August 26, 2024

## HUD Notice of Funding Opportunity (NOFO)
## For FY 2024 & 2025 Continuum of Care Funds Sonoma County Request for Proposals (RFP)

On July 31, 2024, the U.S. Department of Housing and Urban Development (HUD) issued the Continuum of Care (CoC) Notice of Funding Opportunity (NOFO) for 2024 & 2025 Continuum of Care Funds. This year, HUD has issued a two-year NOFO. HUD may allocate available FY 2025 funds based on the outcomes of this 2024 NOFO competition. Should new competitive funding become available for FY 2025, the HUD CoC NOFO could be updated, and the FY 2024-2025 Continuum of Care (CoC) Application and score might be used for the selection process. If FY 2025 appropriations fall short of fully funding all renewal grants, the grant amounts may be reduced proportionately.

Sonoma County applicants are eligible for a combined total of approximately **$5.5** million for new and renewal FY 2024 Continuum of Care projects. A total of up to **$ 4,384,714** is allocated towards existing renewal projects (10% of the total being at-risk). The following funds are available for NEW projects:

- A total of $**526,166** in bonus funding is competitively available for one or more permanent supportive housing projects (PSH), rapid rehousing projects (RRH), joint transitional housing-rapid rehousing projects (TH-RRH), HMIS projects, or Coordinated Entry projects.
- A total of **$410,479** in Domestic Violence (DV) bonus funding is competitively available for one more projects serving victims of domestic violence.
- A total of **$271,008** is currently available in restricted DV reallocated funding; this could increase if the evaluation process leads to the reallocation of any underperforming projects.

Local application guidance for both new and renewal projects is attached to this Request for Proposals (RFP). Prospective applicants should review the Continuum of Care NOFO in full at:

https://www.hud.gov/sites/dfiles/CPD/documents/FY2024_FY2025_CoC_and_YHDP_NOFO_FR-6800-N-25.pdf

Please also review the provisions of this local RFP in full, and note the local and final deadlines as follows:

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|---|---|
| Bidders conference for NEW Projects (virtual meeting) | September 4, 2024 |
| Technical Assistance Session: e-snaps and applications (In person meeting) | September 09, 2024 |
| Open Office Hours – (Drop in Assistance, virtual meeting) | September 17, 2024 |
| Local Submission for project applicants in e-snaps (5:00 PM PST) | September 20, 2024 |
| Finals Submission by CoC (8:00 PM PST) | October 26, 2024 |

**New CoC Program Organizations:** If you intend to apply as a new organization, you must register with SAM.gov as soon as possible to receive a Unique Entity Identifier (UEI) number. **You will need the UEI number to create an account in e-snaps.** Please ensure you register prior to working on your application materials as the registration can take up to 10 business days to complete. If you are new and plan on applying, this will need to be your first step.  https://sam.gov/content/home

**Matching Requirements:** All projects funded through the CoC Program are required to provide a 25% match commitment of the total award requested minus any funds for leasing activities. Match can either be provided through in-kind or cash commitment. For more information on the requirements, please see the HUD CoC Virtual Binders: https://www.hudexchange.info/homelessness-assistance/coc-esg-virtual-binders/coc-match/match-requirements/

For further information contact:
Karissa White, Continuum of Care Coordinator: 707-565-4080  or Karissa.White@sonoma-county.org
and Araceli Rivera, Homeless Projects Specialist: 707-565-4088  or Araceli.Rivera@sonoma-county.org

# Contents

## Submission Timeline and Local Deadlines

In the annual Continuum of Care competition, all applications are submitted as a single, consolidated application through the Collaborative Applicant (County of Sonoma Department of Health Services). Thus, both local and final submission deadlines are needed. A competition for new project funding will be conducted using HUD's electronic application system, e-Snaps. **All new applications must submit the**

**Supplemental Questionnaire and required attachments (Attachment 4) to the CoC Coordinator and complete the new project application in the HUD e-snaps system by 5:00 PM on September 20, 2024.**

Renewal projects are only required to complete their applications in e-snaps.

The Sonoma County 2024 CoC Competition Evaluation Workgroup will review submissions for new projects on **September 27, 2024,** and will bring funding recommendations to the Sonoma County Homeless Coalition Board special meeting held the week of **October 7th.** The Homeless Coalition Board will make the final decision on the rating and ranking of all renewal projects, new bonus project(s), and additional project(s) created with reallocated funds (if applicable). Final scores and selections will be posted on the Sonoma County Homeless Coalition's website by **October 14, 2024**: https://sonomacounty.ca.gov/health-and-human-services/health-services/divisions/homelessness-services/continuum-of-care/continuum-of-care-competition

**All full project applications** (both new and renewal) must be submitted in e-snaps, by **5:00 pm** Pacific Time on Monday, **Friday, September 20, 2024**.

Between **September 23rd and October 11th**, the CoC Coordinator and Homeless Projects Specialist will review all submitted project applications in e-snaps. During this time, applicants will have the opportunity to make technical corrections to project applications with staff prior to final submission to HUD.

The final local CoC Collaborative Application submission deadline is **October 26, 2024**. The 2024 Continuum of Care Application Detailed Timeline (Attachment 1) ensures the collaborative application is complete and ready for submission by the HUD final submission deadline of **October 30, 2024 (8:00 PM EST).**

## Tiered Submission (Tier 1 and Tier 2)

The Sonoma County Homeless Coalition, representing the Continuum of Care, is responsible for prioritizing projects and placing all submitted projects into one of two tiers. Projects placed in Tier 1 will be funded first, from HUD's 2024 allocation of $3.5 billion. Projects placed in Tier 1 are virtually guaranteed funding, assuming they pass threshold review by HUD. This year, HUD has determined that Tier 1 funding will be equal to 90% of the total Annual Renewal Demand (ARD). In previous years, HUD would put between 5%-15% of the ARD at risk in Tier 2. Tier 2 is the difference between Tier 1 and the maximum amount of renewal reallocation, and CoC Bonus funds that a CoC can apply for. Underperforming projects may be at risk of being placed into Tier 2, and ultimately could have their projects eliminated or reduced if a new project application is ranked above it as projects are funded on a nationally competitive basis.

| New CoC Bonus Project Funding | $526,166 |
|---|---|
| *New Domestic Violence (DV) Bonus Funding | $410,479 |
| Restricted DV Reallocated funding | $271,008 |

| | |
|---|---|
| *Reallocated funds currently available for new project(s) – this amount may increase | |
| Annual Renewal Demand (ARD) | $4,384,714 |
| Anticipated Tier 1 funding (ARD 90%) | $3,946,243 |
| Anticipated ARD at Risk (in tier 2, ARD Minus 10%) | $438,471 |
| Continuum of Care Planning Grant | $219,236 |
| Total Possible CoC Award (including CoC Planning Grant) | $5,540,595 |

*The DV Bonus is separate and given a unique rank only if accepted as a new DV Bonus project.

Tier 1 is equal to 90% of the CoC's Annual Renewal Demand (ARD). Tier 2 projects will be funded on a nationally competitive basis. HUD awards projects placed into tier 2 competitively, depending on the amount of funds available, in the following ways: the score on the Consolidated Application, our project ranking and rating process (which includes the project rank in the Priority Listing), and projects that can commit to a housing first approach.

Sonoma County may place one or more projects either fully or partially into Tier 2. The local policy for making such decisions is located within this RFP, attachment 6- Sonoma County Homeless Coalition – Process for Making Cuts: FY 2024.

At this point, there are currently up to two CoC-funded projects identified as being at risk for eliminated or reduced funding. Where projects are placed for the Final Priority Listing will determine which projects these are.

## Reallocation

The HUD reallocation process allows Continuums of Care (CoC) to fund new projects by transferring all or part of funds from any existing CoC grant to create a new project. This process is either voluntarily initiated by the current grant recipient or initiated through a decision approved by the Homeless Coalition Board due to a project no longer meeting the needs of the Homeless Coalition or due to poor performance.

Applicants for renewal projects have already submitted the **mandatory Renewal/ Reallocation Questionnaire**, to confirm their intent to apply for all contracted and approved funds, and/or to offer funds for reallocation. This year, we have a voluntary reallocation of a project that is restricted to use funding for new DV projects through **DV Reallocation in the total of $271,008.** As of the release of this RFP, only restricted DV funds are available for reallocation unless the Homeless Coalition determines that an underperforming project should be reallocated.

HUD rewards communities that reallocate funding, which means reallocating funds will increase the chance of receiving funding for renewal projects, new bonus projects, and new projects created through reallocation. The Homeless Coalition has already met the requirement to score full points in this section of the Consolidated Application because we have reallocated at least 20% of our ARD in funding competitions from 2019-2024. However, underperforming projects placed in tier two are still considered at risk of losing their funds as this is a nationally competitive process. The Homeless Coalition Board will

approve placements in tier 1 and tier 2 during a special Homeless Coalition Board meeting when the Final Priority Listing is set for approval the week of October 7th.

## Bonus Projects and New Projects Created through Reallocation

New projects must submit a new project application in e-snaps and submit the required Supplemental Questionnaire and attachments (Attachment 4) **by September 20, 2024**, outside of e-snaps. The Homeless Coalition Board will approve final project rankings at the meeting scheduled the week of October 7th. Only applicants new to the CoC funding process need to submit financial and organizational materials.

The CoC Bonus allows CoCs to use up to 12 percent of their Final Pro Rata Need (FPRN) to create one or more new project applications. In 2024, bonus funding is available in the amount of $526,166 for the CoC Bonus, $410,479 for the DV Bonus, and $271,008 is currently available through restricted DV reallocation. Bonus Projects and new projects created through reallocation will be scored separately from renewal projects in the national competition and can include one or more new bonus projects listed below.

Eligible CoC Bonus projects include:

- Permanent Supportive Housing (PSH) projects that serve 100% chronically homeless individuals and families or meet the requirements of DedicatedPlus as defined in of the federal NOFO.
- Permanent housing-Rapid Re-Housing Projects (PH-RRH) must serve homeless individuals, transition age youth, or families.
- Joint Transitional Housing-Rapid Re-Housing projects (Joint TH-RRH) which include transitional housing and permanent housing-rapid rehousing in a single project to serve individuals and families experiencing homelessness, including victims of domestic violence.
- SSO-CE project to develop or operate a Coordinated Entry system.
- Expansion to add funds to an eligible CoC Renewal or DV Renewal.

Eligible Domestic Violence (DV) Bonus and DV Reallocation projects include:

- PH-RRH projects dedicated to serving individuals and families of persons experiencing trauma or a lack of safety related to fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking that are defined as homeless under 24 CFR 578.3 or section 103(b) of the McKinney-Vento Homeless Assistance Act
- Joint TH/PH-RRH component projects defined in section I.B.2.b.(18) of this NOFO dedicated to serving individuals and families of persons experiencing trauma or a lack of safety related to fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking who are defined as homeless under 24 CFR 578.3 or section 103(b) of the McKinney-Vento Homeless Assistance Act
- SSO-CE project to implement policies, procedures, and practices that equip the CoC's coordinated entry to better meet the needs of individuals and families of persons experiencing

trauma or a lack of safety related to fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking.

Additional requirements of Bonus Projects (please refer to federal NOFO for all details):

- Bonus projects may include expansion of existing CoC-funded PSH Projects.
- Project applicant does not have any certain open monitoring Findings or a history of slow expenditure of grant funds (e.g., funds left unspent at contract year-end). Please see NOFO for more details.
- The type, scale, and location of the housing fit the needs of program participants; type and scale of services fits the needs of participants.
- A specific plan is in place to ensure program participants will be individually assisted to obtain the benefits of the mainstream health, social, and employment programs for which they are eligible to apply.
- Program participants must be assisted to obtain and remain in permanent housing in a manner that fits their needs.
- Applicant must agree to accept referrals solely from the CoC's Coordinated Entry System and follow a Housing First approach.

Bonus projects will also be scored nationally on criteria below, therefore these criteria are incorporated into the local scoring (see Attachment 2).

- Prioritizing the Highest Need per Notice CPD-16-11: Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing, issued July 25, 2016.
- A Housing First model must be adequately described in the project narrative as well as collaboration with Coordinated Entry. Local applicants are required to complete Attachment 4 – Supplemental Questionnaire.
- Using an Evidence Based Approach and cost effectiveness
- Maximizing use of mainstream resources for supportive services, especially Medicaid-financed services and/or formal partnerships with Medicaid-billable providers (such as Federally Qualified Health Centers).
- Prioritizing new projects leveraging housing resources for PSH or RRH projects using housing subsidies not funded through CoC or ESG programs. For PSH, at least 25% of units must use these subsidies. For RRH, at least 25% of participants must benefit from them. One new project meeting these requirements scores up to 7 points on the full application.
- Prioritizing new RRH and PSH projects leveraging healthcare resources, including public or private healthcare and substance use providers. For substance use treatment, the provider will offer services to all qualifying participants or the healthcare assistance equals at least 25% of the project's funding request. One new project meeting these requirements scores up to 7 points on the full application.

Applicants for Bonus funds are strongly advised to review and understand the grant terms, especially those described in the NOFO.

## Renewal Projects

Per HUD guidance, **renewal projects will be assigned a priority number** based on the results of project evaluations conducted by the 2024 CoC Competition Evaluation Workgroup earlier in 2024. The highest performing/highest need projects will be placed at the top of the project listing, and the lowest performing/ lowest need projects will be placed at the bottom of the listing. This year, a total of 10% of our ARD is at risk, meaning it is a possibility that renewal projects may lose funding, some renewing projects are currently at risk.

Renewal projects supporting required system infrastructure, such as HMIS and Coordinated Entry renewals, will be prioritized into Tier 1 following all Tier 1 housing projects. **Renewal projects have already completed an in-depth review of their project and scored by the CoC and will only be required to submit their application in e-snaps by September 20, 2024.**

## Administrative Expenses

In this funding cycle, both new and renewal project applicants may claim up to 10% of the CoC project budget, for administrative expense. **A chart showing approved summary budgets for all Sonoma County CoC renewal projects is included as Attachment 3.**

## VAWA Budget Line Item

New projects can include these costs in their proposed budgets; existing projects can add them by expanding or reallocating up to 10% of funds. Activities related to emergency transfers and VAWA confidentiality compliance are eligible. VAWA costs are not subject to CoC's administrative cost caps.

Funds can be utilized in the following ways:

Emergency Transfer Costs: moving costs; travel costs; security deposits; utilities; housing fees (application, broker, etc.); case management; housing navigation; and safety technology (e.g., security systems).

VAWA Confidentiality Compliance Costs: monitoring and evaluating compliance; developing corrective actions; program evaluation; training on confidentiality; reporting on compliance; protecting survivor information; and staff time for adherence.

## Mandatory Bidder's Conference

A **Mandatory Bidder's Conference for New Projects** will be held virtually on **Wednesday, September 04, 2024, from 10:00 – 11:30 am**. The Bidder's Conference will address Continuum of Care funding regulations and options for using available funds. Virtual meeting login information is located on **Attachment 1 – 2024 Continuum of Care Application Detailed Timeline**, and will be posted on our website using the following link: https://sonomacounty.ca.gov/health-and-human-services/health-services/divisions/homelessness-services/continuum-of-care/continuum-of-care-competition

## Local E-snaps Submission Deadline (New and Renewal Projects)

All projects approved for submission—new bonus and reallocation (if applicable) projects, and all renewal projects—must be **submitted in e-Snaps** by 5:00 p.m., **Monday, September 20, 2024**.

## Materials to Be Submitted to the Homeless Coalition (New Projects)

In addition to the e-Snaps submission, agencies that are <u>new</u> to the CoC funding process must submit the following documents:

- Applicant's most recent fiscal audit, with accompanying management letter.
- Materials from the most recent Board of Directors meeting (agenda, approved minutes, committee reports, and any other materials presented at the most recent meeting).
- Organizational Chart
- List of 3 funder references
- Supplemental Questionnaire
- Agency Non-discrimination Policy
- 2024 Continuum of Care Competition New Project Threshold Criteria
- 2024 HUD New Project Quality Threshold Criteria (by project type)

**Please submit the above materials** to the CoC Coordinator **by 5:00 pm September 20, 2024,** by email to Karissa.White@sonoma-county.org and the Homeless Project Specialist Araceli.Rivera@sonoma-county.org. Applicants may deliver required electronic documents on a flash drive, by the same deadline to Sonoma County Continuum of Care, c/o Sonoma County Department of Health Services, 1450 Neotomas Ave, Santa Rosa CA 95405, Attention: Karissa White.

**Note, electronic submission is highly preferred.**

## New Project Scoring

The scoring schema is organized into the following areas (total points: 97):

- HUD's System Performance Measures and Use of Objective Scoring Criteria
- Housing First Practices and Use of the Coordinated Entry System
- Improving Assistance for LGBTQ+ Individuals and practices
- Current efforts to address Racial Equity
- Incorporation of individuals with lived experience of homelessness
- Project Narrative/Design
- Mainstream benefits and other assistance
- Coordination with Housing and Healthcare Providers
- Project Readiness, Budget, Cost Effectiveness, and Financial Health
- Organizational Capacity & Experience
- HMIS Data Quality and Timeliness

This schema is designed to maximize the chances of both Bonus and Tier 2 New and Renewal projects being awarded. It incorporates HUD's key policy priorities for the 2024 & 2025 CoC Competition. **All new projects must complete and submit the Supplemental Questionnaire, Attachment 4, which addresses key scoring criteria. Please note, this is a supplemental document and New projects must still complete the project application in the E-snaps system.**

Scoring for DV Bonus Projects will follow the same scoring schema as new projects created through reallocation or Bonus Project funding. If a DV Bonus project ranked in Tier 1 is selected with DV Bonus funds, the project will be removed from this tier and the projects below it will move up one rank position. However, if a new DV Bonus project is not selected with DV Bonus funds, the project will retain its ranked position (see NOFO, page 30). Agencies serving victims of domestic violence projects will be scored on non- identified data submitted through a comparable database.

*As noted previously, the Homeless Coalition Board may elect to place a Bonus Project into Tier 1. The experience of the previous competitions indicates a Bonus project is less likely to be awarded if placed into Tier 2. DV Bonus Projects will be ranked with a unique identifier per the federal NOFO, only if they are accepted as a DV Bonus.*

## New Project Rating and Ranking

New projects will be scored by the 2024 CoC Competition Evaluation Workgroup at its **September 27, 2024,** meeting. The CoC Competition Evaluation Workgroup's recommendations will be brought to the Homeless Coalition Board for final approval during the special meeting week of October 7th.

Final project priorities will be announced through the Sonoma County Homeless Coalition website at the following URL: https://sonomacounty.ca.gov/health-and-human-services/health-services/divisions/homelessness-services/continuum-of-care/continuum-of-care-competition

Letters will be sent to all new project applicants by **October 14, 2024**, to communicate whether projects are accepted, reduced, or rejected and their priority placement. Please note, if the new project is accepted by the Homeless Coalition this does not mean that it is approved for funding. HUD will announce the confirmed 2024 awards for the competition in early 2025.

## Appeals

Due to necessary technical review, rating and ranking, and the extremely short timeline before final submission, the Homeless Coalition Board's selection of projects to be included in the Sonoma County Consolidated CoC Application will be final.

Consistent with HUD rules, an organization may appeal the Homeless Coalition Board's decision not to include it in the Sonoma County Consolidated CoC Application and submit a solo application to HUD, if that application is submitted by the competition deadline of October 30, 2024. Applicants appealing this decision should reference the CoC NOFO for details on types of appeals and the process to submit a solo application (NOFO Section VII. Appeals).

If HUD finds that the solo applicant was not permitted to participate in the Continuum of Care funding process in a reasonable manner, then HUD may award the grant to that solo applicant and may direct the Sonoma County Homeless Coalition to take remedial steps to ensure reasonable participation in the future. HUD may also reduce the consolidated award to the Sonoma County Homeless Coalition.

## Technical Assistance Session and Office Hours- New and Renewal Project Applicants

A **Technical Assistance Session on the e-Snaps electronic submission system and application review** will be held in person, at the Sonoma County Department of Health Services on **Monday, September 9th from 10:00 am- 12:00 pm**. It is highly recommended that you bring your laptop with you so staff can walk through opening up your application in the system.

**New applicants to the CoC Program should create an e-snaps user account and obtain a Unique Entity Identifier (UEI) number through the SAM registration prior to this session.** See Recommended Steps, next page, for UEI and SAM guidance. You will need an active UEI number to create your organizational profile in e-snaps. Please make sure the registration is completed prior to working on any application materials. This process can take up to 10 business days for new organizations to register. If the registration is still pending during this process, please consult with the CoC Coordinator.

Meeting address, date and time are listed on Attachment 1-2024 Continuum of Care Application Detailed Timeline. Technical assistance sessions are open to all applicants (new or renewal).

This training will focus on basic e-snaps navigation, Project Applications, and attachments; applicants should have access to the e-snaps system while participating in the meeting. E-snaps information: https://www.hudexchange.info/programs/e-snaps/

The Technical Assistance session is designed to improve the quality of the Sonoma County Consolidated CoC Application as a whole. Those with e-Snaps experience are expected to assist newer applicants in this collaborative application.

CoC staff will also be holding optional drop-in Office Hours to assist with any questions or issues with the e-snaps system. **Office hours will be held virtually on September 17th from 1:30 - 3:30 pm.** Link to the virtual meeting login information is located in Attachment 1. However, if there are any technical issues at any point between the Technical Assistance session and open office hours, please contact staff as soon as possible to help resolve any issues.

The published meetings may be the only times staff can provide assistance prior to technical corrections, and it is strongly recommended that those preparing applications attend.

If applicants attend the TA sessions and are still experiencing difficulties, they should contact the Continuum of Care Coordinator, Karissa White, for additional assistance at Karissa.white@sonoma-county.org  or by phone at 707-565-4080.  Please ensure that the Homeless Project Specialist, Araceli Rivera, is also copied in communications to ensure your questions are answered as soon as possible at Araceli.Rivera@sonoma-county.org.

## Questions

Questions may be directed to the Continuum of Care Coordinator, Karissa White, at Karissa.white@sonoma-county.org or by phone at 707-565-4080 and the Homeless Project Specialist, Araceli Rivera, at Araceli.Rivera@sonoma-county.org.

Note, including both emails will expedite a response from staff.

## Recommended Steps

Potential applicants are urged to take the following steps as soon as possible:

1. To receive up to date information about the 2024 & 2025 Continuum of Care NOFO, join a listserv at https:// www.hudexchange.info/mailinglist/ .
2. All local communications about the competition will be posted on the Lead Agency's website at: https://sonomacounty.ca.gov/health-and-human-services/health-services/divisions/homelessness-services/continuum-of-care/continuum-of-care-competition
3. Register with the federal government's System for Award Management (SAM) at https://sam.gov/SAM/pages/public/loginFAQ.jsf and Obtain Sam.gov registration and a UEI number: Applicants must provide a valid UEI number, or be in the process of registration at https://sam.gov/content/duns-uei . If you are unable to obtain an activated UEI number prior to submitting the application, please consult with the CoC Coordinator.
4. Set up an individual user profile on the e-Snaps electronic application site: https://esnaps.hud.gov/grantium/frontOffice.jsf
   a. Instructions to create a profile in e-snaps: https://files.hudexchange.info/resources/documents/Create-an-e-snaps-User-Profile.pdf
5. **New CoC Organizations Registering**: Once you have obtained a UEI number and registered with SAM, set your organization up on the e-Snaps site on the Applicants tab. This is comparable to the SF-424 cover sheet submitted with every other federal grant. This process will also be covered at the September 9th Technical Assistance Session; step-by-step instructions are also available at: https://www.hud.gov/sites/dfiles/CPD/documents/CoC/Project_Applicant_Profile_Nav_Guide_v2024.pdf

## Resources

HUD guides for applications: https://www.hud.gov/program_offices/comm_planning/coc/competition

*Note- there is a guide for renewal project applications and new project applications. The detailed instructions tell you how to answer the questions and what they mean, whereas the navigational guides give you step by step instructions on how to complete your application in e-snaps.*

The federal FY2024 & 2025 Continuum of Care NOFO is available at: https://www.hud.gov/sites/dfiles/CPD/documents/FY2024_FY2025_CoC_and_YHDP_NOFO_FR-6800-N-25.pdf

Notice on Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing and Recordkeeping Requirements for Documenting Chronic Homeless Status, at: https://www.hudexchange.info/resource/5108/notice-cpd-16-11- prioritizing-persons-experiencing-chronic-homelessness-and-other-vulnerable-homeless-persons-in- psh/

Notice on Affirmatively Furthering Fair Housing:  https://www.huduser.gov/portal/affht_pt.html

The Continuum of Care Program Interim Rule can be found at: https://www.hudexchange.info/resource/2033/hearth-coc-program-interim-rule /

E-Snaps, the online submission system, can be accessed at: https://esnaps.hud.gov/grantium/frontOffice.jsf

A series of useful tutorials on the E-Snaps electronic submission system are at: https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources

HUD regularly updates its Frequently Asked Questions (FAQs) at: https://www.hudexchange.info/e-snaps/faqs/

CoC Program Toolkit - Introduction to the CoC Program: https://www.hudexchange.info/programs/coc/toolkit/

Sonoma County Homeless Coalition Local CoC Competition Page:

https://sonomacounty.ca.gov/health-and-human-services/health-services/divisions/homelessness-services/continuum-of-care/continuum-of-care-competition

HUD's CoC Virtual Binders: https://www.hudexchange.info/homelessness-assistance/coc-esg-virtual-binders/?utm_source=HUD+Exchange+Mailing+List&utm_campaign=aa5cc12e9b-New_CoC_ESG_Binders_HUDX_6_16_21&utm_medium=email&utm_term=0_f32b935a5f-aa5cc12e9b-19343217

# Attachment 1- 2024 Continuum of Care Application Detailed Timeline

| Date | Action |
|---|---|
| **July 31** | NOFO for FY 2024-2025 Funds Released |
| **August 29** | Local Request for Proposals issued, including new funding availability and Renewal/Reallocation forms. |
| **September 04** | **MANDATORY Bidder's Conference for NEW Projects- virtual**<br>10:00am -11:30 pm, Virtual Zoom meeting, login information listed below Zoom Meeting Link:<br>https://sonomacounty.zoom.us/j/97547225995?pwd=zaPRBroFBZWC6ek3syOrPdHUyawglh.1<br>Meeting ID: 975 4722 5995<br>Passcode: 384317<br>Phone: +1 669 900 9128 US |
| **September 09** | **Technical Assistance Session for Applicants: Introduction to *e-Snaps and Applications in e-Snaps review (in person, please bring your laptops if you would like assistance walking through opening your application)***<br>10:00 am – 12:00 pm<br>Location:<br>Sonoma County Department of Health Services – Santa Rosa Room (second floor)<br>1450 Neotomas Ave., Santa Rosa, CA 95405<br><br>*This is a collaborative application. Those with e-snaps experience are expected to assist newer applicants. New applicants should obtain a UEI number and SAM registration prior to the session if possible. Your organization must have an active System for Award Management (SAM) registration to create an organization profile in e-snaps.* https://sam.gov/content/home |
| **September 17** | *FY 2024 & 2025 CoC Competition Open Office Hours (optional- drop-in session)*<br>1:30- 3:30 pm, Virtual Zoom meeting, login information listed below<br>Join Zoom Meeting<br>https://sonomacounty.zoom.us/j/98903516824?pwd=LKUGCq4lj1xykrTdNiPxcBhijrQWH5.1<br>Meeting ID: 989 0351 6824    Passcode: 715005<br>Phone: +1 669 444 9171 US |
| **September 20** | **New and Renewal Project Application(s) and Supplemental Questionnaire due in e-Snaps, 5:00 pm** |
| **September 27** | Sonoma County 2024 CoC Competition Evaluation Workgroup Review of New Project Applications 10:00 am- 1:30 pm<br>Join Zoom Meeting<br>https://sonomacounty.zoom.us/j/96886349091?pwd=kXHcdIECDluwzOOVNS8RRw0T9eROxm.1<br>Webinar ID: 968 8634 9091        Passcode: 359764   Phone: +1 669 444 9171 US |
| **Week of Oct. 7th** | Homeless Coalition Board Approval of New Projects and Ranking and Ratings |
| **October 14** | Publication of new project selections and Priority Listings *(earlier if possible)* on the Sonoma County Continuum of Care Competition website at:<br>https://sonomacounty.ca.gov/health-and-human-services/health-services/divisions/homelessness-services/continuum-of-care/continuum-of-care-competition |

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| | |
| **October 14** | Notice of new and renewal project acceptance, reduction, or rejection to applicants (earlier if possible). |
| **Sept. 23– Oct. 11** | Technical review/corrections, e-snaps priority ranking & Consolidated Plan certifications |
| **October 25** | Public Posting of full Consolidated Application<br><br>https://sonomacounty.ca.gov/health-and-human-services/health-services/divisions/homelessness-services/continuum-of-care/continuum-of-care-competition |
| **October 26** | Collaborative Applicant: Final Submission of CoC Application and Priority Listing Due in e-snaps (8:00 PM) |

# Attachment 2- New Project Scoring Criteria

## Sonoma County CoC Permanent Supportive Housing New Project Scoring Tool

| Section | Measure | Scoring Methodology | Points Possible |
|---|---|---|---|
| 1. | Housing Stability (System Performance Measure) | Proposed percentage of clients served in project to meet this outcome.<br>Highest percentage of project participants remaining permanently housed at year-end earns full points.<br><br>Scoring: 100-95%= 6 points, 94-85%= 4 points, 84-75%= 2 points, 74% and below= 0 points | 6 |
| 2. | Exits to Permanent Housing (System Performance Measure) | Proposed percentage of clients served in project to meet this outcome.<br>Highest rate of proposed exits to permanent housing destinations earns full points.<br>Scoring: 100-95%= 6 points, 94-85%= 4 points, 84-75%= 2 points, 74% and below= 0 points | 6 |
| 3. | Increase in Earned Income (System Performance Measure) | Proposed percentage of clients served in the project to meet this outcome.<br>Highest rate of income growth for participants at annual assessment and exit earns full points.<br><br>Scoring: 100-80%= 6 points, 79-60%= 4 points, 59-40%= 2 points, 39% and below= 0 points | 3 |
| 4. | Increase in Non-Employment Income (System Performance Measure) | Proposed percentage of clients served in project to meet this outcome<br>Highest rate of other income growth for participants at annual assessment and exit earns full points.<br><br>Scoring: 100-80%= 6 points, 79-60%= 4 points, 59-40%= 2 points, 39% and below= 0 points | 7 |
| 5. | Maximizing the use of mainstream resources (System Performance Measure) | Proposed percentage of clients served in the project receiving outcome mainstream health, social, and employment programs. (e.g., regular monthly benefits: examples-cash benefits provided outside the provider's project such as calfresh, Housing Voucher, TANF, child care services, government paid cell phone, monthly bus basses provided by another agency, employment services, etc.) Scoring: 100-95%= 6 points, 94-85%= 4 points, 84-75%= 2 points, 74% and below= 0 points | 7 |
| 6. | Housing First Approach and Coordinated Entry | A Housing First approach identifies, engages, and connects homeless persons with the highest level of need; and works to eliminate any barriers to housing in front of the people that need our help the most, utilizing the Coordinated Entry System as the sole source for referrals. The extent to which the narrative reflects how the agency is working to implement a Housing First approach and the use of Coordinated Entry.<br>• Supplemental Scoring questionnaire 6 points | 6 |
| 7. | Improving Assistance for | Addressing the service needs of LGBTQ+, transgender, gender non-conforming, and non-binary individuals and families in | 4 |

| | | | |
|---|---|---|---|
| | LGBTQ+ Individuals | agency planning process, employment, and agency anti-discrimination policies. <br>• Full points for addressing service needs, employment opportunities at the organization, training for current staff, hiring practices, and having an agency anti-discrimination policy; <br>• Half points for addressing the needs, but do not have an anti-discrimination policy; and <br>• zero points for no action/work pertaining to meeting the needs of this population. | |
| 8. | Racial Equity | Emphasizing system and program changes to address racial equity using proven approaches and partnerships with racially diverse stakeholders who have experience serving underserved populations. The extent to which the narrative reflects how agency is working to eliminate barriers to improve racial equity and to address disparities. Such as review procedures, and processes with attention to identifying barriers that result in racial disparities and taking steps to eliminate barriers to improve racial equity and to address disparities. <br>• Full points for reviewing data and implementing a plan to address these needs as an agency; <br>• half points for reviewing the data without implementing a plan; and <br>• zero points for no action/work completed to address racial inequities in the agency's programming. | 5 |
| 9. | Persons with lived Experience | Incorporating Persons with lived experience or those who have formerly experienced homelessness in program planning, policy development, employment, decision-making bodies, etc. <br>• Full points for the inclusion of those with lived experience on decision-making bodies and with employment opportunities at the organization, training for current staff; <br>• half points for only meeting one of the two options for full points; <br>• and zero points for no participation from those with lived experience. | 4 |
| 10. | Project Narrative/Design | Narrative is understandable; project design reflects the experience of applicant in working with proposed population; applicant understands client needs, type and scale, and location of the housing fit population being served, how clients are assisted in receiving mainstream benefits, performance measurement indicators for housing and income meet HEARTH benchmarks, plan to assist clients with rapidly obtaining permanent housing is clear and accessible. <br>• *Domestic violence projects will be evaluated based on the degree they improve safety for the population they serve and employ trauma-informed victim-centered approaches to service delivery.* | 8 |

| 11. | Coordination with Housing Partners | Housing Partners (create new permanent supportive housing and rapid rehousing projects that coordinate with housing providers not funded through ESG/CoC Program)<br>• 0 Points if the project/agency has no planned/committed partnerships with housing providers directly related to the proposed project<br>• 2 Points if the agency has a written commitment from a housing provider to provide subsidies (other than ESG/CoC) to the proposed units for PSH/participants served for RRH, but it is less than 25% of units/participants served proposed<br>• 4 Points if the agency has a written commitment from a housing provider to provide subsidies other than ESG/CoC to the proposed units for PSH/participants served for RRH that will cover at least 25% of the units/participants served being proposed. | 5 |
| 12. | Coordination with Healthcare Partners | Healthcare Partners (create new permanent supportive housing and rapid rehousing services projects that coordinate with healthcare providers to provide services to participants not funded through CoC or ESG Program):<br>Scoring methodology (Healthcare):<br>• 0 Points If the project/agency has no planned/committed partnerships with healthcare providers directly related to the proposed project<br>• 2 Points if the agency has a written commitment from a healthcare provider to provide in-kind services to the proposed project, but it is less than 25% of the total amount of application<br>• 4- Points if the agency has a written commitment from a healthcare provider to provide in-kind services match with services totaling 25% of the total amount of the application or full points if the provider has a written commitment from a substance abuse provider to provide services to all program participants. | 5 |
| 13. | Project Readiness | Plan for opening services and housing is understandable, realistic, and timely (e.g., open within 90 days of contract execution- 2025/2026 term). The extent to which the narrative addresses expedited plan for housing placement after technical submission of contract (within 60 days, 120 days, and 180 days) | 5 |
| 14. | Budget | Up to 5 points for a budget that is reasonable and meets threshold requirements for eligible expenses. Line item narratives document how CoC funds requested are essential to helping people become permanently housed. Required 25% match (cash or in-kind) is adequate, from appropriate sources, and accurately calculated. | 4 |

| 15. | Cost Effectiveness | Total Project Budget (including estimated match) ÷ number projected to achieve housing performance measures defined in the project application.<br> Less than $5,000 per outcome = 6 points, $5,000 - $9,999 = 5 points, $10,000 - $14,999 = 4 points, $15,000 - $19,999 = 3 points, $20,000 -24,999 = 2 points, $25,000-29,999= 1 point, 30,000+ = 0 points | 5 |
|---|---|---|---|
| 16. | Financial Audit and Health | Scoring based on most recent audit including identification of agency as "low risk", number (if any) of findings, documented match, etc.<br> • 4 points = no findings, timely audit, and documented match<br> • 2-3 points = 1 finding in the past 3 years, inaccurate/inconsistent match;<br> • 0-1 points = multiple findings, late audit, etc. | 4- staff will calculate |
| 17. | Organizational capacity and experience/ Demonstrated Capacity to Manage CoC Awards | New Projects : If you are new to the CoC Program HUD notes that demonstrating capacity may include a description of other funds the project receives, which are either federal or state funding. Scores will be drawn from the 2024 CoC Project Evaluations<br> • Renewal Providers: cumulative rankings from past 3 CoC Competitions. Full points awarded to agencies scoring in the Top 5 of the previous 3 CoC Competitions with no projects falling into At-Risk Tier in past 3 competitions. | 5 |
| 18. | Local & Other HUD Priorities | Alignment with 10-year plan goals and HUD priorities. 1 point for each goal this is in the project:<br> • Evidence of Project's collaborations with **corrections/Justice partners**<br> • Evidence of **SSI/SSDI Outreach Access & Recovery (SOAR)** benefits advocacy.<br> • Alignment with Upstream Investments as evidenced by agency practices on the Upstream portfolio, or other evidence-based practice databases. Alignment with Upstream Investments as evidenced by agency practices on the Upstream portfolio, or other **evidence-based practice** databases<br> • Staff training/screening for **mainstream resources** (e.g. Medi-cal, Calfresh, TANF, substance abuse programs, employment assistance)<br> • Promotion of/supporting volunteering, community engagement, and **employment services** | 5 |
| 19. | HMIS data quality, timeliness and coverage of all programs serving homeless or process for tracking program performance for Non-HMIS providers | HMIS Participants 3 criteria:<br> 1) Universal Data Elements (Name, SSN, DOB, gender, race & ethnicity) are at least 95% complete;<br> 2) Data Quality Score: Income and Benefits health insurance<br> 3) Timeliness<br> Full pts for meeting all 3 criteria; pro-rated pts for missing one or more criteria<br> **For Victim Services providers, this will be measured by analysis of data quality submitted by victim services providers that does not contain identifying information.<br> Or | 3- staff will calculate |

| | | If you are not using HMIS data, how would you propose to track or how do you currently track your program performance at this time. | |
|---|---|---|---|
| | Total Points Possible | | 97 |

## Rapid Rehousing and Joint Transitional Rapid Rehousing New Project Scoring Tool

| Section | Measure | Scoring Methodology | Points Possible |
|---|---|---|---|
| 1. | Successful Housing Placement (System Performance Measure) | Proposed percentage of clients served in the project to meet this outcome. For the Joint TH/RRH projects, this accounts for the placements in permanent housing through the RRH component. Scoring: 100-95%= 6 points, 94-85%= 4 points, 84-75%= 2 points, 74% and below= 0 points | 6 |
| 2. | Length of Time Homeless (System Performance Measure) | Proposed percentage of clients served in the project to meet this outcome. Days from Program start to Permanent housing move-in date. For the Joint TH/RRH projects, this accounts the length of time in the TH component in permanent housing through the RRH component. Scoring: <45 days= 6 points, 46 – 60 days= 4.5 points, 61-75 days = 3 points, 76-90 days= 1.5 points, >91= o points | 6 |
| 3. | Increase in Earned Income (System Performance Measure) | Proposed percentage of clients served in the project to meet this outcome. Scoring: 100-80%= 6 points, 79-60%= 4 points, 59-40%= 2 points, 39% and below= 0 points | 7 |
| 4. | Increase in Non-Employment Income (System Performance Measure) | Proposed percentage of clients served in project to meet this outcome Scoring: 100-80%= 6 points, 79-60%= 4 points, 59-40%= 2 points, 39% and below= 0 points | 3 |
| 5. | Maximizing the use of mainstream resources (System Performance Measure) | Proposed percentage of clients served in the project receiving outcome mainstream health, social, and employment programs. (e.g., regular monthly benefits: examples-cash benefits provided outside the provider's project such as calfresh, Housing Voucher, TANF, child care services, government paid cell phone, monthly bus basses provided by another agency, employment services, etc.) Scoring: 100-95%= 6 points, 94-85%= 4 points, 84-75%= 2 points, 74% and below= 0 points | 7 |
| 6. | Housing First Approach and Coordinated Entry | A Housing First approach identifies, engages, and connects homeless persons with the highest level of need; and works to eliminate any barriers to housing in front of the people that need our help the most, utilizing the Coordinated Entry System as the sole source for referrals. The extent to which the narrative reflects how the agency is | 6 |

| | | working to implement a Housing First approach and the use of Coordinated Entry.<br>• Supplemental Scoring questionnaire 7 points<br>• | |
|---|---|---|---|
| 7. | Improving Assistance for LGBTQ+ Individuals | Addressing the service needs of LGBTQ+, transgender, gender non-conforming, and non-binary individuals and families in agency planning process, employment, and agency anti-discrimination policies.<br>• Full points for addressing service needs, employment opportunities at the organization, training for current staff, hiring practices, and having an agency anti-discrimination policy;<br>• Half points for addressing the needs, but do not have an anti-discrimination policy; and<br>• zero points for no action/work pertaining to meeting the needs of this population. | 4 |
| 8. | Racial Equity | Emphasizing system and program changes to address racial equity using proven approaches and partnerships with racially diverse stakeholders who have experience serving underserved populations. The extent to which the narrative reflects how agency is working to eliminate barriers to improve racial equity and to address disparities. Such as review procedures, and processes with attention to identifying barriers that result in racial disparities and taking steps to eliminate barriers to improve racial equity and to address disparities.<br>• Full points for reviewing data and implementing a plan to address these needs as an agency;<br>• half points for reviewing the data without implementing a plan; and<br>• zero points for no action/work completed to address racial inequities in the agency's programming. | 5 |
| 9. | Persons with lived Experience | Incorporating Persons with lived experience or those who have formerly experienced homelessness in program planning, policy development, employment, decision-making bodies, etc.<br>• Full points for the inclusion of those with lived experience on decision-making bodies and with employment opportunities at the organization, training for current staff;<br>• half points for only meeting one of the two options for full points;<br>• and zero points for no participation from those with lived experience. | 4 |
| 10. | Project Narrative/Design | Narrative is understandable; project design reflects the experience of applicant in working with proposed population; applicant understands client needs, type and scale, and location of the housing fit population being served, how clients are assisted in receiving mainstream benefits, performance measurement indicators for housing and income meet HEARTH benchmarks, plan to assist clients with rapidly obtaining permanent housing is clear and accessible. | 8 |

| | | |  |  |
|---|---|---|---|
| | | • *Domestic violence projects will be evaluated based on the degree they improve safety for the population they serve and employ trauma-informed victim-centered approaches to service delivery.* | |
| 11. | Coordination with Housing Partners | Housing Partners (create new permanent supportive housing and rapid rehousing projects that coordinate with housing providers not funded through ESG/CoC Program)<br>• 0 Points if the project/agency has no planned/committed partnerships with housing providers directly related to the proposed project<br>• 2 Points if the agency has a written commitment from a housing provider to provide subsidies (other than ESG/CoC) to the proposed units for PSH/participants served for RRH, but it is less than 25% of units/participants served proposed<br>• 4 Points if the agency has a written commitment from a housing provider to provide subsidies other than ESG/CoC to the proposed units for PSH/participants served for RRH that will cover at least 25% of the units/participants served being proposed. | 5 |
| 12. | Coordination with Healthcare Partners | Healthcare Partners (create new permanent supportive housing and rapid rehousing services projects that coordinate with healthcare providers to provide services to participants not funded through CoC or ESG Program):<br>Scoring methodology (Healthcare):<br>• 0 Points If the project/agency has no planned/committed partnerships with healthcare providers directly related to the proposed project<br>• 2 Points if the agency has a written commitment from a healthcare provider to provide in-kind services to the proposed project, but it is less than 25% of the total amount of application<br>• 4- Points if the agency has a written commitment from a healthcare provider to provide in-kind services match with services totaling 25% of the total amount of the application or full points if the provider has a written commitment from a substance abuse provider to provide services to all program participants. | 5 |
| 13. | Project Readiness | Plan for opening services and housing is understandable, realistic, and timely (e.g., open within 90 days of contract execution- 2025/2026 term).  The extent to which the narrative addresses expedited plan for housing placement after technical submission of contract (within 60 days, 120 days, and 180 days) | 5 |
| 14. | Budget | Up to 5 points for a budget that is reasonable and meets threshold requirements for eligible expenses. Line item narratives document how CoC funds requested are essential to helping people become | 4 |

| | | permanently housed. Required 25% match (cash or in-kind) is adequate, from appropriate sources, and accurately calculated. | |
|---|---|---|---|
| 15. | Cost Effectiveness | Total Project Budget (including estimated match) ÷ number projected to achieve housing performance measures defined in the project application.<br> Less than $5,000 per outcome = 6 points, $5,000 - $9,999 = 5 points, $10,000 - $14,999 = 4 points, $15,000 - $19,999 = 3 points, $20,000 - 24,999 = 2 points, $25,000-29,999= 1 point, 30,000+ = 0 points | 5 |
| 16. | Financial Audit and Health | Scoring based on most recent audit including identification of agency as "low risk", number (if any) of findings, documented match, etc.<br>• 4 points = no findings, timely audit, and documented match<br>• 2-3 points = 1 finding in the past 3 years, inaccurate/inconsistent match;<br>0-1 points = multiple findings, late audit, etc. | 4- staff will calculate |
| 17. | Organizational capacity and experience/ Demonstrated Capacity to Manage CoC Awards | New Projects : If you are new to the CoC Program HUD notes that demonstrating capacity may include a description of other funds the project receives, which are either federal or state funding.<br>Scores will be drawn from the 2024 CoC Project Evaluations<br>• Renewal Providers: cumulative rankings from past 3 CoC Competitions. Full points awarded to agencies scoring in the Top 5 of the previous 3 CoC Competitions with no projects falling into At-Risk Tier in past 3 competitions. | 5 |
| 18. | Local & Other HUD Priorities | Alignment with 10-year plan goals and HUD priorities. 1 point for each goal this is in the project:<br>• Evidence of Project's collaborations with **corrections/Justice partners**<br>• Evidence of **SSI/SSDI Outreach Access & Recovery (SOAR)** benefits advocacy.<br>• Alignment with Upstream Investments as evidenced by agency practices on the Upstream portfolio, or other evidence-based practice databases. Alignment with Upstream Investments as evidenced by agency practices on the Upstream portfolio, or other **evidence-based practice** databases<br>• Staff training/screening for **mainstream resources** (e.g. Medi-cal, Calfresh, TANF, substance abuse programs, employment assistance)<br>• Promotion of/supporting volunteering, community engagement, and **employment services** | 5 |
| 19. | HMIS data quality, timeliness and coverage of all programs serving homeless or | HMIS Participants 3 criteria:<br>1) Universal Data Elements (Name, SSN, DOB, gender, race & ethnicity) are at least 95% complete;<br>2) Data Quality Score: Income and Benefits health insurance<br>3) Timeliness<br>Full pts for meeting all 3 criteria; pro-rated pts for missing one or more criteria | 3- staff will calculate |

| | | | |
|---|---|---|---|
| | process for tracking program performance for Non-HMIS providers | **For Victim Services providers, this will be measured by analysis of data quality submitted by victim services providers that does not contain identifying information.<br>Or<br>If you are not using HMIS data, how would you propose to track or how do you currently track your program performance at this time. | |
| | Total Points Possible | | 97 |

# Attachment 3- Approved Renewal Projects with Final Budgets

| Priority Ranking | Applicant | Project Name | Total ARA |
|---|---|---|---|
| 1 | Sonoma County Community Development Commission | Renewal Rental Assistance – Persons with HIV/AIDS | $ 721,918 |
| 2 | West County Community Services | Mill Street Supportive Services | $106,744 |
| 3 | Committee on the Shelterless | Community Based Permanent Supportive Housing | $320,575 |
| 4 | Community Support Network | Stony Point Commons | $63,666 |
| 5 | Catholic Charities of the Diocese of Santa Rosa | Catholic Charities Permanent Supportive Housing Santa Rosa 2 | $806,167 |
| 6 | Buckelew Programs | Sonoma SCIL 02.02.23-01.31.24 | $289,012 |
| 7 | *Community Support Network | SAY-Sponsor-Based Rental Assistance Renewal | $327,217 |
| 8 | Society of St. Vincent de Paul Sonoma County | St. Vincent de Paul Commons PSH | $310,429 |
| N/A- New Renewal | **West County Community Services | Elderberry Commons | $290,828 |
| N/A | ***County of Sonoma | Coordinated Intake Expansion Project | $ 549,993 |
| N/A | ***County of Sonoma | Homeless Management Information System (HMIS) Expansion | $327,157 |
| N/A- DV Reallocation | ****Open for New Applicants | DV Restricted Reallocation Funds | $271,008 |

*Recent HUD project transfer from a project previously operated by Social Advocates for Youth.

** New renewal project. Per HUD guidelines, this project will be automatically placed into tier 1 for funding in this competition.

*** System-mandated, automatically placed in tier one for funding; reviewed outside the competition.

**** The YWCA reallocated its Rapid Rehousing project serving domestic violence (DV). This funding is available for reallocation and restricted to new project applications serving the DV population only.

To access detailed budgets for each project, please review the HUD Grants Inventory Worksheet:
https://share.sonoma-county.org/link/-Wc04SEoT50/

# Attachment 4- 2024 & 2025 Supplemental New Project Evaluation Application Questionnaire, Due on September 20, 2024

*A completed, signed questionnaire must be received at the Sonoma County Department of Health Services, 1450 Neotomas Ave, Santa Rosa, CA 95405, or email electronic submissions questionnaires to (Strongly preferred): Karissa.White@sonoma-county.org and Araceli.Rivera@sonoma-county.org no later than 5:00pm on September 20, 2024*

## 2024 Supplemental New Project Evaluation Application Questionnaire:
## Permanent Supportive Housing – Due September 20th

Agency Name:

Project Name(s):

Project Type:

*Please answer the following questions related to your CoC New Project Proposal. Please note, some of the questions are specific to the proposed project, and others ask questions related to your agency/organization.*

1. **Housing Stability (System Performance Measure).** Please provide the proposed outcome percentage of participants that will maintain their housing placement. _____

2. **Exits to Permanent Housing (System Performance Measure).** Please provide the proposed outcome percentage of participants that will exit to permanent housing destinations. _____

3. **Increase in Earned Income (System Performance Measure).** Please provide the proposed percentage of participants that will increase their earned income. _____

4. **Increase in non-employment Income (System Performance Measure).** Please provide the proposed percentage of individuals served in the project that will increase their non-employment income (e.g., SSI/SSDI, General Assistance, retirement benefits, etc.) _____

5. **Maximizing the use of mainstream resources (System Performance Measure).** Please provide the proposed outcome percentage of participants who will be accessing at least one or more mainstream health, social, and employment programs (e.g., non-cash benefits could include housing subsidies not provided by the project, monthly food box distributions, government-paid cell phone, TANF Childcare services, WIC, Calfresh, etc.) _____

*The following narrative questions will be used to evaluate your proposed project's adherence to HUD guidelines and priorities, please ensure you answer the question entirely for scoring purposes.*

6. **Housing First Approach and Coordinated Entry.** Please provide a narrative response on how your project's design will adhere to the Housing First Model, utilizing Coordinated Entry as the sole referral source (e.g., not requiring criminal background screenings/mental health evaluations prior to entry, no sobriety requirements, no income requirements, does not mandate participation in services, leases do

not have provisions not found in a standard lease, separation of case management and property management services, participant-driven services, etc.).

7. **Improving Assistance for LGBTQ+ Individuals**. As outlined within the CoC NOFO, CoCs should ensure privacy, respect, safety, and access regardless of gender identity or sexual orientation in projects. Please describe how your project plan will meet the needs of this population and how your agency's anti-discrimination policy ensures equal access to this population (e.g., have your staff been trained on HUD's Equal Access Rule, related training/policies in place or in development, employment opportunities, hiring practices, etc.). If your agency does not have an anti-discrimination policy in place, please provide a response on how your agency will develop one prior to the potential project award.

8. **Racial Equity.**

   a. Has your organization reviewed data for racial and ethnic disparities in the provision of or the outcome of homeless assistance? If racial or ethnic disparities are present, has your organization worked to identify barriers faced by these populations that resulted in being less likely to receive assistance or receive a positive outcome (e.g., lack of outreach) and steps taken or will take steps to eliminate the identified barriers faced by these populations?

   b. Please describe efforts made to address racial equity within your programs (including staffing and individuals served).

   c. Please provide information on any training your staff has participated in surrounding Diversity, Equity, and Inclusion.

9. **Persons with lived Experience.**

   a. Does your agency have a client advisory board, or do you have lived experience members on your advisory board? If you have a client advisory board, how often do they meet? What are their responsibilities? If you are in the process of developing one or plan on developing one for this project, please provide details.

   b. How do you plan on obtaining and evaluating client feedback for the proposed project (will there be a form, monthly meetings, etc.)? How will that feedback be used to receive and improve service delivery?

   c. How does the perspective of individuals with Lived Experience guide policymaking, process, and program development in your agency currently?

   d. Does your agency provide employment opportunities for those with lived experience of homelessness and/or provide any type of training for staff without lived experience? Please provide a response.

10. **Project Narrative/Design.** This will be evaluated in the project application in e-snaps system. Please ensure the narrative is understandable; project design reflects the experience of applicant in working with proposed population; applicant understands client needs, type and scale, population being served,

how clients are assisted in receiving mainstream benefits, performance measurement indicators for housing and income meet HEARTH benchmarks, plan to assist clients with rapidly obtaining permanent housing is clear and accessible. (No response is required in this form, e-snaps application will be reviewed for scoring this measure- section 3B. Project Description).

11. **Coordination with Housing Partners.** Does your project proposal include partnerships with housing providers that will commit to providing subsidies from sources other than ESG or CoC Program funding? If yes, please provide details (e.g., rental assistance, and housing vouchers).

12. **Coordination with Healthcare Partners.** Does your project proposal include partnerships with Healthcare providers that will commit to providing services to participants through sources of funds other than ESG/CoC? If yes, please provide details on what services will be provided and how often (e.g., in-kind service partnerships for physical, behavioral, and substance abuse services).

13. **Project Readiness**.

a. Timeline for project start-up. (No response is required in this form, e-snaps application will be reviewed for scoring this measure- Section 3B. Project Description # 2).

b. Please describe your plan to ensure your project proposal meets the timeline in your application to start serving participants. (Note, you are applying for funds for contract term 2024-2025, the timeline relates to start-up after the contract has been executed with HUD, if awarded).

14. **Budget.**

a. Budget is reasonable and meets threshold requirements for eligible expenses. Line item narratives document how CoC funds requested are essential to helping people become permanently housed. (No response is required in this form, e-snaps application will be reviewed for scoring this measure- Section- 6A-6J. Budget).

b. Required match of 25% (cash or in-kind) is adequate, from appropriate sources, and accurately calculated. Please confirm what source of funds will be used for the required match commitment of this project proposal. (Note, you are required to identify a match commitment, leveraged funding, for the total amount of award in the amount of 25%, excluding leasing dollars)

15. **Cost Effectiveness.** Calculated through E-Snaps submission (No response is required in this form, e-snaps application will be reviewed for scoring this measure- Section- 6J. Budget).

16. **Financial Audit and Health**. Please provide your agency's most recent financial audit. If there are any particular items worth noting, please describe in this section (e.g., agency does not receive enough funding to be required to complete a full annual audit or any notes on particular findings in the submitted audit).

17. **Organizational capacity and experience/ Demonstrated Capacity to Manage CoC Program Awards.**

a. Please list any State, Federal or Local contracts your agency receives.

b. Narrative of your agency's experience managing any State or Federal Awards. What policies and procedures are in place to ensure effective management of awards, spend down of funds, and maintaining agency institutional knowledge? (No response is required in this form, e-snaps application will be reviewed for scoring this measure- Section- 2B. Experience of Applicant, Subrecipient(s), and Other Partners).

18. **Local & Other HUD Priorities**

a. Does your agency collaborate with Justice partners (e.g., corrections officers, law enforcement, etc.) If yes, please describe the partnership and how these efforts, if any, help to reduce the criminalization of homelessness.

b. Does your agency currently have or plan to have an SSI/SSDI Outreach Access & Recovery (SOAR) benefits trained staff member? If you do not have or do not plan to train a staff to become SOAR certified, please provide a description on your plan to ensure program participants are connected to these benefits.

c. Is your agency on the Upstream Investment Portfolio (yes or no)? Does your agency use evidence-practices in the provision of services in your project(s)? Please list which practices will be used in the proposed project and training plan for staff.

d. Describe the plan for your project to ensure participants are screened for and will gain access to appropriate and relevant mainstream resources for which they may be eligible. Also, describe how your agency plans to provide access to training for staff related to accessing mainstream services (e.g., Medi-Cal, CalFresh, TANF, substance abuse programs, employment assistance, other non-cash benefit sources, etc.).

e. Will the proposed project promote and support volunteering, community engagement, and employment services among individuals experiencing homelessness or recently housed in the project. If yes, please describe the plan.

19. **HMIS data quality, timeliness and coverage.**

**Existing HMIS Providers:** Staff will calculate based on agency programs serving homeless in the HMIS. (No response needed). **For providers not currently using HMIS***:* Please provide a detailed description of how you currently track other program performance metrics. This includes but is not limited to participants served, measurable outcomes required by funder, reporting, identifying gaps or trends, etc.

2024 Supplemental New Project Evaluation Application Questionnaire:
# Rapid Rehousing or Joint Transitional Rapid Rehousing – Due September 20th

Agency Name:

Project Name(s):

Project Type:

*Please answer the following questions related to your CoC New Project Proposal. Please note, some of the questions are specific to the proposed project, and others ask questions related to your agency/organization.*

1. **Successful Housing Placement (System Performance Measure).** Please provide the proposed outcome percentage of participants that will be placed into permanent housing during the contract term. _____

2. **Length of Time Homeless (System Performance Measure).** Please provide the proposed outcome, in which participants entering the project will move into permanent housing.

☐ <45 days      ☐ 46 – 60 days        ☐ 61-75 days          ☐ 76-90 days           ☐ >91

3. **Increase in Earned Income (System Performance Measure).** Please provide the proposed percentage of participants that will increase their earned income. _____

4. **Increase in non-employment Income (System Performance Measure).** Please provide the proposed percentage of individuals served in the project that will increase their non-employment income (e.g., SSI/SSDI, General Assistance, retirement benefits, etc.) _____

5. **Maximizing the use of mainstream resources (System Performance Measure).** Please provide the proposed outcome percentage of participants who will be accessing at least one or more mainstream health, social, and employment programs (e.g., non-cash benefits could include housing subsidies not provided by the project, monthly food box distributions, government-paid cell phone, TANF Childcare services, WIC, Calfresh, etc.) _____

*The following narrative questions will be used to evaluate your proposed project's adherence to HUD guidelines and priorities, please ensure you answer the question entirely for scoring purposes.*

6. **Housing First Approach and Coordinated Entry.** Please provide a narrative response on how your project's design will adhere to the Housing First Model, utilizing Coordinated Entry as the sole referral source (e.g., not requiring criminal background screenings/mental health evaluations prior to entry, no sobriety requirements, no income requirements, does not mandate participation in services, leases do not have provisions not found in a standard lease, separation of case management and property management services, participant-driven services, etc.).

7. **Improving Assistance for LGBTQ+ Individuals**. As outlined within the CoC NOFO, CoCs should ensure privacy, respect, safety, and access regardless of gender identity or sexual orientation in projects. Please describe how your project plan will meet the needs of this population and how your agency's anti-discrimination policy ensures equal access to this population (e.g., have your staff been trained on HUD's Equal Access Rule, related training/policies in place or in development, employment opportunities, hiring practices, etc.). If your agency does not have an anti-discrimination policy in place, please provide a response on how your agency will develop one prior to the potential project award.

8. **Racial Equity.**

   a. Has your organization reviewed data for racial and ethnic disparities in the provision of or the outcome of homeless assistance? If racial or ethnic disparities are present, has your organization

worked to identify barriers faced by these populations that resulted in being less likely to receive assistance or receive a positive outcome (e.g., lack of outreach) and steps taken or will take steps to eliminate the identified barriers faced by these populations?

b. Please describe efforts made to address racial equity within your programs (including staffing and individuals served).

c. Please provide information on any training your staff has participated in surrounding Diversity, Equity, and Inclusion.

9. **Persons with lived Experience.**

a. Does your agency have a client advisory board, or do you have lived experience members on your advisory board? If you have a client advisory board, how often do they meet? What are their responsibilities? If you are in the process of developing one or plan on developing one for this project, please provide details.

b. How do you plan on obtaining and evaluating client feedback for the proposed project (will there be a form, monthly meetings, etc.)? How will that feedback be used to receive and improve service delivery?

c. How does the perspective of individuals with Lived Experience guide policymaking, process, and program development in your agency currently?

d. Does your agency provide employment opportunities for those with lived experience of homelessness and/or provide any type of training for staff without lived experience? Please provide a response.

10. **Project Narrative/Design.** This will be evaluated in the project application in e-snaps system. Please ensure the narrative is understandable; project design reflects the experience of applicant in working with proposed population; applicant understands client needs, type and scale, population being served, how clients are assisted in receiving mainstream benefits, performance measurement indicators for housing and income meet HEARTH benchmarks, plan to assist clients with rapidly obtaining permanent housing is clear and accessible. (No response is required in this form, e-snaps application will be reviewed for scoring this measure- section 3B. Project Description).

11. **Coordination with Housing Partners.** Does your project proposal include partnerships with housing providers that will commit to providing subsidies from sources other than ESG or CoC Program funding? If yes, please provide details (e.g., rental assistance, and housing vouchers).

12. **Coordination with Healthcare Partners.** Does your project proposal include partnerships with Healthcare providers that will commit to providing services to participants through sources of funds other than ESG/CoC? If yes, please provide details on what services will be provided and how often (e.g., in-kind service partnerships for physical, behavioral, and substance abuse services).

13. **Project Readiness.**

a. Timeline for project start-up. (No response is required in this form, e-snaps application will be reviewed for scoring this measure- Section 3B. Project Description # 2).

b. Please describe your plan to ensure your project proposal meets the timeline in your application to start serving participants. (Note, you are applying for funds for contract term 2024-2025, the timeline relates to start-up after the contract has been executed with HUD, if awarded).

14. **Budget.**

a. Budget is reasonable and meets threshold requirements for eligible expenses. Line item narratives document how CoC funds requested are essential to helping people become permanently housed. (No response is required in this form, e-snaps application will be reviewed for scoring this measure- Section- 6A-6J. Budget).

b. Required match of 25% (cash or in-kind) is adequate, from appropriate sources, and accurately calculated. Please confirm what source of funds will be used for the required match commitment of this project proposal. (Note, you are required to identify a match commitment, leveraged funding, for the total amount of award in the amount of 25%, excluding leasing dollars)

15. **Cost Effectiveness.** Calculated through E-Snaps submission (No response is required in this form, e-snaps application will be reviewed for scoring this measure- Section- 6J. Budget).

16. **Financial Audit and Health**. Please provide your agency's most recent financial audit. If there are any particular items worth noting, please describe in this section (e.g., agency does not receive enough funding to be required to complete a full annual audit or any notes on particular findings in the submitted audit).

17. **Organizational capacity and experience/ Demonstrated Capacity to Manage CoC Program Awards.**

a. Please list any State, Federal or Local contracts your agency receives.

b. Narrative of your agency's experience managing any State or Federal Awards. What policies and procedures are in place to ensure effective management of awards, spend down of funds, and maintaining agency institutional knowledge? (No response is required in this form, e-snaps application will be reviewed for scoring this measure- Section- 2B. Experience of Applicant, Subrecipient(s), and Other Partners).

18. **Local & Other HUD Priorities**

a. Does your agency collaborate with Justice partners (e.g., corrections officers, law enforcement, etc.) If yes, please describe the partnership and how these efforts, if any, help to reduce the criminalization of homelessness.

b. Does your agency currently have or plan to have an SSI/SSDI Outreach Access & Recovery (SOAR) benefits trained staff member? If you do not have or do not plan to train a staff to

become SOAR certified, please provide a description on your plan to ensure program participants are connected to these benefits.

c. Is your agency on the Upstream Investment Portfolio (yes or no)? Does your agency use evidence-practices in the provision of services in your project(s)? Please list which practices will be used in the proposed project and training plan for staff.

d. Describe the plan for your project to ensure participants are screened for and will gain access to appropriate and relevant mainstream resources for which they may be eligible. Also, describe how your agency plans to provide access to training for staff related to accessing mainstream services (e.g., Medi-Cal, CalFresh, TANF, substance abuse programs, employment assistance, other non-cash benefit sources, etc.).

e. Will the proposed project promote and support volunteering, community engagement, and employment services among individuals experiencing homelessness or recently housed in the project. If yes, please describe the plan.

19. **HMIS data quality, timeliness and coverage.**

**Existing HMIS Providers:** Staff will calculate based on agency programs serving homeless in the HMIS. (No response needed). **For providers not currently using HMIS:** Please provide a detailed description of how you currently track other program performance metrics. This includes but is not limited to participants served, measurable outcomes required by funder, reporting, identifying gaps or trends, etc.

## Required Attachments for Submission (All New Projects)

☐ HUD's New Project Application (submitted in the E-snaps system)

☐ Applicant's most recent fiscal audit, with accompanying management letter.

☐ Materials from the most recent Board of Directors meeting (agenda, approved minutes, committee reports, and any other materials presented at the most recent meeting).

☐ Organizational Chart

☐ List of 3 funder references

☐ Supplemental Questionnaire

☐ Agency Non-discrimination Policy

☐ 2024 Continuum of Care Competition New Project Threshold Criteria

☐ 2024 HUD New Project Quality Threshold Criteria (by project type)

## Attachment 5- What's New in FY 2024 & 2025 Competition

For full details on all changes in the FY 2024 & 2025 CoC Competition, please review the full federal NOFO and the detailed instructional guides listed on the HUD website. These changes will be reviewed at the Technical Assistance sessions on September 4th and 9th. HUD has not yet released the New, Changes and Highlights for the Competition document. Additional information will be provided as an addendum to this RFP as more HUD guidance is released.

HUD FAQ's are currently available and can be located here:
https://www.hud.gov/sites/dfiles/CPD/documents/CoC/FY2024_Project_Application_FAQs_8-1-24.pdf

Competition Guide Resource Page:
https://www.hud.gov/program_offices/comm_planning/coc/competition

**Two Year NOFO**

This year, HUD has released a 2-year NOFO for FY 2024 and 2025. The application and selection process for FY 2024 funds will proceed much like prior year competitions. As the CoC, we will only have to submit one Consolidated Application, which will be applicable to both 2024 and 2025 funding. HUD currently only has money in its budget for 2024. HUD does not yet know what will be in their budget for 2025, but if new competitive funding becomes available for 2025, the NOFO may be amended, and the 2024 2025 COC Application score will be used for the FY 2025 project application selection process.

If awarded in 2024, Renewal applicants will not need to reapply for their project in 2025. If a new project is awarded in 2024, they will have to submit a renewal project application in e-snaps in 2025; however, they will not need to reapply. If a project is reallocated during the 2025 process, a new project will need to be submitted for reallocated funding. This only pertains to the e-snaps project application portion. HUD announced during their recent webinar that CoCs will be notified with additional instructions for 2025 with advance notice. However, this funding pertains to both the 2024 and 2025 CoC Competitions which includes contract terms 2025 through 2026 and 2026 through 2027.

**HUD Strategic Goals and Homeless Priorities**
The U.S. Department of Housing and Urban Development (HUD) Strategic Plan sets the direction and focus of our programs and staff to create strong, sustainable, inclusive communities and quality, affordable homes for all. The NOFO supports HUD's Strategic Plan for Fiscal Years (FY) 2022-2026 to accomplish HUD's mission and vision. Each of the five goals in the Strategic Plan include what HUD hopes to accomplish, the strategies to accomplish those objectives, and the indicators of success.

HUD will pursue two overarching priorities focused on increasing equity and improving customer experience across all HUD programs. Five strategic goals and several objectives undergird the Plan; however, the follow goals are applicable to the NOFO.

Applicable Goals and Objectives from HUD's Strategic Plan

1. Strategic Goal 1: Support Underserved Communities
2. Strategic Goal 2: Ensure Access to and Increase the Production of Affordable Housing
3. Strategic Goal 3: Promote Homeownership

4. Strategic Goal 4: Advance Sustainable Communities

HUD Homeless Policy Priorities (NOFO page 7)
The following are HUD Homeless Priorities outlined with the 2024 & 2025 NOFO. All of these are the same priorities listed in the competition last year with the addition of building an effective workforce.

1. Ending homelessness for all persons;
2. Use a Housing First Approach;
3. Reducing Unsheltered Homelessness;
4. Improving System Performance;
5. Partnering with Housing, Health, and Service Agencies;
6. Racial Equity;
7. Improving Assistance to LGBTQ+ Individuals;
8. Persons with Lived Experience;
9. Building an Effective Workforce; and
10. Increasing Affordable Housing Supply.

The new priority, building an effective workforce, includes a Cost of Living Adjustment to awards funded through this program. Prior to this, budget line items pertaining to HMIS and Supportive Services costs did not increase over time. On the other hand, rental assistance, leasing, and operating budgets do increase. HUD recognizes that for providers to retain and recruit qualified staff, a cost of living adjustment is needed to allow CoC's to better keep up with rising costs. HUD noted during the Competition Webinar that this isn't something that CoCs need to do anything about; HUD will be applying this cost to Supportive Services and HMIS budget line items.

**You are expected to align your application to the applicable strategic goals and priorities listed above.**
Review the NOFO and use the information in this section to describe in your application the specific goals, objectives, and measures that your project is expected to help accomplish. If your project is selected for funding, you are also expected to establish a plan to track progress related to those goals, objectives, and measures. HUD will monitor compliance with the goals, objectives, and measures in your project.

**Tier 1 and Tier 2**
During the FY 2024 Competition tier 1 is equal to 90% of the CoC's Annual Renewal Demand and Tier 2 is equal to the difference between Tier 1 and the maximum amount of renewal, reallocation, and CoC Bonus funds that a CoC can apply for.

**Restricted Domestic Violence (DV) Reallocated Funding (NEW)**

HUD is defining DV Reallocation to follow a new rule from Congress. This rule says that projects funded with DV Bonus money must keep serving the same group of people even if they are moved to a different project. Continuum of Care (CoC) programs can move funding from eligible Renewal projects, which were partially or fully funded by DV Bonus money, to create new DV Reallocation projects. New DV Reallocation projects must be 100 percent dedicated to serving individuals and families of persons

experiencing trauma or a lack of safety related to fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking who qualify under paragraphs (1) or (4) of the definition of homelessness.

# Attachment 6- Sonoma County Homeless Coalition Reallocation- Process for Making Cuts FY 2024

To create a pool of reallocated funds from which to create new projects, the Sonoma County Homeless Coalition works through its Renewal Project Evaluation Process to make voluntary and involuntary cuts; and makes additional voluntary cuts during the NOFO period if new opportunities emerge.

1. **Reallocation via Renewal Project Evaluations**

The Sonoma County Homeless Coalition's 2024 CoC Competition Evaluation Workgroup both prioritizes renewal projects for the CoC application and identifies projects with capacity concerns for corrective action and technical assistance. Scoring is based on unmet housing need, alignment with 10-year plan goals, performance on HUD measurements, and grant management. Because of the scoring schema's weighting by unmet housing need (a need which is overwhelmingly for permanent supportive housing), SSO, RRH and TH projects must perform exceedingly well to be approved for renewal.

The 2024 CoC Competition Evaluation Workgroup meets to review preliminary scores and conduct a risk assessment to guide evaluation prior to the release of the NOFO each year. A threshold for unconditional renewal is set at 80% of top score; projects scoring above the line are scheduled for monitoring visits only. Projects scoring below that line are provided with a report prior to the annual monitoring site visit to prepare them to discuss the challenges faced by the project and design a Corrective Action Plan. Known problems are described in the invitation and applicants are asked to address them and bring any other concerns to the workgroup's attention; under-spent contracts and other issues are noted for discussion and possible follow-up.

At the meeting, applicants and the workgroup together identify areas of improvement and what resources are needed to help the project improve its performance. Grantees have the opportunity to provide new information that sometimes raises their score above the unconditional renewal threshold. Through a summary letter recording the conversation and follow-up communications, over the course of 6 weeks, each applicant is guided through a process of determining whether to submit additional documentation to revise scoring, undertake Corrective Action or to voluntarily release the project funding for reallocation. If corrective action plans and technical assistance are unsuccessful in improving project performance to the expected level over several years, or in particularly egregious cases (for example, serious concerns about grant management), the workgroup can recommend reallocating funds without further corrective action to the CoC's Homeless Coalition Board.

The Workgroup's findings are followed by a full report to the CoC governing body, which reviews its work both in process and at the end of the designated period to develop Corrective Action Plans. The CoC governing body, the Homeless Coalition Board, makes the final decision regarding renewal with or without conditions vs. reallocation.

Note: Since publication of the CoC Interim Rule in 2011, the 2024 CoC Competition Evaluation Workgroup has also reviewed each project's continued eligibility under the new CoC regulation. If

eligibility concerns emerge, these are discussed with the grantee even if the project scores above the threshold for unconditional renewal.

Reallocations are made in the following situations:

- **Voluntary Cuts:** Following discussion of performance and/or continued project eligibility, and applicant consideration of corrective action needed, the applicant may voluntarily opt not to renew and/or to seek continued funding from non-CoC sources.
- **Involuntary Cuts:** In cases where the 2024 CoC Competition Evaluation Workgroup records major concerns over several years, the Committee may recommend cutting the project without further corrective action. This decision must be confirmed by the Homeless Coalition Board. Applicants may appeal the decision, and the appeal must be considered by the Homeless Coalition Board.

2. **Reallocation based on new opportunities identified during the NOFO Period:**

During the Renewal Project evaluations, grantees will submit a form in which they are required to confirm their intent to reapply for this funding prior to the release of the NOFO. Grantees can either confirm they do not wish to reallocate funding, they would like to give up part of their funding, or they would like to completely reallocate their projects funding.

Upon HUD's release of the annual NOFO, all provisions of the NOFO are reviewed. If the NOFO indicates further ways to maximize Annual Renewal Demand, renewal grantees may be asked again if they intend to apply; in addition to maximizing awards, the project may no longer be in line with HUD regulations and may wish to reallocate funding based on new requirements. Renewal grantees will be asked if they intend to apply for the full approved amount, or to indicate they are open to a reduction. Continuing discussion takes place with those agencies to ensure the reduction makes sense. **All cuts at this phase are voluntary.**

Determinations on final cuts and reallocations will be made at the Homeless Coalition Board special meeting the week of October 7th.