Dear Fresno Madera Continuum of Care:

Please be advised that the Department of Housing and Urban Development's (HUD's) Notice of Funding Availability (NOFA) for the Fiscal Year 2014 Continuum of Care Program Competition was released on Tuesday, September 16, 2014.

This Public Solicitation for Project Applications describes the overall timeline and requirements for accessing this funding opportunity.

A technical assistance workshop for all interested parties will be held next Thursday, September 25, 2014 from 1:00 PM to 4:00 PM at Westcare at 2772 S. Martin Luther King Blvd. The details of upcoming deadlines are included on page 4 of this Public Solicitation.

This Public Solicitation will be posted in the following virtual and physical locations:

- Fresno Madera Continuum of Care Website
- City of Fresno Website
- Community Action Partnership of Madera County Website
- Fresno Madera Continuum of Care Listserv
- Community Action Partnership of Madera County Bulletin Board

The public should please forward this Public Solicitation to any interested parties, send to relevant additional listservs, and post on public bulletin boards.

Inquiries about this process may be directed to Doreen Eley, the Collaborative Applicant of the Fresno Madera Continuum of Care (FMCoC) at deley@fresnohousing.org.
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SUMMARY OF FY2014 COC PROGRAM NOFA

PROGRAM DESCRIPTION

The CoC Program is designed to promote a community-wide commitment to the goal of ending homelessness; to provide funding for efforts by nonprofit providers, States, and local governments to quickly re-house the homeless while minimizing the trauma and dislocation caused by homelessness; to promote access to and effective utilization of mainstream programs by the homeless; and to optimize self-sufficiency among those experiencing homelessness.

NATIONAL POLICY

HUD’s homeless assistance programs are being measured in FY 2013 and FY 2014 by the objective to “end chronic homelessness and to move the homeless to permanent housing.” HUD has chosen six indicators which directly relate to the CoC Program. These six indicators will be collected in the FY 2013/FY2014 CoC Application:

- The creation of new PSH beds for the chronically homeless.
- The decrease in the number of the chronically homeless in the CoC’s geography.
- The increase of employment of the homeless residing in or exiting HUD homeless assistance projects.
- The increase of the use of mainstream resources for the homeless residing or exiting from HUD homeless assistance projects.
- The percentage of turnover in CoC Program-funded PSH not dedicated to the chronically homeless that will be prioritized to serve the chronically homeless.
- The percentage of households with children that are served in rapid re-housing that came from unsheltered locations.
MAJOR CHANGES AND THINGS TO NOTE

- **HUD expects that available FY 2014 funding will be sufficient to fund all eligible renewal projects**, but will still require Collaborative Applicants to rank all projects in two tiers again. Tier 1 is equal to the annual renewal demand amount **less 2%**.
- CoCs may use reallocated funds to create two types of new projects: 1) permanent supportive housing projects where all beds will be dedicated for use by the chronically homeless, or 2) rapid re-housing projects for homeless households with children who enter directly from the streets or emergency shelters.
- **There will be an additional $40 million set aside for Permanent Supportive Housing (PSH) Bonus projects** to create new dedicated PSH to serve the chronically homeless. Priority will be given to CoCs that have a high need in relation to CH. Need scores for each CoC are provided in the FY2014 NOFA Appendix, with scores from 0-60.
- The score received for the FY 2013-FY 2014 CoC Application will apply to the award of FY 2014 funding, except for the PSH Bonus projects, which will follow separate criteria and not be subject to the Tier 1/Tier 2 process.
- Because the CoC scores are for both FY 2013 and FY 2014 funds: 1) if the CoC was awarded bonus points for limiting administrative requests to 7%, no projects may request more than 7% for administrative costs in FY 2014; 2) if the CoC was awarded bonus points for adopting housing first for PSH projects, these projects must continue to use this approach for FY 2014.
- HUD will not consider request for new funding outside of the reallocation process, CoC planning, UFA costs, and the Permanent Supportive Housing Bonus.
- Eligible renewal projects requesting rental assistance will again be permitted to request a per-unit amount less than the Fair Market Rent (FMR), based on the actual rent costs per unit. This will help to reduce the number of projects receiving rental assistance that have large balances of unspent funds remaining at the end of the operating year.
- Funds awarded for rental assistance in all projects requesting the FMR will be adjusted by applying the FMR in effect at the time of application submission to HUD, instead of at time of award, including in the cases where the FMR for a specific area has decreased from the previous year.

DETAILS

Available Funds: Approximately $1.83 billion is available for FY 2014. Approximately an additional $40 million will be set aside for Permanent Supportive Housing Bonus to create new dedicated PSH to serve the chronically homeless.

Funding Opportunity Number: FR-5800-N-30

Catalog of Federal Domestic Assistance (CFDA) Number: 14.267
DEADLINES AND Timelines

- **Final submission to HUD for FY 2014 funds:** 4:59:59 p.m. Pacific time, October 30, 2014.
- **By September 22, 2014 by 5:00 local time:** Any changes to the FY 2014 GIW after CoC Registration must be approved by the local HUD CPD field office, in consultation with HUD Headquarters.
- **Grant agreements for FY 2013 funds must be executed by December 31, 2014** to be eligible for renewal, or HUD will deobligate any funds awarded for FY 2014.
- **Before October 20, 2014:** The CoC must notify all project applicants whether their project applications would be included as part of the CoC Consolidated Application submission no later than 10 days before the application deadline. Any project applicants that submitted projects that were rejected by the CoC must have been notified in writing, outside of e-snaps, with an explanation for the decision to reject the project(s).
- **HUD intends to issue one funding announcement for both new and renewal projects.**

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TIERS

- Tier 1 is equal to the CoC’s FY 2014 ARD approved in the Registration process, less 2 percent.
- Tier 2 is the amount remaining in FY 2014 ARD plus the approved amounts for CoC planning and UFA costs.
- The PSH Bonus will be administered as a separate national competition and will not be subject to the Tier 1/Tier 2 process.
- FMCoC’s FY2014 ARD: $7,464,644
- FMCoC’s CoC Planning: $93,308
- FMCoC’s Tier 1 Amount: $7,315,351
- FMCoC’s Tier 2 Amount: $242,600

TECHNICAL SUPPORT

- The OneCPD Ask A Question (AAQ) at www.hudexchange.info/get-assistance. The AAQ is accessible 24 hours each day. (2 days prior to the application deadline, AAQ will respond only to emergency technical support questions up to the deadline.)
- Materials are available at www.hudexchange.info

APPLICATION SECTIONS

- CoC Project Listings
  - Reallocation forms
  - Ranking of all project applications (including New Project, Renewal, CoC Planning, UFA Costs)
- Project Applications
  - Project application charts, narratives, and attachments
  - SF-424 Application for Federal Assistance
  - The SF-424 Supplement, Survey on Ensuring Equal Opportunities for Application is for private nonprofit applicants only and completion/submission of this survey is voluntary
  - Documentation of Applicant and Subrecipient Eligibility. All project applicants must attach documentation of eligibility. Subrecipient eligibility must also be attached to the project application
- Applicant Certifications
  - Form HUD-2880, Applicant/Recipient Disclosure/Update Report must be attached for each project. Form HUD-2880 must include the correct amount of HUD assistance requested and must be dated no earlier than June 1, 2014
  - SF-LLL, Disclosure of Lobbying of Activities (if applicable)
  - Form HUD-50070, Certification for a Drug-Free Workplace dated no earlier than June 1, 2014
- Required Attachments
  - HUD-2991, Certification of Consistency with the Consolidated Plan
Final HUD-approved GIW
List of all PSH projects that will prioritize the CH in non-dedicated beds as they become available to meet the CoC’s prioritization goal for 2014 indicated in the FY 2013/FY 2014 CoC Application, using the template provided at https://www.hudexchange.info/e-snaps/fy-2013-coc-program-nofa-coc-program-competition/

COC PROJECT APPLICATION REVIEW

HUD strongly encourages each CoC to implement a thorough review and oversight process at the local level for both new and renewal projects to ensure compliance with the following:

1. All proposed participants will be eligible for the project component type;
2. The proposed activities are eligible under the CoC Program interim rule;
3. Each project narrative is fully responsive to the question being asked and that it meets all of the criteria for that question included in the detailed instructions;
4. The data provided in various parts of the project application are consistent; and
5. All required attachments correspond to the attachments list in e-snaps, that they contain accurate and complete information, and that they contain a current date.

SELECTION PRIORITIES

HUD will use the following order of selection priorities to select eligible projects for funding in the CoC Program Competition. CoCs that received a higher score on the FY 2013/FY 2014 CoC Application have a better chance of being awarded projects ranked in Tier 2, depending on the availability of carryover or recaptured funds to be used in the CoC Program Competition.

Within the rank order established by the CoC on the Priority Listings, HUD will first select projects from Tier 1 and then from Tier 2 in the following order by CoC score:

(1) renewal permanent housing projects, RRH and PSH;
(2) new PSH projects created through reallocation for 100 percent chronically homeless;
(3) new rapid re-housing projects created through reallocation for homeless households with children;
(4) renewal safe havens;
(5) renewal transitional housing;
(6) CoC planning costs;
(7) UFA costs;
(8) SSO projects for centralized or coordinated assessment system;
(9) renewal HMIS;
(10) all other renewal supportive services only projects, and

(11) any project application submitted by the CoC not included in the HUD-approved GIW.

The PSH Bonus projects will be selected in a separate competition based on separate criteria described below.

NEW PERMANENT SUPPORTIVE HOUSING BONUS PROJECTS

HUD has set aside $40 million to conduct a competition for projects in CoCs that have been determined to have a high-need in relation to chronic homelessness. Projects awarded under this bonus must exclusively serve the chronically homeless (which excludes persons in transitional housing even if they met the criteria prior to entering the transitional housing program). These projects will be eligible for renewal as a permanent supportive housing project on an annual basis following the initial expiration of this original award.

PSH Bonus project scoring will be based on the following criteria:

1. CoC Need (60 points) based on HUD’s pre-calculated score (see FY2014 NOFA Appendix).
   a. Fresno’s Need Score: 45
2. Project Quality (40 points)
   a. Prioritizing Highest Need (10 points)
   b. Housing First (10 points)
   c. Mainstream Services (10 points: 5 for specific activities in place to identify/enroll all Medicaid-eligible program participants; 5 for project including Medicaid-financed services)
   d. Leveraging (5 points)
   e. CoC Score from FY 2013/2014 CoC Application (5 points)

The maximum PSH Bonus Amount a CoC may request is the lesser of 15% of the CoC’s Final PRN or $10 million.
HUD’S HOMELESS POLICY PRIORITIES

For details about HUD’s policy priorities, please review the NOFA.

   • Comprehensive review of all projects
   • Underperforming, obsolete, or ineffective should be reallocated

2. Ending chronic homelessness.
   • Increasing Beds
   • Targeting
   • Housing First

3. Ending family homelessness.
   • a. Rapid Re-Housing

4. Removing Barriers to CoC Resources.
   • Centralized or Coordinated Assessment System
   • Transitional Housing
   • Prioritizing Households Most in Need

5. Maximizing the use of mainstream resources, including preparing for implementation of the Affordable Care Act

   • Public Housing Agencies (PHA)
   • Philanthropy

7. Other Priority Populations:
   • Veterans
   • Homeless Youth
LOCAL COMMUNITY REVIEW PROCESS

This section is intended to explain the Review and Rank Process that is used to review and evaluate all project applications submitted in the local competition.

The Review and Rank Process determines which project applications, and in which order, will be recommended to the Fresno Madera Continuum of Care (FMCoC) Executive Committee for final review and approval, to be combined with the FMCoC’s CoC Program Application submission to HUD.

- **Review and Rank Panelists:** Non-conflicted community members familiar with the FMCoC will comprise the Review and Rank Panel. They will receive an orientation and complete a form certifying their lack of a conflict of interest before being seated on the Panel.
- **Funding Priorities and Local Need:** Services and Housing for homeless people are needed in all aspects within our community. However, there are specific areas that are of greatest need and are a funding priority for both HUD and the FMCoC. Annually we complete a homeless Point-in-Time Count and a homeless housing Gaps Analysis. Based on these two sources, the FMCoC designated (i) chronically homeless individuals and families and (ii) veterans as its primary funding priority for FY2014.

This year, the Review and Rank Process will proceed as follows:

- **By September 26, 2014 by noon** - The most recent Project APR is submitted for all renewal projects via email to Ken Laslavic (ken@homebaseccc.org).
- **By September 29, 2014 by 5:00 p.m.** - The Supplementary Information Form is submitted for all renewal and new project applications via email to Ken Laslavic (ken@homebaseccc.org).
- **By October 6, 2014 by 5:00 p.m.** - All applicants prepare and submit Project Application materials to the FMCoC.
  - The FMCoC consultant will provide technical, budgetary, and project review support in the finalization of the approved agency proposal(s), to ensure that the project meets all required HUD mandates, funding amounts, FMCoC needs, and other criterion and will present a highly competitive application.
- **October 13*, 2014:** Review and Rank Panelists review and score the applications. The Review and Rank Panel meets over the course of one day to jointly discuss each application. Due to the limited timeframe this year, the Review and Rank Panel shall not meet with each individual applicant; instead, they may call you with questions regarding your application. **Please have a designated point of contact available to receive calls from Review and Rank October 13*, 2014.** This person should be authorized to make binding decisions for your agency. Panel members individually score applications (based on scoring templates approved by the FMCoC):

* Date subject to change based on the availability of the Review and Rank Panel. Final date to be determined: possible alternate dates include October 7 or 8, 2014.
The FMCoC Review and Rank Panel will have the right to question applicants to clarify information contained in the proposal. The FMCoC Review and Rank Panel also reserves the right to contact other entities presented as significant partners in the application. It is recommended that partner agencies be present, if possible (e.g., other funders, service providers, etc.).

- **By October 14, 2014** - The Review and Rank Panel’s determination about Priority Listings and reallocations will be communicated via email to all applicants. Any applicant that has not received an email notification by 5:00 p.m. on **October 14, 2014** is instructed to contact Laura Moreno ([lhaga@co.fresno.ca.us](mailto:lhaga@co.fresno.ca.us)) and Ken Laslavic ([ken@homebaseccc.org](mailto:ken@homebaseccc.org)).

- **By October 20, 2014** - Priority Listings ranking new and renewal projects will be finalized.
REALLOCATION POLICY

If any Annual Renewal Demand (ARD) funds are reallocated from one or more renewal project(s) in FY2014, the reallocated funds may be used to fund a new permanent housing project in Fresno and Madera Counties. This year, HUD is limiting the choice of new projects to either: (i) permanent supportive housing projects serving only chronically homeless people or (ii) rapid re-housing projects serving homeless families with children.

Reallocation occurs one of two ways: (1) Review and Rank panel can make reallocation determination only after careful scoring of the project applications and extensive deliberations; (2) Renewal project applicant may submit a new project application reallocating from an existing renewal project. When considering reallocation, the Review and Rank panel considers the following factors:

- Submitted project applications for renewal projects’ risk of not being funded.
- Alternative funding sources available to support the submitted project applications
- Availability of CoC Program resources based on HUD’s Selection Priorities.
- The impact of reallocating/not reallocating on the community, in light of community needs.
- Priority given to new project applications that align with CoC priorities for permanent supportive housing submitted by agencies reallocating from an existing transitional housing renewal project.
APPEALS POLICY AND PROCESS

By October 14, 2014 - The Review and Rank Panel will have reviewed and scored all the project applications and ranked the applications for funding recommendations to HUD. The Panel will communicate its funding recommendations by email to all of the applicants by 5:00 p.m. on October 14, 2014.

Eligible applicants may appeal the Review and Rank Panel’s decision by following the process set forth below.

- **Appeals Panelists:** Non-conflicted community members familiar with the FMCoC will comprise the Appeals Panel. They will receive an orientation and complete a form certifying their lack of a conflict of interest before being seated on the Panel.

- **Who is Eligible to Appeal:** If a project’s ranking increases its likelihood of losing all or part of its funding, the project becomes “eligible” to appeal the Review and Rank Panel’s decision. The likelihood of losing funding, in turn, is determined by two (2) factors: the project’s Tier placement and the number of Tier 2 projects that are appealing their rankings.
  
  - In general, placement in Tier 1 means that the project in question is unlikely to lose funding, and is therefore not eligible to appeal. However, every Tier 2 project that files an appeal ends up raising the likelihood that low-ranked Tier 1 projects will ultimately drop into Tier 2.

- **Notice Requirement:** Accordingly, if an applicant intends to appeal the Review and Rank Panel’s decision, it must provide notice by email to Laura Moreno (lhaga@co.fresno.ca.us) and Ken Laslavic (ken@homebaseccc.org) by 12:00 p.m. on October 15, 2014. This notice requirement serves two purposes. First, it provides an opportunity to resolve any concerns, perhaps arising out of misinformation or misunderstanding. If there is no resolution and the applicant still contests the ranking, it may initiate a formal petition of appeal as described below. Second, the notice requirement allows the FMCoC to determine which Tier 1 projects are at risk of dropping into Tier 2 and to provide such projects with an opportunity to file its own timely appeal.

- **Grounds for Appeal:** Appeals cannot be based on mere disagreement with the judgment(s) of the Review and Rank Panel. An applicant agency may only appeal the Review and Rank Panel’s decision if it has grounds to believe the HUD/Local FMCoC’s NOFA process was not followed.

- **Contents of Petition of Appeal:** All appeals must be based on information submitted by the application due date; no new or additional information will be considered. Omissions to the original project application cannot be appealed. A written petition of appeal shall provide background information on the petitioning agency, and clearly describe the basis of their dispute.

  - **Petition of Appeal Deadline:** 5:00 p.m. on October 15, 2014. Petitions of Appeal must be submitted via email no later than 5:00 p.m. on October 15, to Laura Moreno, FMCoC Secretary (lhaga@co.fresno.ca.us) and Ken Laslavic (ken@homebaseccc.org).

- **On October 16, 2014 -** The Appeals Panel will review the petition, and may make inquiries of the Review and Rank Panel concerning the issues raised in the appeal. The
Appeals Panel will provide the petitioner with a written determination of the appeal by 5:00 p.m. on October 17, 2014.

- **The Appeals Process is final.** A petition that has received an adverse determination through this FMCoC Appeals Process shall have no other recourse for submission in the FMCoC CoC Application, the exception being that the FMCoC will adhere to all processes determined as necessary or required by HUD, the CoC Program NOFA, and the CoC Interim Rule. Project applicants not ranked on the Priority Listing may appeal the local CoC competition determination to HUD by submitting a Solo Application in e-snaps directing to HUD prior 7:59:59 p.m. eastern time on October 30, 2014.

- **By October 17, 2014** - The Executive Committee will consider/approve the final Priority Listings, which will then be included in the FMCoC’s CoC Competition submission.

- Projects will be given feedback from the Review and Rank Panel on the quality of their project applications and ways to improve their applications in future NOFAs.
TIMELINE AND LATE APPLICATIONS POLICY

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The deadline for all CoC Program project application is 5:00 pm on October 6, 2014. All Project Applications must be emailed to and received by Ken Laslavic (ken@homebaseccc.org) by the deadline.

All applications that are received by Ken Laslavic after the 5:00 p.m. deadline on October 6, 2014 will be penalized as follows:

- The lateness of submission will be introduced to the Review and Rank Panel and taken into consideration while scoring the application.
- Such other penalty as determined by the Review and Rank Panel.
PROJECT APPLICATION HELP SHEET

All projects should download the appropriate Project Application Training Module(s) for their project at https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/:

- Project Applicants: Renewal Project Application
- Project Applicants: New Project Application
- Project Applicants: Project Application Detailed Instructions
- Project Applicants: Budgets
- Project Applicants: Performance Measures

Note: Project Applicants will be able to import data from previous years’ Project Application(s). In addition, some information will pre-populates from the Applicant Profile.

Page 1A. Application Type, Question 5b. Federal Award Identifier: For renewal projects, use expiring grant number. New projects, leave blank.

Page 1B. Legal Applicant. This information should reflect the name and contact information of the applicant/recipient (NOT the subrecipient (or sponsor)).

Page 1C, Application Details, Question 11, Catalog of Federal Domestic Assistance Title: The answer is: 14.267 CoC Program

Page 1C, Application Details, Question 12, Funding Opportunity Number: The answer is: FR-5700-N-31B

Page 1D, Congressional Districts, Question 16:

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<thead>
<tr>
<th>Representative</th>
<th>District</th>
<th>Web address</th>
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<tr>
<td>Tom McClintock</td>
<td>CA-4</td>
<td><a href="http://mcclintock.house.gov/">http://mcclintock.house.gov/</a></td>
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<tr>
<td>David Valadao</td>
<td>CA-21</td>
<td><a href="http://valadao.house.gov/">http://valadao.house.gov/</a></td>
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<tr>
<td>Jim Costa</td>
<td>CA-16</td>
<td><a href="http://www.costa.house.gov/">http://www.costa.house.gov/</a></td>
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<tr>
<td>Devin Nunes</td>
<td>CA-22</td>
<td><a href="http://nunes.house.gov/">http://nunes.house.gov/</a></td>
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Page 1D, Question 17, Proposed Project Start Date End Date: Renewal projects will begin the day after the current HUD grant expires, in 2015.

Page 1E, Compliance, Question 19 “Is the Application Subject to Review By State Executive Order 12372 Process?“: The answer is no.

Page 1F, Declaration: Please use the recipient representative information.

Page 3A, Project Detail:
• **Question 2a, Continuum of Care Name and Number:** CA-514- Fresno/Madera County CoC
• **Question 4, Project Status:** Leave as “Standard”
• **Question 7, Does this project use one or more properties that have been conveyed through the Title V process?:** This question refers to properties that were categorized as unutilized, underutilized, excess, or surplus for use to assist homeless persons, please answer as appropriate for your project.

**Page 3B, Project Description:**

- Please read the instructions and answer these questions completely and carefully.

**Page 4A, Supportive Services for Participants:**

- Projects serving families with children or youth should answer these questions with Yes or No. An answer of ‘Yes’ would indicate that the applicant/sponsor’s policies and practices are compliant with educational laws at the time of application
- Project serving only adults should answer ‘Not Applicable.’

**Page 4b, Housing Type and Location Detail:**

**Possible Geographic Areas:**

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</table>

**Page 4C, Homeless Management Information Systems (HMIS) Participation:**

Renewal Projects: Information you need to complete this chart will be emailed to you by Melissa Mikel. Contact her with questions at mmikel@fresnohousing.org.

**Budgets:** As needed, the "Name of metropolitan or non-metropolitan Fair Market Rent (FMR) area" for you is: either Madera County or Fresno County.
**SCORING CRITERIA**

Renewal project applications will be scored using the following criteria:

- Project’s Work’s Consistency with Community Needs
- Leveraging
- Participating in HMIS
- Active Participation in the FMCoC
- Project Capacity/Efficient Use of Resources
- Drawdown Rate/Efficient Use of Resources
- Prioritization of Chronically Homelessness
- Residences Prior to Program Entry
- Housing First/Program Design Qualities
- Performance Outcomes/Housing Stability
- Performance Outcomes/Income
- Performance outcomes/Consumer Participation

New project applications will be scored using the following criteria:

- Applicant Capacity
- Experience/Ability to Provide Homeless Services/Housing
- Housing and Services
- Applicant Experience Working with the Community
- Cost-Effectiveness
- Leveraging
- Participating in HMIS
- Active Participation in the FMCoC
- Overall Quality of Application Presentation

FMCoC is in the process of considering several revisions and updates to the current scoring tools for new and renewal projects. Upon finalization of these tools FMCoC will distribute the new scoring tools to the entire Continuum of Care, and provide a special summary of the changes (if any) from previous years’ scoring tools.
OTHER RESOURCES AND ASSISTANCE

If you need assistance with any portion of your application for a CoC Program Grant, there are a number of resources available:

HUD Resources:

The Notice of Funding Availability in its entirety (for all of the details you might want):

HUD’s E-SNAPS Training Modules:
https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources

HUD’s Ask A Question (to submit questions):
https://www.hudexchange.info/get-assistance/my-question/

A searchable list of related Frequently Asked Questions:
https://www.hudexchange.info/e-snaps/faqs

Resources related to the CoC Program:
https://www.hudexchange.info/coc/

Local TA Resources:

For general NOFA-related technical assistance, contact:

Ken Laslavic at (415) 788-7961 or Ken@homebaseccc.org.

For HMIS-related technical assistance, contact Melissa Mikel at mmikel@fresnohousing.org.

GOOD LUCK!