FY 2019 Continuum of Care (CoC) Program Competition
LOCAL COMPETITION INFORMATION

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BACKGROUND

The U.S. Department of Housing and Urban Development (HUD) provides federal funding for homeless programming through the Continuum of Care (CoC) Homeless Assistance Program. The CoC Program 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 homeless individuals and families; and to optimize self-sufficiency among those experiencing homelessness.

HUD is making available approximately $2 billion in Fiscal Year 2019 for the CoC Program. The Cambridge CoC is eligible to apply for up to $4,996,376[1]. This amount includes the CoC's Annual Renewal Demand of $4,571,999, $228,600 in Bonus funds, and $195,777 in Domestic Violence (DV) Bonus funds. The 2019 Competition opened on July 3 and will close on September 30, 2019.

The Cambridge Department of Human Service Programs (DHSP) coordinates the annual process and prepares the consolidated application for funding for the Cambridge CoC. This document provides information to Cambridge CoC stakeholders, subrecipients and other interested parties about the local process leading up to submission of an application to HUD, including the steps required to submit an application for renewal funding, the steps required to submit a proposal for new funding, and the CoC's procedures for reviewing, scoring, ranking and reallocating projects.

FUNDING PARAMETERS

Like past years, the 2019 CoC Competition is highly competitive, with HUD placing increasing emphasis on reallocating resources based on performance. The 2019 Notice of Funding Availability (NOFA) explains that the available amount of funding may not be sufficient to fund renewal projects, and HUD requires CoCs to competitively rank all projects (except Planning projects) in two tiers.

Cambridge Annual Renewal Demand (ARD):	$4,571,999
Tier 1 (94% of ARD):	$4,312,563
Tier 2 (15% of ARD): 6% of ARD ($259,436) + Bonus ($228,600) + DV Bonus ($195,777)	$683,813

CoCs may create the following types of new projects by using amounts available through the bonus process or by making funds available through reallocation. Reallocation is when a CoC shifts funds in whole or part from existing renewal projects to create one or more new projects without decreasing the CoC's ARD. CoCs may also apply to expand renewal projects if they fall within the eligible new project types.

1. CoCs may create new Permanent Supportive Housing (PSH) projects that will serve 100 percent chronically homeless individuals and families (including unaccompanied youth) or that meet the requirements of "DedicatedPLUS" as defined in the NOFA;

2. CoCs may create new Rapid Rehousing (RRH) projects that will serve homeless individuals and families (including unaccompanied youth) coming directly from the streets or emergency shelters, and include persons fleeing domestic violence situations; and

3. CoCs may create new Joint Transitional Housing (TH) and RRH projects that provide TH units and short or medium term tenant-based rental assistance (RRH) in one project.

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[1] The Cambridge CoC can apply for its Annual Renewal Demand ($4,571,999) plus up to $424,377 in Bonus funds.

New and existing agencies are encouraged to apply for new projects. All agencies interested in applying for a new project in the 2019 competition must complete and submit a New Project proposal form. The New Project proposal form will be posted to the CoC's website by 8/9/2019 and an email announcement will be sent out when it's available.

HUD'S SELECTION PROCEDURES

As described above, the 2019 competition requires CoCs to rank 6% of the ARD in Tier 2 plus the amount available for Bonus and DV Bonus projects. It is likely that projects ranked in Tier 1 will be conditionally awarded by HUD if they pass eligibility and threshold reviews. HUD will select projects ranked in Tier 2 by point value and in order of CoC score. All projects ranked in Tier 2 are at risk of nonrenewal.

As in the 2018 competition, projects will be allowed to "straddle" tiers. If a project application straddles the Tier 1 and Tier 2 funding line, HUD will conditionally select the project up to the amount of funding that falls within Tier 1, and may fund the Tier 2 portion of the project depending on the CoC score and other factors. If HUD does not fund the Tier 2 portion of the project, HUD may award project funds at the reduced amount provided the project is still feasible with reduced funding.

CoC Scoring

HUD will score CoCs on the following 200 point scale. CoC level scores impact likelihood of Tier 2 projects being selected for funding.

1.	Coordination and Engagement	56
2.	Project Ranking, Review and Capacity	29
3.	Homeless Management Information System	9
4.	Point-in-Time Count	6
5.	System Performance	60
6.	Performance and Strategic Planning (progress toward meeting Federal Strategic Plan goals)	40

Tier 2 Scoring

HUD will assign point values to all projects ranked in Tier 2. Projects will be selected by point value and in the order of CoC score.

1.	CoC Score	Up to 50 points
2.	CoC Project Ranking	Up to 40 points
3.	Commitment to Housing First	Up to 10 points

HELPFUL RESOURCES

Please utilize the following websites for important documents and updates, and please reach out to DHSP staff with any questions related to the 2019 competition.

Cambridge CoC's NOFA Page:
http://cambridgecoc.org/category/nofa/

HUD's NOFA Competition Page:
https://www.hudexchange.info/programs/e-snaps/fy-2019-coc-program-nofa-coc-program-competition/?utm_source=HUD+Exchange+Mailing+List&utm_campaign=abd5353529-FY_2019_CoC_Competition_NOFA_7.3.19&utm_medium=email&utm_term=0_f32b935a5f-abd5353529-19513393#nofa-and-notices

COMPETITION TIMELINE

Su	M	T	W	Th	F	S	
	1	2	3	4	5	6	7/3/2019-NOFA released
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	7/26: Local procedures document, renewal applications created and distributed
28	29	30	31	1	2	3	8/6: HSPC – NOFA overview and Q&A 8/01: CoC Board Meeting
4	5	6	7	8	9	10	8/9: New Project Proposal forms created and distributed.
11	12	13	14	15	16	17	8/16: Renewals due
18	19	20	21	22	23	24	8/23: original match letters for renewal applications due
25	26	27	28	29	30	31	8/30: New project proposals due
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	9/9-9/13: Evaluation panel meets to review project scores, select new project proposals, and determine project rankings
15	16	17	18	19	20	21	9/16: Projects notified of score & rank; rankings posted to CoC website
22	23	24	25	26	27	28	9/26: Full CoC application posted to website
29	30						9/30: Final deadline for DHSP to submit application to HUD

Important Deadlines

8/16: Renewal Applications due to DHSP staff

8/30: New Project Proposals due to DHSP staff

PROJECT REVIEW, SCORE & RANKING PROCEDURES

The CoC Program regulations and the FY 2019 CoC Program NOFA requires CoCs to evaluate and rank all project applications as part of the annual application process. The Cambridge CoC via the Board's Evaluation Panel will comprehensively evaluate all new and renewal projects based on quality and performance to strategically allocate resources available to the CoC through the FY 2019 competition.

Process & Responsibilities

To review, score and rank projects, the CoC will follow the following process, designed to be fair, inclusive and transparent. The CoC Board's Evaluation Panel is responsible for making final decisions related to project ranking and reallocation. Project scores, ranking, and reallocation decisions will be disseminated to all project applicants by DHSP staff by September 16, 2019.

Procedure for Renewal Projects	Responsible Party	Deadline
1. Complete Renewal Application and submit to DHSP staff	Subrecipient agency	8/16
2. Submit original Match letters to DHSP staff	Subrecipient agency	8/23
3. Complete esnaps forms	DHSP staff	Week of 8/26
4. Complete Project Scoring & Reallocation Assessment	DHSP staff	8/26 – 8/30
5. Evaluation Panel meets to determine final rankings	CoC Evaluation Panel	9/9-9/13
6. Notify subrecipients of score & rank	DHSP staff	9/16
7. Submit Renewal Application & Priority Listing to HUD	DHSP staff	9/30

Procedure for New Projects	Responsible Party	Deadline
1. Complete New Project Proposal and submit to DHSP staff	Subrecipient agency	8/30
2. Complete Project Scoring	CoC Evaluation Panel	8/30-9/6
3. Evaluation Panel meets to determine final score & ranking	CoC Evaluation Panel	9/9-9/13
5. Notify subrecipients of score & rank	DHSP staff	9/16
4. Complete esnaps forms	DHSP staff	Week of 9/16
6. Submit original Match letters to DHSP staff	Subrecipient agency	9/18
7. Submit New Project Application & Priority Listing to HUD	DHSP staff	9/30

Data Sources for Evaluating Projects

The Cambridge CoC will rank all projects using objective criteria to evaluate past performance, and assessments of the degree to which projects improve the CoC's system performance, progress toward meeting Federal Strategic Plan goals, and contributions to local funding priorities. The following components will be considered by the CoC Board's Evaluation Panel when evaluating new and renewal projects: Project Score (NOFA Scorecard); CoC Funding Priority Recommendations; and Reallocation Assessments.

1. Project Score (NOFA Scorecard) – the Collaborative Applicant (DHSP staff) will complete a NOFA Scorecard for each renewal project. The NOFA Scorecard includes objective data agreed upon by the CoC's Homeless Services Planning Committee and the CoC's Evaluation Panel. Data sources include projects' Annual Performance Report (APR), and DHSP's records related to timely submission of data reports. ***Projects operated by victim service providers will be evaluated using non-identified APR data generated from a comparable database.*** NOFA Scorecards including performance goals for each project type are included at the end of this section for reference. First time renewals and projects without a full year of performance data will be assigned the median score and if necessary will be ordered based on Evaluation Panel scores from their original

application for funding. Project scores for new project proposals will be completed by the Evaluation Panel based on submitted proposals using the criteria published in the New Project proposal form.

2. CoC Funding Priority Recommendations – Voting members of the CoC (organizations and members who elected to have voting rights when completing the CoC Membership application earlier this year and who have been present at 75% or more of CoC meetings in the past 12 months) indicate preferences and recommendations related to local funding priorities and ranking strategy in an annual survey administered during the CoC competition. The CoC Board's Evaluation Panel considers these local funding priority recommendations when determining project rankings.

3. Reallocation Assessments - Each Renewal Project will be assessed by Collaborative Applicant staff using the following criteria to determine if reallocation should be considered by the CoC Board's Evaluation Panel. The purpose of the Reallocation Assessment is to determine if renewal projects are underutilized or underperforming while also considering the special needs of subpopulations served by each project. Completed Reallocation Assessments will be provided to the Evaluation Panel to inform Reallocation decisions. Reallocation Assessments include information related to projects' contributions to policy priorities and system performance collected through local Renewal Applications, and helps the CoC to consider the severity of needs and vulnerabilities experienced by project participants.

	Question	Data Source
1.	Has the project had significant recaptures in the past two completed grant cycles? If so, what amounts have been recaptured?	NOFA Scorecard; Annual Performance Report (APR)
2.	Does the project contribute to the CoC's progress in improving System Level Performance?	NOFA Scorecard; APR
3.	Does the project contribute to the CoC's progress in meeting HUD's Policy Priorities?	Local Renewal Application
4.	Does the project align with local funding priorities and CoC programming needs?	Local Renewal Application; CoC Funding Priorities Survey
5.	What are the CoC grant fund costs per permanent housing exit/placement?	APR

NOFA Scorecards by Project Type

The following pages show the NOFA Scorecards for renewal and new projects, including data sources and point values.

NOFA Scorecard - Renewal Projects	Data Source (new APR)	Data Source (old APR)	Max	Scale		Score
CLIENT OUTCOMES						
Housing Stability						
% of clients remaining in PH or exiting to permanent destination	Q23a, Q23b	Q29a1, Q29a2	20	> 98%	20	
				96 - 97.9%	18	
Goal: > 90%				94 - 95.9%	16	
				92 -93.9%	14	
				90 - 91.9%	12	
				82.5 - 89.9%	10	
				75 - 82.4%	8	
				67.5 - 74.9%	6	
				60 - 67.4%	4	
				< 60%	0	
Access to income & benefits						
% of adults who increased total income	Q19a3	Q24b3	10	> 40%	10	
				40%	8	
Goal: > 35%				36 - 39%	6	
				32 - 35%	4	
				28 - 31%	2	
				<28%	0	
% of households receiving non-cash benefits	Q20b	Q26a2, Q26b2	10	100%	10	
				95 - 99.9%	8	
Goal: > 85%				90 - 94.9%	6	
				85 - 89.9%	4	
				80 - 84.9%	2	
				< 80%	0	
HUD & LOCAL PRIORITIES						
Housing First			2	Project is Housing First	2	
Project must meet Housing First Threshold as indicated in application.	Project application	Project application		Not Housing First	0	
Priority populations			4	4 populations	4	
Project can receive 1 point for each priority population served	Q5a, Q8	Q8, Q16, Q21		3 populations	3	
(Chronically Homeless, Veterans, Youth, Households with Children).				2 populations	2	
To receive points, at least 50% of households served during the				1 populations	1	
reporting year must be a priority population.				0 populations	0	
Populations with intensive service needs	Q13, Q14	Q18, Q19	4	4 populations	4	
Project can receive 1 point for each population with intensive service				3 populations	3	
needs: serious mental illness; substance use; chronic health condition				2 populations	2	
(HIV/AIDS, developmental and physical disability); and domestic				1 populations	1	
violence. To receive points, at least 50% of households served during				0 populations	0	
the reporting year must be a population with intensive service needs.						
Dedicated units for Chronically Homeless	HIC / Proj. App.	HIC / Proj. App.	20	# of dedicated CH units	up to 10	
1 points per unit (max 10) plus up to 10 points for percentage of units dedicated (100% = 10, 90%=9, 80%=8, etc.)						
				% of dedicated units	up to 10	
PROJECT CAPACITY						
HMIS Data Quality						
Exits to known destinations	Q6	DQ report	5	< 5%	5	
				5 - 20%	4	
				20 - 40%	3	
Maximum points for less than 5% missing destination data. Projects				40 - 60%	2	
with 0 exits will receive full points.				80 - 40%	1	
				> 80%	0	
Data completeness	Q6	DQ report	10	10 elements <10% error rate	10	
Maximum points when error rate is below 10% for each of the				9 elements <10% error rate	9	
following 10 universal data elements: DOB, Race, Ethnicity, Gender,				8 elements <10% error rate	8	
Veteran Status, Relationship to HoH, Disabling Condition, Income at				7 elements <10% error rate	7	
entry, Income at annual assessment, and Income at Exit. Example: 10				6 elements <10% error rate	6	
points for low error rate on all 10 elements, 7 points for error rate				5 elements <10% error rate	5	
below 10% on 7/10 elements.				4 elements <10% error rate	4	
				3 elements <10% error rate	3	
				2 elements <10% error rate	2	
				1 element <10% error rate	1	
Utilization Rate	Q2	Q10, 11	5	> 90%	5	
Average daily bed utilization				85 - 90%	3	
				80 - 84.9%	1	
				< 80%	0	
Reporting deadlines	DHSP records	DHSP records	5	All deadlines met	5	
Project meets all reporting deadlines.				Any deadline missed	0	
Expenditures/Recaptures	DHSP records	DHSP records	5	≤ 90% of budget spent	5	
Project expends contracted budget.				< 90% of budget spent	0	
TOTAL SCORE			100			0

NEW PROJECT SCORECARD

Component	Maximum Points	Points Awarded
Experience		
Proposal demonstrates that the applicant is experienced in working with the target population and in providing housing similar to that proposed in the application. Application provides concrete examples showing experience and expertise in working with and addressing the target population's housing and supportive service needs.	15	
Proposal demonstrates that the applicant is experienced with effectively utilizing federal funds and/or other public funding. Application provides concrete examples showing experience in managing basic organization operations including capacity to submit required reports on existing grants, and financial accounting systems to ensure timely expenditures of grant funds.	10	
Project Design and Activities		
Housing First – proposal indicates a clear commitment to a Housing First program design and includes required assurances related to screening and termination, and includes applicant's experience operating or contributing to a Housing First program.	10	
Application clearly describes proposed activities and target population; demonstrates the community's need for the proposed project activities; and demonstrates an understanding of the needs of the clients to be served.	10	
Application demonstrates that the type and location of the housing proposed will fit the needs of the clients to be served. If another entity is providing the housing or subsidy, a letter of commitment must be included with the proposal form.	5	
Application demonstrates a clear plan to assist clients to rapidly secure and maintain housing that is safe, affordable, accessible, and meets their needs.	5	
Application clearly describes how clients will be assisted in obtaining mainstream benefits.	5	
Application clearly describes how clients will be assisted to increase employment and/or income.	5	
Application clearly describes the types of supportive services that will be offered to clients, including the role of project staff and coordination with other providers, to maximize positive outcomes for clients.	5	
Proposal describes client outcome goals will improve the CoC's progress toward meeting Federal Strategic Plan goals and improving system-level performance.	5	
Financial		
Budget request is reasonable and appropriate, items align with project activities; and costs are within funding guidelines.	15	
Match amount is documented and meets requirements.	5	
Timeliness		
Application clearly describes a plan for rapid implementation of the project, including a schedule of proposed activities for 60 days, 120 days, and 180 days after grant award.	5	
Total	100	

PROCESS FOR REALLOCATION

Voluntary Reallocation

Subrecipient agencies must complete a local Renewal Application form for each project for which they are seeking renewal funding. The local Renewal Application includes a section on Voluntary Reallocation that will provide agencies with an opportunity to voluntarily reallocate funds. CoC Board Evaluation Panel members will be responsible for determining how to reallocate funds based on New Project proposal scores and the CoC's Funding Priorities recommendations.

Involuntary Reallocation

Each Renewal Project[2] will be assessed by Collaborative Applicant staff using the following criteria to determine if reallocation should be considered by the CoC Board's Evaluation Panel. The purpose of the Reallocation Assessment is to determine if renewal projects are underutilized or underperforming. Completed Reallocation Assessments will be provided to the Evaluation Panel alongside Project Scores to inform Reallocation decisions.

Reallocation Assessment

	Question	Data Source
1.	Has the project had significant recaptures in the past two completed grant cycles? If so, what amounts have been recaptured?	NOFA Scorecard; Annual Performance Report (APR)
2.	Does the project contribute to the CoC's progress in improving System Level Performance?	NOFA Scorecard; APR
3.	Does the project contribute to the CoC's progress in meeting HUD's Policy Priorities?	Local Renewal Application
4.	Does the project align with local funding priorities and CoC programming needs?	Local Renewal Application; CoC Funding Priorities Survey
5.	What are the CoC grant fund costs per permanent housing exit/placement?	APR

Applying for New Projects using Reallocated Funds

New and existing agencies are encouraged to apply for new projects using reallocation funds. Interested agencies should review materials posted on the CoC's website, and should reach out to DHSP staff to discuss any questions related to the process.

All agencies interested in submitting an application for a new project in the 2019 competition must complete and submit a New Project proposal form. The CoC Board's Evaluation Panel will evaluate and score all New Project proposals. Depending on the number of proposals received and the amount of reallocation funds available, the Panel will determine whether New Projects will be submitted as PH Bonus Projects or as Reallocation projects.

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[2] First time renewal projects cannot be reallocated.