BOSTON CONTINUUM OF CARE
GENERAL MEMBERSHIP MEETING AGENDA
August 9, 2017, 2017 2:00 – 3:30 PM
Winter Chambers, 26 Court St., 1st Floor

Agenda Items

1. Welcome

2. CoC 2017 Competition   Gina & Katie
   - NOFA Overview: TAC Summary

3. Review:
   - New Permanent Housing Bonus and Reallocation RFP   Katie & Jen
   - Reallocation Policy
   - Tiering and Project Scoring

4. Project Renewals: Process for 2017   Adelina

5. Summary Timeline for Remainder of Competition

-New PH and Reallocation Proposals Due:	8/15/17
-Renewal Project Applications Due:	8/18/17
-CoC to communicate application status	9/13/17
-CoC to post CoC application & exhibits	9/26/17
-Final CoC application due to HUD	9/28/17

   Check out our CoC webpage for updates during the competition at
   https://www.boston.gov/housing/continuum-care-program

FY17 CoC Program NOFA Summary
Prepared by Technical Assistance Collaborative, Inc. (TAC)

On July 14, 2017, HUD published its Fiscal Year (FY) 2017 Continuum of Care (CoC) Notice of Funding Availability (NOFA). Additional notices and sections of the NOFA (e.g., FY17 General Section and FY17 CoC Registration) have been released previously and can be found online.

This summary highlights some of the areas that are new this year; however CoCs and project applicants are strongly encouraged to review not only the NOFA and related e-snaps application components such as the detailed instructions, but also the CoC Program interim rule and other competition materials (FAQs and NOFA related broadcasts) that will be made available on the HUD Exchange website.

KEY DATES

TASK	DATE
✓ Project Applications submitted to CoC	No later than August 28, 2017 (30 days before the application deadline)
✓ Project Applicants notified by CoC of acceptance, rejection or reduction of project application	No later than September 13, 2017 (15 days before the application deadline)
✓ Post CoC Consolidated Application to website and Notify stakeholders: CoC Application and Priority Listing	No later than September 26, 2017 or two days before CoC submission to HUD
✓ **Submit to HUD Deadline**	**September 28, 2017, 8:00 p.m. Eastern Time**

COC CONSOLIDATED APPLICATION

The application components are available through e-snaps and the instructional guides are available on the HUD Exchange. All CoC Consolidated applications must be submitted from a Collaborative Applicant on behalf of the CoC online through e-snaps by the HUD established deadline.

The process for submitting the CoC Consolidated Application includes three-parts:
1. *FY17 CoC Application* (formerly known as Exhibit 1)
2. *FY 17 Project Application(s)* (formerly known as Exhibit 2)
3. *FY17 CoC Priority Listing*

CoC Application Scoring Criteria

The NOFA includes very comprehensive information about how the application will be scored and how each point is allocated. CoCs and project applicants are strongly encouraged to review the NOFA carefully.

The CoC application will be scored out of 200 points this year.
1. CoC Coordination and Engagement = 43 points
2. Project Ranking, Review and Capacity = 29 points
3. HMIS = 13 points
4. Point-in-Time Count = 6 points
5. System Performance = 49 points
6. Performance and Strategic Planning = 60 points
7. BONUS points for CoCs that Merged = 25 points

PROJECT APPLICATIONS

There are five types of project applications allowed during the FY17 NOFA. They are:

- Renewal projects
- New Permanent Housing (PH) Bonus projects
- New Reallocation funding projects
- CoC Planning projects *(Collaborative Applicant only)*
- UFA projects *(Collaborative Applicant only)*.

Basic Requirements for Project Application Process

- CoCs must ensure a fair and inclusive process for soliciting projects. As part of the solicitation projects, CoCs must establish local deadlines; compliance with these deadlines will be considered when the application is scored. *(See Key Dates chart on first page)*
- <u>All</u> accepted and rejected project applications must be notified in writing outside of the e-snaps system by the CoC with the reasons for rejection.

Project Application Attachments – New and Renewal

- Documentation of Applicant and Subrecipient Eligibility
- Applicant Code of Conduct – verify if listed on <u>HUD website</u>, if not listed attach updated file that is in compliance with 2 CFR 200 requirements to project application
- The following are listed as attachments in the NOFA but are now built into e-snaps
    - SF-424 Application for Federal Assistance *(built into e-snaps)*
    - SF-424 Supplemental, Survey on Ensuring Equal Opportunities *(built into e-snaps)*
    - Form HUD-2880 dated between May 1, 2017 and September 28, 2017 *(built into e-snaps)*
    - Form HUD-50070, Certification for Drug-Free Workplace *(built into e-snaps)*
    - SF-LLL, Disclosure of Lobbying Activities *(built into e-snaps)*.

Funding for New and Renewal Projects

- Projects will be funded in the following order until no more funds are available:
    - CoC Planning projects that pass eligibility and threshold review
    - UFA Cost projects that pass eligibility and threshold review
    - Projects fully in Tier 1 that pass eligibility and threshold review
    - Projects in Tier 2 in order of point value that pass eligibility and threshold review.
- Project applications that straddle Tier 1 and Tier 2 selected using the above criteria for Tier 1 and Tier 2. The portion of the project in each Tier will be evaluated separately and project feasibility of the Tier 1 portion will be reviewed if the Tier 2 project portion is not funded.
- CoCs that receive a higher score have a better chance of being awarded projects ranked in Tier 2.

	Amount	Selection Criteria
Tier 1	Greater of: 94% of CoC ARD from HUD approved GIW *or* combined ARA for all PH and HMIS renewals up to 1,000,000	Projects in this tier will be conditionally selected based on CoC score ranked from highest to lowest.
Tier 2	Difference between Tier 1 and the CoC's ARD plus any amount available for the permanent housing bonus	Projects in this tier will be conditionally selected by assigning a point value to each new and renewal project using a 100-point scale. • *CoC Score*: up to 50 points in direct proportion to the score receive on the CoC application • *CoC Project Ranking*: up to 40 points for the CoC's ranking of the project application. The calculation of point values will be 35 times the quantity (1-x) where x is the ration of the cumulative funding requests for all projects or portions of projects ranked higher by the CoC in Tier 2 plus one half of the funding of the project of interest to the total amount of funding available in Tier 2. • *Commitment to Policy Priorities*: up to 10 points for how the permanent housing project commits to applying the Housing First model.

Renewal Projects

- Renewal project applications can request only 1 year of funding.
- Eligible renewal projects requesting rental assistance will be permitted to request a per-unit amount less that the FMR, based on actual rent costs per unit.
- Total request for each renewing project cannot exceed the ARA approved by HUD for that project
- CoCs can request renewal funding for:
  - CoC Program, SHP and S+C projects that have a signed grant agreement and will expire in calendar year 2018
  - S+C renewals project that were awarded prior to FY02 and are expected to run out of funds in calendar year 2018, and have never applied for renewal funding
  - Any SHP or S+C grant originally awarded in the FY11 Homeless Assistance Program Competition that has funds expiring in CY2018 or later and has not been renewed in a previous competition. Funds for these grants will not be available beyond 9/2018.
- S+C renewing for the first time are allowed to indicate a higher number of units than approved in the original application. This must be completed as part of finalizing the Grant Inventory Worksheet (GIW).
- PSH renewals may choose to change a project to 100% DedicatedPLUS.
- RRH renewals who were originally limited to serving only households with children may change also serve individuals.

Permanent Housing (PH) Bonus Funding
- CoCs can request up to 6% of its Final Pro Rata Need (FPRN) for new PH Bonus projects.
  - HUD issued a report containing the CoC's Preliminary Pro Rate Need (PPRN) and Annual Renewal Demand (ARD).
- CoCs can choose to submit one or more projects for the PH Bonus, but the total amount requested by all the PH Bonus projects cannot exceed 6% of the CoCs' FPRN.
- PH Bonus projects may be one of the following types:
  - Permanent Supportive Housing (PSH) with 100% of beds designated to DedicatedPLUS (see definition in chart)
  - Permanent Supportive Housing (PSH) with 100% of beds dedicated to people experiencing chronic homelessness
  - Rapid Re-Housing (RRH) (see criteria below), or
  - Joint Transitional Housing and Rapid Re-Housing (TH-RRH) project.
- PH Bonus projects may create new projects or to expand renewal projects to add capacity to increase units and/or serve more people.

Reallocation Funding
- CoC may shift funds in whole or part from existing renewal projects to create one or more new projects.
- Reallocation projects may be one of the following types:
  - Permanent Supportive Housing (PSH) with 100% of beds designated to DedicatedPLUS (see definition in chart)
  - Permanent Supportive Housing (PSH) with 100% of beds dedicated to people experiencing chronic homelessness
  - Rapid Re-Housing (RRH) (see criteria below),
  - Joint Transitional Housing and Rapid Re-Housing (TH-RRH) project,
  - Dedicated Homeless Management Information System (HMIS) project, or
  - Supportive Services Only project specifically for a coordinated assessment system.
- Reallocation projects may create new projects or to expand renewal projects to add capacity to increase units and/or serve more people.
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CoC Planning
- Up to 3% of the FPRN or $1,250,000, whichever is less, is available for CoC planning projects

UFA Costs
- Up to1.5% of the FPRN or $500,000, whichever is less, is available for UFA costs for approved CoCS

New Project Funding Opportunity	Eligible Project Types	Eligible Participant Populations

Permanent Housing Bonus Funding
 	
(Available amount set by HUD and funding may be used by one or more projects)
	Permanent Supportive Housing (PSH)
	
	Rapid Re-housing (RRH)
	
	Joint Transitional Housing and Rapid Re-housing (TH-RRH)
		PSH
		• 100% beds dedicated to people experiencing chronically homeless OR
		• 100% bed designated as DedicatedPLUS
		
		DedicatedPLUS projects - 100% of beds are dedicated to serve individuals and families with a disability and families in which one adult or child has a disability, including unaccompanied youth with a disability[2] that are:
		• Experiencing chronically homelessness
		• Residing in TH that will be eliminated and were experiencing chronically homelessness at TH entry
		• In place not meant for human habitation, shelter or safe haven BUT were experiencing chronically homelessness AND had been in permanent housing (PH) project within last year and were unable to maintain housing placement
		• Residing in TH funded by Joint TH-RRH component project AND were experiencing chronically homelessness prior to entering the project
		• In place not meant for human habitation, shelter or safe haven for at least 12 months in the last 3 years BUT has not done so on four separate occasions
		• In VA-funded homeless assistance program AND met one of the above at initial intake to the VA homeless assistance system
		RRH
		   • Residing in places not meant for human habilitation or emergency shelter
		   • Fleeing DV or other persons meeting criteria of paragraph (4) of definition of homelessness
		   • In a TH project to be eliminated in FY17
		   • In TH funded by a TH-RRH
		   • Receiving services through VA-funded homeless assistance program AND met one of the above at initial intake to the VA homeless assistance system
		
		JOINT TH-RRH
		   • Individuals and families experiencing homelessness, including people fleeing domestic violence

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[2] DedicatedPlus projects may either the adult or child in the household has a disability

New Project Funding Opportunity	Eligible Project Types	Eligible Participant Populations
Reallocation Funding *(Available amount dependent on CoC reallocations and funding may be used by one or more projects)*	DedicatedPLUS (PSH) Rapid Re-Housing Joint TH and RRH Dedicated HMIS SSO for Coordinated Entry Systems	**PSH** • 100% beds dedicated to people experiencing chronically homeless OR • 100% bed designated as DedicatedPLUS DedicatedPLUS projects - 100% of beds are dedicated to serve individuals with a disability and families in which one adult or child has a disability, including unaccompanied youth with a disability[3] that are: • Experiencing chronically homelessness • Residing in TH that will be eliminated and were experiencing chronically homelessness at TH entry • In place not meant for human habitation, shelter or safe haven BUT were experiencing chronically homelessness AND had been in permanent housing (PH) project within last year and were unable to maintain housing placement • Residing in TH funded by Joint TH-RRH component project AND were experiencing chronically homelessness prior to entering the project • In place not meant for human habitation, shelter or safe haven for at least 12 months in the last 3 years BUT has not done so on four separate occasions • In a Department of Veteran Affairs (VA)-funded homeless assistance program AND met one of the above at initial intake to the VA homeless assistance system **RRH** • Residing in places not meant for human habilitation or emergency shelter • Fleeing DV or other persons meeting criteria of paragraph (4) of definition of homelessness • In a TH project to be eliminated in FY17 • In TH funded by a TH-RRH • Receiving services through VA-funded homeless assistance program AND met one of the above at initial intake to the VA homeless assistance system **JOINT TH-RRH** • Individuals and families experiencing homelessness, including people fleeing domestic violence

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[3] DedicatedPlus projects may either the adult or child in the household has a disability

Boston Continuum of Care 2017 Competition Reallocation Policy

Based on the CoC 2017 Competition HUD NOFA, the Boston CoC is seeking funds from reallocated projects to:

- Create new Permanent Supportive Housing (PSH) Projects for chronically homeless (CH) individuals and families

- Create new Rapid Re-Housing (RRH) projects for homeless individuals and families, including unaccompanied youth, coming from the street or emergency shelter

- Create new Joint TH and PH-RRH projects to better serve homeless individuals and families, including those fleeing or attempting to flee domestic violence

Process to Reallocate Existing CoC Resources:
The City of Boston will issue a publicly advertised Request for Proposals to solicit project applications from existing CoC providers that wish to reallocate funds to create one of the project types described above and in HUD's Notice of Funding Availability for FY '17 CoC Competition.

- Applications for new PSH and RRH projects will be rated and ranked according to the Boston CoC 2017 Competition Review, Rating and Ranking and Selection Criteria and Process

Total Annual Renewal Demand
(ARD) $24,083,209
Tier 1 = 94% of the ARD or $22,638,216
Tier 2 = 6% of the ARD or $1,444,993

HUD Tier 1 and Tier 2 Selection Process
Tier 1 - HUD will select project that are ranked in Tier 1 based on CoC score, beginning with the highest scoring to the lowest scoring CoC (Tier 1 projects are likely to be funded by HUD).

Tier 2- HUD will select projects that are prioritized in Tier 2, all projects in Tier 2 will be score based on the following criteria:

    I.   up to 50 points for CoC score (200 pts= 50 pts),
    II.   up to 40 points for CoC ranking of the project,
    III.   up to 10 points for commitment to operating a housing first/low barrier program model

Boston CoC FY17 Competition Project Review, Rating, and Selection Criteria

The CoC uses several methods to monitor the project performance of program recipients, including desk review monitoring, on-site DND monitoring, Annual Program Report (APR) review, HMIS and System Performance data review.

Sponsors are required to invoice monthly, which is reviewed to ensure eligibility of activities, expenditure rates and administrative capacity.

Annual Performance Reports (APR) are also reviewed for project utilization rates, success in accessing mainstream benefits, permanent housing destination data and recapture rates of unobligated funds.

HMIS and System Performance Measurement (SPM) data is analyzed to ensure project and agency participation and quality The majority of the monitoring, scoring and ranking criteria are based on this data. The criteria includes, but is not limited to the following data:

- Destination of exits from RRH and PSH program
- Length of stay/retention of PH in PSH and RRH programs
- Returns to homelessness
- Increased earned income through employment
- Increased overall income (include mainstream benefits)
- HMIS project data quality
- Serving level of high need populations

CoC staff maintains an on-site monitoring schedule, which includes review of client records, in addition to feedback on performance concerns that may have presented through APRs, invoicing or other means. The CoC staff triages visits based on risk, new providers, and/or large programs may be more likely to be selected for on-sight monitoring by staff. The CoC also offers on-demand technical assistance to ensure providers have adequate systems and information necessary to effectively manage the programs.

Tier 1 Projects
Projects will be placed in Tier 1 in order of priority:

Tier 1 - Priority One
HMIS dedicated renewal projects that are funded to; increase CoC staff capacity, fund the projected increased cost of HMIS software, secure additional software licenses for state and federal partners (DMH and the VA), and customizations in order to interface with the Coordinated Access system. The renewal of the Coordinated Access SSO project, which supports the funding of CAS, is also included in this priority.

Tier 1 – Priority Two
Renewal PSH Projects that directly support leasing and rental assistance costs and meet HUD threshold criteria, and are then scored by the CoC renewal scoring tool based heavily on system/project performance data.

Tier 1 –Priority Three
Renewal PSH projects that directly support services for chronic in housing and meet HUD threshold criteria are then scored by the CoC renewal scoring tool based heavily on system/project performance data.

Tier 1 – Priority Four
Renewal PH-RRH projects that directly support homeless individuals, families and youth with rapid rehousing assistance and meet HUD threshold criteria, and are then scored by the CoC renewal scoring tool based heavily on system/project performance data.

Tier 2 Projects

Tier 2- Priority One: Renewal PH-RRH projects as described above. Given the Tier 1 limit, a portion of renewal PH-RRH projects will fall into Tier 2 based on rank from the scoring tool. It is anticipated that one of these projects will be the CoC's "straddle project" where a portion of the project funding falls within Tier 1 and the balance is at the top of Tier 2.

Tier 2- Priority Two: (New Reallocation Projects) these projects will be ranked with the new project scoring tool and placed below renewing projects that fall within Tier 2.

Tier 2 – Priority Three: (New Permanent Housing Bonus Projects) these projects will be ranked with the new project scoring tool and placed below new reallocation projects.

Initially projects (new and renewal) will be reviewed to ensure they meet HUD threshold requirements. All projects will be ranked by score using the CoC scoring tools (new and renewal). Projects that are renewing for the first time or have been operating for less than a year as of September 1, 2017 will be evaluated using the new project scoring tool. The scoring tools weight heavily on system performance measurements data outcomes. The score will be made up of the follow criteria:

1. Consistency with HUD objectives regarding past project performance as it relates to HUD and CoC system performance measurements- include; exits to PH, length of stay in PSH, increased income employment and mainstream benefits. *(Scoring source- APRs, SPM, and HMIS)*
2. Project level HMIS data quality- include; percentage of bed coverage in HMIS, percent of null and unknown data fields. *(Scoring source- HMIS)*
3. Financial Management of project-include; agency audit findings, project invoicing, and project cost effectiveness. *(Scoring source from APR and monitoring data)*
4. Project utilization rates- include; rates of returned funds, utilization at PIT count and average throughout the year, and target population. *(Scoring source- HMIS, AHAR, PIT report, SPM, and HIC report)*
5. Alignment with CoC, HUD, and USICH policy priorities-include; serving sub-populations most at risk to or experiencing long-term homelessness, project that operate a housing first/low barriers model, projects serving populations with serve needs and who have high barriers to housing, projects participating in the coordinated access system, and projects who serve households who have been homeless for longest length of time. *(Scoring source- APRs, HMIS, SPM, and Project Applications)*

Boston Continuum of Care FY17 Renewal Project Scoring Tool

Project Sponsor:_____

Project Name:_____

First Reviewer Name:_____ First Reviewer Score:_____

Second Reviewer Name:_____ Second Reviewer Score:_____

Consensus Score:_____

Criteria Topic	Scored Criteria	Criteria Source	Point Scale	Weight	Score
Past Performance and Performance Measurements	1. Exits from RRH and Retention in PSH	HMIS, SPM*		43%	
	1.a. **RRH**: Exit RRH to PH (benchmark 80%)	HMIS, SPM	30 pts: 100% - 80% 15 pts: 79% - 50% 5 pts: 49% - 25% 0 pts: below 24%		
	1.b. **PSH**: Stayed in PH for over 12 months (benchmark 80%)	HMIS, SPM	30 pts: 100% - 80% 15 pts: 79% - 50% 5 pts: 49% - 25% 0 pts: below 24%		
	2. Jobs and income growth through **employment** by 20%	HMIS, SPM	4.5 pts: 100-75% 3 pts: 74-55% 1.5 pts: 54-25% 0 pts: 24% - 0%		
	3. Income growth through other (**non-employment) income** by 20%	HMIS, SPM	4.5 pts: 100-75% 3 pts: 74-55% 1.5 pts: 54-25% 0 pts: 24% - 0%		
	4. Program has low-threshold eligibility criteria and ensures it is not screening out for CORI issues (only screens for CORI for CM informational purposes)	Desk review (question #22)	2 pts. if not screening out		
	5. Services emphasis engagement and problem solving over punitive actions that lead to terminations	Desk review (question #23)	2 pts. if no terminations for punitive actions		

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Criteria Topic	Scored Criteria	Criteria Source	Point Scale	Weight	Score
HMIS data quality	6. Required project descriptor HMIS elements accurately completed	HMIS	6 pts: yes 0 pts: no	19%	
	7. Below 10% in null or missing values	HMIS	5 pts: 10 - 0% 0 pts: above 11%		
	8. Below 10% in refused or unknown values	HMIS	5 pts: 10 - 0% 0 pts: above 11%		
	9. Does agency have any A-133/3rd party audit outstanding findings	CoC monitoring report/ Agency external audit	3 pts: no outstanding findings 0 pts: any findings		
Project financial performance based on CoC/DND monitoring and invoicing	10. Invoicing- submit invoices- on time, with all back up materials, and for eligible activities	CoC monitoring report/ Agency external audit	5 pts: invoices always submitted on time, complete with no errors 2 pts: usually on time, complete with few errors 1 pt: if submit invoices seldom on time, incomplete and have errors	13%	
	11. Is project efficient with funds- do calculation of cost per person served in each project (include HUD funds and match total and compare standard practice: CH 1 FTE for 15-20 households, families $4,00 per year, RRH 1 FTE to 20-30 clients per yr)	APR, Project Application Budget	3 pts: if standard is met and funding is equal to or less than per person/family ratio 0 pts: if not met and more funds per person/family		
	12. Required match based on project budget $_____ Was the match reported at end of operating year equal or greater?	Application and APR	3 pts: yes 0 pts: no		
	13. Project returns unobligated funds in FY14 and/or FY15	eLoccs/ DND budget tracking	2 pts: 0 - 10% return 0 pts: 11 - 20%		
Utilization rates	14. Project utilization rate from current project operating year	APR	3 pts: 85 -over 100% 1 pt: 84 - 75% 0 pts: under 74%	3%	

Criteria Topic	Scored Criteria	Criteria Source	Point Scale	Weight	Score
Alignment with HUD, Opening Doors, Boston CoC (includes Boston's Way Home) policy priorities	15. Serving sub-populations in line with HUD and Boston CoC priorities: *Serving chronically homeless households, *Serving homeless youth; *Serving veterans; *Serving people fleeing domestic violence	Project Application	Up to 8 pts: 2 pts for each sub-population served		
	16. Project practices a Housing First model/low barrier program	Project Application	4 pts: yes 0 pts: no		
	17. Does project serve participants who have the following vulnerabilities and severity of needs that may prevent them to enter housing due to the following barriers: *Vulnerability to victimization (history of DV); *Head of household has multiple disabilities; *Past unsheltered homelessness episodes; *Assault/child abuse (if program serves unaccompanied homeless youth) *Very little or no income at entry *current or past substance abuse *criminal histories	APR	Up to 7 pts: 1 pts for each sub-population served	22%	
	18. Prioritizes households with the longest time homeless and most severe needs as prioritized through the CAS system	CAS system, application	3 pts: yes 0 pts: no		

*= system performance measurements

Total Available 100

TOTAL	

3