2024 CoC Program Local Competition
Renewal Project Information Session

MAY 13, 2024

# River Valleys Continuum of Care

WHAT WE ARE:

Community-based coalition dedicated to working together to prevent and end homelessness in southern Minnesota

And,

A Continuum of Care region recognized by the U.S. Department of Housing and Urban Development for the purposes of the HUD Continuum of Care funding program.

The CoC's formal name with HUD is Rochester/Southeast Minnesota CoC (MN-502).

WHERE WE WORK:
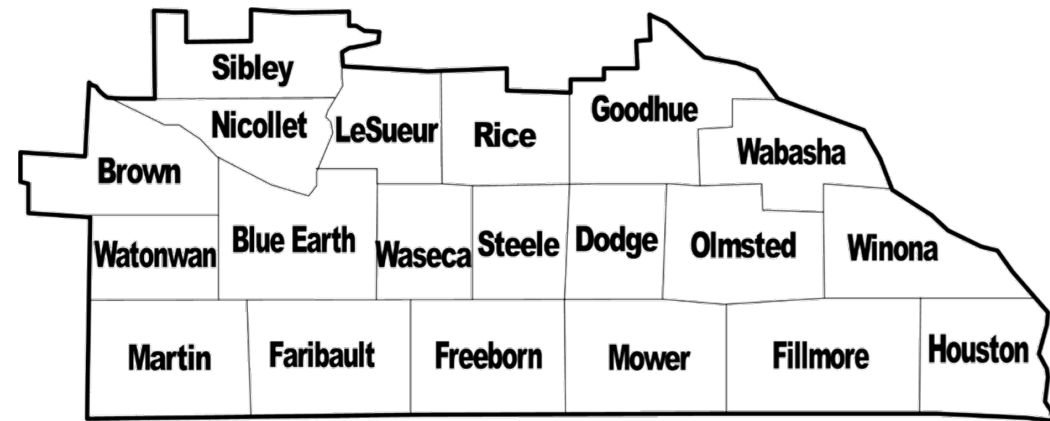
Today's Agenda

Understanding the CoC Program Competition

Local Competition Timelines

Local Competition Requirements
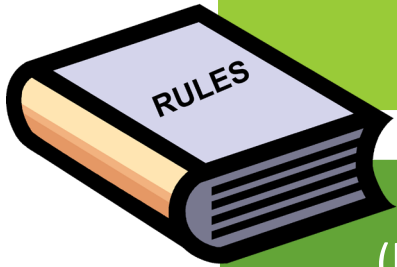
Documentation Guidance

Questions

Understanding the CoC Program Competition

Where it comes from

Federal McKinney Vento Act (1987) & HEARTH Act (2009)
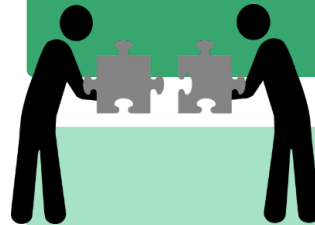
HUD CoC Program Interim Rule
(how to establish and operate a CoC, how to apply for funds, and how to use the funds)

HUD CoC Program

Funding for:
*Permanent supportive housing
*Rapid Rehousing
Transitional Housing
Services: Outreach, Coord. Entry
HMIS

CoC Committee

Create a planning body for defined geographic area

Establish and operate a system to prevent and end homelessness for the defined geographic area – NOT limited to HUD CoC Program funds

Overall Goals

The HUD CoC Program Competition is meant to:
- Promote community-wide collaboration to end homelessness
- Provide funding for projects serving eligible homeless populations
- Promote access and use of mainstream resources
- Optimize self-sufficiency for participants

HUD opens National CoC Program Competition for CoCs about annually with a Notice of Funding Opportunity, or NOFO. Special funding rounds may occur.
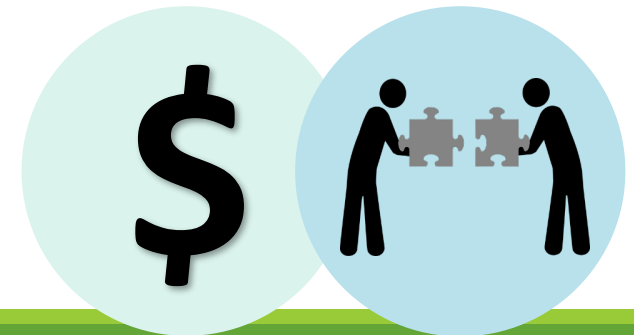
Community Level Goals

HUD System Performance Measures for CoC Program

The CoC's work and each project funded through the HUD CoC Program Competition must positively impact these community-wide goals.

Decrease	# of individuals experiencing homelessness
Increase	% of individuals who access or remain in permanent housing
Increase	% who increase income from employment
Increase	% who increase income from other sources
Increase	% who obtain non-cash benefits
Decrease	Length of time homeless
Decrease	# of returns to homelessness

Competition priorities

HUD states its priorities in the NOFO.

- Ending homelessness for all persons
- Creating a systemic response to homelessness
- Strategically allocating and using resources
- Using a Housing First approach
- Engaging a broad group of stakeholders
- Advancing equity
- Special priorities vary, e.g. serving youth, survivors of domestic violence

Each CoC states its priorities in its local documents.

Our CoC states its priorities in:

- CoC Plan
- Annual Workplans
- New Project Priorities
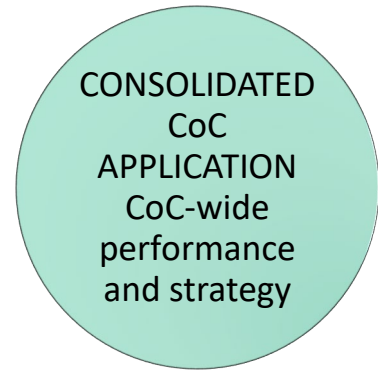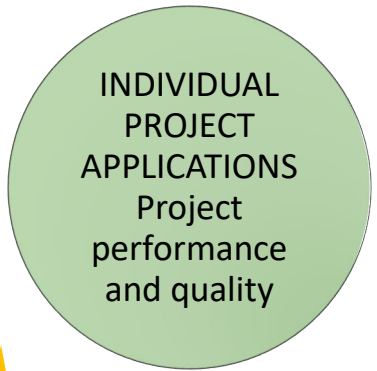- Local Competition Guide
- Call for Projects

What CoCs submit to HUD

Who does it?
Project Applicants
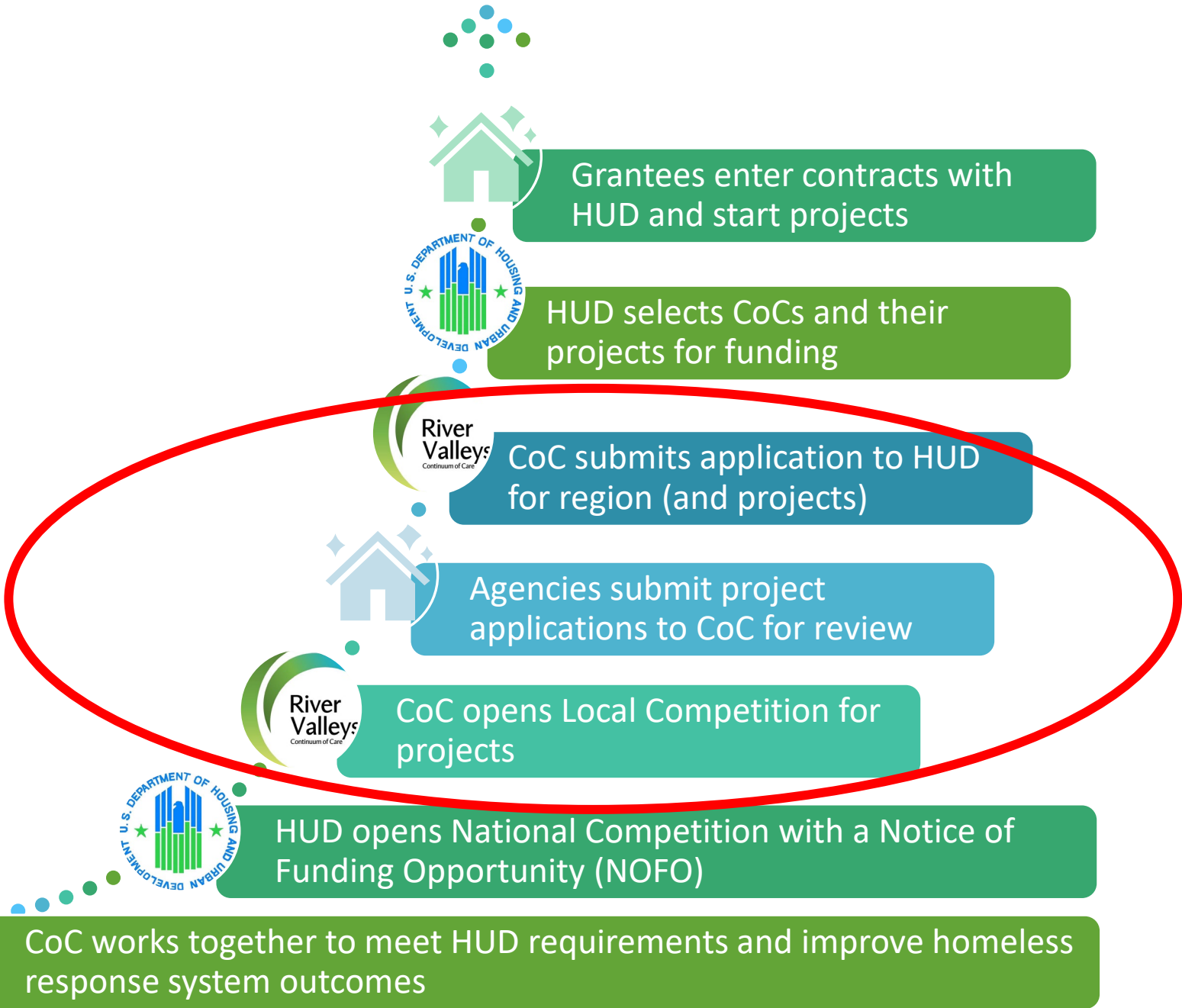[------------------ Continuum of Care -------------------]

INDIVIDUAL PROJECT APPLICATIONS Project performance and quality

+

PRIORITIZED LIST OF PROJECT APPLICATIONS Project quality and need

+

CONSOLIDATED CoC APPLICATION CoC-wide performance and strategy

=

HUD National CoC Program Competition Application

Includes projects approved in Local CoC Program Competition

The road to project funding

Grantees enter contracts with HUD and start projects

HUD selects CoCs and their projects for funding

CoC submits application to HUD for region (and projects)

Agencies submit project applications to CoC for review

CoC opens Local Competition for projects

HUD opens National Competition with a Notice of Funding Opportunity (NOFO)

CoC works together to meet HUD requirements and improve homeless response system outcomes

# How HUD selects projects to fund

System activities and performance
◦ Data from projects and overall system (outcomes)
◦ Standards and procedures
◦ Planning, coordination, and outreach
◦ Prioritization of highest need households

Project performance
◦ Outcomes that affect system performance
◦ Alignment with best practices
◦ Adherence to HUD and CoC rules
◦ Cost effectiveness

Project priorities
◦ Need for project
◦ Quality of project proposed/implemented

Project performance and quality score

CoC-wide performance and quality score
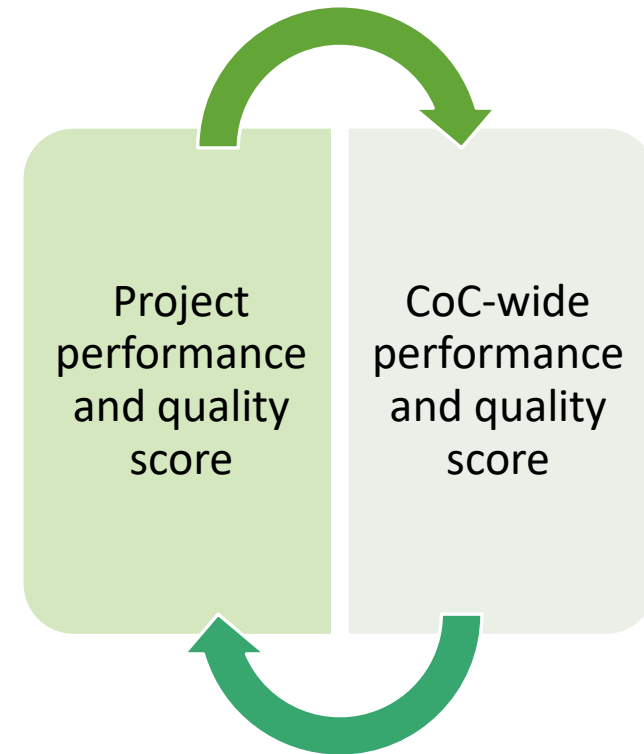
Local Competition Timelines & Requirements

RENEWAL PROJECT FOCUS

Submitting a project

1. NOTICE OF INTENT TO APPLY

Opens earlier than National Competition

Due before Application

For new projects:
- Collects basic applicant and project info
- Sets up your Local Competition application upload folder

For renewal projects:
- Updates project contact information
- Collects project performance data

2. APPLICATION

Timeline: about 30 days

What is included:
- Threshold qualifications check
- Assurances and required Federal Forms
- Project scoring tool
- Application forms or narratives
- Supporting documents

How it's submitted:
- Upload documents to a shared Google Drive
- Submit project in e-snaps

Timeline

May 8, 2024- Call for Renewal Projects/Renewal Project Review Period begins

May 13, 2024 1:00pm - Renewal Project Applicant Information Session

June 11, 2024 by 4:00pm - Renewal Project Review Materials due (Submitting review materials is your Notification of Intent to Apply)

June 30, 2024 - Renewal Project Applicants notified of score

July 5, 2024 - List of Eligible Renewal Projects posted with scores

TBD June 2024 - Call for New Projects

TBD - Eligible Renewals and Approved New Projects complete applications in HUD National Competition application system

TBD - Project Ranking posted

TBD – Ranked projects submitted with CoC Application for funding

Additional information about the FY2024 CoC Program Competition will be updated on the website as it is available. Dates and tasks beyond the renewal project reviews depend in part on information released by HUD for the National Competition.

Required submissions for ALL projects

To submit via online form:

Project Contact Form

To submit via Google drive:

Signed Project Applicant Assurances

Budget Review Form

HUD Monitoring Report(s) received in 2023

Threshold eligibility items

Training and Development report

eLOCCS screenshots

Other Requirements for Housing Projects

To submit via Google drive:

- Advancing Equity form and attachments
- Coordinated Entry Participation Review
- Equal Access Self-Assessment Tool and attachments
- Housing First Self Assessment and attachments
- Promoting Self-Sufficiency Review
- Performance information:
  - APR for Calendar Year 2023 (January 1, 2023 – December 31, 2023)
    - Generate from ServicePoint or alternate database and print to PDF - no CSVs accepted
  - If no APR yet, submit First Renewal/First Operating Year Narrative

Other Requirements for Non- Housing Projects

To submit via Google drive:

- Narrative of project outcomes or improvements
- Most recently submitted APR (from Sage)
- HMIS Governing Board review results (HMIS only)

Optional elements

OPTIONAL elements for renewal projects

To submit via Google drive:

- Alternative data measure request
- Document with notes of explanation on Monitoring Reports
- Document with notes of explanation on any other review elements

Special note: First year projects

Projects that were funded for the first time in 2023 must seek renewal in 2024, even if they haven't started yet!
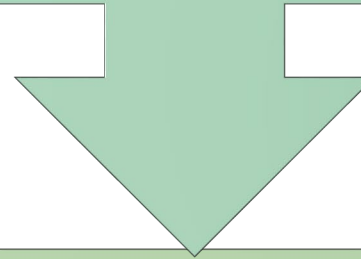
Only complete the documents that are relevant to you:

Project contact form	Applicant assurances	First year narrative

Project Reviews

WHAT IS EVALUATED

Performance/Capacity to perform

Responsiveness to highest need populations

Effective project management

Alignment with CoC and HUD policy priorities

Local Competition Hint:

Review "Project Rating Criteria" for detail on how these elements are measured

HOW IT'S EVALUATED

Priorities and scoring criteria are posted

Project Performance & Review Committee leads reviews

More than one reviewer reads each application

Objective criteria used whenever possible

Special population targets and geographic coverage considered

Acceptance, approved request amount, score, and rank are communicated to applicants

Components of review

Threshold (eligibility) review

Rating Tool, by project type:
◦ Rating based on
  ◦ Performance/capacity to perform
  ◦ Focus on high need households and priority areas
  ◦ Alignment with HUD and CoC standards
  ◦ Capacity to manage the program and federal funds
◦ Rating criteria are specific to each project type
◦ DV-specific criteria applied for DV Bonus projects
◦ Alternate rating criteria may be proposed for special population projects
◦ Weighted Score (raw score converted to 100-point scale for all project types)
◦ Penalty for late submittal

Local Competition Hints:
▪ Use the checklists and templates provided.
▪ Focus on the spirit of the standard or criteria and how your project can contribute to continued progress in your community.

Project review changes in 2024

Focusing policy reviews on fewer areas per year & shifting some to threshold requirements
- No Child-Youth Education review this year
- Housing First review is back with CE data check

Possibility of two-year competition cycle → greater impact of outcomes and data quality

Continuing from 2023:
- Steps: 1 Notice of intent, 2 Local project review/scoring, 3 Sumit app in HUD system *e-snaps*
- Performance section includes assessment of improvements as well as outcomes
- Workbook incorporated into Project Rating Tool is REQUIRED for some scoring elements
- Budget review form
- Minimum threshold score for renewal projects
- Google Drive submittals

Project Notification

Local CoC Competition

By June 30, 2024, project contacts will receive an email notification from CoC:

- Acceptance/rejection of project
- Score
- Budget reductions, if any
- Conditions (required changes to the application in e-snaps)
- July 5, 2024 List of Eligible Renewal Projects posted
- Eligible renewals submit applications in HUD application system (e-snaps) by deadline TBD

HUD CoC Program Competition

- HUD will announce CoC funding selections at a date to be determined, generally 90-120 days after the competition deadline. Funding selections include a list of funded projects. Formal award letters for funded project applications generally arrive much later.

Documentation guidance

Materials

Guides, checklists, and resources on CoC website:

https://www.rivervalleyscoc.org/local-competition-for-projects.html

Main Page:
- Competition Guide
- Deadlines
- Resources for Technical Assistance
- Link to Application Materials

Materials

Submittals for Local Competition listed on left

To get access to your Google folder, complete the Project Contact Form.

Reference materials on right
Other resources for grantees on Grantee Resource Guides page
https://www.rivervalleyscoc.org/coc-grantee-guides.html

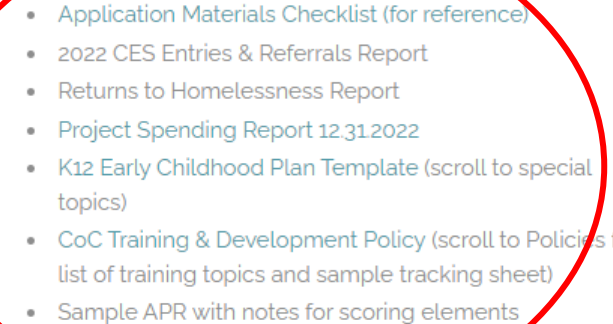## Renewal Housing Project Applications

This page provides guidance to new project applicants seeking renewal CoC funding for existing housing projects within the River Valleys CoC (MN-502) jurisdiction. Guidance will be updated regularly during the application period as HUD releases additional information for the CoC Program National Competition.

Notice of Intent/ Preliminary Review

Required Submittals - Due 4:00pm 4/25/2023

- Updated Project Contact form
- Signed Project Applicant Assurances
- HUD Monitoring Report(s) received in 2022
- Self-scored Project Rating Tool
  - PSH Projects
  - RRH and Joint TH-RRH Projects (Non-DV)
  - RRH and Joint TH-RRH Projects (DV)
- eLOCCS screenshots (instructions)
- Training & Development report - No form. Review CoC training policy and submit documentation based on policy expectations.

Reference Materials for Project Reviews

- Application Materials Checklist (for reference)
- 2022 CES Entries & Referrals Report
- Returns to Homelessness Report
- Project Spending Report 12.31.2022
- K12 Early Childhood Plan Template (scroll to special topics)
- CoC Training & Development Policy (scroll to Policies for list of training topics and sample tracking sheet)
- Sample APR with notes for scoring elements

Using the Google Drive

Update Project Contacts (form) to get access to your folder

What is there for you:
- Threshold Review folder
- Scoring Elements folder

Name documents clearly:
- Document Title_Project Name

Group documents with sub-folders

Optional: Notify Jennifer when all elements complete to verify receipt.

Threshold Review Folder	Scoring Elements Folder	Not in a folder

• Sam.gov screenshot
• Code of Conduct confirmation
• Board of Directors folder
  • Policy
  • Roster
• Budget Review
• Monitoring Reports, if any
	• Performance data
	• eLOCCS screenshots
	• Folders for policy review areas with forms and documentation
		• Rating Tool
		• Signed Applicant Assurances
		• Optional items

Using the Rating Tool (Excel Document)

/orkbook

1. Gather your data: APR, Returns to Homelessness Report, last e-snaps application, etc.

2. Start with the WORKBOOK tab

3. Select Applicant and Project Name

4. Add your project data in the tan shaded cells as instructed

5. Go to the Review Sheet tab

River Valleys CoC Project Reviews 2024
Permanent Supportive Housing (PSH) Projects
WORKBOOK for Data-based calculations

Applicant: <<START HERE
Project: <<START HERE

Measure	Data Source	Calculation description	Calculation steps							
PERFORMANCE										
Rapid Access to Housing	CE referrals and program entries report	Median days from CE referral to program entry	Enter # from report as indicated at left	Number used to calculate score						
Housing Stability/Exits to Permanent Housing	APR Q5a.8, Q23c	(Total stayers + total leavers to positive destinations) / (Total stayers + total leavers - leavers to excluded destinations)	Total stayers (5a.8)	Total leavers to positive destinations (23c third row from bottom)	Subtotal positive stayers and leavers	Total stayers (5a.8)	Total leavers (23c fourth row from bottom called "Total")	Total leavers to excluded destinations (23 c second row from bottom)	Subtotal all stayers and leavers, except excluded destinations	Number used to calculate score
					0	0			0	#DIV/0!
Improvement in Housing Stability	APR Q5a.8, Q23c (current and previous year)	Compare rate of housing stability for reported in current APR and previous APR. If current rate is higher or maintained above the full points threshold, the answer is "Yes".	Last year rate of housing stability	This year rate of housing stability			Improvement?			
			#N/A	#DIV/0!	#DIV/0!	Response used to calculate score				
Returns to Homelessness	054 Returns to Homelessness Report	None. % used to calculate score found in far right column of report (second table).	Enter % from report as indicated at left	Number used to calculate score	NOTE: IF THE PROJECT INCLUDES MORE THAN ONE HMIS PROVIDER ON THE LIST, YOU MUST ADD TOGETHER THE EXITERS AND RETURNERS FROM EACH PROVIDER MANUALLY TO CALCULATE THE RETURN RATE.)					
Improvement in returns to homelessness	054 Returns to Homelessness Report	Compare rate of returns to homelessness reported in current year report and previous year report. If current rate is lower or maintained at the full points threshold, the answer is "Yes".	Last year rate of returns to homelessness	This year rate of returns to homelessness			Improvement?			
			#N/A	0.0%	#N/A	Response used to calculate score				
New or Increased earned income for project stayers	APR Q19a1	None. % used to calculate score found in APR question 19a1, first line "Number of adults with Earned Income", far right column.	Enter % from APR as indicated at left							

WORKBOOK   Review Sheet

The Review Sheet

6. Answer the Threshold Questions. Use reference materials provided.

7. Review points entered from WORKBOOK and add notes in tan cells if desired.

8. Enter points in non-WORKBOOK elements in tan cells <u>based on the documentation you submit</u>. Add notes in tan cells if desired.

9. Save the Excel document with "Rating Tool_ Project Name"

10. Upload Excel document to Google folder. **DO NOT convert to PDF or Google Sheets.**

River Valleys CoC Project Review Sheet 2024
Permanent Supportive Housing

Applicant: _____

Project: _____

Renewal Project Rating Criteria

Review Factor	Standard	Data Source	Scale	Standard Met?
THRESHOLD REQUIREMENTS - 2024 SELECTED REVIEW ELEMENTS				
SAM.gov registration	Applicant status is active/current	Sam.gov listings	Yes/No	
Approved Code of Conduct	Approved Code of Conduct posted or submitted to HUD for review	HUD posted list of approved Codes of Conduct	Yes/No	
Participation of homeless persons	Person(s) with lived experiece of homelessness on agency board/ other decision-making body	Board membership policy and current member list	Yes/No	
Project APR completed	APR submitted on time and accepted by HUD	Sage reporting repository	Yes/No	
Project participation in CoC meetings	≥ 75% CoC meetings with project reps attending	CoC meeting notes and Zoom system records	Yes/No	
Coordinated Entry policy compliance	Program entries via CE referral	HMIS or altnerate database, CE Monitoring Report, Core Report	Yes/No	
Other notes or explanation on Threshold Requirements				0

Rating Factor	Standard	Data Source	Rating Scale			Outcome	Points	
			Undesired outcome	Acceptable outome	Desired outcome		Range	Claimed
PERFORMANCE								
Rapid access to Housing	< 20 days to program entry after referral from Coordinated Entry	Program Entries and Referrals Report (or alt DB for DV programs)	> 40	40-20	<20	0	0/2.5/5	5
Housing Stability/Exits to Permanent Housing								
Current year outcome	> 85% remained in or exited to permanent housing	APR Q5a.8, Q23c	< 70%	70-85%	> 85%	#DIV/0!	0/2.5/5	#DIV/0!

WORKBOOK | Review Sheet | +

Special Note

For Housing Projects

Serving participants with other high needs or from priority populations

1. Choose one need area applicable to your project:
   ◦ Previously incarcerated
   ◦ Active substance use
   ◦ No income
   ◦ Households with 4+ people
   ◦ Older adults (55+)

2. Data source: ID which APR questions (or other data) you are using to identify the proportion of households that are part of that priority population.

3. Describe calculation: # adults or persons in X subpopulation / total # adults or persons

4. Enter numbers from your data for workbook to calculate

Documentation for all Applicants

Threshold requirements

Threshold requirements are about being an eligible applicant in good standing.

The CoC selects certain elements to review each year. For 2024:

- Active SAM.gov registration
- Code of Conduct on file with HUD
- Participation of persons with lived experience on agency/program board
- APR completed on time with HUD
- Participation of project representatives in CoC decision-making
- Housing projects: Coordinated Entry compliance

Providing your APR: Non-Housing

In Sage, download your most recently submitted and approved APR as a PDF.

Select the APR for your project from the list of submitted APRs.

1. From the Submission Launchpad screen for the APR, scroll down and select "View/Print Complete APR" (bottom right).
2. When the APR appears on screen, select "Print" from the options at the top. On the print menu that appears, select "Print to PDF" from the dropdown where your printers are listed (instead of printing to paper).
3. Save the PDF to your computer and upload it to the Google drive folder.

DO NOT SELECT Download as Excel file. If you cannot print to PDF, contact Jennifer.

Providing your APR: Housing Projects

In ServicePoint (HMIS) or alternate database, run an APR for your project for <u>calendar year 2023</u> (January 1, 2023 through December 31, 2023).

Create a PDF of your APR for easier reading. You should be able to do this while your APR is onscreen in ServicePoint.

1. RIGHT click on the APR page and choose "Print" from the right-click menu that appears.
2. On the secondary menu that appears, select "Print to PDF" from the dropdown where your printers are listed (instead of printing to paper)
3. Save the PDF to your computer and upload it to the Google drive folder.

<mark>DO NOT submit a CSV file.</mark> If you use an alternate database or cannot print to PDF, contact Jennifer.

HMIS Data Quality

FOR HOUSING PROJECTS:

HMIS data quality is reported in your APR.

With the APR you generated in ServicePoint for calendar year 2023, complete the WORKBOOK attached with to the rating tool to help you complete the form.

There are 16 data points with data quality standards to evaluate with a Yes/No response.

eLOCCS screenshots

for **ALL** projects

Review the eLOCCS instructions provided.

Budget Review

Not scored, but REQUIRED

What's included

◦ Current budget assessment: What's working or not with current budget

◦ Voluntary adjustments: Explain what you would like to pursue with this project

◦ Involuntary adjustments: Help reviewers understand what is critical to your project

Contact Jennifer if you have questions about how you might propose reallocation or expansion.

Why are we asking for this?
1. CoC funds are meant to catalyze system change in a region. We need to evaluate how that is occurring with current investments.
2. Over the past three completed funding years, an average of over $150,000 was recaptured by HUD from projects in our region. How can we align funding with needs to maximize use and positive outcomes?

Training & Development

No forms provided.

Use your agency/program documentation or sample tracking form in CoC policy.

Refer to the CoC Training and Development Policy for guidance on training areas and tracking.

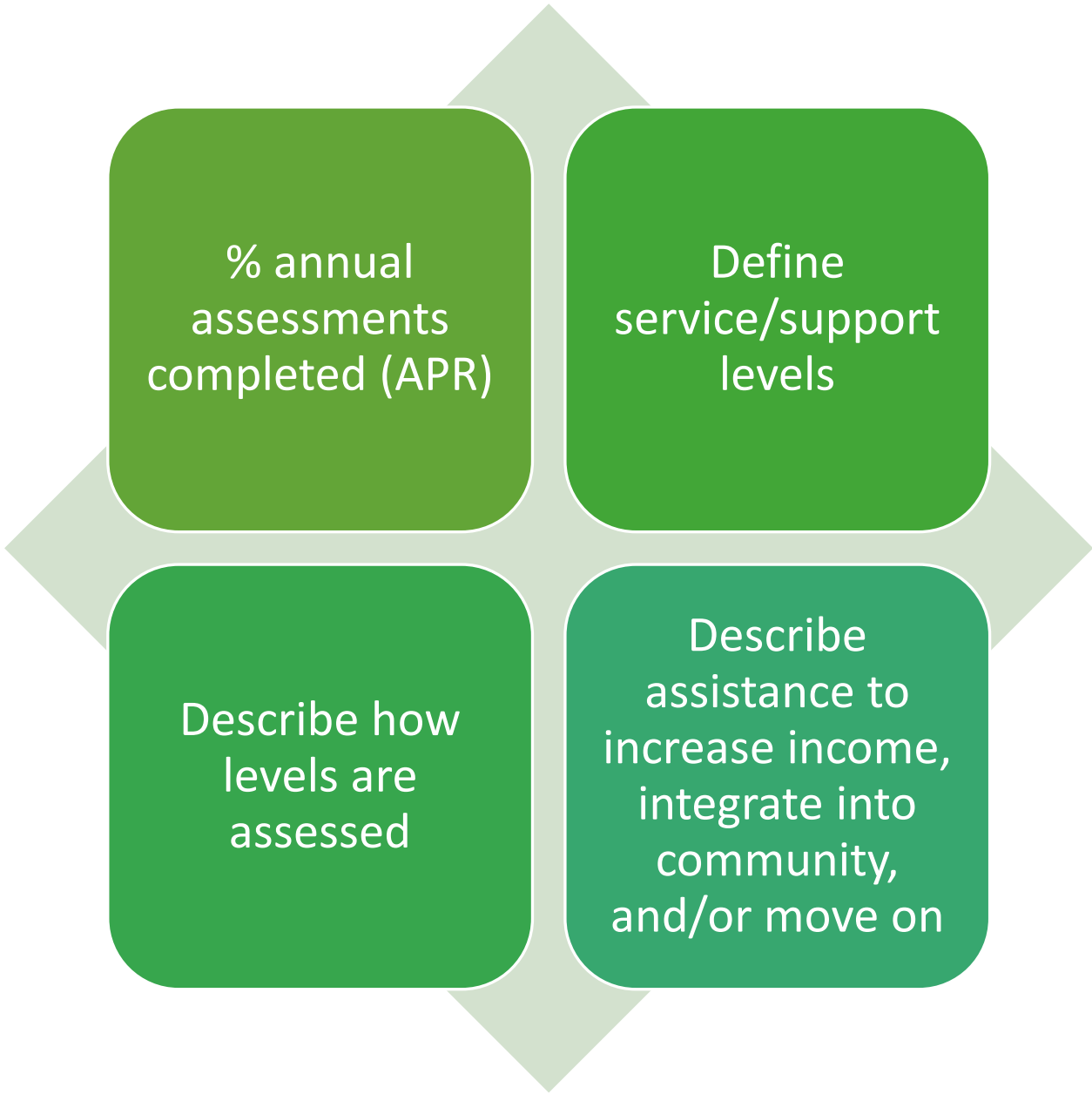# Documentation for Housing Projects

Advancing Equity Review

Provide brief assessment of needs in service area

% annual assessments completed (APR)

Define service/support levels

Describe how levels are assessed

Describe assistance to increase income, integrate into community, and/or move on

Self-Sufficiency Review

Equal Access Self Assessment

Two options to complete the assessment

Option 1: Use the Excel version on the CoC website.
- Must enable Macros in the file for it to work.

Option 2: Use the online version on the HUD Exchange
- Must sign in or create an account on the website

Steps for both options:
- Complete the Assessment
- Collect documentation to support "Yes" answers
- Review results and select the steps you will work on in 2024

Submit assessment (Excel or downloaded report) with supporting documents to Google Drive folder

Equal Access Self Assessment

Did you read the questions carefully? Some of the tasks are complex. Some are very specific. Do not answer yes if you cannot document it.

		Agency takes immediate action to resolve inappropriate behavior, harassment, or equal access issues by any person (staff, volunteers, contractors or clients). Staff training includes role play on interventions (staff to staff, staff to resident, and resident to resident).	No	No	No	A

Do the policies you submitted include the specific references required?

12	Agency includes "gender identity" and "gender expression" to list of attributes that are protected from discrimination in the Agency's Policies and Procedures.	Yes	Yes	Yes
13	Agency includes transgender and non-gender conforming in the list of groups vulnerable to harassment and/or list of protected groups.	Yes	Yes	Yes

Equal Access Self Assessment

What evidence can you provide to show that participants know about the rights and responsibilities included in the Equal Access Final Rule?

- Flyer posted?
- Orientation materials include information?
- Signed acknowledgements regarding program policies (including Equal Access)?

Equal Access Self Assessment

What evidence can you provide to show that program staff know about and have complied with the requirements of the Equal Access Final Rule?

- Signed acknowledgements regarding program training, policies, and postings?
- Employee training manual?
- Photos of posted policies?

Example, submitted on agency letterhead:

I have read and understand the information provided to me through the HUD Equal Access and Gender Identity Final Rule webinar transcripts

I have read the Notice on Equal Access Rights and have posted it in a visible place in my work area

I have read and understand the update nondiscrimination policy dated 5/4/2018. I have added this policy to my policy and procedure manual

Case Manager
Printed Name and position

5/9/18
Signature   Date

Case manager
Printed Name and position

5/9/18
Signature   Date

Property Manager
Printed Name and position

5-9-18
Signature   Date

Questions?

Reminders

Materials: https://www.rivervalleyscoc.org/local-competition-for-projects.html

Due Date: Tuesday,June 11 at 4:00pm

Contacts: Jennifer Prins, CoC Coordinator
jennifer.prins@rivervalleyscoc.org

Thank you!

River Valleys CoC
Together. Ending homelessness.