

**FY2015 MCoC NOFA APPLICATION WORK PLAN**

| <b>FY 2015 MCoC NOFA Application<br/>Review of Action Steps</b>  |    |            |      |           |
|--|----|------------|------|-----------|
|  | CA | Consultant | MCoC | Committee |
| <b>HUD Releases GIW to Collaborative Applicants:</b>   |    |            |      |           |
| - Usually have a 2-3 week time to return to HUD and the final one will returned within 6-8 weeks of the original announcement.   | X  |            |      |           |
| <b>HUD Announces that Registration is open:</b>  |    |            |      |           |
| - Applicant Profile must be updated in e-snaps   | X  |            |      |           |
| - Registration must be completed and the ARD must match what is on the HUD Approved GIW  | X  |            |      |           |
| - The MCoC must decide if they will reallocate funding and if so, the amount (Note: HUD stated this was for planning purposes and CoC's would not be held to it this year).  |    |            | X    |           |
| - The MCoC must vote to approve the CA submitting the registration in e-snaps.   |    |            | X    |           |
| - CA submits registration in e-snaps and prints confirmation it was submitted.   | X  |            |      |           |
| <b>HUD Opens the NOFA Competition (60 days to complete)</b>  |    |            |      |           |
| - CA reviews announcement in its entirety and summarizes the changes   | X  |            |      |           |
| - <b>MCoC needs to determine if they will reallocate and how much***</b>   |    |            | X    |           |
| - Depending on funding, the CA may hire a consultant to assist with completion of some sections of the NOFA.   | X  | X          |      |           |
| - CA develops project timeline for due dates and gets input from the Steering Committee.   | X  |            |      | X         |
| - CA sends out announcement for New and renewal <b>projects</b> indicating they <b>have 30 days to submit their applications in e-snaps.</b>   | X  |            | X    |           |
| - MCoC Project Committee and CA review applications for MATCH, completeness and ensure attachments are submitted.  | 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         |
| <b>Project Priority Listing</b>  |    |            |      |           |
| - Project Committee monitors projects  |    |            |      | X         |
| - Project/Scoring Committee needs to score and rank projects (In the past timing was an issue and the full MCoC meeting was used to complete this task) except for new projects developed as a result of reallocation or new Planning Grant projects |    |            |      | X         |
| - MCoC needs to vote on the Project Committee recommendations and document via minutes   |    |            | X    |           |
| - CA enters the project priority rankings in e-snaps on all project applications & attaches the scoring spreadsheet to the full application.   | X  |            |      |           |
| <b>Submission to HUD</b>   |    |            |      |           |

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| - The CA will obtain the Certifications of Approval for Consistency with the Consolidated Plan (need to get 6 signed copies-one from each jurisdiction) and summarize the project listing by region for each approval.  | X                            |   |   |             |
| - Once the application is complete, MCoC must vote or designate Steering to Vote to Approve submission by the CA.   | X                            |   | X |             |
| <b>NOFA Application Sections</b>  |                              |   |   |             |
| <b>Section 1: COC Information</b>   |                              |   |   |             |
| - COC Identification, Operations, Committees, Project Review, Ranking and Selection and Housing Inventory Questions need to be answered   | X                            |   |   |             |
| - Should review roles and responsibilities of CA, and COC   | X                            |   | X | Steering    |
| - Recommend that any Governance revision changes are made and voted upon prior to NOFA submission so that the current Governance can be submitted as an attachment.   | X                            |   | X | Gov. ad hoc |
| <b>Section 2: HMIS</b>  |                              |   |   |             |
| - Section 2 is completed by the HMIS Team.<br>- MaineHousing HMIS Team also completes Section 2 of the Portland CoC application. Information for this section can be found in prior CoC applications, prior HMIS Grant Applications and Grant Agreements, HMIS APRs, and a series HMIS Reports that must be run specific to each CoC. Some answers may also be based on HMIS Team knowledge in regard to any changes in policy or implementation, and some may require consultation with the CoC Data Committees. | CA=<br>HMIS<br>Lead<br><br>X |   |   |             |
| <b>Section 3: CoC Performance and Strategic Planning Objectives</b>   |                              |   |   |             |
| <b>Section 3 A</b> - MCoC needs to incorporate all of the following objectives into quarterly monitoring of COC funded and ESG funded programs – and if possible collect similar info on non funded programs  |                              | X | X | Steering    |
| <b>3A-1.1 Objective 1: Increase Progress Towards Ending Chronic Homelessness</b>  |                              |   |   |             |
| - Need a better way to track existing, under development, and planned beds, and any changes in existing beds.   | X                            |   | X | Steering    |
| - Also a better way to establish how many and where more are needed   | X                            |   | X | Steering    |
| - MCoC should work with other housing authorities, with VASH and other programs to create CH beds   | X                            |   | X | Steering    |

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| <b>3A-2 Objective 2: Increase Housing Stability</b>  | X | X | X | COC Funded Projects |
| <b>3A-3 Objective 3: Increase project participants income</b>  | X | X | X | COC Funded Projects |
| <b>3A-4 Objective 4: Increase the number of participants obtaining mainstream benefits</b>   | X | X | X | COC Funded Projects |
| <b>3A-5 Objective 5: Using Rapid Re-Housing as a method to reduce family homelessness</b>  | X | X | X | COC Funded Projects |
| <b>3B. Continuum of Care (CoC) Discharge Planning</b>  | X | X | X | Steering            |
| <b>3C. Continuum of Care (CoC) Coordination: Note there are 16 questions in this section.</b>  | X | X | X | Steering            |
| <b>3D. Continuum of Care (CoC) Coordination with Strategic Plan Goals</b>  | X | X | X | Steering            |
| <b>3E. Reallocation–3I. Reallocation–Reallocation Balance Summary</b>  | X | X | X | Steering            |
| <b>Section 4: CoC Project Performance</b>  |   |   |   |                     |
| A-1 How does the CoC monitor the performance of its recipients on HUD-established performance goals?   | X |   | X | Steering            |
| 4A-2 How does the CoC assist project recipients to reach HUD-established performance goals?  | X |   | X | Steering            |
| 4A-3 How does the CoC assist recipients that are underperforming to increase capacity?   | X |   | X | Steering            |
| 4A-4 What steps has the CoC taken to reduce the length of time individuals and families remain homeless?   | X |   | X | Steering            |
| 4A-5 What steps has the CoC taken to reduce returns to homelessness of individuals and families in the CoC’s geography?  | X |   | X | Steering            |
| 4A-6 What specific outreach procedures has the CoC developed to assist homeless service providers in the outreach efforts to engage homeless individuals and families? | X |   | X | Steering            |
| 4B: Employment Policy: N/A   | X |   | X | Steering            |
| 4C: Accessing Mainstream resources   | X |   | X | Steering            |
| 4C-4 Describe how the CoC is preparing for implementation of the Affordable Care Act (ACA) in the state in which the CoC is located.                                   | X |   | X | Steering            |

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| 4C-5 What specific steps is the CoC taking to work with recipients to identify other sources of funding for supportive services in order to reduce the amount of CoC Program funds being used to pay for supportive service costs?  | X |  | X | Steering |
| <b>BONUS POINTS</b>   |   |  |   |          |
| - Be sure to review the sections thoroughly for the additional bonus points for the competition. For example there were additional points for MATCH last year if all projects provided a certain amount of match over the minimum required. This involved creating a spreadsheet to summarize the amounts of all projects and then requests to projects to review and increase match if possible. | X |  | X |          |
| <b>OTHER TASKS and Considerations</b>   |   |  |   |          |
| - Be sure to review the CoC interim rule published on 7-30-12.<br>- Be prepared to discuss progress on the Coordinated Entry/Assessment<br>- Be prepared to discuss the work toward developing a Board<br>- Be prepared to discuss the interaction with ESG funded programs and how the CoC monitors them<br>- 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<br>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. |
| 7. The CoC must publicly post the CoC application, project Priority listing and notify key stakeholders of its availability. | Immediately after it is submitted to HUD.   |

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### 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) 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) Establish priorities for funding projects in the geographic area;
- (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;
  - (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

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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;

(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.

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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.