

Information and Timeline associated with the 2016 HUD NOFA

Detailed Notice of Funding Availability (NOFA) from HUD



Agencies wishing to submit **local project proposals to the Big Bend Continuum of Care** during the **2016 HUD NOFA** should review the notice provided here to learn about HUD's requirements and priorities for 2016 CoC Program funding. <http://tinyurl.com/hnuft6r>

Local BBCoC Timeline

Our CoC must submit its application by September 14th, 2016.
See local BBCoC deadlines below.

Monday, August 1, 2016 - COB 5pm EST - Notice of Intent to Apply and Questions from prospective applicants due to BBCoC

Submit both to BigBendCoCReview@gmail.com

Notice of intent should include intended project type, target county(s), sub populations and agency interested in apply and must be initiated from either the agency Executive Director or Board Chair.

Thursday, August 4, 2016 - HUD NOFA Scoring, Ranking, Tiering and Reallocation Materials Approved by BBCoC Board and distributed to prospective applicants.

Thursday, August 4, 2016 - 4pm - BBCoC Wide Conference Call and Q&A

Session with prospective project applicants who submitted Letters of Intent to Apply. All project applicants whom submitted a notice of intent to apply for funding should plan to join this call.

Friday, August 12, 2016 - 5pm- Project Applications Due in HUD ESNAPS system AND due in PDF format to BBCOC via email.

Info on entering information in ESNAPS will be provided to those submitting letters of intent. All PDF submissions go to BigBendCoCReview@gmail.com

Tuesday, August 16, 2016 - 4pm - Project Review Committee Orientation Call

Only committee members whom have completed the Conflict of Interest Form and been approved to review projects will be included in this call. Committee members will be notified of call info in a separate email.

Wednesday, August 17, 2016 - 12noon - Project Application Hard Copies Due

5 hard copies of new and renewing project proposals submitted in ESNAPS due to Big Bend Homeless Coalition Administrative Office at 325 John Knox Road, Building B, Tallahassee, FL 32303. Also, **1 hard copy of the agency's 990** should be submitted at this time.

Monday, August 22-23 - Project Review Committee Convenes to score, rank, tier and reallocate new and renewing projects submitted.

Monday, August 29, 2016 - 10am - BBCoC Board Meeting to Approve Projects for inclusion in CoC Wide HUD NOFA Application

Tuesday, August 30, 2016 - BBCoC Staff notifies all project applicants of application status.

Wednesday, September 14, 2016 - CoC HUD NOFA Application Due to HUD.

Training and Technical Assistance Available

Big Bend CoC staff will notify CoC membership about training and technical assistance opportunities about this funding opportunity provided by HUD and other partners.

Resources Available through HUD

Collaborative Applicants and project applicants that need assistance completing applications in e-snaps or understanding the program requirements under the CoC Program may access the CoC Program interim rule (24 CFR part 578), training materials, and program resources via the HUD Exchange at

<https://www.hudexchange.info/e-snaps/fy-2016-coc-program-nofa-coc-program-competition/>

QUESTIONS?
Contact Amanda Wander at awander@bigbendhc.org

STAY CONNECTED:



Big Bend Homeless Coalition, 325 John Knox Rd, Bldg B, Tallahassee, FL 32303

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BBCoC HUD NOFA 2016/17

Guide for New and Renewing Project Applicants

This document is intended to provide details and guidance on the expectations for New and Renewing Projects applying for Funding through the 2016/17 HUD NOFA. This document should be **consulted in conjunction with the scoring sheet** appropriate for each project type when forming project applications.

SUBMITTING YOUR PROJECT APPLICATION:

All Projects must be completed and **entered in ESNAPS By 5pm on August 12th**. Applicant must have submitted a letter of intent to apply by August 1st to have access and support through the ESNAPS process.

- All projects **MUST meet all the appropriate Threshold Requirements** to be considered for review and scoring.
- All **documentation required should be uploaded in ESNAPS** with the project application. Documentation expectations can be found more detailed in the specific Project Scoring Sheet for your Project Type.
- **A PDF of your complete project application** packet of information **generated from ESNAPS, including documentation and attachments, is required to be emailed to BigBendCoCReview@gmail.com by 5pm, August 12th.**
- **5 complete hard copies** are to be delivered to the **BBHC Admin Office by 12noon on August 17th. BBHC Delivery Address: 325 John Knox Rd., Building B, Tallahassee FL 32303**
- If any one of the above requirements is not met, the project will not be considered for review and scoring.
- Technical assistance with ESNAPS is available here:
- You may also contact Sylvia Smith at ssmith@bigbendhc.org if you need assistance with technical issues related to ESNAPS.
- The BBCoC Project Review Committee will convene to finalize scoring and recommendations for tiring projects on August 22-23, 2016.
- The BBCoC Board will review and approve the Review Committee's recommendations at the August 29th Board Meeting, and all projects will be notified of their status by C.O.B. 8/30/16
- The CoC Application is Due SEPTEMBER 14, 2016 and the Lead Agency (BBHC) will compile the CoC HUD Application and submit the application on behalf of the CoC.

THRESHOLD REQUIREMENTS FOR NEW AND RENEWING PROJECTS

Details of these threshold requirements can be found starting on page 23 of the HUD NOFA available at <http://bigbendhc.org/pdfs/CoC%20final%20NOFA%2006.28.16.pdf>

A. Threshold Requirements. These are pass/fail criteria. Required of both RENEWAL and NEW Project Applicants.

1. Project applicant completed ESNAPS process for Project Proposal.
2. Applicant is an eligible nonprofit organization? Document nonprofit status.
3. Applicant demonstrates financial and management capacity and experience? Describe applicant experience with similar housing projects and experience with state and or federal funding.
4. Certifications submitted as required by the HUD NOFA? Attach certifications signed.
5. Population to be served meets the HUD program requirements, with clear eligibility criteria established? Applicant provides eligibility policy and procedures, forms to document.
6. Project is cost effective? Document cost per person or household to provide housing, as well as the cost to provide supportive services. Is the cost consistent with local norms and projects in operation similar to the proposed project? Did HUD recapture grant funds unexpended at the end of the previous grant period? If so, has the applicant provided an explanation for failure to spend all grant funds?
7. Applicant agrees to participate in the local HMIS database (unless a victim service provider)? Certification to this fact provided? Signed HMIS MOU or MOA must be provided.

B. Project Quality Threshold Requirements for RENEWALS ONLY

1. Applicant documents that there are no HUD or local monitoring findings? Provide date of most recent monitoring, the agency doing the monitoring, and a copy of the monitoring report.
2. Applicant documents no HUD Inspector General investigation is taking place.
3. Applicant documents that it has drawn down funds at least quarterly from HUD? Provides dates for drawdowns for previous grant and current grant period.
4. Applicant document the timely submission of the Annual Performance Report to HUD for last grant year? Attach evidence of the submission to HUD of the last report, with copy of the report.

C. Project Quality Threshold Retirements for NEW PROJECTS ONLY

(Details provided below on requirements per project type)

1. **NEW RRH and PSH Projects must document and detail information on the following requirements:**
 - a. Will the type of housing, number and configuration of units fit the needs of the program participant's/target population? (2 or more bedrooms for families, integrated housing choice, etc.)
 - b. Will the type of supportive services offered to program participants ensure successful retention or help obtain permanent housing?

- c. Is there a specific plan for ensuring program participants will be assisted to obtain mainstream benefits like health insurance, food stamps, SSI, etc.
- d. Will program participants be assisted to obtain and remain permanently housed in a way that fits their needs. (e.g. allows the participant the mobility to access needed services, case management follow-up, additional assistance to ensure retention of housing, etc.)
- e. At least 75% of the proposed program participants must come from the street or other locations not meant for human habitation, emergency shelter, or fleeing domestic violence.

2. NEW SSO Projects for Coordinated Entry/Centralized Intake

- a. Is the centralized or coordinated assessment system easily accessible for all persons within the CoC's geographic area who are seeking info regarding homelessness assistance?
- b. Is there a strategy for advertising the program that is designed to reach homeless persons with the highest barriers within the CoC's geographic area?
- c. Is there a standardized assessment process?
- d. Does the program ensure participants are directed to appropriate housing services that fit their needs?

3. NEW HMIS Projects

- a. Funds requested must be expended in a way that is consistent with the CoC's funding strategy for HMIS and furthers the CoC's HMIS implementation
- b. Project must ensure collection of all Universal Data Elements set forth in the HMIS Data Standards.
- c. Project must be capable and prove it can unduplicated client records within the HMIS.
- d. Project must be capable of producing HUD-required reports and report data as needed for HUD reporting (e.g., Apr, quarterly reports, CAPER/ESG, etc.)

D. Continued Need for the Project Threshold requirement for RENEWAL Projects ONLY.

- 1. Has the applicant demonstrated the project met the plans/goals set forth in the last funded application? i.e. number of units of housing provided, number of persons served.
- 2. Has the applicant demonstrated it met all timeliness standards set by HUD for last grant? i.e. standards for the timely spending of grants funds.
- 3. Has the applicant documented that project participants achieved and maintained independent living, and data record such success?
- 4. Has the applicant had inadequate financial accounting practices, mismanaged the project, shown a reduction in the population served, or lost a project site?

E. Consistency with Consolidated Plans Threshold Requirement for NEW and RENEWING Projects

- 1. Did the applicant provide a certification of consistency with HUD-approved Consolidated Plan from the City of Tallahassee, or from the State of Florida, based on the location of the project?

FUNDING DECISIONS/SCORING AND REVIEW INFORMATION

1. **Review Committee:** A BBCoC Review Committee with members free of conflict and affiliation with applicants and free of any recipients of sub recipients of HUD funded projects will convene and score projects according to the approved scoring criteria.

2. **REALLOCATION DECISION CRITERIA for RENEWALS ONLY**
 - a) Does the project further one or more of the federal policy priorities set out in the NOFA? Document how the project accomplishes these, with outcome data to support.
 - b) Does the project's performance based scoring support a decision to renew the grant, or to reduce or reallocate funding to higher scored projects?
 - c) Based on exit data for the population served, does the project achieve permanent housing for at least 80% of the population served?
 - d) Document how quickly project units are filled upon the exit of the previous client served?
 - e) Are the project units filled using the federal order of priority set forth in Notice CPD 14-012? Document with policies adopted.
 - f) Has the project demonstrated an increase in income for the persons/households served during the last grant year? Document with Annual Performance Report.
 - g) Would a reallocation of funding result in an increase of permanent supportive housing to serve the chronic homeless population?
 - h) Does the project fully utilize and implement the Housing First approach, as defined by HUD? i.e. no service requirements for entry, no preconditions required to gain entry, use of rapid placement and stabilization.
 - i) Would a reallocation of funds from this project to higher scored projects result in increased system-wide outcomes for our CoC? Demonstrate how the outcomes would be increased.

3. **SCORING AND RANKING CRITERIA for NEW PROJECTS to be funded by HUD**
 - a) Applicant is fully using the federal order of priority for placing the highest need population? Document with adopted policies and procedures.
 - b) Does the applicant meet all of the characteristics of a Housing First model? Document with adopted policies and procedures.
 - c) Applicant tracks and reports data that measures the length of time it takes to move households into permanent housing by using HMIS and Coordinated Entry? Provide the data reports as documentation.
 - d) Past performance documentation if applicable - How many clients served in the last grant year who exited the project went into permanent housing? Provide annual data report.
 - e) How many clients served in the last grant year who exited the project ended up back into homelessness? Provide annual exit data report.
 - f) Does the project have data to demonstrate success in helping the population served secure mainstream benefits [i.e. SSDI, health insurance, food stamps, disability benefits, child care, employment, etc.] Provide annual report data.
 - g) Does the type of housing and the number/configuration of units fit the needs of the project participants? (single site, client choice, 2-bedroom minimum for families, etc.)

- h) Does the applicant demonstrate capacity to provide the type and level of supportive services that participants may need to ensure success in sustaining permanent housing?
- i) Does the applicant have policies and procedures in place to allow project participants the mobility and flexibility to access needed services, case management follow-up, or other assistance to ensure retention of permanent housing? Attach the policies and procedures.
- j) In the most recent year completed (if applicable), provide data to evidence that at least 75% (100% for PSH) of the project's participants came from the street or other locations not meant for human habitation, from emergency shelters, from safe havens, or were fleeing from domestic violence. Attach annual report data on client's entrance housing status.
- k) Applicant must demonstrate experience with federal grant administration and prove the agency has the capacity to administer the services and project fully. Documentation of past grant awards, deliverable met, overall agency staff and programs in current operation, etc.

APPROVED SCORING SHEETS/CRITERIA AND POINT VALUES

Upon CoC Board approval, All Project Scoring and Evaluation Sheets will be inserted in this Document for reference. The Scoring Sheets and Guidance should be consulted together while forming project applications to ensure ALL criteria and scored elements are included in your application.

Sheets to be included:

- 1. PSH Renewal Scoring Sheet**
- 2. PSH/RRH New Project Scoring Sheet**
- 3. HMIS Renewal Project Scoring Sheet**
- 4. HMIS New Project Scoring Sheet**
- 5. SSO Coordinated Entry New Project Scoring Sheet**
- 6. CoC Planning Evaluation Sheet**