



**Community Action Pioneer Valley (CAPV)
Three County Continuum of Care MA 507 (CoC)
Fiscal Year (FY) 2021 Continuum of Care Competition
And Noncompetitive Award of
Youth Homelessness Demonstration Program (YHDP) Grants**

REQUEST FOR PROPOSALS (RFP)

For CoC Renewal, Expansion and New Projects (and YHDP Renewal and Replacement Projects) in Berkshire, Hampshire, and Franklin Counties, providing:

- Permanent Housing (PSH & RRH) for youth and young adults or chronically homeless adults
- Transitional Housing (TH) serving homeless individuals
- Combined Transitional Housing-Rapid Rehousing (TH-RRH) serving youth and young adults

And, NEW Bonus Projects Providing:

- Permanent Housing, Serving Victims of Domestic Violence experiencing homelessness (RRH)
- Coordinated Entry Serving Victims of Domestic Violence experiencing homelessness (CE-SSO)
- Permanent Housing, Projects Serving Chronically Homeless Individuals and incorporating Healthcare Access (PSH or RRH).

Total Possible Available Funding: \$3,258,958 (& CoC planning dollars of \$85,155)

*Available funding includes \$278,526 in possible, new DV (RRH/CE-SSO) Bonus
& \$141,925 CoC Bonus funding (PSH and RHH)*

RFP Available: Wednesday, September 15, 2021

<https://www.threecountycoc.communityaction.us/news-events>

Bidder's Conference: Tuesday, September 28, 2021, 3 pm

Zoom Link: <https://us02web.zoom.us/j/88480017452?pwd=akxyY3o1ak5naVV0RW9VSjZLcjZ0QT09>

Applications Due: Friday, October 15, 2021, 5 pm

On-line applications submitted in esnaps; Supplemental applications (Renewal and New) to Keleigh Pereira, CoC Program Director, kpereira@communityaction.us

Questions? Contact: Keleigh Pereira, CoC Program Director, kpereira@communityaction.us

RFP Response Timeline

Timeline Description	Date
RFP released, posted https://www.threecountycoc.communityaction.us/news-events	9/15/21
Three County CoC Bidders Conference (optional) – see zoom link above	9/28/21 at 3pm
Renewal Project Responses/New Applications due in esnaps https://esnaps.hud.gov/grantium/frontOffice.jsf <i>Incomplete or late submissions will not be reviewed or ranked for inclusion in the FY 21 Consolidated Application</i>	10/15/21 at 5pm
Renewal and New Applicant Supplemental Applications due to Kpereira@communityaction.us. Word/fillable versions of these forms can be found on our website at https://www.threecountycoc.communityaction.us/news-events	10/15/21 at 5pm
New and Renewal Project ranking completed by	10/30/21
CoC written notification to Project Applicants regarding whether projects will be accepted as part of the project listing, reduced, or rejected, with explanation. Project selections, scoring and ranking and tier allocations will be provided in writing and published at www.threecountycoc.communityaction.us Applicants not selected may appeal and/or apply directly to HUD.	10/30/21
Full Three County CoC Consolidated Application & Project listing will be posted on the CoC website.	By 11/14/21
Expected Project Start Date	2022
Three County Consolidated Application submitted to HUD (<i>rejected applications can be submitted directly to HUD in esnaps</i>)	By 11/16/21

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Purpose:

The U.S. Department of Housing and Urban Development (HUD) Community Planning and Development Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2021 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants was released on August 16, 2021. View the NOFO in detail [here](#), and all supporting documents can be found by visiting HUD's CoC competition page [here](#).

HUD's annual NOFO determines the process by which each CoC, through its designated Collaborative Applicant, submits a consolidated application to fund all CoC activities and eligible housing projects to advance the Federal and local goals of Ending Homelessness in our region. The Designee for the Three County CoC (MA-507) is Community Action Pioneer Valley (CAPV), and is the sole recipient of the CoC funding in the region.

This document provides information to the Three County CoC stakeholders, sub-recipients and other interested parties about the local process leading up to submission of an application to HUD, including the steps required regarding all Renewal and Replacement applications for Current Continuum of Care and Youth Homelessness Demonstration Programs (YHDP), applying for new funding, the project selection process, and the timeline for project approval and esnaps submission.

The consolidated application will be submitted by CAPV and will include a CoC application, renewal, expansion and new CoC projects, as well as renewal and replacement YHDP projects. CAPV's Three County CoC is seeking proposals from Berkshire, Hampshire, and Franklin County housing and service providers for the following project types:

- Permanent Housing, (Permanent Supportive Housing or Rapid Rehousing (PSH & RRH)) for youth and young adults or chronically homeless adults.
- Transitional Housing (TH) serving homeless individuals
- Combined Transitional Housing-Rapid Rehousing (TH-RRH) serving youth and young adults

In addition, the CoC is seeking proposals for bonus funds (new or expansion of current projects) targeted to servicing victims of domestic violence, dating violence, sexual assault, and stalking. DV Bonus funds will target the following project types:

- Permanent Housing, Serving Victims of Domestic Violence experiencing homelessness (RRH)
- Coordinated Entry Supportive Services Only (CE-SSO)

And CoC Bonus funds will target the following project types:

- Permanent Housing, Projects Serving Chronically Homeless Individuals (PSH or RRH), with a demonstrated connection to health care access.

Total possible available funding is: \$3,344,133

Total Estimated Annual Renewal Demand (for both Tier 1 CoC Projects and YHDP Projects)	\$2,838,507
CoC Planning (Collaborative Applicant only)	\$85,155
DV Bonus Funds	\$278,526
CoC Bonus Funds	\$141,925
Total Possible Available Funding	\$3,344,113

Projects funded through this competition will be for 1 year with an operating year beginning in 2022 (start date to be determined).

Eligible applicants include non-profits, local and state government entities, Indian Tribes or Tribally Designated Housing Entities (TDHE), and housing authorities. For more information about eligible applicants, please see section V.A of the NOFO. *For-profit entities are ineligible, and applications submitted from these entities will not be reviewed.*

Applications will be submitted in HUD’s electronic grant application system (*esnaps*) in collaboration with CAPV’s CoC staff. Applicants must also submit the supplemental application for new or renewal projects. The Three County CoC program staff will provide technical assistance regarding the use of the system. Scoring criteria for new, renewal and expansion CoC projects are attached as **Appendix A. & Appendix B.**

More information is available through the NOFO and at the HUD exchange. HUD guidance is prioritized before this Request for Proposals. If there is conflicting information, HUD guidance will also take precedence.

Applicants are strongly encouraged to read the FY2021 CoC NOFO on the HUD Exchange at:
https://www.hud.gov/program_offices/comm_planning/coc/competition?utm_source=HUD+Exchange+Maili ng+List&utm_campaign=8e5efe841c-

And the funding criteria for projects available in the interim rule, which governs the CoC:
www.hudexchange.info/resources/documents/CoCProgramInterimRule_FormattedVersion.pdf.

Background on the Continuum of Care (CoC):

The Continuum of Care (CoC) Program was established by the McKinney-Vento Homeless Assistance Act as amended by S.896 Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009. The program consists of the former McKinney/Vento Shelter Plus Care (S+C) Program, the former McKinney/Vento Supportive Housing Program, and the former Single-Room-Occupancy program.

The CoC Program is designed to promote communitywide commitment to the goal of ending homelessness; provide funding for efforts by nonprofit providers, and State and local governments to quickly rehouse homeless individuals and families while minimizing the trauma and dislocation caused to homeless individuals, families, and communities by homelessness; promote access to and effect utilization of mainstream programs by homeless individuals and families; and optimize self-sufficiency among individuals and families experiencing homelessness.

The goal of the Youth Homelessness Demonstration Program (YHDP) is to support the development and implementation of a coordinated community approach to preventing and ending youth homelessness and sharing that experience with and mobilizing communities towards that same end. The population to be served by the demonstration program is youth experiencing homelessness, including unaccompanied and pregnant or parent youth.

In Massachusetts, there are 12 Continuum of Care based on geographic service areas and they collaborate through a state-wide CoC network. HUD competitively funds the CoCs and membership is open to anyone interested in ending homelessness in the CoC geographic area. Examples of members are: state agencies, private non-profit homeless service providers, private non-profit organizations, participants from our funded programs, and individual community members. Our CoC prioritizes the involvement of persons with lived experience of homelessness in decision-making.

Acting as the **Collaborative Applicant** for the **Three County CoC**, Community Action Pioneer Valley (CAPV) coordinates the submission of the Three County CoC Consolidated Application to HUD. The Three County CoC will act as the recipient for all funding, including the YHDP funding, and applicants approved for funding will be sub-recipients to the CoC grant process. As the Collaborative Applicant, CAPV is responsible for submitting the consolidated application for funding on behalf of the Continuum, and for fiscal and programmatic monitoring of sub-recipient projects and funding.

Available Funding:

According to HUD, the CoC should expect to be awarded a minimum of \$2,923,662 in this funding round (including CoC's planning dollars), and may receive up to \$3,344,113. The renewal projects listed in **Appendix C** are eligible to apply for renewal at the amount listed. *(see further down in this section regarding YHDP projects.)*

In addition, the CoC is eligible to apply for Bonus Project funds in the amount of \$141,925 and DV Bonus Project funds in the amount of \$278,526. Renewal Projects may apply for expansion through the new project application process, specifically to serve survivors of domestic violence.

Renewal projects may have budgets reduced or may be replaced by new projects. The CoC Competition is highly competitive, with HUD placing increasing emphasis on reallocating resources based on project performance and area gaps in resources. The FY 2021 NOFO explains that the available amount of funding may not be sufficient to fund renewal projects, and HUD requires CoC's to competitively rank all projects *(except planning projects)* in two tiers.

Project applications submitted to the CoC for inclusion on the FY21 CoC Priority Listing (as part of the Consolidated Application) will be reviewed and either approved accepted and ranked, approved without ranking (i.e. YHDP renewal or replacement projects and CoC planning project), or rejected by the CoC. All project applications approved by the CoC must be listed on the FY21 CoC Priority Listing in rank order, except project applications for YHDP renewal or replacement, and CoC planning. Higher ranked projects will be assigned to Tier 1 and lower ranked projects may fall into Tier 2 as described in Sections II.B.11.a and b of the NOFO. The purpose of this two-tiered approach is for CoCs to notify HUD which projects are prioritized for funding based on local needs and gaps.

Projects submitted to HUD in Tier 1 are expected to be funded if the project meets HUD eligibility and threshold requirements. Tier 2 projects will be awarded funds by HUD based on a comparative score computation which utilizes the CoC 's FY2021 application's competitive score and project ranking.

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 (but does not include YHDP renewal or YHDP replacement projects, CoC planning projects, and if applicable, UFA Costs projects, or projects selected with DV Bonus funds). If a CoC's DV Bonus project(s) are selected under the DV Bonus selection process – by HUD, they will not be included in the calculation of Tier 1 or Tier 2. If however, a CoC's DV Bonus project(s) is/are not selected under the DV Bonus selection process, these projects will be included in the calculation of Tier 1 and Tier 2. In this scenario, the if a project is ranked lower than a DV Bonus project it may fall outside of the Tier 2 limit and not be eligible for selection. Since we will not know in advance whether a DV Bonus project submitted will be conditionally selected under the DV Bonus selection process, the CoC will rank all projects in Tier 1 and Tier 2 based on performance and need for the project under the local ranking process.

Youth Homelessness Demonstration Projects (YHDP), listed in **Appendix D.**, may apply for renewal or replacement, based on the Consolidated Appropriations Act of 2021, permitting expiring YHDP projects to renew or replace non-competitively in this competition. YHDP projects will be held harmless, will not be ranked, and will be conditionally approved by HUD. Agencies funded by the Three County CoC should work with CoC staff to determine project type.

Project Types:

All project applications must be completed in *esnaps* (including CoC renewal, expansion or new projects as well as YHDP renewal and replacement projects) and include the population(s) they will serve, the type of housing and services that will be provided, and the budget activities that are being requested. In addition, all projects must also submit corresponding Renewal or New Supplemental Applications. **(see Appendix E. and Appendix F.)**

CoCs may create the following types of new projects by using amounts available through the bonus process or by making funds available through reallocation. Reallocation is the process of shifting funds in whole or in part from renewal projects to create one or more new projects without decreasing the CoC's Annual Renewal Demand (ARD). CoCs may also apply to expand renewal projects if they fall within the eligible new bonus projects types. The Reallocation Plan is found in **Appendix G.**

The Three County CoC is seeking applicants from eligible organizations to submit to HUD, for approval and implementation, **five (5) project types** (approved by the Three County CoC Board), that will address critical resource needs for persons experiencing homelessness in the region. Applicants may apply for one or more than one of the projects, and in their application, could choose to subcontract a portion of the project in their as part of the description. (For example: The supportive services aspect of a project could be subcontracted to another organization in your plan and be used as match.)

See the following sections of the FY 2021 CoC Program NOFO for information regarding new projects: Section V.B.3.e(1) for project types; Section V.B.3.f - New Project Grant Terms; Section V.B.4.a(3) - New Projects Created Through Reallocation or CoC Bonus processes – this includes the eligible component types available (e.g., PH-PSH, PH-RRH); Section V.B.4.a(4) - New Projects for DV Bonus – limited to PH-PRRH, Joint TH and PH-RRH, and SSO-CE (Local CoC has determined RRH and SSO-CE will be prioritized.).

1. Renewal Projects

Projects currently funded under this CoC Program are eligible to apply for renewal in this competition. Renewal projects apply seeking the same funded items that are in the FY19 grant (FY20 was an automatic renewal cycle due to the COVID-19 Pandemic). These project sub-recipients may request a reduction in rental assistance funds (if the project does not spend all funds) but may not request increases in any line item, and may not move funds between line items. Renewal Project applicants may apply for expansion of renewal projects in which a renewal project submits a new application to expand its current operations specifically to utilize DV Bonus Funds. Renewal Project sub-recipients may also apply for consolidation to combine grants in the same component – See section V.B.4.a.(7) of the NOFO for additional information.

2. YHDP Renewal & Replacement Projects

These projects are not ranked, and will be selected for funding provided they pass project eligibility and quality threshold reviews, or renewal threshold review; as explained in section V.C.3.e of the NOFO. YHDP project representatives should work with the CoC to determine if a renewal or replacement application will be submitted. YHDP Renewal projects apply seeking the same funded items that are in the FY19 grant. Replacement applications will be submitted if there are significant changes needed. See sections II.B.11.d, II.B.11.f, and V.B.4.a.(5) of the NOFO for more information.

3. NEW CoC Bonus- Permanent Supportive Housing (PSH) – either 100% for Chronically Homeless Individuals and/or Families or designated as DedicatedPLUS project with a demonstrated plan for healthcare access and integration into the project model. (see section VII.B.6 of the NOFO, for additional details)

New permanent supportive housing projects that will serve 100% chronically homeless individuals/families or will be designated as DedicatedPLUS are eligible to apply in this competition. Permanent housing is community-based housing, the purpose of which is to provide supportive housing without a designated length of stay.

***Chronically Homeless** refers to (1) An individual who: (i) Is homeless and lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and (ii) Has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in in emergency shelter continuously for at least one year or on at least four separate occasions in the last 3 years, adding up to a total of 12 months; and (iii) Can be diagnosed with one or more of the following conditions: substance abuse disorder, serious mental illness, developmental disability, post-traumatic stress disorder, cognitive impairments resulting from brain injury, or chronic physical illness or disability; or (2) an individual who has been residing in an institutional care facility, including a jail, mental health or substance abuse facility, hospital or other similar facility for fewer than 90 days and has met all the criteria in paragraph (1) of this definition before entering that facility; or (3) A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraph (1) of this definition, including a family whose composition has fluctuated while the head of household has been homeless.

*** Permanent Supportive Housing (PSH)** permanent (not time limited) housing in which supportive services are provided to assist homeless persons with a disability to live independently. Permanent housing is community-based housing without a designated length of stay. To be permanent housing, the program participant must be the tenant on a lease for a term of at least one year, which is renewable for terms that are a minimum of one month long, and is terminable only for cause.

***A DedicatedPLUS project** is a permanent supportive housing project where 100 percent of the beds are dedicated to serve individuals with disabilities and families in which one adult or child has a disability, including unaccompanied homeless youth, who at intake are:

- experiencing chronic homelessness as defined in 24 CFR 578.3;
- residing in a place not meant for human habitation, emergency shelter, or safe haven; but the individuals or families experiencing chronic homelessness as defined at 24 CFR 578.3 had been admitted and enrolled in a permanent housing project within the last year and were unable to maintain a housing placement;
- residing in transitional housing funded by a Joint TH-RRH project and who were experiencing chronic homelessness as defined at 24 CFR 578.3 prior to entering the project;
- residing and has resided in a place not meant for human habitation, a safe haven, or emergency shelter for at least 12 months in the last three years, but has not done so on four separate occasions; or
- receiving assistance through a Department of Veterans Affairs (VA)-funded homeless assistance program and met one of the above criteria at initial intake to the VA's homeless assistance system.

For PSH and DedicatedPLUS PSH, CoC funds may be used for: leasing; rental assistance; operating costs; supportive services; HMIS; and administrative costs. Definitions and guidance for these items is at 24 CFR 578.43-578.63.

These projects should demonstrate the opportunity to utilize housing vouchers and healthcare provided through healthcare service providers.

4. NEW CoC Bonus - Rapid Rehousing (RRH) for Homeless Individuals or Families with a demonstrated plan for healthcare access and integration into the project model. (see section VII.B.6 of the NOFO, for additional details)

New rapid rehousing projects that will serve homeless individuals, homeless households with children are eligible to apply in this competition.

For RRH, CoC funds may be used for: supportive services; short-term (up to 3 months) and/or medium-term (3 to 24 months) tenant-based rental assistance (as necessary to help participants move as quickly as possible into permanent housing and achieve stability in that housing); and administrative costs. Definitions and guidance for these items is at 24 CFR 578.43-578.63. ***These projects should demonstrate the opportunity to utilize housing vouchers and healthcare provided through healthcare service providers.***

*****It is anticipated that only one total project out of Project Types #3 & #4 will be included in the CoC application to HUD, because of the maximum \$141,925 available, unless additional funds become available through reallocation.***

5. NEW DV Bonus - Rapid Rehousing (RRH) and/or Coordinated Entry (CE-SSO) specifically to serve for victims of domestic violence, dating violence, sexual assault, or stalking.

This competition includes funds which may only be applied for to support projects designed to serve survivors of domestic violence, dating violence, sexual assault, or stalking. The CoC may apply for up to \$278,526 in bonus funds to support projects to specifically serve this population. The CoC is permitted to submit applications in either or both of the following two categories for the DV Bonus:

5a. Rapid Rehousing (RRH)

For RRH, CoC funds may be used for: supportive services; short-term (up to 3 months) and/or medium-term (3 to 24 months) tenant-based rental assistance (as necessary to help participants move as quickly as possible into permanent housing and achieve stability in that housing); and administrative costs. Definitions and guidance for these items is at 24 CFR 578.43-578.63.

These funds may be used to support providers with programs dedicated to this population, or may be used to enable an existing program to expand its program by dedicating additional units, beds, persons served, or services provided to this population.

5b. Coordinated Entry (SSO-CE) – only 1 project may be submitted by the CoC for this project type.

A new domestic violence coordinated entry-supportive services only (DV SSO-CE) project which will implement policies, procedures, and practices that will equip the CoC's coordinated entry to better meet the needs of survivors of domestic violence, dating violence, sexual assault, or stalking is eligible in this competition.

For DV SSO-CE, CoC funds may be used to pay for supportive services which support coordinated entry, such as assessment of service needs and housing counseling services. Allowable costs for these services include personnel costs and the costs of maintaining a location for operation of these services. Definitions and guidance for these items is at 24 CFR 578.43-578.63.

These funds may be used to support providers with programs dedicated to this population, or may be used to enable an existing program to expand its program by dedicating additional units, beds, persons served, or services provided to this population.

DV Bonus projects that are funded will be eligible for ongoing annual renewals through the regular CoC competition.

The CoC competition and operations are modified for projects designed to serve victims of domestic violence, in order to accommodate the particular need for privacy and safety required by these programs.

The following modifications apply:

- CoC will consider policies and procedures specific to the coordinated entry process to address privacy, confidentiality and safety for victims of domestic violence.
- The performance of CoC programs are evaluated annually, and part of the performance evaluation includes review of measures in reports pulled directly by the CoC from the Homeless Management Information System (HMIS). However, domestic violence entities are prohibited from using the CoC's HMIS, but must use a comparable data system. To accommodate the different data-keeping requirements, the CoC will request that DV programs submit their own aggregated data reports for the performance evaluation.

Eligible Costs and Fiscal Management:

The CoC Program interim rule sets forth the costs eligible for each program component in § 578.37(a). Not all costs are eligible in each program component, and in some cases, certain costs cannot be combined in a single unit or structure. The eligible costs for contributing data to the HMIS designated by the Continuum of Care are also eligible under all components.

<https://www.hudexchange.info/programs/coc/coc-program-eligibility-requirements/>

The eligible costs are summarized below.

Rental Assistance

Rental assistance for homeless individuals and families, including tenant-based rental assistance. Grant funds may be used for security deposits in an amount not to exceed one month's rent, as well as first and last month's rent. When rental assistance funds are used to pay rent on units, the lease must be between the program participant and the landowner. Each program participant, on whose behalf rental assistance

payments are made, must pay a contribution toward rent consistent with the requirements of the interim rule.

Leasing

Funds may be used to lease individual units or all or part of structures. Rents must be reasonable and, in the case of individual units, the rent paid may not exceed HUD-determined Fair Market Rents. Leasing funds may not be used for units or structures owned by the recipient, sub-recipient, their parent organization(s), any other related organization(s), or organizations that are members of a partnership where the partnership owns the structure without a HUD-authorized exception. When leasing funds are used to pay rent on units, the lease must be between the recipient or the sub-recipient and the landowner, with a sublease or occupancy agreement with the program participant. The recipient may, but is not required to, charge the program participant an occupancy charge, consistent with the parameters specified in the interim rule. Grant funds may be used to pay security deposits, in an amount not to exceed one month's rent, as well as last month's rent.

** Utilities are not a leasing line item. If utilities are not provided by the landlord, utility costs are an operating cost.*

Operating Costs

Operating costs are eligible under the PH, TH, and HMIS program components. Funds may be used to pay the day-to-day operating costs in a single structure or individual housing units, including maintenance (such as scheduled replacement of major systems), repair, building security (when CoC Program funds pay for more than 50 percent of the facility by unit or area), electricity, gas, water, furniture, equipment, property insurance, and taxes.

**These costs may not be combined with rental assistance costs within the same unit or structure, and operating costs are not eligible under the SSO program component.*

HMIS Costs

Costs related to contributing client data to or maintaining data in the CoC's HMIS or a comparable database for victim services providers or legal services providers are eligible costs under the PH (PSH & RRH), TH, & SSO program components. Eligible HMIS costs include hardware, equipment and software costs; training and overhead; and staffing costs associated with contributing data to the HMIS designated by the CoC for its geographic area.

Supportive Services

Supportive services are eligible costs under the PH, TH, and SSO program components. The CoC Program interim rule specifies all eligible services and clarifies that any cost not listed in the rule is ineligible. As in the

past, services must be offered to residents of PSH and TH for the full period of their residence. RRH programs must require program participants to meet with a case manager at least monthly.

Services may be provided to formerly homeless individuals for up to six months after their exit from homelessness, including the six months following exit from a transitional housing project. Recipients and sub-recipients are required to perform an annual assessment of the service needs of their program participants and to adjust services accordingly. Eligible costs include the cost of providing services, the salary and benefits of staff providing services, and materials and supplies used in providing services.

Client Specific Supportive Services Costs:

- Reasonable one-time moving costs
- Case management
- Food—meals or groceries for program participants
- Housing search and counseling services
- Life skills training
- Outreach services
- Transportation
- Utility deposits
- Direct provision of services: 1) costs of labor, supplies, and materials; and 2) salary and benefit packages of service delivery staff

**** CoC supportive services must be necessary to assist program participants obtain and maintain housing.***

Project Administration

These costs include expenses related to the overall administration of the grant (24 CFR part 578.59), such as management, coordination, monitoring, and evaluation activities and environmental review. **Sub-recipient projects awarded funds may use up to 50% of the HUD-allowed administrative funds associated with the project – CAPV will retain the other half in order to administer the grant funds & the CoC Program.**

The HUD-allowed administrative costs for new grants are 10% and for renewal grants is the amount previously set by HUD in the grant inventory worksheet and shown in the attached renewal project listing. New projects are encouraged to use the full 10% administrative costs.

Grant Terms/Contracts

All successful applicants in the Three County CoC annual competition will become sub-recipients of CAPV and the agency will enter into a reimbursement contract with the CoC, once the CoC has executed a grant

agreement with HUD. Community Action Pioneer Valley is the sole recipient of the grant funds. The sub-recipient policy can be found [here](#).

Renewal projects may only apply for one-year grant terms.

HUD will allow new projects to request 1 year of funding with a longer initial grant term not to exceed 18 months (See page 32 of the NOFO for more detail).

New projects may request funds for an initial grant term of 1 year, 2 years, 3 years, 4 years, or 5 years, depending on project type and line items. The grant term may be extended consistent with 2 CFR200.308 and 2 CFR 200.309 (See page 32 of the NOFO for exceptions.)

For information regarding fiscal responsibilities, please see the sub-recipient policy and the following:

[https://www.hudexchange.info/homelessness-assistance/coc-esg-virtual-binders/coc-esg-financial-management/overview/?utm_source=HUD+Exchange+Mailing+List&utm_campaign=28471fc51e-CoC ESG VB Financial Management 9 8 21&utm_medium=email&utm_term=0_f32b935a5f-28471fc51e-19524653](https://www.hudexchange.info/homelessness-assistance/coc-esg-virtual-binders/coc-esg-financial-management/overview/?utm_source=HUD+Exchange+Mailing+List&utm_campaign=28471fc51e-CoC+ESG+VB+Financial+Management+9+8+21&utm_medium=email&utm_term=0_f32b935a5f-28471fc51e-19524653)

Application Process

The FY21 CoC competition is open to renewal and eligible new projects, which will be scored competitively. The highest scoring projects will be included in the CoC application submitted to HUD. (*see Funding Available and Application Scoring and Ranking details for more information*). Applicants will need to log in to *esnaps* to complete a renewal or new application.

Renewal

The CoC will create renewal application files in *esnaps* for each existing project and will contact project representatives once it is created. These will be available by end of day on September 17th. Renewal applicants must open the renewal application, fill in missing information, update existing information, and upload any required supporting documents. **Once complete, applicants must notify Keleigh Pereira** at kpereira@communityaction.us that they have completed their renewal application in *esnaps* and provided all attachments needed – prior to including match documentation, these must be sent to the CoC for approval. **DO NOT HIT SUBMIT. This must be completed by October 15, 2021, 5pm.**

- In addition, the Renewal Project applicant must complete the Renewal Project Application Supplemental Questionnaire – **Appendix E.**, and email this to Keleigh Pereira, kpereira@communityaction.us, by October 15th, 2021 at 5pm.

Expansion and New Projects

New project applicants must provide notice to Keleigh Pereira, kpereira@communityaction.us, of the

interest and intent to submit a new application, the name of the new project, and whether the new project being created is 1) permanent supportive housing for CoC bonus funds, 2) rapid rehousing for CoC bonus funds, 3) Rapid Rehousing for DV survivors, or 4) coordinated entry for DV survivors. Within 2 business days of notification, the new project application will be set up in *esnaps* and ready for entry of application information. Expansion and new project sponsors must open the new project application, fill in application information, and upload required supporting documents. **Once complete, applicants must notify Keleigh Pereira** at kpereira@communityaction.us that they have completed their renewal application in *esnaps* and provided all attachments needed – prior to including match documentation, these must be sent to the CoC for approval. **DO NOT HIT SUBMIT. This must be completed by October 15, 2021, 5pm.**

- In addition, the New Project applicant must complete the New Project Supplemental application – **Appendix F.**, and email this to Keleigh Pereira, kpereira@communityaction.us, by October 15th, 2021 at 5pm.

Esnaps is available at www.esnaps.hud.gov. Any applicant that does not already have the ability to log in to the CoCs esnaps account must request access from Michele LaFleur at mlafleur@communityaction.us. CoC staff can also provide technical assistance regarding esnaps use throughout the application process.

See Appendix H. Esnaps & Document Submissions for instructions for submission/use of esnaps.

Application Review

Minimum Threshold Requirements:

To be considered for funding through this RFP, projects must meet or be prepared to meet the following requirements (*Applications that do not meet this expectation will not move forward to the ranking and evaluation committee.*)

1. Submit a fully completed application with consistent data, on time;
2. Be an eligible applicant serving/planning to serve an eligible population as described in the Act, including any additional eligibility criteria for certain types of projects contained in the NOFO;
3. Be located and/or provide services in The Three County CoC's geographic area and serve people who are experiencing homelessness, demonstrate that the project is consistent with Jurisdictional Consolidated Plans;
4. Meet the threshold requirements of the FY21 CoC NOFO for new or renewal projects (see sections V.A.& V.B.3 for threshold requirements), including any required certifications & the following:
 - A. Applicant & Project eligibility
 - B. Project eligibility
 - C. Project quality
5. Demonstrate Commitment to Housing First/Low Barrier access to housing;

6. Not debarred from receiving federal funds and in good standing with all government and funding contracts;
7. Demonstrate that the project is financially feasible;
8. Provide documentation of organizational financial stability. (This is a review of audits or financial statements. For renewal projects, this review has been completed as part of program monitoring.);
9. Document secured minimum match;
10. Some applicants may be required to have an active SAM Registration & valid DUNs Number;
10. Demonstrate due process to participants, comply with Fair Housing, Civil Rights, VAWA, and equal access Laws;
11. Has an updated Code of Conduct compliant with 2 CFR Part 200.
12. Compliant with any lobbying – Section 1352, Title 31, US Code.

Local CoC Requirements:

1. Agree to work with The CoC Board & Staff on project design and implementation once selected, within 30 days of selection, including the application submission to eSNAPS office, as approved by the Ranking and Evaluation Committee and Selection team. This will include finalizing project scope and proposed budget;
2. Be prepared to begin project implementation at time of funding availability;
3. Agree to adhere to Community Action Pioneer Valley’s fiscal expectations;
4. Participate in evaluation by the CoC and the Project Ranking and Evaluation committee and demonstrate a commitment to Continuous Quality Improvement;
5. Participate in and Coordinate all program referrals through the Three County CoC Coordinated Entry Process as defined by the CoC Written Standards and policy manuals.
6. Comply with program requirements as per the Three County Continuum of Care & YHDP Policies and Procedures & HUD Continuum of Care Interim Rule;
8. Participate in the Homeless Management Information System (HMIS): The HMIS is an online database that enables organizations to collect data on the services they provide to people experiencing homelessness and follow any CoC training and reporting expectations. Agencies are required to participate in HMIS and enter participant data per the HMIS data standards, elements, and procedures.
9. Align with screening standards for program eligibility and CoC documentation requirements
11. Adhere to Housing First practices while serving households experiencing homelessness

Project Application Scoring & Ranking, Selection, and Appeal

All applications that meet the threshold requirements will be forwarded to the CoC Ranking and Evaluation Committee for evaluation, selection and ranking. See **Appendix I** for the roles and responsibilities of this

committee. **Appendix A** provides the scoring rubric that will be used for Renewal Project applications and **Appendix B** provides the scoring tool for New Projects.

Scoring & Ranking

Renewal Projects

Renewal Projects will be ranked according to the 2021 Three County CoC Renewal Project Outcomes, Measures, & Scoring Tool (**Appendix A**). This plan reviews past performance and is customized to the specific needs of a Rural Community and the unique nature of the Three County Area (MA507 Berkshire, Franklin, and Hampshire Counties). It incorporates both strategies identified in the FY21 NOFO and Technical Assistance suggestions. In addition, various CoC and regional network committees were involved in shaping the tool and the CoC Board voted to finalize these measures on 9/14/21.

This scoring methodology is intended to improve our local response to homelessness, align our response with regional needs, national policies and best practices, and enhance the competitiveness of our CoC application to HUD. Final scores will reflect the completeness of project applications, adherence to the FY21 Local Competition guidelines, and incorporate additional questions/responses concerning equity expectations, as set forth in the NOFO. The Ranking and Evaluation Committee will score applications and submit their rankings to the CoC Board for final approval.

[*Exceptions by board vote on 9/14/21](#)

HMIS and Coordinated Entry Projects are administrative requirements for the CoC and must be funded, the HMIS and Coordinated Entry grants will receive the maximum score. In addition, **some projects which are eligible for renewal** and which have not completed an initial year of operation may be placed at the top of Tier 1 because they reflect HUD priorities and have not yet been able to demonstrate performance.

A total of 220 points are available for PSH, 210 for RRH, Joint Component programs – 225 points, and TH-215. All projects are then provided a weighted score. Between 23-39% of the points will be for contributing to systems measures outcomes; between 38-42%, depending on project type, will be for Objective Criteria.

Scores may be used to reject applications or to reduce budgets for low-scoring projects or over-funded projects. The CoC may also choose to reallocate all or part of a renewal project in order to fund a new project. See the Reallocation plan in **Appendix G**.

New project applications

New project applications including reallocation, transition, consolidation, and bonus projects will be ranked by the CoC's Ranking and Evaluation committee according to the criteria set forth in the scoring rubric. These criteria should be addressed in your application in esnaps and/or in the 2021 New Project Supplemental Application. The scoring rubric for new projects identifies where in the application reviewers

might look to find the information to score each section. The CoC's Board of Directors will determine final approval for the Project Listing submission to HUD.

A total of 200 points is available for New Project Applications.

NOTE: The CoC's consolidated application scoring will partially determine HUD approval for bonus funds. The CoC is not guaranteed the availability of these funds.

Selection

Once the committee completes the scoring and ranking, the committee may consider the CoC's overall funding priorities, whether the initial scoring is likely to result in any critical service gaps, and strategy related to Tier cut offs and HUD's selection process, and may make adjustments to budgets and produce the final ranking of projects to be included in the CoC application. The Committee's rationale for any adjustments will be recorded and made public with the published rankings.

Scores will determine each project's rank in the CoC's application to HUD, and rank will be the primary determinant of placement into Tier 1 and Tier 2 – see section on Funding Available for further information on the Tier Structure.

Board Approved Project selections, reductions, rejections, rankings and tier allocations will be provided to applicants by written notice and published on the following website no later than **November 1, 2021**.

Three County Continuum of Care

<https://www.threecountycoc.communityaction.us/>

Appeal

Applicants who believe they were denied the opportunity to participate in the local CoC process or who were rejected or reallocated may appeal directly to HUD by submitting a Solo Application, **by November 16, 2021**.

HUD's Project Requirements:

Match Requirements

HUD requires all project applicants to contribute a 25% match on all budget items, except leasing dollars. Match is actual cash or in-kind resources (or a combination of the two) contributed to the grant. Guidance regarding cash and in-kind match is at 24 CFR 578.73 and can be found in the Three County CoC's sub-recipient policy at <https://www.threecountycoc.communityaction.us/three-county-coc-documents>.

All costs paid for with matching funds must be for activities that are eligible under the CoC interim rule or the NOFO, even if the recipient is not receiving CoC grant funds for that activity. In-kind match is the value of any real property, equipment, goods, or services contributed to the project that would have been eligible costs if

the recipient/sub-recipient was required to pay for such costs with these Federal grant funds. Match may be from public or private resources, as long as they are not statutorily prohibited from being used as match and not otherwise leveraged. Cash match with state funding may require pre-approval from the state agency administering the respective funds. Rental income received from program participants may be used as match and must be spent on eligible activities.

All projects will be required to submit letters providing match detail and MOUs for in-kind services. Match letters should include the following information and should be addressed to Keleigh Pereira, Three County CoC Community Action Pioneer Valley, Greenfield MA 01301

- include the name of the organization providing the match contribution;
- the type of contribution (cash or in-kind match);
- the value of the contribution;
- specific services to be provided;
- the number of participants the contribution will support;
- the value of the contribution per participant;
- the name and the grant number of the project and the name of the organization and program to which the contribution will be given;
- the date the contribution will be available and the grant term;
- In total match documentation should demonstrate 25% of the full grant amount/amount applied for.

HMIS Cash Match

In addition to the required 25% match for an individual grant, all grant sub-recipients *may* be required to support match funding for the Region's HMIS grant which supports the CoC in meeting HUD's data collection and reporting requirements. Each Project will contribute funding amounts based on the percentage of the overall YHDP award, they receive. The total HMIS grant is \$80,080.00 (25% of that is \$20,020.00- divided amongst the sub-recipients).

Reporting and Evaluation Requirements

Applicants are responsible for complying with all HUD Continuum of Care and YHDP reporting requirements. Projects may be required to track additional information inside and outside of our HMIS data tracking system. Recipients must collect and report data on their use of CoC Program funds in an Annual Performance Report (APR) and any additional reports required by HUD. For more information on the APR, see [HUD's APR Training Materials \(link\)](#). Ongoing technical assistance will be available for all funded project throughout project implementation within the CoC structure, by program staff.

Homeless Management Information System (HMIS)

CoC sub-recipients, with the exception of entities that are victim service providers, must participate in the CoC's Homeless Management Information System (HMIS). Access to the HMIS is made available to CoC

grantees and the CoC provides training in use of the system. *Applicants should not include costs for use of HMIS in project budgets, costs included in project budgets for HMIS should be for data collection activities and other eligible costs under HMIS line item.*

Victim services providers are required to use a comparable data collection system for recording client-level data, and may include HMIS costs in program budgets. These service providers MUST provide the CoC with de-identified information & aggregated data to utilize to review performance and complete required reporting.

Coordinated Entry System

The CoC oversees a collaborative coordinated entry (CE) system for equitable access to housing for persons experiencing homelessness. Persons are assessed using a local assessment tool, and are placed on a waiting list which prioritizes eligible applicants by vulnerability. All CoC sub-grantees are required to participate in the CoC's coordinated entry system by attending case conferencing when needed; identifying to staff when vacancies occur; and filling vacancies through the CE system.

The coordinated entry system recognizes the unique challenges faced by survivors of domestic violence, and actively maintains safety and confidentiality with providers. Survivors and others concerned with their name being listed can participate in the coordinated entry process by coding names & personally identifying information.

Housing First

Housing First is a model of housing assistance that is offered without preconditions (such as sobriety or a minimum income threshold) or service participation requirements, and rapid placement and stabilization in permanent housing are primary goals. Project applications should demonstrate that housing & services are offered without pre-conditions or background checks; programs work to screen-in rather than screen out; eligibility documentation protocols are streamlined. In addition, CoC Program funded projects should help individuals and families move quickly into permanent housing.

Racial Equity

In every community, Black, Indigenous and other people of color are substantially overrepresented in the homeless population. HUD is emphasizing system and program changes to address racial equity within CoCs. Policies, procedures and processes should incorporate how to address racial disparities affecting individuals and families experiencing homelessness. *Racial Equity questions are addressed further in the supplemental application.*

Persons with Lived Experience

Including persons with lived expertise in all levels of program development, monitoring and assessment is a foundational element of the CoC. The project narrative must include the ways in which the project will

include the voices of people with lived experience as collaborative partners in meaningful and ongoing ways, including input for project design, rules, service practices and policies; as well as a formal grievance policy that all participants are informed of. All funding recipients will need to have more than one person with lived experience on their board or equivalent governing body, or have an avenue for homeless or formerly homeless neighbors to provide feedback. Applications will be reviewed for information regarding how agencies and programs do or plan to incorporate this in their program and system development.

Trauma Informed Care

Trauma Informed Care is a strengths-based framework that is grounded in an understanding of and responsiveness to the impact of trauma experienced by people experiencing homelessness. Project applications should demonstrate that supportive services will include this perspective.

For Applicant Questions and CoC Technical Support:

Keleigh Pereira, CoC Program Director, Collaborative Applicant. Three County Continuum of Care.
kpereira@communityaction.us

Individuals with Disabilities may contact the CoC if they are in need of alternative, accessible application formats.

Appendix:

- A. 2021 Three County CoC Renewal Project Outcomes, Measures, & Scoring Tool**
- B. 2021 Three County CoC New Project Scoring tool**
- C. 2021 Three County CoC Renewal Project Listing**
- D. 2021 Three County CoC YHDP Project Listing**
- E. 2021 Renewal Application Supplemental Questionnaire.**
(word version can be found [here.](#))
- F. 2021 New Project Supplemental Application**
(word version can be found [here.](#))
- G. CoC Reallocation and Transition Plan**
- H. Esnaps & Document Submissions**
- I. Ranking and Evaluation Committee Roles and Responsibilities**

Appendix A. 2021 Three County CoC Renewal Project Outcomes, Measures, and Scoring Tool

Total overall points: PSH - 220, RRH- 210, Joint Component-225, TH- 215

Outcome	Indicator	Measure	Total Points	Points Spread	TH	NAV RRH	Joint TH/RRH	PSH	RRH
System Performance Measures = 55 - TH, 65 - Joint Component, 50 - RRH & PSH									
Episode of homelessness is brief	Average length of participation in transitional project < under 180 days?	APR Q22b length of participation - CoC Projects	15	180-300=10 pts, 300-600=5 pts, 600-73=2.5 pts, longer=0 pts	X		X		
*Persons are quickly re-housed	Length of time between project start and housing move-in< 30 days	CoC APR: Q22c Length of Time between project start date and housing move-in date.	10 (searching period)	30-60=5 pts, 60-90=2.5 pts, more than 90=0 pts		X	X	X	X
*Limited returns to Homelessness	Less than 15% exits to homelessness	CoC APR Q23c exit destination	15	15-25%=5 pts (small programs opt to advocate)	X	X	X	X	X
Obtain/maintain permanent housing	% exiting to PH destinations > TH- 90% exit to PH, PSH - remain or move to PH	CoC APR: Q23c Exit Destination	20	75-90%=10 pts, under 75%=0 pts	X	X	X	X	X
Increase income	8% of adults increased earned income of project stayers or leavers	CoC APR Q16-19 to find best measure for your outcomes OR Use SRT Increased Income (Q19 gives final change over time)	2.5	No spread	X	X	X	X	X
Increased income resources	8 % of adults who have unearned income increases for project stayers or leavers	See APR Q17-19. Individuals with increased and earned income	2.5	No spread	X	X	X	X	X

Outcome	Indicator	Measure	Total Points	Points Spread	TH	NAV RRH	Joint TH/RRH	PSH	RRH
Project Effectiveness (total site monitoring points) = 30									
Housing First, Low barrier	Commits to housing first model	Program policies, funding applications	5	Low barrier only= 2.5 pts	X	X	X	X	X
Eligible costs and fiscal management	Drawdowns at least quarterly, costs eligible, match, other(see site monitoring tool percentage) - 90%	Fiscal site monitoring	5	No spread	X	X	X	X	X
Effective utilization of funds	95% funding utilization, First year programs 80%	Fiscal site monitoring	5	COVID may be area of advocacy for 2.5 pts for 80-95%	X	X	X	X	X
CE - filling vacancies from by names list	Greater than 95%	CE data elements - HMIS, case conferencing (CE APR)	5	TH only - if 80-95%=2.5 pts	X	X	X	X	X
CE - timely notification of vacancies (within 1 week of vacancy)	For 95% of vacancies	HMIS- current bed/unit inventory vs housing stock, case conferencing (CE APR)	5	No spread	X	X	X	X	X
CE - attends case conf when needed/conducts assessments when appropriate/participates in referral process	100% of the time per opening	CE case conferencing, CE APR	5	No spread	X	X	X	X	X

Outcome	Indicator	Measure	Total Points	Points Spread	TH	NAV RRH	Joint TH/RRH	PSH	RRH
Site Monitoring= 22.5									
Written organizational policies and procedures	See site monitoring tool for description	Site monitoring	5	Policies in place and meet criteria= 5 pts, policies in place but need work= 2.5 pts, no policies= 0 pts	X	X	X	X	X
Client identifier - eligibility documentation	See site monitoring tool for description	Site monitoring	2.5	3 out of 4 files have docs= 2.5 pts, Needs improvement=1.25 pts, major concern= 0 pts	X	X	X	X	X
Client identifier - rent and occupancy charges	See site monitoring tool for description	Site monitoring	2.5	No spread	X	X	X	X	X
Client identifier - Supportive Services	See site monitoring tool for description	Site monitoring	2.5	Project demonstrates commitment to SS & regular contact= 2.5 pts, SS but needs improvement=1.25 pts, major concern= 0 pts	X	X	X	X	X
Client identifier - housing units and leases	See site monitoring tool for description	Site monitoring	5	No issues= 5 pts, less than 5 issues identified=2.5pts. more than 5 issues= 0 pts	X	X	X	X	X
Corrective actions	See site monitoring tool for description	Site monitoring	5	None= 5 pts, corrections completed = 2.5 pts, corrections not completed or major issues = 0 pts	X	X	X	X	X
Outcome	Indicator	Measure	Total Points	Points Spread	TH	NAV RRH	Joint TH/RRH	PSH	RRH
CoC Priority Populations = 5									

Serving marginalized groups/high need groups	30% of participants meet a high need category (POC, GLBTQ, gender non-conforming, pregnant and parenting, Seniors - over age 65, substance use Disorder, DV survivor, other YHDP special populations)	CoC to determine how to track special populations - CE to track those housed annually/client files?	5	30% = 5 pts, 10-30%=2.5 pts, under 10% =0 pts	X	X	X	X	X
HUD - High Needs Populations = 15 - non YHDP PSH, 5 - non YHDP TH & Joint Component & RRH, 5 (+5pts for YHDP)									
Serve participants with limited income	50% of participants with zero income at entry	CoC COC APRQ16 income range at start	5	30%-50%=2.5 pts	X	X	X	X	X
Serve persons with co-morbidities	50% of participants with more than one disability type	Client file, CoC APRQ13 disabling conditions	5	30-50%=2.5 pts				X	
Serve Chronically homeless - <i>Non-YHDP only</i>	80% of participants are chronic	Client file	5	60-80%=2.5 pts				X	
Serving category 1, 2, and 4 - <i>YHDP only</i>	All participants are in at least 1 of these categories	Client file	5	No spread	X	X	X	X	X
Other and Local Criteria = 27.5									
Bed Utilization	Project's utilized beds meets (88% - or 50% for first year program) of the number proposed in its application	CE coordination, CoC Reports, CoCAPRQ5 total number of HoH served within site monitoring APR report timeframe, PIT count in HMIS	10	No spread - annual average (smaller programs may advocate)	X	X	X	X	X
Data Quality	Greater than 95%	Data quality plan, project DQ report	10	75%-85%=5 pts, 85%-95%=7.5 pts	X	X	X	X	X

Outcome	Indicator	Measure	Total Points	Points Spread	TH	NAV RRH	Joint TH/RRH	PSH	RRH
Participation/leadership	Chair committee, quarterly participation	Committee meeting tracking	5	Committee chair from project=5 pts, at least quarterly mtg participation=2.5 pts	X	X	X	X	X
Project annual narrative participation	Presents to CoC Board of Directors	Written/spoken documentation	2.5	Up to 2.5 points for a Narrative	X	X	X	X	X
Equity Factors - Agency Leadership, Governance, and Policies = 40									
Under-represented individuals have a significant voice in agency operations	Recipient has under-represented individuals (BIPOC, LGBTQ) in managerial, supervisory, and leadership positions	Renewal Application Supplement	10	Already in place=10 pts, plan to implement=5 pts, no plan=0 pts	X	X	X	X	X
Persons with lived experience have a significant voice on the agency Board of Directors	Recipient's Board of Directors includes representation from more than one person with lived experience	Renewal Application Supplement	10	Already in place=10 pts, plan to implement=5 pts, no plan=0 pts	X	X	X	X	X
Persons with lived experience have ample opportunity to guide the direction of agency management and policies and procedures	Recipient has relational process for receiving and incorporating feedback from persons with lived experience	Renewal Application Supplement	10	Already in place=10 pts, plan to implement=5 pts, no plan=0 pts	X	X	X	X	X
Agencies are low barrier for all persons and evaluate how the barriers that exist might disproportionately affect different populations	Recipient has reviewed internal policies and procedures with an equity lens and has a plan for developing and implementing equitable policies that addresses historical barriers and do not impose undue barriers	Renewal Application Supplement	10	Already in place=10 pts, plan to implement=5 pts, no plan=0 pts	X	X	X	X	X

Outcome	Indicator	Measure	Total Points	Points Spread	TH	NAV RRH	Joint TH/RRH	PSH	RRH
Equity Factors - Program Participant Outcomes = 30									
At the program level, there are equitable participant outcomes regardless of race, ethnicity, gender identity/expression, and/or age	Recipient has reviewed program participant outcomes with an equity lens. Including the disaggregation of data by race, gender identity/expression, and/or age	Renewal Application Supplement	10	Already in place=10 pts, plan to implement=5 pts, no plan=0 pts	X	X	X	X	X
Programs are regularly reviewing data by different populations to look for areas of inequity	Recipient is working with the HMIS lead to develop a schedule for reviewing HMIS data with disaggregation by race, ethnicity, gender identity/expression, and/or age	Renewal Application Supplement and Program Policies	10	Already in place=10 pts, plan to implement=5 pts, no plan=0 pts	X	X	X	X	X
Programs are utilizing data on equity and outcomes to inform policies and procedures and make changes if needed	Recipient has identified programmatic changes needed to make program participant outcomes more equitable and developed a plan to make those changes	Renewal Application Supplement and Program Policies	10	Already in place=10 pts, plan to implement=5 pts, no plan=0 pts	X	X	X	X	X

	PSH (220)	TH (215)	RRH (210)	Joint Component (225)
System Performance Measure % (20% target)	23%	26%	24%	29%
Objective Criteria % (33% target)	41%	40%	38%	42%



Appendix B. New Project Application Evaluation Criteria and Scoring

Threshold Criteria *(to be completed by CoC prior to moving to ranking & evaluation committee)*

Did project meet threshold criteria? (Yes/No) _____

Any necessary information regarding the Threshold requirements to be considered? Please explain.

New Project Rating Factors: ___/4 PSH & RRH ___/4 CE-SSO

<u>Section</u>	<u>Total Points</u>	<u>Score</u>
Experience	25 Points	___/25
Design of Housing and Supportive Services	50 Points	___/45
Timeliness	10 Points	___/10
Financial	45 Points	___/45
Coordinated Entry	5 Points	___/5
Equity Factors – Agency Leadership, Governance, and Policies	40 Points	___/40
Equity Factors – Program Participant Outcomes	30 Points	___/30
Total	200 Points	___/200

Experience – 25 Points

<u>Criteria</u>	<u>Application Section</u>	<u>Total Points</u>	<u>Scoring Spread</u>
Experience of the applicant in working with the proposed population and in providing housing similar to that proposed in the application	Esnaps Application – <i>Section 2B</i>	15	<p>5 years experience with population and 5 years years experience in providing housing = 15 Points</p> <p>5 years experience with population OR 5 years experience providing housing = 10 points</p> <p>Experience but under 5 years = 5 points</p> <p>No experience = 0 points</p>
Experience with using a Housing First approach. Include 1) eligibility criteria; 2) process for accepting new clients’ 3) process and criteria for exiting clients. Must demonstrate there are no preconditions to entry, allowing entry regardless of past substance abuse, income, criminal records (with exceptions of restrictions imposed by federal, state, or local law or ordinance), marital status, familial status, self-disclosed or perceived sexual orientation, gender identity or gender expression. Must demonstrate the project has a process to address situations that may jeopardize housing or project assistance to ensure that project participation is terminated in only the most severe cases.	<p>Supplemental – <i>Experience</i></p> <p>Esnaps Application – <i>Section 5</i></p>	10	<p>Experience using Housing First approach = 10 points</p> <p>Experience using Low Threshold approach = 5 points</p> <p>No experience using Housing First or Low Threshold = 0 points</p>

Design of Housing and Supportive Services – 50 Points

<u>Criteria</u>		<u>Points</u>	
Demonstrates understanding of the needs of the clients to be served	Supplemental – <i>Design Housing and Support Services</i>	3	No points spread
Demonstrates that type, scale and location of the housing fits the needs of the clients to be served	Supplemental – <i>Design Housing and Support Services</i>	3	No points spread
Demonstrates that the type and scale of all the supportive services, regardless of funding source, meets the needs of clients to be served	Supplemental – <i>Design Housing and Support Services</i>	3	No points spread
Demonstrates how clients will be assisted in obtaining mainstream benefits	Supplemental – <i>Design Housing and Support Services</i>	3	No points spread
Establishes performance measures for housing and income that are objective, measurable, trackable and meet or exceed established HUD or CoC benchmarks.	Supplemental – <i>Design Housing and Support Services</i>	3	No points spread

Demonstrates a need for this type of project for populations served.	Supplemental – <i>Design Housing and Support Services</i>	5	No points spread
Has general plan to assist clients to rapidly secure and maintain permanent housing that is safe, affordable, accessible, and acceptable to their needs.	Supplemental – <i>Design Housing and Support Services</i>	5	No points spread
Describes how clients will be assisted to increase employment and/or income and to maximize their ability to live independently	Supplemental – <i>Design Housing and Support Services</i>	5	No points spread
Project leverages housing resources with housing subsidies or units not funded through the CoC or ESG program.	Supplemental – <i>Design Housing and Support Services</i>	5	No points spread
Project leverages health resources, including a partnership commitment with a healthcare organization	Supplemental – <i>Design Housing and Support Services</i>	10	No points spread

Timeliness – 10 Points

<u>Criteria</u>	<u>Response Found</u>	<u>Points</u>	<u>Points Spread</u>
Describe plan for rapid implementation of the program, documenting how the project will be ready to begin housing the first program participant.	Esnaps Application – <i>Section 3B Project Milestones (5) Supplemental – Timeliness (5)</i>	10	No points spread

Financial – 45 Points

<u>Criteria</u>	<u>Response Found</u>	<u>Points</u>	<u>Points Spread</u>
Project is cost-effective, budgeted costs are reasonable, allocable, and allowable.	esnaps Application- <i>Part 6</i>	25	Project is cost-effective and reasonable = 15 Points Project is allocable and allowable = 10 points
Organization’s most recent audit: 1) found no exceptions to standard practices; 2) identified agency as ‘low-risk’, and 3) indicates no findings.	esnaps Application- <i>2B</i>	15	Meets 3 criteria = 15 Findings but addressed = 10 Findings not addressed = 0
Documented match amount meets HUD requirements	esnaps Application- <i>Part 6</i>	5	No points spread

Project Effectiveness - Coordinated Entry – 5 Points

<u>Criteria</u>	<u>Response Found</u>	<u>Points</u>	<u>Points Spread</u>
Project utilization of Coordinated Entry System while maintaining equity in housing placement and participants served.	PSH-RRH - Supplemental – <i>CE</i> CE-SSO – esnaps Application- <i>Section 4</i>	5	No points spread

Equity Factors – Agency Leadership, Governance, and Policies – 40 Points

<u>Criteria</u>	<u>Response Found</u>	<u>Points</u>	<u>Points Spread</u>
Inclusion of under-represented individuals in managerial and leadership positions.	Supplemental – <i>EF Agency Leadership</i>	10	Already in place = 10 points Plan to implement = 5 points No Plan = 0 points
Board of Directors includes representation from more than one person with lived experience	Supplemental – <i>EF Agency Leadership</i>	10	Already in place = 10 points Plan to implement = 5 points No Plan = 0 points
Has relational process for receiving and incorporating feedback from persons with lived experience	Supplemental – <i>EF Agency Leadership</i>	10	Already in place = 10 points Plan to implement = 5 points

			No Plan = 0 points
Has reviewed internal policies and procedures with an equity lens and has a plan for developing and implementing equitable policies that do not impose undue barriers	Supplemental – <i>EF Agency Leadership</i>	10	Already in place = 10 points Plan to implement = 5 points No Plan = 0 points

Equity Factors – Program Participant Outcomes – 30 Points

<u>Criteria</u>	<u>Response Found</u>	<u>Points</u>	<u>Points Spread</u>
Plan for reviewing program participant outcomes with an equity lens, including the disaggregation of data by race, ethnicity, gender identity, and/or age.	Supplemental – <i>Program Participant Outcomes</i>	10	Already in place = 10 points Plan to implement = 5 points No Plan = 0 points
Plan to review whether programmatic changes are needed to make program participant outcomes more equitable and developed a plan to make those changes.	Supplemental – <i>Program Participant Outcomes</i>	10	Already in place = 10 points Plan to implement = 5 points No Plan = 0 points
Plan to work with HMIS lead to develop a schedule for reviewing HMIS data with disaggregation by race, ethnicity, gender identity, and/or age.	Supplemental – <i>Program Participant Outcomes</i>	10	Already in place = 10 points Plan to implement = 5

			points No Plan = 0 points
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For DV Bonus Projects Only – No Score

<u>Criteria</u>	<u>Response Found</u>	<u>Points</u>	<u>Points Spread</u>
Organization or expected subrecipient a victim service provider defined in 24 CFR 578.3 and use a comparable HMIS database that collects the same data elements	Supplemental – DV	Not Scored	-

Total Points: _____/200

Signature of Agency Representative

Date

Print Name of Agency Representative

Appendix C: FY2021 Three County CoC Renewal Project Listing (Projects for Renewal or Reallocation)

Applicant	Project Name	Grant Number	Expiration Year	Project Component	Leasing	Rental Assistance	Supportive Services	Operating Costs	HMIS	Admin	Total ARA
CAPV	3 County CoC HMIS Project	MA0064L1T072010	2022	HMIS	\$0	\$0	\$0	\$0	\$76,635	\$3,444	\$80,079
CAPV	3 County CoC CE Project	MA0540L1T072004	2022	SSO	\$0	\$0	\$103,743	\$0	\$0	\$7,800	\$111,543
CAPV	Paradise Pond Apartments	MA0072L1T072013	2022	PH	\$0	\$0	\$0	\$28,143	\$0	\$1,461	\$29,604
CAPV	Adult Independent Living Program	MA0142L1T072013	2022	TH	\$0	\$0	\$5,000	\$35,572	\$0	\$2,840	\$43,412
CAPV	Louison House TH	MA0144L1T072013	2022	TH	\$0	\$0	\$43,000	\$86,992	\$0	\$9,099	\$139,091
CAPV	Project Reach	MA0336L1T072010	2022	PH	\$21,739	\$0	\$3,030	\$0	\$0	\$1,341	\$26,110
CAPV	SN Shelter Plus Care North	MA0353L1T072011	2022	PH	\$0	\$220,920	\$0	\$0	\$0	\$8,775	\$229,695
CAPV	A Positive Place	MA0401L1T072009	2022	PH	\$0	\$96,852	\$31,846	\$0	\$0	\$7,234	\$135,932
CAPV	Village Center SHP	MA0468L1T072007	2022	PH	\$0	\$0	\$19,720	\$44,113	\$2,000	\$2,978	\$68,811
CAPV	LH Northern Berkshire PH	MA0604L1T072003	2022	PH	\$120,565	\$0	\$15,750	\$0	\$0	\$11,149	\$147,464
CAPV	CHD PSH	MA0633L1T072002	2022	PH	\$370,261	\$0	\$232,388	\$75,316	\$7,558	\$42,313	\$727,836
CAPV	Dial Self TH/PH RRH	MA0634L1T072002	2022	Joint TH & PH-RRH	\$0	\$0	\$89,459	\$0	\$2,369	\$6,427	\$98,255
TOTAL											\$1,837,832

Appendix D: FY2021 Three County YHDP Renewal Project Listing (Projects for Renewal or Replacement)

Applicant	YHDP Project Name	Grant Number	Expiration Year	Project Component	Leasing	Rental Assistance	Supportive Services	Operating Costs	HMIS	Admin	Total ARA
CAPV	3 County CoC YHDP HMIS	MA0689Y1T071800	2022	HMIS	\$0	\$0	\$0	\$0	\$40,000	\$4,000	\$44,000
CAPV	3 County CoC YHDP SSO-CE	MA0688Y1T071800	2022	SSO	\$0	\$0	\$54,545	\$0	\$0	\$5,455	\$60,000
CAPV	Mental Health Association YHDP RRH Navigators	MA0690Y1T071800	2022	PH	\$0	\$69,984	\$118,800	\$0	\$4,000	\$18,128	\$210,912
CAPV	Mental Health Association YHDP PSH Hope for Home	MA0691Y1T071800	2022	PH	\$0	\$104,976	\$57,992	\$0	\$7,000	\$15,960	\$185,928
CAPV	Gandara SHINE YHDP TH/RRH	MA0692Y1T071800	2022	Joint TH & PH-RRH	\$68,712	\$104,976	\$127,281	\$89,860	\$6,782	\$27,238	\$424,849
CAPV	Dialself YHDP RRH Franklin	MA0693Y1T071800	2022	PH	\$0	\$46,656	\$8,254	\$0	\$13,678	\$6,398	\$74,986
TOTAL											\$1,000,675

Appendix E. Renewal Project Application Supplemental Questionnaire

Equity Questions and Additional Ranking Factors

Note: See Renewal Project Ranking form for full scoring plan. Renewal Project ranking is determined by data collected during site monitoring for systems performance measures, project effectiveness, populations served, and local criteria. Scoring in those areas has been adjusted for this renewal process based on additional information in the FY2021 NOFO and voted on by the CoC Board of Directors on 9/14/21. The following questions are added to help inform that process, and will be scored based on responses. The Scoring spread is identified in the Renewal Project Outcomes, Measure and Scoring too, Appendix A.

Equity Factors - Agency Leadership, Governance, and Policies

1. Does your agency have under-represented individuals (BIPOC, LGBTQ, etc.) in managerial, supervisory, and leadership positions? Please explain.

2. Does your agency's Board of Directors includes representation from more than one person with lived experience of homelessness?
 - 2a. If not, please explain your plan for increasing participation from this demographic.

3. Does your agency/program include a relational process for receiving and incorporating feedback from persons with lived experience of homelessness/persons with hands on expertise of the issues facing those experiencing homelessness? Please explain.

4. Has your program reviewed internal policies and procedures with an equity lens and has a plan for developing and implementing equitable policies address historical barriers and do not impose undue barriers? Please explain your plan for incorporating equitable practices.

Equity Factors – Program Participant Outcomes

1. Have you reviewed program participant outcomes with an equity lens. Including the disaggregation of data by race, gender identity/expression, and/or age? *(Of those served, are there positive outcomes for various populations/patterns of denial for people of color for example..)*
 - 1a. Please explain what has been identified and a plan for addressing identified programmatic changes needed to make program participant outcomes more equitable and the plan to make those changes.

2. Will you commit to working with the HMIS lead (CAPV) to develop a schedule for reviewing HMIS data with disaggregation by race, ethnicity, gender identity/expression, and/or age?

Appendix F. New Project Supplemental Application



Three County Continuum of Care New Project Application Packet 2021

Funding Applicant Threshold Form

Instructions:

Complete the following form for the Application process and return, with the following to the Three County CoC for a complete application (please note that the CoC may request additional documentation relevant to answers within this application):

1. A fully answered and completed Project Funding Application
2. A copy of applicant’s two most recent annual audited financial statements, see section E. for further information.
3. A Match letter on agency **letterhead** and signed by an **authorized signer**, see section E. for further information.

Agency Name:	Program Name (If applicable):	
Primary Contact Information for Agency Component		
Primary Agency Contact Name:	Title:	
Email Address:	Phone:	
AGENCY INFORMATION		
1. What is your total FY2021 agency budget?	\$_____.	
2. What percentage of your overall budget is Federal Funding?	_____%	



HUD THRESHOLD

<p>1. Does the agency provide for the participation of MORE than one homeless or formerly homeless individual on the board of directors or other equivalent policymaking entity?</p>	<input type="checkbox"/> Yes - Board <input type="checkbox"/> Yes - Other <input type="checkbox"/> No
<p><i>1a. If "yes, other," please describe the entity, its nature, and how they participate?</i></p> <p><i>1b. If "no" explain how you plan to engage in this expectation?</i></p>	
<p>2. Does your agency or program have a relational process for receiving and incorporating feedback from persons with lived experience?</p> <p>Please explain.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> NO
<p>3. Does the agency have an unqualified, independent financial audit completed within 6 months of the end of the fiscal year?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>4. Does your agency have a SAM.gov registration? Please list it.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>5. Does your agency have an active DUNS number? Please list it.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

6. Does the agency have experience with receiving federal funding to operate similar programming?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Does the agency have any delinquent federal debt? Please explain.	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Does the agency provide clients with specialized resources to meet the unique needs of clients with physical, cognitive, or behavioral disabilities and provides reasonable accommodations for clients with linguistic and/or cultural challenges? (I.e. ramps, Spanish language forms, etc.) Please explain.	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Will this project serve people experiencing homelessness in Berkshire, Hampshire, or Franklin Counties?	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Does the agency provide due process to clients who are asked to leave any program?	<input type="checkbox"/> Yes <input type="checkbox"/> No
11. Does the agency comply with Public Law 90-284 referring to the Fair Housing Act (42 USC 3601-20), as amended	<input type="checkbox"/> Yes <input type="checkbox"/> No
12. Does your agency have any unresolved Fair Housing or Civil Rights matters? If yes, explain.	<input type="checkbox"/> Yes <input type="checkbox"/> No
13. Has your agency updated its Code of Conduct so that it is compliant with 2 CFR Part 200 and submitted to HUD	<input type="checkbox"/> Yes <input type="checkbox"/> No
14. Is your agency under debarment or suspension from doing business with the Federal Government and/or on the Federal do not pay list?	<input type="checkbox"/> Yes <input type="checkbox"/> No
15. Is your organization in compliance with the prohibition against lobbying Section 1352, Title 31, U.S. Code?	<input type="checkbox"/> Yes <input type="checkbox"/> No

<p>16. Does your organization comply with HUD directives regarding Equal access to housing Docket Number: HUD-2015- 0104; Docket Name: FR-5863-P-01</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>17. Does your agency have any other non-HUD funded homeless projects?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<p>17a. If yes, is the data from the non-CoC funded homeless projects entered into HMIS?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<p>18. Coordinated Entry If applicable, does your agency currently prioritize participants through the Coordinated Entry Process?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

Additional Questions For Current or Previous CoC or other Federally or State funded Projects (the following questions will not be included in the decision regarding meeting Threshold requirements, but may be followed up on with interest for further documentation, if your agency is chosen by the project selection team):

A. Have you returned any funds to HUD (or other federal government agency) or the state on any existing grants in the last two years? yes no

If yes, how much has been returned?

What is the reason that the funds have been returned?

What actions are you taking to ensure full spending?

B. Do you have any outstanding obligation to HUD, other federal or state agencies that is in arrears or for which a payment schedule has not been agreed upon? yes no

If yes, how much is owed?

What is the reason for the obligation to HUD?

What is preventing establishing a payment schedule?

C. (If applicable) Have you consistently drawn down funds at least quarterly on all HUD CoC grants in the last two years? yes no

If no, What is the reason that the funds have not been drawn down?

What actions are you taking to ensure timely draw down?

D. (If applicable) Have you submitted on time Annual Progress Reports (APRs) for all HUD CoC grants in the last two years? yes no

If no, What is the reason that APRs were late?

What actions are you taking to ensure timely submission?

E. Attachments:

*Submit 1 copy of the applicant's two most recent annual financial statements prepared by an Independent Certified Public Accountant, and reviewed or audited in accordance with Generally Accepted Accounting Principles (GAAP) (USA). Each copy shall include all applicable financial statements, auditor's reports, management letters, and corresponding reissued components.

*Submit a match letter with the following: Amount of cash or inkind to be provided to the recipient for the project and the source; specific date the cash will be made available; The actual grant and fiscal year to which the cash match will be contributed; Time period during which funding will be available; and Allowable activities to be funded by the cash match.

Please note: In general, program participant mainstream benefits are not considered match in the CoC Program because the benefits are not committed to the recipient/subrecipient for the activities funded through the project. Instead, benefits are provided to the program participant and are based on program participant eligibility for that program.

After reading the following link, are there any additional disclosures your agency should provide in response?

Please include those in the space below. <https://www.hud.gov/sites/dfiles/SPM/documents/ELIG-REQS-GRANTS-2018v2.pdf>

Signature of Agency Representative

Date

See below for additional rating criteria that will be included for New Projects in terms of meeting threshold expectations. New Project applications will be reviewed for the following threshold criteria:

New Project Rating – 4 Points

Permanent Supportive Housing or Rapid Rehousing

<u>Criteria</u>	<u>Response Found</u>	<u>HUD’s Point Structure*</u>
Demonstrates type of housing proposed, including the number of configuration and units, will fit the needs of program participants	Supplemental – <i>New Project PSH-RRH</i>	1
Demonstrates type of supportive services offered to program participants will ensure successful retention in or help in obtaining PH	Supplemental – <i>New Project PSH-RRH</i>	1
Plan for ensuring program participants will be individually assessed to obtain the benefits of mainstream health, social, and employment programs for which they are eligible to apply meet the needs of program participants (e.g. Medicare, Medicaid, SSI, Food Stamps, etc.)	Supplemental – <i>New Project PSH-RRH</i>	1
Demonstrates program participants are assisted to obtain and remain in permanent housing in a manner that fits their needs (e.g. case management, DV victim safety planning, etc.)	Supplemental – <i>New Project PSH-RRH</i>	1

*As identified in the NOFO

CE-SSO (DV Bonus Only)

<u>Criteria</u>	<u>Response Found</u>	<u>HUD’s Point Structure*</u>
Plan for reviewing program participant outcomes with an equity lens, including the disaggregation of data by race, ethnicity, gender identity, and/or age. If already implementing a plan, describe findings from outcomes review.	Supplemental – <i>Program Participant Outcomes</i>	1
Plan to review whether programmatic changes are needed to make program participant outcomes more equitable and developed a plan to make those changes. If already implementing plan, describe findings from review.	Supplemental – <i>Program Participant Outcomes</i>	1
Plan to work with HMIS lead to develop a schedule for reviewing HMIS data with disaggregation by race, ethnicity, gender identity, and/or age. If already implementing plan, describe finding from review.	Supplemental – <i>Program Participant Outcomes</i>	1

*As identified in the NOFO



Three County Continuum of Care New Project Supplemental Application 2021

New Project Supplemental Application Form

Instructions:

Please complete the following form as part of the New Project Application RFP submission process, in addition to the project you will complete in *esnaps*. Please return this form to Keleigh Pereira via email at kpereira@communityaction.us by 5:00pm on October 15, 2021.

- The Continuum of Care reserves the right not to review late or incomplete applications or those in which applicants don't meet threshold eligibility requirements. All fully complete applications which are eligible will be forwarded to a Project Selection team for review.
- Applicants should carefully read the RFP requirements, the COC FY21 NOFA, and review the scoring sheet before drafting answers to ensure they are compliant and highlighting key areas.
- Please email questions regarding the RFP and application to Keleigh Pereira:
kpereira@communityaction.us

Agency Name:	Program Name (If applicable):
New Project Type:	
Primary Contact Information for Agency Component	
Primary Agency Contact Name:	Title:
Email Address:	Phone:

Experience

Describe the experience of the applicant in working with the proposed population and in providing housing similar to that proposed in the application.

Response:

Describe experience with using a Housing First approach. Include: 1) Eligibility criteria; 2) Process for

accepting new clients'; and 3) Process and criteria for exiting clients. *Must demonstrate there are no preconditions to entry, allowing entry regardless of past substance abuse, income, criminal records (with exceptions of restrictions imposed by federal, state, or local law or ordinance), marital status, familial status, self-disclosed or perceived sexual orientation, gender identity or gender expression. Must demonstrate the project has a process to address situations that may jeopardize housing or project assistance to ensure that project participation is terminated in only the most severe cases.*

Response:

Design of Housing and Supportive Services

Please describe the extent to which this project:

1. Demonstrates understanding of the needs of the clients to be served;
2. Demonstrates that type, scale and location of the housing fits the needs of the clients to be served
3. Demonstrates that the type and scale of all the supportive services, regardless of funding source, meets the needs of clients to be served;
4. Demonstrates how clients will be assisted in obtaining mainstream benefits;
5. Establishes performance measures for housing and income that are objective, measurable, trackable and meet or exceed established HUD or CoC benchmarks;

Response:

Demonstrates a need for this type of project for populations served.

Response:

Describe the general plan to assist clients to rapidly secure and maintain permanent housing that is safe, affordable, accessible, and acceptable to their needs.

Response:

Describe how clients will be assisted to increase employment and/or income and to maximize their ability to live independently.

Response:

Please describe how this project leverages housing resources with housing subsidies or units not funded through the CoC or ESG program.

Response:

Project leverages health resources, including a partnership commitment with a healthcare organization.

Response:

Timeliness

Following the plan for Project Milestones identified in the New Project application on *esnaps*, please describe plan for rapid implementation of the program, documenting how the project will be ready to begin housing the first program participant.

Response:

Project Effectiveness - Coordinated Entry (Only answer for PH- PSH or RRH)

Please share how this project will utilize the Coordinated Entry system for all program participant referrals while maintaining a commitment to equity in housing placement and participants served.

Response:

Equity Factors – Agency Leadership, Governance, and Policies

<p>Please describe how this project will include under-represented individuals in managerial and leadership positions.</p> <p>Response:</p>
<p>Please describe the scope of representation of people with lived in experience in this project, including Board of Director’s Representation and the process for receiving and incorporating feedback from persons with lived experience.</p> <p>Response:</p>
<p>Please describe how this project will review internal policies and procedures with an equity lens and how this project will develop and implement equitable policies that do not impose undue barriers onto participants or staff.</p> <p>Response:</p>

Equity Factors – Program Participant Outcomes

<p>Please describe the plan for reviewing program participant outcomes with an equity lens, including the disaggregation of data by race, ethnicity, gender identity, and/or age. If already implementing a plan, describe findings from outcomes review.</p> <p>Response:</p>
<p>Please describe the plan to review whether programmatic changes are needed to make program participant outcomes more equitable and developed a plan to make those changes. If already implementing plan, describe findings from review.</p>

Response:

Please describe plan to work with HMIS lead to develop a schedule for reviewing HMIS data with disaggregation by race, ethnicity, gender identity, and/or age. If already implementing plan, describe finding from review.

Response:

***For DV Bonus Projects Only**

Is your organization or expected subrecipient a victim service provider defined in 24 CFR 578.3 and use a comparable HMIS database that collects the same data elements? If yes, what is the name of the database? If no, what is the plan for acquiring a database?

Response:

Please explain the project's strategies to address and improve safety measures for this unique population?

Response:

Signature of Agency Representative

Date

Print Name of Agency Representative

Appendix G. Three County CoC (MA 507) REALLOCATION/TRANSITION PLAN

Reallocation. Reallocation is a process used by CoCs to shift funds in whole or part from existing eligible renewal projects to create one or more new projects without decreasing the CoCs ARD. New projects created through reallocation must meet the requirements set forth in Section 11.B.1 of the FY21 NOFO and the project eligibility and quality thresholds established by HUD in Sections V.C.3.b and c of the NOFO.

Transition. A grant to fund a new project from one or more eligible renewal projects being eliminated through reallocation from one program component to another eligible new component over a 1 year period. See page 25 of the FY21 NOFO for additional details/requirements.

To create a **Transition Grant** (see section III.B.2.z of the FY21 NOFO, the CoC would wholly eliminate one or more projects and use those funds to create a single, new transition grant. *For FY21, YHDP Projects cannot be reallocated.*

Background

To ensure the strategic allocation of resources and continued progress toward the goal of ending homelessness, in 24 CFR § 578.105(b)(2) and § 578.107(b)(1)(iv), the United States Department of Housing and Urban Development (HUD) authorizes Continuums of Care (CoCs) to reallocate funds from underperforming, underutilized, redundant, non-cost effective, or obsolete programs to create new projects which:

- meet the eligibility and quality thresholds established by HUD under 24 CFR § 578.39 through § 578.63
- ☐ meet the requirements as set forth in the annual Notice of Funding Opportunity (NOFO)
- ☐ serve new participants, focusing on the most vulnerable chronically homeless and other populations identified by the local Coc and by HUD.
- ☐ increase local housing stock, and
- ☐ ensure that all resources are being utilized toward achieving the goal of ending homelessness

Under 24 CFR § 578.7(a)(6), CoCs are mandated to consult with grantees and sub-grantees to establish performance targets appropriate for their specific populations and program types; monitor grantee and sub-grantee performance; evaluate outcomes; and take corrective action where performance does not meet expectation.

Appendix G. Three County CoC (MA 507) REALLOCATION/TRANSITION PLAN

POLICY STATEMENT

Reallocation is intended to optimize CoC system performance to achieve the following objectives:

- (1) Meet housing needs for persons as identified in the Coordinated Entry System (CES)
- (2) Provide high-quality, equitable, and effective programming
- (3) Align funded programming with HEARTH Act priorities as defined in § 427 and HUD priorities as defined in 24 § CFR 576.2

Appendix G. Three County CoC (MA 507) REALLOCATION/TRANSITION PLAN

TYPES OF REALLOCATION

Reallocation may be self-initiated by a funded agency (voluntary) or initiated by the 3-County CoC Board (Continuum-initiated). Decisions related to Continuum-initiated reallocations will be made in accordance with 24 CFR 578.107(a) and (c), which hold each CoC responsible for the performance, fiduciary accountability, and strategic value of each CoC program project included in its annual Collaborative Application.

Project funding may be reallocated in the following ways:

- Funding (in whole or part) from one project into a new project by the same provider
- Funding (in whole or part) from one project into a new project by a different provider
- Funding (in whole or part) from one project into more than one new project
- Funding (in whole or part) from multiple projects into one new project
- Funding (in whole or part) from multiple projects into more than one new project

Self-Initiated (Voluntary) Reallocation - A grantee may voluntarily request reallocation of project funding if:

- (1) The grantee wishes to move funds to a new eligible project or projects,
- (2) The grantee is no longer interested in continuing a project or part of a project,
or
- (3) The grantee no longer needs CoC funding as funding becomes available through other sources.

Grantees may request the reallocation of funds by submitting written notification to the MA-507 Collaborative Applicant and HUD Field Office CoC Representative. A grantee wishing to return funds through the voluntary process must do so in accordance with federal and state requirements and develop a transition plan with the Collaborative Applicant and HUD Field Office to minimize disruption to clients whose housing is supported by CoC grant funds.

Appendix G. Three County CoC (MA 507) REALLOCATION/TRANSITION PLAN

Continuum-Initiated (Involuntary) Reallocation. *new 2021*

- Changes in local priorities based on HUD's annual NOFO and other identified gaps in services and housing availability;
- Inability to meet threshold requirements for annual expectations;
- Outstanding obligation to HUD that is in arrears or for which a payment schedule has not been agreed upon;
- Audit findings where response is overdue or unsatisfactory;
- History of inadequate financial management or accounting, including untimely billing responses;
- History of Underspent Funds;
- Evidence of untimely expenditures on prior award;
- History of not reimbursing subrecipients for eligible costs in a timely manner, or at least quarterly;
- History of other major capacity issues that have significantly affected the operation of the project and its performance;
- History of serving ineligible program participants, expending funds on ineligible costs, or failing to expend funds within statutorily established timeframes;
- Serious or significant privacy or security data breaches.

Appendix H. Instructions For ESNAPS & Additional Document Submissions

Accessing *esnaps*.

- The applicant must designate a staff person to access *esnaps*.
- The designated individual must visit the *esnaps* site, www.esnaps.hud.gov, click the “Create Profile” button, and provide the required information. Following this step, the individual must send an email to mlafleur@communityaction.us, and request that the individual be linked to the Three County CoC’s account. Michele Lafleur will then confirm when they have been added to the account.
- For new projects: Within 2 business days, of the intent to apply, Keleigh Pereira will communicate information regarding the new project application for the proposed project, and the opportunity to access it in *esnaps*.

Accessing the application in *esnaps*.

- The applicant’s staff person should log-in to *esnaps* and click the “Submissions” button in the left-hand column. At the top middle of the page that opens is a section named “Submissions Filters” and the top line is “Applicant Project Name.” Use the drop-down menu to find your project. Once your agency and program name are in the box from the drop-down menu, click the “Filter” button.
- Once the system filters to only your program, look in the second column for “Renewal Project Application FY2018” or “New Project Application FY2018.” To open the application, click on the orange and grey icon to the left of the program name.

Completing the *esnaps* application.

- Note that Part 1 of the application will be completed by the Collaborative Applicant. Because HUD grants are awarded to the Community Action Pioneer Valley as the recipient, CAPV is considered the applicant. Each program grantee is a subrecipient. Subrecipient information begins in Part 2.
- Detailed instructions for completing the application will be made available at the following sites:
 - FY21 Renewal Detailed Instructions:
<https://www.hud.gov/sites/dfiles/CPD/documents/FY-2021-Renewal-Project-Application-Detailed-Instructions.pdf>
 - FY2021 New Project Renewal Detailed Instructions:
<https://www.hud.gov/sites/dfiles/CPD/documents/FY-2021-New-Application-Detailed-Instructions.pdf>
 - FY21YHDP Project Renewal Detailed Instructions:
<https://www.hud.gov/sites/dfiles/CPD/documents/FY-2021-YHDP-Renewal-Detailed-Instructions.pdf>
 - FY21YHDP Project Replacement Detailed Instructions:
<https://www.hud.gov/sites/dfiles/CPD/documents/FY-2021-YHDP-Replacement-Detailed-Instructions.pdf>
 - Additional project detail instructions and navigational guides can be found here:
https://www.hud.gov/program_offices/comm_planning/coc/competition?utm_source=HUD+Exchange+Mailing+List&utm_campaign=8e5

Appendix H. Instructions For ESNAPS & Additional Document Submissions

[efe841c-FY 2021 CoC Program Comp Now Open 8 18 21&utm_medium=email&utm_term=0_f32b935a5f-8e5efe841c-19524653](#)

Esnaps attachment

- All new applications must contain documentation of the agency's 501(c)(3) status, which must be uploaded at screen 7A.

Application submission.

- Once the application is complete, all sections should demonstrate completion with a check mark on the final page. **Do not hit the Submit button.**

Additional Documents needed:

In addition to the esnaps submission, applicants must submit the following documents to Keleigh Pereira at kpereira@communityaction.us or by mail at 393 Main Street, Greenfield, MA 01301.

Renewal Projects:

- Completed Supplemental Application for Renewal Projects
- List of Board of Directors with identification of Officers and terms
- Documentation of required match (Approved by the CoC and then uploaded to the project application.
- MOU for any formal Service Agreements, inkind match plans.

New projects:

- Completed Supplemental Application for New Projects
- Agency Articles of Incorporation
- List of Board of Directors with identification of Officers and terms
- Certified Organization Audit/Financial Statements of most recent year:
 - Copy of OMB A-133 Audit (Required if \$500,000 or more in aggregate Federal funds expended); or
 - Financial statements audited by a CPA (if not bound by the requirements of OMB A-133)
- Agency Financial Management Policies and Procedures
- Agency Procurement Policies and Procedures
- Documentation of required match/ MOU for any formal Service Agreements, inkind match plans.

Appendix H. Instructions For ESNAPS & Additional Document Submissions

- Formal Written agreement with Health Care Providers for incorporated Health Care Access (CoC Bonus)

BOTH THE ESNAPS SUBMISSION AND THE REQUIRED DOCUMENTS MUST BE RECEIVED BY October 15th, 5pm.

Appendix I.– Three County CoC Ranking and Evaluation Committee

Roles and Responsibilities

The 3 County (Berkshire, Franklin Hampshire) Board is responsible for establishing policy priorities for the CoC. The CoC Project Ranking and Evaluation Committee is charged with evaluating and ranking CoC projects for inclusion in the annual application for funding submitted to HUD by the Collaborative Applicant. The Project R&E Committee must include members who are not CoC funding sub-recipients, and should reflect the voices of people with lived experience of homelessness & under-represented populations.

Annually, members of the CoC Project Ranking and Evaluation Committee will:

1. Attest that they do not have a conflict of interest in reviewing and ranking any of the CoC's new or renewal projects;
2. Design and implement a collaborative process for developing a consolidated application for Three County programs and projects seeking CoC funding.
3. Assess the review and ranking process for renewal and new CoC applications and, if necessary, make recommendations to improve to the process, based on previous conditions within the CoC or NOFO/HUD changes & recommendations;
4. Review findings and program priorities established by the Board or Collaborative Applicant, and the applications for new programs or projects, and make recommendations to the Board about which programs/projects to include in the annual CoC application, and rank projects for the application.
5. Develop and oversee operation of a grievance process for agencies whose applications for funding have not been selected by the CoC.
6. Agree to commit approximately 6-10 hours on an annual basis to undertake the duties described above.

Note: Final Approval for Submission and Ranking of New and Renewal Projects will be determined by the CoC Board of Directors.

Adopted by the 3 County CoC Board, updated August 2021.