



Lexington-Fayette County Continuum of Care CoC Application Ranking and Selection Process 2016

The US Department of Housing and Urban Development (HUD) released the Continuum of Care (COC) FY2016 Notice of Funding Availability (NOFA) on June 29, 2016. The NOFA is available at <https://www.hudexchange.info/resource/5068/fy-2016-coc-program-nofa/>.

The LFUCG Office of Homelessness Prevention & Intervention on behalf of the Lexington-Fayette County CoC will submit a **collaborative application** to HUD for competition funds no later than **September 14, 2016**. The application may include three types of individual project applications:

1. Grantees with current projects (FY15) seeking **renewal** of those same projects;
2. **New project applications** from current grantees **OR** new applicants to be awarded through reallocation of funds; and
3. One or more applicants' proposals for new **Permanent Housing Bonus** projects totaling an amount up to 5 percent of the Lexington-Fayette CoC's Final Pro Rata Need. This is an amount equal to approximately \$74,218 subject to confirmation by HUD.

The application will also include a proposal for the CoC to receive a one year **Planning** grant, for an amount to be determined by HUD.

NEW THIS YEAR – Any eligible organization may submit an application for an eligible new project that will be scored and ranked alongside eligible renewal projects. Any eligible new projects scoring higher than renewal applications may result in funding being reallocated in whole or in part from those lower ranking renewals to the higher ranking new project, subject to the discretion of the review committee. Rankings and reallocated amounts will be recommended following the local application process described below. Applicants may be asked to revise budgets after submission to reflect final allocation decisions.

APPLICATION DEADLINE

All project applications must be submitted to the Lexington-Fayette CoC (KY-502) in HUD's electronic *esnaps* system no later than **5:00 p.m. on Wednesday, August 10, 2016**. This is necessary to ensure time for review and ranking of all proposals.

Review and scoring of applications will be completed by staff members from the LFUCG Office of Homelessness Prevention & Intervention and staff recommendations made to the LFUCG Homelessness Prevention & Intervention Board's Program Performance and Evaluation Committee. This committee consists of appointed HPI Board members and the LFUCG

Commissioner of Social Services (or his designee) none of whom may be employees, board members, volunteers or associated in any way with any of the applicants under consideration.

The Program Performance and Evaluation Committee will review submitted proposals according to criteria provided as part of the application process and will rank proposals in order according to scores. The committee will then consider overall CoC priorities and strategy to determine a final list of projects to be submitted to HUD and the amounts of funding to be requested for each project. **Applicants will be notified in writing no later than August 30, 2016**, of whether they will be included and the amount to be allocated for each project. The list of projects and recommended funding amounts shall be posted on the Web site of the LFUCG Office of Homelessness Prevention & Intervention on that date. Once notified, applicants may be required to make changes to the amounts requested to align with final scoring decisions and applicants agree by submitting an application that they will comply with such requests.

Preliminary Funding Amounts are as follows (subject to Confirmation from HUD):

Tier 1	\$1,435,889
Tier 2	\$108,078
Permanent Housing Bonus	\$74,218

The final CoC Application will include applications in both Tier 1 and Tier 2 and the lowest ranking project in Tier 1 may be partially included in both tiers. Projects submitted to HUD in Tier 1 are expected to be funded. Tier 2 projects will be awarded funds based on the CoC 's FY2016 competitive score and the availability of HUD funds.

All applicants will need to log in to the HUD *esnaps* system to complete an application. **All applicants should carefully review the entire HUD Continuum of Care NOFA and CoC Interim Rule** to ensure project applications are complete and consistent with all applicable laws and regulations as well as HUD priorities. Incomplete or ineligible projects may not be submitted and/or can impact the entire community's competitiveness and access to funds for meeting our goals to prevent and reduce homelessness.

APPLICATION PROCESS FOR RENEWALS AND REALLOCATIONS

Renewal. Renewal applicants must create a renewal application file in *esnaps* for each existing project, fill in missing information, update existing information, and upload any required supporting documents. Renewal applications must be submitted in *esnaps* no later than 5 p.m. on Wednesday, August 10. OHPI will conduct a completeness review and may return the application in *esnaps* for changes/corrections (please note this could affect the application's score). Once notified by OHPI that the application has been returned for correction, applicants must correct and re-submit the renewal application within the time frame requested.

New. New applicants may compete with renewal projects for existing funds in this competition and new applications are encouraged. Current grantees and new applicants may submit these types of applications but note that eligible new applications may be only for the following types of projects: 1) new permanent supportive housing where all beds will be dedicated for use by chronically homeless individuals and families, or 2) new rapid re-housing projects for homeless

individuals and families coming directly from the streets or emergency shelters, and include persons fleeing domestic violence situations and other persons meeting the criteria of paragraph (4) of the definition of homelessness. New applications must fall into either of those two categories. The applicant must create a new project application in *esnaps*, enter all application information, upload required supporting documents, and submit no later than 5 p.m. on Wednesday, August 10. OHPI will conduct a completeness review and may return the application in *esnaps* for changes/corrections (please note this could affect the application's score). Once notified by OHPI that the application has been returned for correction, applicants must correct and re-submit the new application within the time frame requested.

APPLICATION PROCESS FOR PERMANENT HOUSING BONUS

New applicants and existing grantees also may apply for a Permanent Housing Bonus project as described in the HUD NOFA. Applicants may submit applications for a Permanent Housing Bonus project to create permanent supportive housing that will exclusively serve chronically homeless individuals and families OR rapid re-housing projects for homeless individuals and families coming directly from the streets or emergency shelters, and include persons fleeing domestic violence situations and other persons meeting the criteria of paragraph (4) of the definition of homelessness. New projects must meet all project eligibility and threshold requirements outlined in the HUD Continuum of Care NOFA.

To apply for a Permanent Housing Bonus project each applicant must create a new project application in *esnaps*, enter all application information, upload required supporting documents and submit no later than 5 p.m. on Wednesday, August 10. OHPI will conduct a completeness review and may return the application in *esnaps* for changes/corrections (please note this could affect the application's score). Once notified by OHPI that the application has been returned for correction, applicants must correct and re-submit the new application within the time frame requested.

ESNAPS GUIDANCE AND TECHNICAL ASSISTANCE

Esnaps is available at www.esnaps.hud.gov. If you do not already have the ability to log in to *esnaps*, you may request guidance or technical assistance from Jennifer Oberlin, joberlin@lexingtonky.gov, or 859-258-3136.

SCORING, RANKING AND SELECTION

All complete, timely, and eligible applications will be scored by staff members from the Office of Homelessness using a scoring rubric attached to this announcement. Scores will help determine each project's rank in the CoC's application to HUD, and rank will be the primary determinant of placement into Tier 1 (which will likely be fully funded by HUD) and Tier 2 (which will only be funded if the CoC's score is high enough and if there are sufficient resources). Scores may also be used to reject applications or to reduce budgets for low-scoring projects and to reallocate funds from renewal projects to new projects.

The scoring rubric evaluates past performance and promotes certain best practices or practices that will improve our local response to homelessness and align our response with national policies and best practices. These include:

- Participation in OneDoor Lexington, the CoC's coordinated entry system;
- Use of a low barrier, housing first service model;
- Prioritizing beds for the chronically homeless;
- Significant leveraging of other resources; and
- Successful project management and outcomes.

The process for considering projects will include the following:

- A threshold requirement that submissions required in this announcement are complete and timely (failure to meet this requirement may result in project not being scored);
- Project scoring;
- Responses to requests for explanations or requests for more information from staff members and the Program Performance & Evaluation Committee; and
- [Possibly] Applicant interviews for new applicants.

Once the committee completes the scoring and ranking, the committee may consider the CoC's 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 must be recorded and made public with the published rankings.

Project selections, rankings and tier allocations will be provided to proposers by written notice and published on the following website no later than **5 p.m. on August 30, 2016**: LFUCG Office of Homelessness Prevention & Intervention, www.lexingtonky.gov/homelessness

Applicants not selected by the CoC to be included in the CoC submission to HUD may appeal by submitting their *esnaps* Solo Application directly to HUD not later than **September 14, 2016 at 7:59:59 p.m.**

TIMELINE

July 13, 2016	Adoption of local CoC application and ranking process by Homelessness Prevention & Intervention Board/CoC Board
July 14, 2016	Lexington-Fayette County CoC FY2015 Competition Opens following process adoption by CoC Board
August 10, 2016 5 p.m.	Deadline for Complete Application for Rating and Ranking Complete applications include: 1. Completed, submitted project in Esnaps. 2. Delivery of CoC Supplemental Application to the LFUCG Office for Homelessness Prevention & Intervention, 101 E. Vine Street, Suite 175, Lexington. The CoC Supplemental Application

is a brief questionnaire and a list of required documents which must be submitted. The required documents are:

- Match/leverage commitment letters
- Minutes of Board of Directors meeting authorizing application for new or renewal funding;
- Current List of Board of Directors with identification of officers and terms;
- Certified Organization Audit/Financial Statements of most recent year: 1) Copy of OMB A-133 Audit (Required if \$500,000 or more in aggregate Federal funds expended); or 2) Financial statements audited by a CPA (if not bound by the requirements of OMB A-133).

NEW PROJECT APPLICATIONS ONLY:

- Agency Articles of Incorporation ;
- Documentation of agency 501(c)(3) status;
- Agency Financial Management Policies and Procedures;
- Agency Procurement Policies and Procedures; and the following agency policies: Code of Conduct and Conflict of Interest; Drug-Free Workplace; Affirmatively Furthering Fair Housing; Reasonable Accommodation and Accessibility for Persons with Disabilities; Nondiscrimination and Equal Employment; and Confidentiality.

August 30, 2016
5 p.m.

Ranking and Selection Results posted on Office for Homelessness Prevention & Intervention Web site and sent to applicants in writing

September 14, 2016

CoC Application Submitted to HUD in *esnaps*
Any rejected applicants may submit *esnaps* Solo Application directly to HUD no later than September 14, 2016. The CoC Application may be submitted earlier if complete.

SCORING FOR RENEWAL APPLICATIONS FOR FY2016 COC PROGRAM COMPETITION

Total points available = 100

<p>PROGRAM 44 points <i>Source:</i> Project application</p>	Program Type (up to 10 points)	Permanent Supportive Housing; Rapid Re-Housing for homeless families – 10 points Transitional Housing for youth, people fleeing domestic violence, or people in substance abuse recovery (renewal projects only) – 5 points
	Population Served (up to 6 points)	If PSH: 100% Chronically Homeless – 6 points If RRH: 100 % Families in street or shelter – 6 points
	Participates in CoC (up to 3 points)	100% Attendance at HPI Board Mtgs – 3 points 80%-99% Attendance at HPI Board Mtgs – 1 points
	Participates in coordinated entry (up to 10 points)	Yes, conducts common assessment for all clients within appropriate time frame and/or project enrolls exclusively through coordinated entry meetings. – 10 points Yes, some use of common assessment and/or limited enrollment through coordinated entry meetings – 5 points (project must have enrolled at least one individual or family from coordinated entry list)
	Utilizes a Housing First model if Permanent Housing (up to 10 points)	The PH project does not require participation in any supportive services or have preconditions such as sobriety or a minimum income threshold. – 10 points
	Utilizes a low-barrier model if Transitional Housing (up to 10 points)	The TH project works quickly to move people into permanent housing, does not require participation in supportive services, and does not require preconditions for moving in such as sobriety or a minimum income threshold. – 10 points
	Demonstrated connection to mainstream service systems including SOAR trained staff members (up to 5 points)	Yes, at least one recently trained SOAR trained staff member – 5 points Yes, but no SOAR staff members or not recently trained – 3 points
<p>PERFORMANCE MEASURES 24 points <i>Source:</i> HMIS Data and APR for period 7/1/2015 – 6/30/2016</p>	<p>Housing Stability (up to 8 points): PH: 80% or more remained in PH or exited to PH RRH/TH: 80% or more of exits are to PH</p> <p>Employment Income (up to 8 points): 30% or more of adults maintained or increased earned income</p> <p>Returns to homelessness (up to 8 points): 10% or fewer of participants returned to homelessness within 2 years</p>	<p>Scoring for each standard: FIRST YEAR RENEWALS RECEIVE MAXIMUM POINT VALUES DUE TO NO ACCESSIBLE DATA FOR EVALUATION.</p> <p>8 pts. – Met or exceeded benchmark 4 pts. – Missed benchmark but provided a realistic plan for improvement of 10% or more over next year 0 pts. – Missed benchmark and no realistic plan for improvement</p>
<p>FINANCIAL 10 points <i>Source:</i> Leverage letters</p>	Leverage (up to 10 points) – Letters must be provided to receive points	Documented leverage of 175% or more – 10 points Documented leverage of 150% to 174% - 6 points Documented leverage of 100% to 149% - 3 points

PROGRAM MANAGEMENT 22 points <i>Source:</i> HMIS Data Quality Report, HUD reports	HMIS data quality (up to 10 points)	HMIS Data Quality Report Grade: A – 10 points; B – 8 points; C – 5 points; D – 2 points; F – 0 points
	Most recently closed grant funds all expended (up to 7 points)	100% – 7 points 95%-99% - 5 points 90%-95% spend out – 3 points 85-90% spend out - 1 points
	Monitoring reports (up to 5 points)	No findings on most recent HUD monitoring – 5 points Findings on most recent HUD monitoring corrected and accepted – 2 points

**SCORING FOR PROPOSED NEW AND PERMANENT HOUSING BONUS PROJECTS
FOR FY2016 COC PROGRAM COMPETITION**

Total points available = 100

PROGRAM 43 points <i>Source: Project Application</i>	Project follows a housing first model (16 points)	The project does not require participation in any supportive services or have preconditions such as sobriety or a minimum income threshold. – 16 points
	Demonstrated connection to mainstream service systems including SOAR trained staff members (up to 7 points)	Yes, at least one recently trained SOAR trained staff member – 7 points Yes, but no SOAR staff members or not recently trained – 3 points
	Participates in coordinated entry (up to 10 points)	Applicant organization already uses common assessment for all clients within appropriate time frame and/or enrolls exclusively through coordinated entry meetings. – 10 points Applicant demonstrates knowledge of common assessment and has participated in coordinated entry meetings – 5 points No – 0 points
	Program entry prioritizes veterans, chronically homeless, youth and/or households with children (10 points)	Yes – 10 points No – 0 points
AGENCY EXPERIENCE and HISTORY OF PARTICIPATION & COLLABORATION 23 points <i>Source: Project Application</i>	Agency experience in performing the proposed activities and in utilizing federal funds (up to 8 points)	Extensive experience serving population or performing the proposed activities, including experience operating federal grants – 8 points Some experience serving population or performing proposed activities – 4 points
	Applicant’s organization and management structure demonstrates internal coordination and an adequate financial accounting system (up to 6 points)	Description shows strong coordination & financial accounting – 6 points Description shows adequate coordination & financial accounting – 3 points
	Participation in CoC (up to 3 points)	100% Attendance at HPI Board Mtgs – 3 points 80%-99% Attendance at HPI Board Mtgs – 1 points
	Evidence of external coordination – i.e., examples of collaboration with other entities serving the same population (up to 6 points)	Provides 2 examples of interagency collaboration – 4 points Provides 1 example of interagency collaboration – 2 points
FINANCIAL 10 points <i>Source: Leverage letters, financial audit</i>	Leverage (up to 5 points)	Documented leverage of 175% or more – 5 points Documented leverage of 150% to 174% - 4 points Documented leverage of 100% to 149% - 2 points
	Audit (up to 5 points)	No findings – 5 points; Findings – 0 points
PROGRAM MANAGEMENT 24 points	HMIS experience (up to 10 points)	Applicant currently uses HMIS to enter data with data quality score of A – 10 points Applicant currently uses HMIS to enter data with data quality score of B – 8 points

Source: Project Application, agency policies and procedures		<p>Applicant currently uses HMIS to enter data with data quality score of C – 5 points</p> <p>Applicant currently uses HMIS to enter data with data quality score of D or F OR Applicant does not currently use HMIS but has previously – 2 points</p> <p>No HMIS experience – 0 points</p>
	Schedule & management plan (up to 8 points)	Full points where there is a plan for timely start up and strong management
	Complete and fully compliant policies & procedures (up to 6 points)	Full points where all required policies and procedures are submitted and comply with HUD requirements.