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| **FY 2016 COC NOFA Application**  **Review of Action Steps** |  |  |  |  |
|  | **CA** | **Consultants** | **CoC** | **Committee** |
| **HUD Releases GIW to Collaborative Applicants:** |  |  |  |  |
| * Usually 2-3 weeks to return DRAFT to HUD. The final version is returned to the CoC within 6-8 weeks of the original announcement. | X |  |  |  |
| **HUD Announces that Registration is open:** |  |  |  |  |
| * Applicant Profile must be updated in e-snaps. Primary Contact and any other authorized users must be added in e-snaps and HDX and granted appropriate read/write/submit rights. | X |  |  |  |
| * Registration must be completed and the ARD must match what is on the HUD Approved GIW (No ARD in 2016 as GIWs not finalized yet) | X |  |  |  |
| * CoC must vote to approve CA submitting the registration in e-snaps. |  |  | X |  |
| * CA submits registration in e-snaps; prints confirmation of submission. | X |  |  |  |
| **HUD Opens the NOFA Competition (60 days to complete)** |  |  |  |  |
| * CA reviews announcement in its entirety and summarizes any changes | X | X |  |  |
| * CoC needs to determine if they will reallocate and how much |  |  | X |  |
| * CA may hire a consultant to assist with some sections of the NOFA. | X | X |  |  |
| * CA develops timeline for due dates with input from the Steering Com. | X |  |  | X |
| * CA sends out announcement for New and Renewal projectsindicating they **have 30 days to submit their applications in e-snaps.** | X |  | X |  |
| * CoC Project Committee and CA review applications for MATCH, completeness and to ensure proper attachments are submitted. | X | X |  | X |
| * CA releases all applications back to projects if their budgets do not match the HUD Approved GIW and gives timeline to resubmit | X |  | X |  |
| * CA monitors all timeframes, identifies areas of concern and brings to the Project or Steering Committee for resolution. | X |  |  | X |
| **Project Priority Listing** |  |  |  |  |
| * Project Committee monitors projects (This should already be done) |  |  |  | X |
| * Project/Scoring Committee needs to score and rank projects. See NOFA instructions regarding ranking for new projects developed as a result of reallocation or new Planning Grant projects |  | X  (Facilitated by consultant?) |  | X |
| * CoC needs to vote on the Project Committee recommendations |  |  | X |  |
| * CA enters the project priority rankings in e-snaps on all project applications & attaches the scoring spreadsheet to the full application. | X |  |  |  |
| **Submission to HUD** |  |  |  |  |
| * Obtain the Certifications of Approval for Consistency with the Consolidated Plan (need to get one from each jurisdiction) and summarize the project listing by region for each approval. | X | Amy |  |  |
| * Once the application is complete, COC must vote, or designate Steering to vote, to Approve submission by the CA. | X |  | X |  |
| **NOFA Application Sections** |  |  |  |  |
| **1. CoC Coordination and Engagement.** up to 43 points |  |  |  |  |
| a. *Inclusive Structure and Participation.* Up to 5 points |  | Anne & Scott |  |  |
| b. *Coordination with the Consolidated Plan, Emergency Solutions Grants (ESG), and Other Organizations.* |  | Anne & Scott |  |  |
| c. *Addressing the Needs of Victims of Domestic Violence.* Up to 3 points. |  | Anne & Scott |  |  |
| d. *Public Housing Agencies.* Up to 3 points |  | Anne & Scott |  |  |
| e. *Discharge Planning.* 2 points |  | Anne & Scott |  |  |
| f. *Centralized or Coordinated Assessment System.* Up to 3 points |  | Anne & Scott |  |  |
| g. *Housing First and Reducing Barriers.* Up to 12 points |  | Anne & Scott |  |  |
| h. *Outreach.* Up to 3 points |  | Anne & Scott |  |  |
| i. *Criminalization.* Up to 2 points |  | Anne & Scott |  |  |
| j. *Rapid Rehousing.* Up to 4 points |  | Anne & Scott |  |  |
| k. *Mainstream Benefits and Other Assistance.* Up to 2 points |  | Anne & Scott |  |  |
| **2. Project Ranking, Review, and Capacity.** up to 30 points | **CA** | **Consultants** | **CoC** | **Committee** |
| a. *Objective Criteria and Past Performance.* Up to 18 points |  | Amy |  |  |
| b. *Reallocating Projects.* Up to 4 points |  | Amy |  |  |
| c. *Ranking and Selection Process.* Up to 3 points |  | Amy |  |  |
| d. *Recipient Performance Monitoring.* Up to 4 points |  | Amy |  |  |
| **3. Homeless Management Information System.** up to 18 points |  |  |  |  |
| a. *HMIS Governance.* Up to 2 points |  | MH/ Scott |  |  |
| b. *HMIS Policy and Procedures.* 3 points |  | MH/ Scott |  |  |
| c. *Housing Inventory Count (HIC).* 1 point |  | MH/ Scott |  |  |
| d. *Bed Coverage.* Up to 4 points |  | MH/ Scott |  |  |
| e. *Data Quality.* Up to 4 points |  | MH/ Scott |  |  |
| f. *Required HMIS Reports.* Up to 4 points |  | MH/ Scott |  |  |
| 4. **Point-in-Time Count.** HUD will award up to 9 points |  |  |  |  |
| a. *PIT Count and Data Submission.* Up to 3 |  | MH/ Scott |  |  |
| (1) conducted a sheltered and unsheltered PIT count |  | MH/ Scott |  |  |
| (2) submitted the PIT data for 2016 in HDX by May 2, 2016 |  | MH/ Scott |  |  |
| b. *Methodology for Sheltered PIT Count.* Up to 2 points |  | MH/ Scott |  |  |
| c. *Methodology for Unsheltered PIT Count.* Up to 2 points |  | MH/ Scott |  |  |
| d. *Conducting an Effective Youth Count in 2016.* Up to 2 |  | MH/ Scott |  |  |
| **5. System Performance.** HUD will award up to 40 points |  |  |  |  |
| a. *Reducing the Number of Homeless Individuals and Families.* Up to 7 points |  | MH/ Scott |  |  |
| 1. up to 2 of 7 points for a decrease in the number of sheltered   homeless individuals and families in the 2016 PIT |  | MH/ Scott |  |  |
| 1. up to 5 of 7 points for a decrease in the number of unsheltered   homeless individuals and families in 2016 PIT |  | MH/ Scott |  |  |
| b. *Reduction in the Number of First Time Homeless.* Up to 2 points |  | MH/ Scott |  |  |
| c. *Length of Time Homeless.* Up to 7 points |  | MH/ Scott |  |  |
| d. *Successful Permanent Housing Placement or Retention.* Up to 7 points |  | MH/ Scott |  |  |
| e. *Returns to Homelessness*. Up to 4 points |  | MH/ Scott |  |  |
| f. *Jobs and Income Growth.* Up to 4 points |  | MH/ Scott |  |  |
| g. *System Performance Measures.* Up to 10 points |  | MH/ Scott |  |  |
| 6. **Performance and Strategic Planning.**  up to 60 points |  |  |  |  |
| a. *Ending Chronic Homelessness.* up to 15 points |  | Anne |  |  |
| 1. 3 points will be awarded to CoCs that have adopted the order of   priority in *Notice CPD14-012:* |  | Anne |  |  |
| 1. Up to 10 points to CoCs that increase the total number of PSH   beds (from any funding source) dedicated to ending chronic homelessness |  | Anne |  |  |
| 1. Up to 2 points to CoCs for reducing the number of chronically   homeless individuals and families in the CoC, as reported by the CoC in the 2016 PIT count |  | Anne |  |  |
| b. *Ending Homelessness Among Households with Children* up to 15 points |  | Anne |  |  |
| 1. Up to 3 points to CoCs that prioritize households with children   based on need |  | Anne |  |  |
| 1. Up to 3 points to CoCs based on the local plan to rapidly re-house households with children within 30 days |  | Anne |  |  |
| 1. Up to 5 points to CoCs for the implementation of a rapid   rehousing model that will reduce the number of homeless households with children and demonstrated an increase in the number of rapid rehousing units available |  | Anne |  |  |
| 1. Up to 2 points to CoCs for ensuring emergency shelters,   transitional housing, and permanent housing–permanent supportive housing and rapid rehousing projects within the CoC do not deny admission to or separate family members when they enter shelter or housing. |  | Anne |  |  |
| 1. Up to 2 points to CoCs that demonstrate the total number of   homeless households with children and youth, as reported in the 2016 PIT count |  | Anne |  |  |
| c. *Ending Youth Homelessness.* HUD will award up to 15 points |  | Anne |  |  |
| 1. Up to 5 points to CoCs for strategies that address the unique   needs of unaccompanied homeless youth and the existence of a proven strategy that addresses homeless youth trafficking and other forms of exploitation. |  | Anne |  |  |
| 1. Up to 5 points to CoCs that demonstrate an increase, as recorded in the HMIS data field “residence prior to entry” from October 1, 2014 through September 30, 2015, in the number of unaccompanied homeless youth (up to age 24) served who were residing on the streets or in places not meant for human habitation prior to entering a homeless project |  | Anne |  |  |
| 1. Up to 3 points to CoCs that demonstrate a proposed plan to   increase funding for unaccompanied youth homeless programs in Calendar Year 2017 |  | Anne |  |  |
| 1. Up to 1 point to CoCs that specifically describe how it collaborates with local education authorities and school districts in the geographic area to assist in the identification of individuals and families who become or remain homeless and are informed of the eligibility of services under subtitle B of title VII of the Act (42 U.S.C. 11432, *et seq.*). |  | Anne |  |  |
| 1. Up to 1 point to CoCs that demonstrate the extent to which youth   service and education representatives and CoC representatives have participated in each other’s meetings over the past 12 months. Additionally, the CoC will describe how the CoC collaborates with the McKinney-Vento local education liaisons and State education coordinators. |  | Anne |  |  |
| d. *Ending Veteran Homelessness.* HUD will award up to 15 points |  | Anne |  |  |
| 1. Up to 8 points to CoCs that demonstrate the total number of   homeless veterans in the CoC, as reported in the 2016 PIT count |  | Anne |  |  |
| 1. Up to 4 points to CoCs that demonstrate a 75 percent reduction in the total number of homeless veterans and unsheltered homeless veterans, as reported in the 2015 PIT count, compared to 2010 |  | Anne |  |  |
| 1. Up to 3 points to CoCs that demonstrate they identify, assesses,   and refers homeless veterans who are eligible for Veterans Affairs services and housing to appropriate resources such as HUD-VASH and SSVF. |  | Anne |  |  |
| BONUS POINTS | **CA** | **Consultants** | **CoC** | **Committee** |
| In support of certain inter-agency initiatives, HUD awards bonus points to projects where the preponderance of work will occur in a designated zone, community or region. These points will be awarded only if the  application otherwise meets or exceeds the Program's minimum fundable score based on the rating factors of this NOFA.  The bonus points from the FY 2016 General Section NOFA do not apply to the FY 2016 CoC Program Competition. |  | N/A |  |  |
| OTHER TASKS and Considerations |  |  |  |  |
| * Be sure to review the CoC interim rule published on 7-30-12. * Be prepared to discuss progress on the Coordinated Entry/Assessment * Be prepared to discuss the work toward developing a Board * Be prepared to discuss the interaction with ESG funded programs and how the CoC monitors them * Other: | X |  | X |  |

**HUD NOFA TIMELINE**

Activity Timeline

1. HUD Releases the GIW to Collaborative Applicants 2-3 weeks to submit
2. HUD Announces the Registration is Open 30 days
3. HUD Opens the NOFA Competition 60 days
4. Announcement to Projects/Stakeholders of the NOFA 1-2 business days
5. New and Renewal Projects must submit applications 30 days before full application deadline
6. Projects must be ranked and scored Ideally, 30 days, but at least 15 days

Applicants must be notified in writing at least 15 days prior to the application deadline whether their application will be

Submitted as part of the CoC Application.

1. The CoC must publicly post the CoC application, project Immediately after it is submitted to HUD.

Priority listing and notify key stakeholders of its availability.

**Collaborative Applicant Summary of Duties**

A “Continuum of Care” designates one particular applicant to be a “collaborative applicant.” The collaborative applicant is the only entity that can apply for a grant from HUD on behalf of the Continuum that the collaborative applicant represents.

***Collaborative applicant*** is defined to mean an eligible applicant that has been designated by the Continuum of Care to apply for a grant for Continuum of Care planning funds on behalf of the Continuum. The collaborative applicant applies for a grant to carry out the planning activities on behalf of the Continuum of Care.

HUD’s interim rule provides for the duties and functions of the collaborative applicant found in section 401 of the McKinney-Vento Act to be designated to the Continuum of Care, with the exception of applying to HUD for grant funds. HUD chose this approach because the Continuum might not be a legal entity, and therefore cannot enter into enforceable contractual agreements, but is the appropriate body for establishing and implementing decisions that affect the entire geographic area covered by the Continuum, including decisions related to funding. This approach allows the Continuum to retain its duties related to planning and prioritizing need (otherwise designated by statute to the collaborative applicant), while the authority to sign a grant agreement with HUD is designated to an eligible applicant that can enter into a contractual agreement. All of the duties assigned to the Continuum are based on the comparable duties of section 402(f) of the McKinney-Vento Act.

***Preparing an application for funds****.* A major function of the Continuum of Care is preparing and overseeing an application for funds under this part. This section of the interim rule establishes the duties of the Continuum of Care related to the preparation of the application. **This section of the interim rule establishes that the Continuum is responsible for designing, operating, and following a collaborative process for the development of applications, as well as approving the submission of applications, in response to a NOFA published by HUD.**

The Continuum must also establish priorities for funding projects within the geographic area and determine the number of applications being submitted for funding. **The collaborative applicant will always be the only applicant that can apply for Continuum of Care planning costs.** Whether the Continuum of Care submits the application or designates an eligible applicant to submit the application for funding, **the Continuum of Care retains all of its duties.**

**The Continuum must select one eligible applicant to be the collaborative applicant. That applicant will collect and combine the required application information from all of the other eligible applicants and for all projects within the geographic area that the Continuum has designated.** If only one application is submitted by the collaborative applicant, the collaborative applicant will collect and combine the required application information from all projects within the geographic area that the Continuum has designated for funding.

**§ 578.9 Preparing an application for funds**.

(a) The Continuum must:

1. (1) Design, operate, and follow a collaborative process for the development of applications and approve the submission of applications in response to a NOFA published by HUD under § 578.19 of this subpart;
2. (2) Establish priorities for funding projects in the geographic area;
3. (3) Determine if one application for funding will be submitted for all projects within the geographic area or if more than one application will be submitted for the projects within the geographic area;
   1. (i) If more than one application will be submitted, designate an eligible applicant to be the collaborative applicant that will collect and combine the required application information from all applicants and for all projects within the geographic area that the Continuum has selected funding. The collaborative applicant will also apply for Continuum of Care planning activities. If the Continuum is an eligible applicant, it may designate itself;
   2. (ii) If only one application will be submitted, that applicant will be the collaborative applicant and will collect and combine the required application information from all projects within the geographic area that the Continuum has selected for funding and apply for Continuum of Care planning activities;

(b) **The Continuum retains all of its responsibilities**, even if it designates one or more eligible applicants other than itself to apply for funds on behalf of the Continuum. This includes approving the Continuum of Care application.

Application Process: At a minimum, an application for grant funds must contain a:

* List of projects for which it is applying for funds;
* A description of the projects;
* A list of the projects that will be carried out by the subrecipients and the names of the subrecipients;
* A description of the subpopulations of homeless or at risk of homelessness to be served by projects;
* The number of units to be provided and/or the number of persons to be served by each project;
* A budget request by each project; and
* Reasonable assurances that the applicant, or the subrecipient, will own or have control of the site for the proposed project not later than the expiration of the 12-month period beginning upon notification of an award for grant assistance.

Section 422(h) of the McKinney-Vento Act provides the authority for a solo applicant to submit an application to HUD and be awarded a grant by HUD if it meets the criteria under section 427 of the McKinney-Vento Act. The statute also requires that HUD establish an appeal process for organizations that attempted to participate in the Continuum of Care’s process and believe they were denied the right to reasonable participation, as reviewed in the context of the local Continuum’s process. An organization may submit a solo application to HUD and appeal the Continuum’s decision not to include it in the Continuum’s application. If HUD finds that the solo applicant was not permitted to participate in the Continuum of Care process in a reasonable manner, then HUD may award the grant to that solo applicant and may direct the Continuum to take remedial steps to ensure reasonable participation in the future. HUD may also reduce the award to the Continuum’s applicant(s).

***Planning activities****.* Under this interim rule, HUD lists eligible planning costs for the Continuum of Care under § 578.39(b) and (c). HUD will allow no more than 3 percent of the FPRN, or a maximum amount to be established by the NOFA, to be used for certain costs. These costs must be related to designing a collaborative process for an application to HUD, evaluating the outcomes of funded projects under the Continuum of Care and Emergency Solutions Grants programs, and participating in the consolidated plan(s) for the geographic area(s). Under section 423 of the McKinney-Vento Act, a collaborative applicant may use no more than 3 percent of total funds made available to pay for administrative costs related to Continuum of Care planning.