



2022 COC SUPPLEMENTAL NOFO TO  
ADDRESS UNSHELTERED  
HOMELESSNESS  
Technical Assistance Package  
PROJECT LEVEL APPLICATION REVIEW

This document is part of the 2022 Unsheltered NOFO Call for  
Projects

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## **PROJECT – LEVEL APPLICATION AND SUBMISSION INFORMATION**

The Special CoC Unsheltered NOFO requires the local Continuum of Care (CoC) to review, score and rank-order all project applications requesting funds under this opportunity.

HUD requires the CoC to evaluate each application using objective data in several areas:

- Applicant and Project Eligibility Threshold Criteria
- Statutory and Regulatory Criteria
- Organizational Capacity and Performance
- Project Quality Criteria
- Responsiveness to the CoC Plan
- Project Design
- Fiscal Management and Cost Effectiveness

## **EVALUATION of PROJECT-LEVEL APPLICATIONS**

### **Eligibility Threshold Criteria**

In order to be considered for funding, Project Applicants and potential subrecipients must meet the eligibility requirements of the CoC Program (24 CFR part 578) and provide evidence of eligibility required in the application. The project cannot be funded if these basic criteria are not met.

### **Applicant Eligibility Threshold Criteria**

Each applicant organization and subrecipient organizations must:

- Be a legal entity eligible to receive funds (e.g. 501-c3, unit of government, recognized Tribal entity);
- Have an active System of Award Management (SAMs) account, the SAMs registration will need to be current through the initial project award by HUD. Applicants with expiration dates prior to the end of January, 2023 will need to renew their registration in order to remain eligible;
- Provide their organizational Unique Entity Identifier (UEI);
- Meet Statutory and Regulatory Requirements in 24 CFR part 578;
- Agree to comply with a series of Federal Assurances and Policy Requirements<sup>1</sup>;
- Not have delinquent outstanding Federal debt;
- Not be debarred or suspended from doing business with the Federal government (any department);
- Have filed ethical standards/Code of Conduct compliant with 2CFR part 200 with HUD, or include a copy in the Applicant Profile section of the *E-snaps* application packet;
- Not have outstanding Civil Rights, Fair Housing, or determination of findings for cause, or charges;

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<sup>1</sup> Listed on page 39 of the NOFO

- Demonstrated sufficient fiscal organization and management capacity to effectively administer federal funds to carry out the project;
- Meet HUD standard described on 17-19 of the Unsheltered NOFO;
- A full checklist of Applicant Eligibility criteria is included in the Rating and Ranking Tool
- To be eligible for funds, the Applicant and Project must also meet Quality

### **Project Eligibility Threshold Criteria**

HUD reviews all projects to determine if they meet the following eligibility threshold requirements on a pass/fail basis. If HUD determines that the applicable standards are not met for a project, the project will be rejected.

- Participate in the approved CoC Homeless Management of Information System (HMIS), or in the comparable Data System for Domestic Violence providers identified by the CoC;
- Demonstrate operational integrity with the Housing First model of project implementation;
- Propose to serve eligible participants, defined as homeless under paragraph 1 or 4 of the HUD definition of homelessness, and as described in Section II.B. 4 of the NOFO;
- Demonstrate Fiscal Management and Cost Effectiveness Capacity;
- Provide a Certificate of Consistency with the local Consolidated Plan
- Propose only activities identified as eligible in the NOFO. See additional information in the Project Threshold Section.
  - CoC Planning Projects: Maximum of 3%
  - Permanent Supportive Housing (PSH)
  - Rapid-rehousing (RRH)
  - Joint Transitional and Rapid Rehousing (TH- PH-RRH)
  - Supportive Services Only – CE
  - Supportive Services Only – Other (see additional information in the Project Quality Threshold chart and Responsiveness to the CoC Plan sections below)
  - HMIS
  - Awards are to be used over a 3-year grant term
  - Note: Projects requesting acquisition, rehabilitation, or new construction funds will be rejected by HUD.

### **Project Evaluation - Past Performance**

Although all projects proposed in the Unsheltered NOFO must be new, HUD will consider a project applicant's past performance when evaluating the project proposal. These items should be reflected in the local project review process.

HUD's review includes but is not limited to:

- the ability to account for funds in compliance with applicable reporting and recordkeeping requirements
- timely use of funds received from HUD (project startup, a minimum of quarterly drawdowns), full expenditure of fund
- timely submission and quality of reports submitted to HUD;
- meeting program requirements
- meeting performance targets as established in the grant agreement

- the project applicant’s organizational capacity, including staffing structures and capabilities
- timely completion of activities and receipt and expenditure of promised matching funds
- the number of persons served or targeted for assistance
- promoting self-sufficiency and economic independence
- producing positive outcomes and results

HUD may reduce scores based on the past performance review. Wherever possible, HUD will obtain past performance information and if this review results in an adverse funding related to integrity of performance, HUD reserves the right to take any of the remedies necessary.

### Project Quality Threshold

In addition to project administration and management factors, HUD considers project quality and past performance outcomes. HUD reviews all project applications to determine if they meet the project quality threshold requirements. If awarded, a recipient is required to meet all the criteria listed in the criteria column for its component. Additionally, the housing and services proposed must be appropriate to the needs of the program participants and the community.

| Rating Factor for New Project Types   | Points Available | Criteria  |
|---|------------------|---|
| <b>Permanent Supportive Housing or Rapid Rehousing</b>                      |                  | <b>Minimum 4 points needed</b>  |
| New permanent housing projects must receive at least 4 out of the 5 points. | 1                | The type of housing proposed, including the number and configuration of units, fit the needs of the program participants; best practices  |
|   | 1                | The supportive services offered to program participants ensures successful retention in or help to obtain permanent housing, including all supportive services regardless of funding source.  |
|   | 1                | Project has a specific plan for ensuring program participants are individually assisted to obtain the benefits of mainstream health, social, and employment programs for which they are eligible to apply and which meet the needs of program participants (e.g., Medicare, Medicaid, SSI, Food Stamps, local Workforce office, early childhood education). |

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|  | 1 | Participants obtain and remain in permanent housing in a manner that fits their needs (e.g., provides the participant with some type of transportation to access needed services, safety planning, case management, housing that meets accessibility related needs, additional assistance to ensure retention of permanent housing). |
|  | 1 | The project is consistent with the plan described in CoC Unsheltered NOFO to Section VII.B.4 (Helps to achieve the Plan's m goals  |

**Joint TH and PH-RRH**

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|--|---|---|
| Joint TH and PH-RRH component project applications must receive at least 4 out of 6 points available for this project type. Projects that do not | 1 | The type of housing proposed, including the number and configuration of units, will fit the needs of the program participants (e.g., ensuring a range of bedroom sizes to assist various family sizes.) |
|--|---|---|

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|---|---|---|
| receive at least 4 points will be rejected. | 1 | Project provides enough RRH assistance to ensure that at any given time a program participant may move from transitional housing to permanent housing. This may be demonstrated by identifying a <u>budget that:</u><br>2x funding for rapid rehousing compared with TH portion,<br>2x as many PH-RRH units at a point in time as TH units, or by demonstrating the budget and units are appropriate for the population being served. |
|   | 1 | Supportive services offered to program participants ensures successful retention or help to obtain permanent housing, including all supportive services regardless of funding source. (data-driven)   |
|   | 1 | Project has a specific plan for ensuring program participants obtain the mainstream benefits: health social services<br>employment programs<br>Medicare, Medicaid<br>SSI, Food Stamps, local Workforce partnership<br>early childhood education.  |

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|--|---|--|
|  | 1 | <p>Program participants obtain and remain in permanent housing, services to support:</p> <ul style="list-style-type: none"> <li>• transportation to needed services</li> <li>• safety planning</li> <li>• case management</li> <li>• housing that meets accessibility needs,</li> <li>• assistance to ensure retention of permanent housing</li> </ul>       |
|  | 1 | Project is consistent with the plan described by the CoC in response to Section VII.B.4  |
| <b>SSO- Coordinated Entry</b>  |   |  |
| New SSO-Coordinated Entry project applications must receive at least 2 out of the 4 points | 1 | <p>The centralized or coordinated assessment system is</p> <ul style="list-style-type: none"> <li>• easily available/reachable for all persons</li> <li>• accessible for persons with disabilities</li> </ul>  |
|  | 1 | Strategy for advertising that is designed specifically to reach homeless persons with the highest barriers within the CoC's geographic area.   |
|  | 1 | There is a standardized assessment process.  |
|  | 1 | Ensures participants referrals match the description   |
| <b>Supportive Services Only (not including SSO projects for Coordinated Entry)</b>         |   |  |
| SSO project applications must receive 4 out of 6 points.                                   | 1 | <ul style="list-style-type: none"> <li>• Strategy for providing supportive services to those with the highest service needs</li> <li>• including those with histories of unsheltered homelessness</li> <li>• who do not traditionally engage with supportive services</li> </ul>   |
|  | 1 | Participants obtain and maintain permanent housing in a manner that fits their needs.  |
|  | 1 | <p>Project has a specific plan for ensuring program participants are individually assisted to obtain the benefits of mainstream health, social services, and employment programs for which they are eligible meet the needs of the program participants (e.g., Medicare, Medicaid, SSI, Food Stamps, local Workforce office, early childhood education).</p> |

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|  | 2 | The project will participate in coordinated entry.  |
|  | 1 | The proposed project is consistent with the plan described by the CoC   |
| <b>HMIS</b>  |   |   |
| HMIS project applications must receive at least 3 out of the 4 points available.                       | 1 | How the HMIS funds that is consistent with the CoC's funding strategy for the HMIS and furthers the CoC's HMIS implementation.  |
|  | 1 | HMIS collects all Universal Data Elements as set forth in the HMIS Data Standards.  |
|  | 1 | HMIS de-duplicates client records.  |
|  | 1 | The HMIS produces all HUD-required reports and provides data as needed for HUD reporting (e.g., APR, quarterly reports, data for CAPER/ESG reporting) and other reports required by other federal partners. |
| <b>CoC Planning – Collaborative Applicants Only</b>  |   |   |
| CoC planning projects, submitted Collaborative Applicant, must receive at least 3 out of the 5 points. | 1 | CoC conducts meetings of the entire CoC membership that are inclusive and open to members and demonstrates the CoC has a written governance charter in place that includes CoC policies.                    |



|  |   |  |
|--|---|--|
|  | 1 | CoC-wide planning committees, subcommittees, or workgroups to address homeless needs in the CoC's geographic area that recommends and sets policy priorities for the CoC. (Note: NOFO requires 3 persons with lived experience involved in the priority and approval process.) |
|  | 2 | The proposed planning activities that will be carried out by the CoC with grant funds are compliant with the provisions of 24 CFR 578.7.   |
|  | 1 | The funds requested improves the CoC's ability to evaluate the outcome of both CoC and ESG-funded projects.  |

**Project Quality Assessment Capacity, Timeliness, and Performance Standards.**

To be considered as meeting project quality threshold, all projects must meet all the criteria listed below. These items should be included in our work plan.

- (1) Project applicants and potential subrecipients must have satisfactory capacity, drawdowns, and performance for existing grant(s)
- (2) Timely reimbursement of subrecipients, regular drawdowns, and timely resolution of any monitoring findings
- (3) Project applicants must demonstrate they will be able to meet all timeliness standards per 24 CFR 578.85.

HUD reserves the right to reduce or reject a project application from the project applicant for the reasons listed below. These would be addressed in HUD monitoring reports and should be included in the project review:

- (a) outstanding obligation to HUD in arrears or no payment schedule
- (b) audit finding(s) for which a response is overdue or unsatisfactory
- (c) history of inadequate financial management accounting practices
- (d) evidence of untimely expenditures on prior award
- (e) history of other major capacity issues that have significantly affected the operation of the project and its performance
- (f) history of not reimbursing subrecipients for eligible costs in a timely manner, or at least quarterly
- (g) history of serving ineligible program participants, expending funds on ineligible costs, or failing to expend funds within statutorily established timeframes.

**II. Responsiveness to the CoC Plan**

The Unsheltered NOFO centers on persons with severe service needs and leverages housing and

**health care resources outside the CoC and ESG programs.**

**Projects for Supportive Services Only – Other must be able to identify they will be able to obtain and maintain permanent housing for persons with the highest service needs.**

SSO- Other project should clearly link supportive services to secured permanent housing opportunities (such as PSH, RRH, or PH-Other) or detailed strategies for obtaining a sufficient number of housing opportunities for the number of participants proposed in the project.

In addition to the factors discussed above, Project Review points should assess and express in measurable terms:

| <b>Item</b>                                     | <b>Criteria</b>   | <b>Notes</b>   |
|---|---|--|
| Housing Partnership                             | 50% of units or vouchers are from non-CoC / Non-ESG funds   | Written Agreement ____<br>Number of units ____<br>Number from external resource ____<br>%  |
| Health Collaboration                            | Health Care commitments from non-CoC /ESG resources<br>50% of the value of the HUD request                  | Written Agreement ____<br>Total request \$ ____<br>Value of Health Care \$ ____<br>% _____ |
| Participants                                    | Focus on participants with severe service needs   |  |
| Outreach  | Literally homeless, in areas not previously served, encampments   |  |
| Underserved Groups                              | Strategy to increased service to underserved/ over represented groups (minority, ethnicity, LBGTQ, Seniors) | % of group in general community (Census) ____<br><br>% proposed to be served ____          |
| Collaboration for Underserved Groups            | Non-traditional partners with expertise / lived experience  |  |
| Representation of Persons with Lived Experience | Project includes PLE in decision-making; agency proposed to hire PLE  |  |
| Alignment with Plan                             | Proposal will help accomplish the objectives in the comprehensive plan                                      | Check existing Plans for synergy/ resources (HHAP3, MHSA)                                  |
| Use of CES and HMIS                             | Mandatory, HMIS includes ‘first-touch’ like outreach contact  |  |
| Project Performance Goals                       | Compares cost to HUD with   | HUD Cost ____  |

|                                 |  |   |
|---------------------------------|--|---|
| and Proposed Cost Effectiveness | Project number and projected percentage of persons entering and retaining PSH, RRH | Number to be served _____<br>Proposed % gaining permanent housing _____<br>Cost per placement |
|---------------------------------|--|---|

### III. Project Specific Requirements and Commitments

To be included in the Unsheltered NOFO application to HUD, all projects must commit to, and subsequently implement:

- A barrier, Housing First approach;
- Use of Homeless Management of Information System (HMIS), or the approved alternate data base for Victim Service Providers for record keeping and client tracking;
- Participation in the approved Coordinated Entry System (CES);
- A Commitment to Further Equity for over-represented, under-served, and vulnerable groups: racially or ethnically diverse; alternate gender identity including LGBTQIA+; persons with disability; and
- Any commitment included as part of the project application (including but not limited to those on the New Applicant Threshold Checklist, the applicant assurances contained in *E-snaps*, match and leverage amounts).

### IV. E-Snaps Application Notes

All projects considered for funding under the Unsheltered NOFO must be for new projects. Ed  
As a result, the Rating and Ranking Tool for the Unsheltered NOFO contains only:  
The CoC Rating and Ranking Process General Description;  
The Applicant and New Project Threshold Review Sheet;  
The Project Scoring Sheet; and  
Incorporates this Project Level Application Review Technical Assistance Package by reference.

Projects requesting Consolidation, Renewal Expansion, Transition, or funding for Acquisition, Rehabilitation, and New Construction will be rejected.