provider) that includes the following: HUD Annual Performance Report (APR), project utilization rate, and returns to homelessness rate. Performance review also takes into consideration the acuity of households served.
8. Data Quality: HMIS and CES Data quality and responsiveness to HMIS/CoC data requests.

Scoring & Ranking Process:

1. Pre-Application:
 - i. The CoC solicits interest and designates a Ranking Committee identified through a public application process with no representatives being accepted from applicant agencies (staff, clients, or board members). Note the Ranking Committee is a subset of

- the Performance Evaluation Committee.
- ii. The CoC conducts a review and ranking of renewal projects.
 - iii. The CoC solicits open invites for new projects via the CoC email list and notice at other regional meetings or public notices.
 - iv. The CoC Coordinator follows up with agencies interested in applying for new or expanded projects.
 - v. Within 10 days after the NOFO publication the updated Application Packets and timeline are posted on the CoC website.
 - vi. New project ranking process, criteria, submitted pre-applications and timeline are presented at first CoC meeting after the NOFO release. Any proposed updates to the policy in response to the NOFO are presented and voted upon at this time.
 - vii. The CoC promotes and hosts an application lab to assist with completing the application in esnaps.
2. **Submission:** New project applicants submit application packet (Score Card, Project Application and required supporting documentation) and renewal projects submit esnaps application to the CoC by deadline to be eligible for ranking (renewal) and inclusion in the CoC Application.
3. **Review and Ranking:**
- i. The CoC Coordinator Collects and organizes the application ranking materials and shares them with the ranking committee.
 - ii. The committee reviews the application packet (i.e., Score Card, application, and supporting documentation) and scores each application. This includes:
 - Reviewing project eligibility.
 - Validating applicant self-score, noting any discrepancies.
 - Identifying specific concerns or noting questions for the applicant.
 - Assigning a preliminary score and rank to reach project.
 - iii. The Ranking Committee meets to collectively review and align scores and ranking. Each project is assigned a score based on the % of eligible points and any adjustments (note adjustments may be made for extenuating circumstances like a change in agency leadership, disaster, etc.)
 - iv. CoC Coordinator provides each project with the Committee’s recommended score and rank via email.
 - v. Projects are given 3-5 days to respond with clarification or corrections. (exact time is posted on annual competition calendar).
 - vi. If received, updated information is reviewed by the Ranking Committee. Scores may be adjusted if validated (supporting documentation or appropriate clarification is provided). If needed, the CoC Ranking Committee meets to deliberate scores adjustments.
 - vii. The Committee will recommend 1-3 ranking scenarios to the CoC Board and membership based on project score, CoC priorities and eligible funding. When ties exist, the Committee shall rank the following preferences:
 - The project with higher housing stability and the project with the least returns to homelessness shall be ranked first.
 - Projects with existing clients shall also be ranked higher if scores are identical

or within 1 point.

4. Vote on Rank:
 - i. The CoC Ranking Committee presents final applicant scores and 1-2 Tiering options to the CoC membership. Although rare, members may reject the proposed options and identify another desired option. The membership votes on proposed rank and Tier.
 - ii. Projects are notified of final Rank, Tier, and inclusion/exclusion in the Collaborative Application. Projects not accepted or Ranked in Tier 2, are also again notified of their ability to appeal to the CoC and HUD.
5. Public Posting: The approved Priority Listing placed on CoC website and mailed to CoC mailing list, which includes Project Applicants.

PROJECT APPLICATION FORMS

Step 1: Submit a Pre-Application & Threshold Assessment Form

Any new or renewal project wishing to apply for Department of Housing and Urban Development (HUD) Continuum of Care (CoC) funding in the HUD CoC competition must complete a Pre-Application and Project Threshold Assessment and submit to the CoC by the published deadline.

- **Forms may be submitted via this link.**
- Agencies applying for more than one project must complete one form for each project you are requesting funds for.
- Applicants will not be eligible to proceed in the competition if they do not submit this form by the deadline.
- Note the Collaborative Applicant does not need to complete this step for the Planning Grant.

Step 2: Scorecard

Any new or renewal supportive housing or Coordinated Entry project wishing to proceed in the competition must complete an Applicant Scorecard by the deadline.

- **Scorecards may be submitted via this link.**
- Agencies applying for more than one project must submit one Scorecard for each project you are requesting funds for.
- Please read all directions on the first tab of the Scorecard prior to completing.
- Applicants will not be eligible to proceed in the competition if they do not submit the scorecard and all required supporting documentation by the deadline. Supporting documentation is either entered in the notes section or **uploaded**.
- Note that there are different deadlines for Renewal and New applicants.
- Note this step is not applicable for the HMIS or Planning Grant applications.

Step 3: Submit a Project Application

Any new or renewal project wishing to apply for Department of Housing and Urban Development (HUD) Continuum of Care (CoC) funding in the HUD CoC competition must complete a Project Application in esnaps by the CoC published deadlines.

- Project Applications are submitted in [esnaps](#).
- There are two application steps. Both have different deadlines. The CoC Coordinator may amend your application following first submission if you have issues to correct. If so, you will need to resubmit your application for it to be included in the Consolidated Application.
 1. Initial application: This is completed prior to review and scoring.
 2. Final application: This is completed to include your application in Consolidated Application.
- Project Applications must be submitted by the required deadlines to be included in the Consolidated Application.

Financial Performance Report for NOFO

Agency Name:

1. How frequently does your agency draw down funds from the HUD Line of Credit Control System (eLOCCS)?
Check appropriate box.

Monthly	Quarterly
Every other month	<input type="checkbox"/> Other:

If the agency is drawing down less than quarterly per grant, please provide an explanation:
[Click here to enter text.](#)

UNSPENT BALANCES BY CONTINUUM OF CARE PROJECT

2. Has the agency returned any funds in the last 3 completed grant terms?
Yes No

If yes, please complete the chart below for the CoC project(s) that returned funds.
NOTE: These figures may be verified with HUD.

Project Name: [Click here to enter text.](#)

Year	Amount Returned	Reason for return
2017	Click here to enter text.	Click here to enter text.
2018	Click here to enter text.	Click here to enter text.
2019	Click here to enter text.	Click here to enter text.
2020	Click here to enter text.	Click here to enter text.

Please include the following documents as attachments:

Attachment 1: Line of Credit Control System (eLOCCS) screenshots for current year.

- Grant Portfolio

New Grant		<input type="checkbox"/> Show Zero Balance Grants			
Program Area	Grant No.	Authorized	Disbursed	Payments in Process	Available Balance
Capital Fund Program					
CFP	XX43P000501-00	1,493,022.00	1,282,924.45	0.00	210,097.55
CFP	XX43P000501-01	1,523,514.00	94,739.97	0.00	1,428,774.03
CFP	XX43P000501-02	1,490,800.00	45,000.00	0.00	1,445,800.00
CFP Subtotal:		\$4,507,336.00	\$1,422,664.42	\$0.00	\$3,084,671.58
Drug Elimination Grant Program					
DRUG	XX43DEP0000101	252,325.00	127,412.68	0.00	124,912.32
DRUG Subtotal:		\$252,325.00	\$127,412.68	\$0.00	\$124,912.32
Operating Fund					
OFND	XX000-001-03S	1,687,703.00	952,940.00	0.00	734,763.00
OFND Subtotal:		\$1,687,703.00	\$952,940.00	\$0.00	\$734,763.00
Resident Opport & Self Sufficiency					
ROSS	XX99RSF000P0161	75,000.00	44,246.30	0.00	30,753.70
ROSS Subtotal:		\$75,000.00	\$44,246.30	\$0.00	\$30,753.70
Youth Build					
YB	XX11MXX0183	375,424.00	11,194.22	0.00	364,229.78
YB Subtotal:		\$375,424.00	\$11,194.22	\$0.00	\$364,229.78
Portfolio Totals:		Grants: 7	\$6,897,788.00	\$2,558,457.62	\$0.00

- **General Grant Information** You will submit one (1) screenshots for the current year. This will be submitted for each CoC project.

Grant Information		Contract Dates		Funding	
Contractual Organization:	(HA Name)	Original Verify:	06-08-2006	Authorized:	450,567.00
(HA Address)		Obligation Start:	07-18-2006	Disbursed:	70,000.00
Payee Organization:		Obligation End:	07-17-2008	In process:	0.00
- same as contractual-		Disbursement End:	07-17-2010	Balance:	380,567.00
Region: 02	Office: 06	VRS No: XXX-XXXXXX		Collections:	0.00

If assistance is required to obtain the above mentioned screen shots reference 4.1.21 Grant Portfolio on page 4-3 of the eLOCCS Getting Started Guide.

<https://www.hud.gov/sites/dfiles/CFO/documents/eLOCCSQuickReferenceGuide03-2018rev2.pdf>

DEFINITIONS

Homeless means:

- (1) An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
 - (i) An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
 - (ii) An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, State, or local government programs for low-income individuals); or
 - (iii) An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution;
- (2) An individual or family who will imminently lose their primary nighttime residence, provided that:
 - (i) The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;
 - (ii) No subsequent residence has been identified; and
 - (iii) The individual or family lacks the resources or support networks, *e.g.*, family, friends, faith-based or other social networks, needed to obtain other permanent housing;
- (3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:
 - (i) Are defined as homeless under section 387 of the Runaway and Homeless Youth Act ([42 U.S.C. 5732a](#)), section 637 of the Head Start Act ([42 U.S.C. 9832](#)), section 41403 of the Violence Against Women Act of 1994 ([42 U.S.C. 14043e-2](#)), section 330(h) of the Public Health Service Act ([42 U.S.C. 254b\(h\)](#)), section 3 of the Food and Nutrition Act of 2008 ([7 U.S.C. 2012](#)), section 17(b) of the Child Nutrition Act of 1966 ([42 U.S.C. 1786\(b\)](#)), or section 725 of the McKinney-Vento Homeless Assistance Act ([42 U.S.C. 11434a](#));
 - (ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance;
 - (iii) Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; and

(iv) Can be expected to continue in such status for an extended period of time because of chronic disabilities; chronic physical health or mental health conditions; substance addiction; histories of domestic violence or childhood abuse (including neglect); the presence of a child or youth with a disability; or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment; or

(4) Any individual or family who:

(i) Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;

(ii) Has no other residence; and

(iii) Lacks the resources or support networks, *e.g.*, family, friends, and faith-based or other social networks, to obtain other permanent housing.

Chronically homeless means:

(1) A “homeless individual with a disability,” as defined in section 401(9) of the McKinney-Vento Homeless Assistance Act ([42 U.S.C. 11360\(9\)](#)), who:

(i) Lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and

(ii) Has been homeless and living as described in paragraph (1)(i) of this definition continuously for at least 12 months or on at least 4 separate occasions in the last 3 years, as long as the combined occasions equal at least 12 months and each break in homelessness separating the occasions included at least 7 consecutive nights of not living as described in paragraph (1)(i). Stays in institutional care facilities for fewer than 90 days will not constitute as a break in homelessness, but rather such stays are included in the 12-month total, as long as the individual was living or residing in a place not meant for human habitation, a safe haven, or an emergency shelter immediately before entering the institutional care facility;

(2) An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days and met all of the criteria in paragraph (1) of this definition, before entering that facility; or

(3) A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraph (1) or (2) of this definition, including a family whose composition has fluctuated while the head of household has been homeless.

Developmental disability means, as defined in section 102 of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 ([42 U.S.C. 15002](#)):

(1) A severe, chronic disability of an individual that -

(i) Is attributable to a mental or physical impairment or combination of mental and physical impairments;

(ii) Is manifested before the individual attains age 22;

(iii) Is likely to continue indefinitely;

(iv) Results in substantial functional limitations in three or more of the following areas of major life activity:

(A) Self-care;

(B) Receptive and expressive language;

(C) Learning;

(D) Mobility;

(E) Self-direction;

(F) Capacity for independent living;

(G) Economic self-sufficiency.

(v) Reflects the individual's need for a combination and sequence of special, interdisciplinary, or generic services, individualized supports, or other forms of assistance that are of lifelong or extended duration and are individually planned and coordinated.

(2) An individual from birth to age 9, inclusive, who has a substantial developmental delay or specific congenital or acquired condition, may be considered to have a developmental disability without meeting three or more of the criteria described in paragraphs (1)(i) through (v) of the definition of "developmental disability" in this section if the individual, without services and supports, has a high probability of meeting these criteria later in life.

Permanent housing means community-based housing without a designated length of stay, and includes both permanent supportive housing and rapid rehousing. To be permanent housing, the program participant must be the tenant on a lease for a term of at least one year, which is renewable for terms that are a minimum of one month long, and is terminable only for cause.

Permanent supportive housing means permanent housing in which supportive services are provided to assist homeless persons with a disability to live independently.

Program participant means an individual (including an unaccompanied youth) or family who is assisted with Continuum of Care program funds.

Project means a group of eligible activities, such as HMIS costs, identified as a project in an application to HUD for Continuum of Care funds and includes a structure (or structures) that is (are) acquired, rehabilitated, constructed, or leased with assistance provided under this part or with respect to which HUD provides rental assistance or annual payments for operating costs, or supportive services under this subtitle.

Recipient means an applicant that signs a grant agreement with HUD.

Subrecipient means a private nonprofit organization, State, local government, or instrumentality of State or local government that receives a subgrant from the recipient to carry out a project.

Transitional housing means housing, where all program participants have signed a lease or occupancy agreement, the purpose of which is to facilitate the movement of homeless individuals and families into permanent housing within 24 months or such longer period as HUD determines necessary. The program participant must have a lease or occupancy agreement for a term of at least one month that ends in 24 months and cannot be extended.

Centralized or coordinated assessment system means a centralized or coordinated process designed to coordinate program participant intake assessment and provision of referrals. A centralized or coordinated assessment system covers the geographic area, is easily accessed by individuals and families seeking housing or services, is well advertised, and includes a comprehensive and standardized assessment tool.

Beds Dedicated to Chronically Homeless Individuals and Families. A permanent supportive housing bed that is dedicated specifically for use by chronically homeless individuals and families within a CoC's geographic area, as reported in the CoC's HIC and the FY 2021 permanent housing project applications. When a program participant exits the project, the bed must be filled by another chronically homeless participant unless there are no chronically homeless persons located within the CoC's geographic area. This concept only applies to permanent supportive housing projects.

DedicatedPLUS Project. A permanent supportive housing project where 100 percent of the beds are dedicated to serve individuals, households with children, and unaccompanied youth (including pregnant and parenting youth) that at intake meet one of the following categories:

- (1) experiencing chronic homelessness as defined in 24 CFR 578.3;
- (2) residing in a transitional housing project that will be eliminated and meets the definition of chronically homeless in effect at the time in which the individual or family entered the transitional housing project;
- (3) residing in a place not meant for human habitation, emergency shelter, or Safe Haven and had been admitted and enrolled in a permanent housing project within the last year but were unable to maintain a housing placement and met the definition of chronic homeless as defined by 24 CFR 578.3 prior to entering the project;
- (4) residing in transitional housing funded by a Joint TH and PH-RRH component project and who were experiencing chronic homelessness as defined at 24 CFR 578.3;
- (5) residing and has resided in a place not meant for human habitation, Safe Haven, or emergency shelter for at least 12 months in the last three years, but has not done so on four separate occasions and the individual or head of household meet the definition of 'homeless individual with a disability';
or
- (6) receiving assistance through a Department of Veterans Affairs (VA)-funded homeless assistance program and met one of the above criteria at initial intake to the VA's homeless assistance system.

DV Bonus. A new project that is dedicated to survivors of domestic violence, dating violence, sexual assault, or stalking who qualify under paragraph (4) of the definition of homeless at 24 CFR 578.3.

Joint TH and PH-RRH Component Project. The Joint TH and PH-RRH component project combines two existing program components—transitional housing and permanent housing-rapid rehousing—in a single project to serve individuals and families experiencing homelessness. HUD will require the recipient to adopt a Housing First approach (see Sections II.A.2 and III.B.2.o of this NOFO) across the entire project and program participants may only receive up to 24-months of total assistance.

If funded, HUD will limit eligible costs as follows, in addition to other limitations found in the Rule: (1) leasing of a structure or units, and operating costs to provide transitional housing; (2) short- or medium-term tenant-based rental assistance on behalf of program participants to pay for the rapid rehousing portion of the project; (3) supportive services; (4) HMIS; and (5) project administrative costs. When a program participant is enrolled in a Joint TH and PH-RRH component project, the recipient or subrecipient must be able to provide both components, including the units supported by the transitional housing component and the tenant-based rental assistance and services provided through the PH-RRH component, to all participants. A program participant may choose to receive only the TH unit or the assistance provided through the PH-RRH component, but the recipient or subrecipient must make both types of assistance available.

Transition Grant. A grant to fund a new project to transition an eligible renewal project being eliminated through reallocation from one program component to another eligible new component over a 1-year period. The new transition project must meet the following requirements: (1) no more than 50 percent of each transition grant may be used for costs of eligible activities of the program component originally funded; (2) transition grants in this Competition are eligible for renewal in subsequent fiscal years for eligible activities of the new component; (3) to be eligible to receive a transition grant, the current recipient must have the consent of its Continuum of Care; and (4) the new project application must meet project eligibility and project quality thresholds established by HUD in Sections V.C.3.b and c of this NOFO.