PA Balance of State 2017 CoC Competition

- For the PA Eastern & Western Balance of State Continuums of Care
- Under contract with the PA Dept of Community & Economic Development
Highlights of the 2017 CoC NOFA
HUD Policy Priorities

1) Ending homelessness for all persons
2) Creating a systemic response to homelessness
3) Strategically allocating and using resources
4) Using a Housing First approach
1) Ending Homelessness for all Persons:

- Identify, engage and effectively serve all persons experiencing homelessness;

- Measure performance based on local data that take into account the challenges faced by all subpopulations experiencing homelessness in the geographic area;

- Have a comprehensive outreach strategy in place to identify and continuously engage all unsheltered individuals and families;

- Use local data to determine the characteristics of individuals and families with the highest needs and longest experiences of homelessness to develop housing and supportive services tailored to their needs;

- Use the reallocation process to create new projects that improve the CoC’s overall performance and better respond to the needs throughout the geographic area.
2) Creating a systemic approach to homelessness. CoCs should:

- Use **System Performance Measures** such as average length of homeless episodes, rates of return to homelessness and rates of exit to permanent housing destinations to determine how effectively they are serving people experiencing homelessness.

<table>
<thead>
<tr>
<th>System Performance Measure</th>
<th>East</th>
<th>West</th>
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</thead>
<tbody>
<tr>
<td>Avg length of homeless episode (ES, SH, TH)</td>
<td>125</td>
<td>126</td>
</tr>
<tr>
<td>Rate of return to homelessness within 12 months</td>
<td>5%</td>
<td>10%</td>
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<tr>
<td>Rates of exit to Permanent Housing</td>
<td>53%</td>
<td>63%</td>
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</table>

- Use the **Coordinated Entry** process to promote participant choice, coordinate homeless assistance and mainstream housing and services to:
  - Ensure people experiencing homelessness receive assistance quickly and
  - Make homeless assistance open, inclusive, and transparent
3) Strategically allocating and using resources

- Use cost, performance, and outcome data, to improve how resources are utilized to end homelessness;

- Maximize the use of mainstream and other community-based resources;

- Review all projects eligible for renewal in FY2017 to determine their effectiveness in serving people experiencing homelessness including their cost effectiveness.
4) Use a Housing First Approach

- Prioritizes rapid placement and stabilization in permanent housing
- Does not have service participation requirements or preconditions
- CoC Program funded projects should help individuals and families move quickly into permanent housing

CoC should:
- Measure and help projects reduce the length of time people experience homelessness
- Engage landlords and property owners, remove barriers to entry and adopt client-centered service methods
Funding & Tiering of Projects

• There may not be adequate funding available nationally to fund all renewals, HUD is, therefore, requiring all CoCs to place grants in 2 tiers:

  • Tier 1 = 94% of Annual Renewal Demand (ARD), which is the total amount of money needed to fund all renewal projects

  • Tier 2 = 6% of ARD + Value of Permanent Housing Bonus (6% of FPRN).
Tier 2

• Tier 2 projects will be competitively funded based on a maximum score of 100 points:
  • CoC Score = Up to 50 points
  • Project Ranking = Up to 40 points
  • Commitment to Housing First = Up to 10 points

**Note:** Project Type is no longer part of the Tier 2 scoring

• Tier 2 projects may be:
  • Renewals or
  • New projects created through reallocation or
  • New bonus projects
What does this mean for us?

<table>
<thead>
<tr>
<th>Eastern PA CoC – Total Funding Available: $11,922,135</th>
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<tbody>
<tr>
<td>Annual Renewal Demand (ARD)</td>
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<tr>
<td>Tier 1 (94% ARD)</td>
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<tr>
<td>Tier 2 (6% ARD + value of bonus)</td>
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<tr>
<td>- 6% ARD</td>
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<tr>
<td>- Value of PH Bonus (6% FPRN)</td>
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<tr>
<td>CoC Planning Grant</td>
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<table>
<thead>
<tr>
<th>Western PA CoC – Total Funding Available: $9,588,538</th>
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<tbody>
<tr>
<td>Annual Renewal Demand (ARD)</td>
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<tr>
<td>Tier 1 (94% ARD)</td>
</tr>
<tr>
<td>Tier 2 (6% ARD + bonus)</td>
</tr>
<tr>
<td>- 6% ARD</td>
</tr>
<tr>
<td>- Value of PH Bonus (6% FPRN)</td>
</tr>
<tr>
<td>CoC Planning Grant</td>
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New Projects

• Eligible BONUS projects:
  • Permanent Supportive Housing for Chronically Homeless
  • DedicatedPLUS Permanent Supportive Housing (NEW)
  • Rapid Re-Housing
  • Joint TH and PH-RRH (NEW)
  • Expansion project – to increase the number of units in a project or number of units or households (NEW)

• Eligible REALLOCATION projects: All of above PLUS
  • New dedicated HMIS project
  • SSO to develop or operate a new coordinated entry system
New Projects: Permanent Supportive Housing - 100% Chronic Dedicated

• Permanent Supportive Housing (PSH) is permanent housing with indefinite leasing or rental assistance paired with supportive services to assist homeless persons with a disability or families with an adult or child member with a disability achieve housing stability.

• “100% Dedicated” is a project defined as:
  Beds Dedicated to Chronically Homeless Individuals and Families. A permanent supportive housing bed that is dedicated specifically for use by chronically homeless individuals and families within a CoC’s geographic area, as reported in the CoC’s Housing Inventory Count (HIC). When a program participant exits the project, the bed must be filled by another chronically homeless participant unless there are no chronically homeless persons located within the CoC’s geographic area.
New Projects: DedicatedPLUS
Permanent Supportive Housing

A permanent housing project where 100% 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, that at intake are:

1) Experiencing chronic homelessness; or

2) Residing in a transitional housing project that will be eliminated through FY17 CoC competition and meets the definition of chronically homeless in effect at the time in which the individual or family entered the transitional housing project; or

3) Residing in place not meant for human habitation, emergency shelter, or safe haven but the household experiencing chronic homelessness had been admitted and enrolled in a permanent housing project within the last year and were unable to maintain a housing placement; or
New Projects: DedicatedPLUS Permanent Supportive Housing (continued)

4) Residing in transitional housing funded by a Joint TH and PH-RRH project who were experiencing chronic homelessness prior to entry; or

5) Residing and has resided in a place not meant for human habitation, safe haven or emergency shelter for at least 12 months in the last 3 years, but has not done so on 4 separate occasions; or

6) Receiving assistance through a VA funded homeless assistance program and met one of the above criteria at initial intake to the VA’s homeless assistance system.
New Projects: Modifications to RRH

Under the FY2017 NOFA, RRH can serve households that meet the following criteria:

• Literally homeless

• Residing in a Transitional Housing project that was eliminated in the FY2017 CoC Program Competition (NEW)

• Residing in Transitional Housing funded by the Joint TH and PH-RRH component (NEW)

• Receiving services from a VA-funded homeless assistance program and met one of the above criteria at initial intake to the VA’s homeless assistance system (NEW)
New Projects: Joint TH and PH-RRH

• Funding limited to:
  • Capital costs, leasing, and operating cost to provide Transitional Housing
  • Short- or medium-term tenant-based Rental Assistance on behalf of program participants to pay for the rapid rehousing portion of the project
  • Supportive Services
  • HMIS
  • Admin

• Grantee must be able to provide both components
• Participants may choose to receive only one of the components
New Projects: Joint TH and PH-RRH (continued)

Most appropriate for:

• Locations with large number of people living in unsheltered locations – provide temporary low-barrier housing while helping to quickly move to permanent housing.

• Communities that lack safe crisis housing for people fleeing domestic violence to access while searching for a safe permanent place to reside.

• Youth have high rates of unsheltered homelessness – it provides a tool to develop projects tailored to the unique developmental needs of youth and help them move quickly to permanent housing with available supportive services to help them maintain that housing.
New Projects: Expansion Projects

Purpose: to expand existing eligible renewal projects that will increase the number of units in the project, or allow the recipient to serve additional persons.

If conditionally selected for funding, the new grant agreement will incorporate both projects.
New Projects - Timelines

START PLANNING NOW

August 2: A solicitation for new project proposals will be distributed. It will include:
  CoC Priorities
  Threshold Requirements

August 11: Proposals will be due to DMA.

August 23: Selection of new projects for submission to HUD.

September 1: New project applications will be due on esnaps
New Projects – Project Selection

• All new projects will submit a preliminary application

• All applications will be scored by members of the CoC’s Funding Committee.
  • The Funding Committee will determine which new projects will be recommended to the CoC Governing Board for selection.
  • CoC Governing Board will make final decision.
  • Projects not selected for funding may appeal this decision, per the CoC’s appeal policy.
PA Balance of State (BoS) Renewal Application Process
NEW – Dropbox

This year, all renewal project documents are to be submitted through Dropbox

On July 28 you will be sent instructions for submitting your documents through Dropbox.

Each grantee has a separate URL through which to submit your documents.
• You will have a box for each of your renewal projects
• Use the file names provided in the renewal application instructions
• Upload the required files to the appropriate Dropbox

You should continue to send questions to PA_CoC@Hotmail.com but do not submit your application documents to this email address.
DEADLINE: Renewal Project Scoring

All renewal projects will be scored in accordance with the Renewal Scoring Criteria provided by July 31.

Data for scoring will come from the following sources:

• **HMIS**: to be provided by DCED

• **DV Data Form**: to be completed by DV providers using data from a Comparable Database

• **Renewal Summary Form (RSF)**: to be completed by all renewal grantees for each project

**August 4**: Renewal Summary Forms and DV APR due to DMA.

Submit through the Dropbox
Renewal Scoring Review

Criteria to be scored:

Performance
- Exits to PH/ Retention of PH
- Returns to homelessness
- Length of time homeless
- Income growth
- Mainstream Benefits

CoC Policies
- CoC Project Description***
- Opening Doors Goals***
- Severity of Need
- PSH beds dedicated for chronically homeless***
- Housing First Approach***

Monitoring
- Participant Eligibility
- Unit Utilization Rate
- Drawdown Rates and Expenditure Rate
- Cost Effectiveness

CoC Participation
- Meeting attendance
- Training
- HMIS Participation

***From Renewal Application
Deadlines: Renewal Applications

• By August 11: Submit the following to Dropbox
  • PDF(s) of each of your completed Project Application(s), exported from e-snaps

Check the Submission Summary to make sure ALL sections have been completed

FILENAME: Renewal Agency Name – Project Name

DO NOT SUBMIT THE APPLICATION ON ESNAPS (YET)
Deadlines: Renewal Applications

• By September 1:
  You will receive a project review form with required corrections and possibly budget modifications.

• By September 8:
  Or within 5 working days of receipt of review, whichever is sooner → You must submit your corrected application on esnaps.
Tips for 2017 Renewal Applications
Completing Your Renewal Application

Log into esnaps: https://esnaps.hud.gov/grantium/frontOffice.jsf

Step 1: Download HUD instructional documents

Step 2: Register as an esnaps user if not already using the system

Step 3: Complete Project Applicant Profile

Step 4: Access your Renewal Application

Step 5: Complete your Renewal Application submission

Step 6: Provide documents to DMA for review

Step 7: Complete Final Submission
Step 1: Download HUD Instructional Documents

Even if you have many years experience completing Renewal applications, these documents are very helpful for:

- Showing changes in the system
- Refreshing your memory

- **Applicant Profile:** [https://www.hudexchange.info/resource/2958/instructions-for-updating-the-project-applicant-profile/](https://www.hudexchange.info/resource/2958/instructions-for-updating-the-project-applicant-profile/)

- **Renewal Application:** 2 documents:
  - Esnaps Instructional Guide
  - Detailed Instructions
  [https://www.hudexchange.info/resource/2910/coc-project-application-instructions-for-renewal-projects/](https://www.hudexchange.info/resource/2910/coc-project-application-instructions-for-renewal-projects/)

These will also be provided on the CoC’s website

- **General:** [http://www.pennsylvaniacoc.org/fy17-coc-nofa](http://www.pennsylvaniacoc.org/fy17-coc-nofa)
- **Eastern:** [http://www.pennsylvaniacoc.org/fy17-coc-nofa-eastern](http://www.pennsylvaniacoc.org/fy17-coc-nofa-eastern)
- **Western:** [http://www.pennsylvaniacoc.org/fy17-coc-nofa-western](http://www.pennsylvaniacoc.org/fy17-coc-nofa-western)
Step 2: Register as Esnaps User

• Instructions provided in “esnaps Instructional Guide”

https://www.hudexchange.info/resource/2910/co c-project-application-instructions-for-renewal-projects/
Step 3: Project Applicant Profile

NEW

Changes:

- You will ONLY need to upload the following 2 documents, as appropriate to your agency:

  1. **Code of Conduct**: HUD has reviewed the Code of Conduct documents that had previously been submitted and updated their list of approved Codes of Conduct.
     - **Check**
       - If your agency is not listed, you need to provide an updated Code of Conduct (your agency should have been notified by the Office of Grants Management at HUD.)
       - Attach an updated Code of Conduct to your Project Applicant Profile

  2. **SF-424 Supplement: Survey on Ensuring Equal Opportunities**: For Non-Profit Organizations Only.
     - Provide an updated form. If you already have a form in the Profile, you will need to delete it and provide a new form dated for this competition.
Step 3: Project Applicant Profile - Code of Conduct

Codes of Conduct must:

1. Be written covered by a letter on company letterhead that provides the name and title of the responsible official, mailing address, business telephone number and email address;

2. Prohibit real and apparent conflicts of interest that may arise among officers, employees or agents, or any member of his or her immediate family, his or her partner or an organization that employs any of the indicated parties;

3. If applicable, the standards must also cover organizational conflicts of interest;

4. Prohibit the solicitation and acceptance by employees, of gifts or gratuities in excess of minimum value; and

5. Provide for administrative and disciplinary actions to be applied for violations of such standards.
Step 3: Project Applicant Profile (continued)

You **MUST** complete the following:

- **HUD 2880**: The form is now built into the Applicant Profile.

You are required to respond to just the following question:

**Part I: Threshold Determination:**

2. Have you received or do you expect to receive assistance within the jurisdiction of the Department (HUD), involving the project or activity in this application, in excess of $200,000 during this fiscal year (Oct. 1 - Sep. 30)? For further information, see 24 CFR Sec. 4.9.

- **You must do this before you start your project application**

Instructions: [https://www.hudexchange.info/resource/2958/instructions-for-updating-the-project-applicant-profile/](https://www.hudexchange.info/resource/2958/instructions-for-updating-the-project-applicant-profile/)

The other forms that are typically attached to the Applicant Profile are built into the Project Application.
Step 3: Project Applicant Profile (Continued)

• In order to make changes to your Applicant Profile – Click on “Applicant” in the gray area on the left

• Once in the Applicant Profile, go to the Submission Summary page and click “Edit”

• After you make your corrections, click “Complete” on the Submission Summary page

If you don’t click on “Complete” you will not be able to access your renewal application.
Step 4: Access your Renewal Project Application

- Full instructions provided in the “FY2017 Renewal Project Application: esnaps Instructional Guide”

- For all but 1st time renewals: Remember to import information from your FY2016 application. If you have multiple projects, be careful to import the information for the correct project.
Step 5: Complete Your Renewal Application Submission

What is NEW in the FY2017 Renewal Application?

1) Forms previously in the Applicant Profile are now built into the Project Application

2) 3C. Dedicated PLUS – PSH Only

3) “Submissions without Changes”
Forms now built into the Project Application

Applicants will not have access to the actual project application until the forms are reviewed for accuracy and certified.

- **SF424**: Make sure to change the dates to Start in 2018 and End in 2019

- **HUD 2880**: This is where you will certify it.
  - Note: the budget shown is for your project budget less Admin

- **HUD 50070**: Certification for Drug-Free Workplace

- Certification Regarding Lobbying: **NEW**

- **SFLLL**: Disclosure of Lobbying
At this time, all new and renewal project applicants must select “100% Dedicated”. NOTE: If you are following the CoC’s PSH prioritization policy, this will not change the way you are currently operating your project.
Screen 4B Housing Type & Location, Question 3:

For **PSH**: How many beds of the total beds in "2b. Beds" are dedicated to the chronically homeless?

- Per the information submitted on Screen 3C, the number entered should equal 100% of the project’s beds.
- If it is prefilled other than this, make this correction.
“Submissions without Changes”

Projects that have previously renewed their application have the ability to choose “submission without changes”… however, this option is not recommended this year.

Unlocked screens that require input:

- 3C: DedicatedPLUS - PSH must respond 100% dedicated
- 6D: Sources of Match - REQUIRED
- 7A: Attachments (none required)
- 7B: Certifications - REQUIRED
“Submissions without Changes”

Additional changes that all renewal applicants are encouraged to make:

• Elements of your project application are being scored as part of the renewal ranking process and should be reviewed/edited to ensure maximum points
• 2B: Recipient Performance - Questions about APR submission, Drawdowns, etc.
• 3B-1: Project Description
• 3B-2, 2a: Population Served
• 3B-3: Housing First
• 3C: DedicatedPLUS – PSH must respond 100% dedicated
• 4B-3: PSH Beds must be reported as 100% chronic dedicated
Questions relevant to Renewal Ranking

3B, Question 1: Project Description

- The CoC Project Description for each Renewal Project Application will need to be consistent with HUD’s detailed instructions and clearly incorporate information related to the four elements described under “point structure”. Specifically:
  - describe local needs, including any recent community-based needs assessments and how your project is responding to meet local needs;
  - demonstrate compliance with housing first –
    - provide information about eligibility for assistance and any other factors considered prior to program enrollment (e.g. no income, active drug use, etc.);
    - provide information about program termination, including under what circumstances someone can be terminated, if there is an appeals process and if the project assists the household to identify another homeless assistance provider or housing option;
  - if your project prioritizes resources, provide information about how prioritization decisions are made and the assessment or criteria used to determine prioritization;
  - incorporate the names of organizations you are partnering with in your community and examples of the ways in which your organizations are working together to meet the needs of each household.
Questions relevant to Renewal Ranking

Screen 3B, Question 2, 2a:

2. Does your project have a specific population focus? Select “Yes” if your project has special capacity in its facilities, program designs, tools, outreach, or methodologies for a specific subpopulation(s). This does not mean that your project exclusively serves that subpopulation(s), but rather that your project is uniquely equipped to serve them.

2a. Please identify the specific population focus. (Select ALL that apply) If “Yes” to question 2 above, select one or more of the available subpopulations. If a subpopulation focus for your organization is not listed, check the box next to “Other” and then enter in the subpopulation in the text box provided.

Make sure to identify any specific populations served by the project, per the instructions above.

Points are awarded to projects that focus on populations that are consistent with the Opening Doors, the Federal Strategic Plan to End Homelessness and the CoC’s strategic plan. This includes –

- Households who are chronically homeless
- Veterans
- Families
- Youth, including unaccompanied youth under age 25 or parenting youth where the head of household is under age 25
Questions relevant to Renewal Ranking

PSH beds dedicated to households who are chronically homeless

- This includes:
  - 3C: DedicatedPLUS and
  - 4B-3 Housing Type & Location

Housing First, Screen 3B-3:

- Does the project quickly move participants into permanent housing?
- Does the project ensure that participants are not screened out based on the following items?
- Does the project ensure that participants are not terminated from the program for the following reasons?
- Does the project follow a Housing First approach?
Additional Information

6E. Summary Budget: There are no Detailed Budgets in the FY2017 Renewal Application. The Summary Budget will need to be updated if your budget was changed through Reallocation.

You cannot make any other budget changes at this time UNLESS IT HAS ALREADY BEEN APPROVED BY YOUR HUD REP AND CHANGED DURING THE GIW PROCESS.
First Time Renewals

• The questions in the Renewal Application will mirror your original New Project submission.

• Use the responses in your New Project application to complete the Renewal accurately.
6H. Sources of Match – ALL RENEWALS

• All component types must provide documentation of Match equaling at least 25% of the total grant, request, including Admin costs, but excluding leasing.

• All match must be for activities that are eligible under your CoC Program’s component, even if those activities are not funded under the grant.

• Match may be cash or in-kind
6H. Sources of Match - Documentation

- Letters of commitment for Match must be dated between May 1, 2017 and September 28, 2017.

- Letters must include:
  - Value of resources to be provided
  - Specific date the resources will be available
  - Grant name and fiscal year to which the resources will be contributed
  - Time period during which the resources will be available
  - Activities to be funded by the match/leverage

- Letters do not need to be attached to the application, but must be kept in your files and provided at contracting.

- MOUs for in-kind resources are required at contracting.
# Appeal Process

The CoC will provide multiple appeal opportunities:

- **Renewal project applicants** will have a period of time to review the Ranking Calculator and submit questions about outcomes and/or scoring. If the question cannot be resolved, the applicant may appeal.
- **New project applicants not selected for funding** may appeal the Funding Committee/Governing Board decision.

Additionally, HUD provides the below opportunity for appeal:

- If the CoC decides not to submit a project application to HUD for funding and the project applicant feels they have been denied the right to participate in the planning process, the applicant can appeal to HUD and submit a “solo” application for funding.
- Appeals are not applicable in all circumstances.
- More information can be found in Section “X: Appeals” of the NOFA or at 24 CFR 578.35.
HAPPY FY2017 NOFA!!

• To help us assure your application is properly submitted to HUD, please:
  • Follow instructions
  • Meet all deadlines

• If you have questions, send them to pa_coc@Hotmail.com

• You can also call Fern Cutler at 215-576-1558 and she will direct you to the most appropriate person at DMA.
• We understand how it feels to have an esnaps meltdown.