

Homeless Action Network of Detroit

2008 HUD Continuum of Care Application Process and Timeline

HUD requires that each Continuum of Care develop a process to determine whether projects up for renewal are (1) performing satisfactorily and (2) effectively addressing the needs for which they were designed. The packet contains information about the process that will be used for the 2008 funding round. All information and materials may also be found on HAND's website at www.handetroit.org, on the "Funding" page.

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HUD Debriefing

- Information from HUD's February 21, 2008 Continuum of Care webcast is available at HUD Homeless Resource Exchange website www.hudhre.info.
 - Click on "CoC Grant Application Materials"
 - Click on "FY 2007 CoC Debriefing Webcast"
- HUD will distribute key information related to the Continuum of Care application process via the HUD Homeless Assistance LISTSERV – interested persons should sign up for the LISTSERV at www.hudhre.info.

Electronic Submission

For the first time in 2008, the entire application to HUD (both Exhibit 1 and the Exhibit 2 Project Applications) will be submitted electronically. To prepare for this, please note the following:

- All applicants must have a valid DUNS (Duns & Bradstreet) number. Call 1-866-705-5711 to obtain a DUNS number if your organization does not already have one.
- Your organization must be registered with the federal government in the Central Contractor Registration (CCR). If your organization is not already registered with CCR, take the time to register now, as the process can take several weeks. You can register on-line at www.ccr.gov. You must have a valid DUNS number in order to complete registration with CCR.
- This on-line application process will *not* be done on grants.gov. HUD will be developing a separate on-line application process for the Continuum of Care grants. They will be providing additional information and training on this on-line process in the coming months. It will be necessary though, for your organization to be registered with the Central Contractor Registration if it is not already. Please take the time now to check if your organization is registered with CCR and complete the application process early if you are not registered.
- CoC Registration Training: Every CoC will have to register in the new Electronic Registration System. This process will begin in May and registration must be completed by June 30th. Watch for notices for CoC Registration training in April 2008 and Electronic Application training in June 2008.
- You are strongly encouraged to sign-up for the Homeless Assistance listserv. This listserv is the primary way HUD will be communicating information about the release of the SuperNOFA, future webcasts, and future trainings. To sign up, visit www.hudhre.info and click "Join a Listserv" from the menu at the top of the page.

2008 Timeline

The SuperNOFA is anticipated to be released *no earlier* than July 1, 2008. Therefore, the following dates and submission deadlines below are subject to change upon the release of the SuperNOFA. The dates below will assist HAND in streamlining the project review, scoring, and ranking process. Please note there are separate submission deadlines for renewal and new projects.

Renewal Project Timeline	New Project Timeline
<ul style="list-style-type: none"> • April 15: Meeting 	<ul style="list-style-type: none"> • April 15: Meeting
<ul style="list-style-type: none"> • May 12: Project Leveraging/New Project Workshop <ul style="list-style-type: none"> ○ Time: 1:30 – 3:00 PM ○ Location: TBA 	<ul style="list-style-type: none"> • May 12: Project Leveraging/New Project Workshop <ul style="list-style-type: none"> ○ Time: 1:30 – 3:00 PM ○ Location: TBA
<ul style="list-style-type: none"> • June: On-line registration training provided by HUD <ul style="list-style-type: none"> ○ Details to come 	<ul style="list-style-type: none"> • June: On-line registration training provided by HUD <ul style="list-style-type: none"> ○ Details to come
<ul style="list-style-type: none"> • June 9: Renewal project applications due <ul style="list-style-type: none"> ○ Due by 4:00 PM ○ Deliver to HRC 	
<ul style="list-style-type: none"> • June 23: Review/scoring complete 	
<ul style="list-style-type: none"> • June 27: Applicants informed of project score and appeals process 	
<ul style="list-style-type: none"> • July: SuperNOFA released 	<ul style="list-style-type: none"> • July: SuperNOFA released
<ul style="list-style-type: none"> • July: Appeals process for renewal projects 	
<ul style="list-style-type: none"> • July/August: Logic models 	<ul style="list-style-type: none"> • July 18: New project applications due <ul style="list-style-type: none"> ○ Due by 4:00 PM ○ Deliver to HRC
<ul style="list-style-type: none"> • July/August: Projects informed of corrections needed and final ranking 	<ul style="list-style-type: none"> • August 1 – August 5: New project oral presentations • August 8: Review, scoring complete
	<ul style="list-style-type: none"> • August 12: Notification of new project chosen; notification of revisions if needed
<ul style="list-style-type: none"> • August: Second submission/electronic submission 	<ul style="list-style-type: none"> • August: All materials for new projects due to HAND • Time, location to be determined
<ul style="list-style-type: none"> • Late August: Begin on-line submissions <ul style="list-style-type: none"> ○ Details to come 	<ul style="list-style-type: none"> • Late August: Begin on-line submissions <ul style="list-style-type: none"> ○ Details to come
<ul style="list-style-type: none"> • Mid September: Application due to HUD <ul style="list-style-type: none"> ○ Details to come 	<ul style="list-style-type: none"> • Mid September: Application due to HUD <ul style="list-style-type: none"> ○ Details to come

Project Ranking Priorities

Projects seeking renewal or new funding in the 2008 competition will be ranked in the following order:

- 1) Samaritan Bonus Project
- 2) Reallocated Project
- 3) Permanent Housing Projects (based on scores)
- 4) HMIS
- 5) Transitional Housing and Supportive Services Only Projects (based on scores)

In the event of a tie in the scoring between Permanent Housing Projects and Transitional Housing/Supportive Services Only Projects, the project with a greater proportion of its budget allocated to housing activities will be ranked higher.

Renewal Project Funding

Renewal funding should not be considered as automatic. Renewal projects must demonstrate effectiveness in achieving identified program goals. Currently funded HUD/SHP must request renewal funding in the 2008 funding process. Our processes for evaluation of renewal projects include reviews by the project review committee and site visits. The scoring components and criteria are outlined below.

Scoring Overview

All renewal projects will be scored based upon the following components. There are a total of 45 regular points and 3 bonus points possible.

Scoring Component	Points Possible
Program Performance	20
Project Leveraging	10
Financial Performance	5
HMIS Participation	3
Consumer Satisfaction	3
Housing vs Services Ratio	2
Application Completeness	2
<i>Total Points Possible</i>	<i>45</i>
Continuum of Care Attendance	3 Bonus Pts.

Scoring Detail

Program Performance: 20 Points Possible

There are a total of 20 of points possible for program performance. Performance will be evaluated and scored using data from the program's most recently submitted APR for the last-completed contract year. Projects will be scored on the following criteria:

All Projects

Program Capacity

Program capacity scored based on information reported on Part I, questions 1,2 and 3 of the APR
Capacity will be scored based on the following formula:

- 95-100% capacity: 5 points
- 85-94% capacity: 4 points
- 75-84% capacity: 3 points
- 65-74% capacity: 2 points
- 55-64% capacity: 1 point
- below 55% capacity: 0 points

Increase in Income

Percentage of people leaving program with increased income (may be employment income, benefits such as SSI/SSDI, etc.)

- 40% and above : 5 points
- 25-39%: 3 points
- Below 25%: 0 points

Project-Specific Components

Permanent Housing (PH) Projects

Projects will be scored on the percentage of participants who remain in PH projects for more than 6 months. This information will be gathered from question 12(a) and 12(b) of the APR.

- 71-100% : 10 points
- 65-70%: 5 points
- Below 64%: 0 points

Transitional Housing (TH) Projects

Projects will be scored on the percentage of participants who exit the program into permanent housing. This information will be gathered from question 14 on the APR.

- 62 -100% : 10 points
- 56 -61%: 5 points
- Below 56%: 0 points

Support Service Only (SSO) Projects:

SSO projects will be scored on *one* of the following criteria, based on the population served by the project.

Criterion A: For projects in which 100% of participants have already been placed into permanent housing at the time of enrollment in the program.

Percentage of people who remained in permanent housing for 6 months or more

- 71-100% : 10 points
- 65-70%: 5 points
- Below 64%: 0 points

Criterion B: For projects in which 100% of participants enter the program before being placed into permanent housing.

Percentage of people who were placed into permanent housing

- 62 -100% : 10 points
- 56 -61%: 5 points
- Below 56%: 0 points

Criterion C: For projects that serve a mix of participants – some of which have already been placed into permanent housing at the time of enrollment, and some of which are awaiting placement in permanent housing at time of enrollment.

1) Of those participants already in permanent housing when enrolled in the program, the percentage who remained in permanent housing for 6 months or more.

- 71-100% : 5 points
- 65-70%: 3 points
- Below 64%: 0 points

2) Of those participants who were not in permanent housing at the time of enrollment in the program, the percentage who were placed into permanent housing

- 62 -100% : 5 points
- 56 -61%: 3 points
- Below 56%: 0 points

Project Leveraging: 10 Points Possible

Projects will be scored based on written project leveraging commitments in comparison to amount of HUD funding requested.

- Leveraging at least twice the amount (200%) of HUD funding requested: 10 points
- Leveraging at least equal (100%) to HUD funding requested: 5 points
- Leveraging less than amount of HUD funding requested: 0 points

Financial Performance: 5 Points Possible

Financial performance will be monitored and scored based on the extent to which each project has expensed its annual budgeted HUD grant during its most recent APR period. This information will be requested from HUD based on the financial information recorded on LOCCS. Scoring will be based on the following formula:

- 95-100% grant funding expensed: 5 points
- 85-94% grant funding expensed: 4 points
- 75-84% grant funding expensed: 3 points
- 65-74% grant funding expensed: 2 points
- 55-64% grant funding expensed: 1 point
- below 55% grant funding expensed: 0 points

HMIS Participation: 3 Points Possible

Projects will be scored based on the project's participation in HMIS. The score will be based on the following three indicators:

- Submit an HMIS ServicePoint APR for the same timeframe as your most recently submitted APR to HUD: 1 point
 - This will allow HAND to compare the data on the APR submitted to HUD with the data that has been entered into HMIS
- Attended majority of Agency Administrator meetings during May 2007 – May 2008: 1 point
- 90% of clients who have been entered into HMIS have an associated program entry: 1 point

Consumer Satisfaction: 3 Points Possible

Provide a brief narrative (maximum 1 page) which explains how your organization measures and evaluates participant satisfaction.

- Narrative provided: 3 points

Housing vs. Supportive Services Ratio: 2 Points Possible

Projects will be scored based upon the ratio of dollars in their renewal budget that are for housing-based activities to those that are supportive services. "Housing" activities includes the budget items of acquisition, new construction, rehabilitation, leasing assistance, and operations. "Service" activities include the budget item of supportive services.

- 60% or more of budget in housing activities: 2 points
- 31% to 59% of budget in housing activities: 1 point
- 30% or less of budget in housing activities: 0 points

Application Completeness: 2 Points Possible

Project applications will be reviewed for completeness. Review will be based on HUD's criteria in terms completing the application correctly and including all required attachments. There is a possibility of 2 points total:

- Complete project application (all items answered): 1 point
- All requested items included: 1 point

- Completed Renewal Application
- Consumer satisfaction narrative
- Copy of most recent APR submitted to HUD
- HMIS ServicePoint APR for same time frame as most recently submitted APR to HUD

BONUS POINTS: 3 Bonus Points Possible

A maximum of 3 bonus points are available for an agency’s participation in the Continuum of Care meetings during the time period of April 2007 to April 2008 (10 meetings total), based on the following scale:

- Organization represented at 8 or more meetings: 3 bonus points
- Organization represented at 7 to 5 meetings: 2 bonus points
- Organization represented at 4 to 2 meetings: 1 bonus point
- Organization represented at 1 or less meetings: 0 bonus points

Site Visits

Site visits will be a requirement for all SSO projects. Site visits will also be scheduled for PH and TH projects that are not meeting performance goals. Site visits will be conducted during April and May 2008. Site visits are not a part of the scoring criteria; instead, they are an opportunity for HAND to become better acquainted with the project.

New Project Funding: Samaritan Initiative Bonus

HAND will be accepting applications for new projects, under HUD’s “Samaritan Initiative Bonus”. This new project must meet the following criteria in order to be considered:

- Be a Permanent Supportive Housing project (SHP-PH or Shelter + Care)
- Serve only the chronically homeless
- Project applicant must have been providing services to the homeless for at least one year
- Applicants must be a member of HAND

Permanent Supportive Housing projects (SHP) must:

- Minimally be a two-year project
- Request no more than \$1,898,169 total
- A maximum of 20% of the amount requested may be used for supportive services
- A maximum of 5% of the amount requested may be used for administrative purposes

Shelter + Care projects must:

- Be for 5 years
- Request no more than \$1,898,169 total

Scoring information, additional details, and application materials will be provided at the May 12, 2008 meeting.

Hold Harmless Reallocation

For the past two years, HUD has given Continuums of Care that are in “Hold Harmless” status the opportunity to reduce part or all of a renewal project(s) budget and reallocate that money into a permanent housing project. Doing so gives Continuums more flexibility in the use of their funds and provides the opportunity to develop a new permanent housing project.

For the first time in 2008, HAND will be taking advantage of this opportunity to reallocate some of its renewal dollars into a new project. This will be done by reducing the budgets of all Supportive Services Only projects by 10%. The funds that are gained through the reduction of these dollars will be put into a new Shelter + Care project.

HAND will assist SSO projects with working out the details of how this budget reduction will impact your application to HUD.

Appeals Process

All renewal and new applicants will have the opportunity to appeal any decision of the Project Review Committee.

- All appeals will be reviewed by a group established by HAND Coordinator and Project Review Committee. Members of the Appeals Committee will not have any projects that receive HUD McKinney-Vento funding.
- Appeals must to be submitted in writing. Address all appeals to the Appeals Committee and submit the following details: the issue being appealed, the argument for overturning the score, and evidence to support the argument. Please ensure that your appeal is concise and included appropriate detail to process the review. Changes made to the program after application will not be considered.
- Deadlines for appeals process will be outlined once you receive your project score in late June.
- All decisions made by the Appeals Committee will be final.

Material Delivery

All applications and material should be hand delivered to HAND to the Housing Resource Center (HRC). The HRC is currently located at the following address:

3939 Woodward
Detroit, MI 48201

The location of the HRC is anticipated to change in late June. We will keep you informed of the new location when the move happens.

Contact Information

If you have questions or need further information please contact Amanda Sternberg at asternberg@swsol.org or (313) 831-9555 x 244.

Information for 2009

The project review process for 2009 will be rolled out in late summer/early fall 2008 to give organizations time to prepare for threshold changes required for the 2009 HUD funding round.

HAND is reviewing threshold requirements, project monitoring, and other strategies that are used by other Continuua of Care around the country to assist in determining the 2009 application and review process.