

**OR-505 BOS**  
**Rural Oregon Continuum of Care (ROCC)**

**2016 HUD NOFA**  
**Local Projects Review and Ranking**  
**Project Application Instructions**

**1.0 Introduction**

The primary purpose of the ROCC-*required* CoC internal application process is to provide an in-depth look at the ROCC’s many projects in order to complete the review and ranking process (R&R) and provide advice to ROCC Leadership/R&R Team in prioritizing both renewal and new/reallocated projects in annual HUD CoC funding competition’s Tier 1 and Tier 2 divisions.

**All potential project applicants – new or existing – must be registered in HUD’s e-snaps internet-based data reporting/application system with active profiles and authorized representatives.**

**The CoC’s internal application process is NEW in 2016 and will NOT begin until approximately one week after HUD NOFA release. Upon successful completion of the R&R process, applicants approved for project submission in the CoC’s Priority Listing will be given clearance to ‘submit’ in e-snaps.**

**2.0 Deadline and Submission Contact**

The application packet(s) relevant to your anticipated projects (including required attachments) must be submitted via email to the ROCC Consultant/Coordinator, Jo Zimmer, at [jozimmer@comcast.net](mailto:jozimmer@comcast.net) no later than **close of business, Friday, July 29, 2016**. **INCOMPLETE SUBMISSIONS WILL NOT BE ACCEPTED PAST THE DEADLINE UNLESS EXTREME NEED EXISTS AND REQUEST HAS BEEN MADE AND APPROVED PRIOR TO DEADLINE.**

Contact Jo Zimmer at 541-704-5360 or [jozimmer@comcast.net](mailto:jozimmer@comcast.net) if you have any questions.

**3.0 Documents Required for COMPLETE Submission of the 2016 ROCC R&R Packet**

The **following documents are required** to be included as full submission of ROCC’s R&R Packet:

DRAFT e-snaps project application relevant to proposed project type(s); not yet available until in e-snaps.
APR (HMIS lead to shadow report pull to ensure accuracy); SP/HMIS report # 0625 - HUD CoC APR - v27
Supplemental Application/Proposal (this form)
HUD Monitoring Letter and correspondence about outstanding findings/sanctions (if applicable)
Notes:  For consistency, the timeframe April 1, 2015, through March 31, 2016, will be used for both the APR and the random data quality reports pulled by the HMIS lead.  Copies of match/leverage letters per proposed application(s) submitted to Jo Zimmer Friday, August 19, 2016; NO EXCEPTIONS GRANTED. Do NOT provide originals.

## 4.0 HOW TO APPLY

### Step 1

It is the responsibility of grantees to review, read, and understand the 2016 Funding NOFA upon its release and understand its requirements and information related directly to project application packet submissions (renewal/new/reallocated) to ROCC Consultant/Coordinator by the **close of business, Friday, July 29, 2016**, deadline.

### Step 2

Complete the 2016 CoC Project Application Packet. E-mail completed Packets with required attachments to the ROCC Consultant/Coordinator, Jo Zimmer, at [jozimmer@comcast.net](mailto:jozimmer@comcast.net) by **close of business, Friday, July 29, 2016**. **Incomplete or incorrectly completed applications will be at risk of funding reallocation during the R&R process.** The ROCC Consultant/Coordinator will review all submissions for completeness and subsequently notify grantees of this step prior to forwarding submission materials to the R&R Team for formal review.

### Step 3

The R&R Team and ROCC Leadership will review all submitted and accepted application packets, complete the R&R process, and notify grantees individually of status and approval to finalize the drafted e-snaps project applications submittals.

Please access CoC Competition information on the OneCPD website: <https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/>. *Web information and training materials are in development for the 2016 funding competition. Additional links may be provided during the competition process.*

**NOTE:** As in previous years, the ROCC Consultant/Coordinator will not have ability to access project-specific information once the e-snaps process begins. In the event you become ‘stuck’ while working in the screens, you will need to work through the training guide step-by-step. Basic familiarity with each screen’s information before you start working will go a long way in ensuring as seamless and reasonably minimized stress-free process as possible.

Renewal Applicants: work through the Applicants training guide and roll 2015 information forward into the 2016 Project Application, where possible; ensure that HUD forms SF424 and SF2880 (one for each grant) are up to date in the Applicant’s Profile section of e-snaps.

**NOTE:** Should errors in the project application require correction *after* the project application is submitted in e-snaps, the process to reopen the project application screens could be time-intensive. **Please** provide a PDF copy of the e-snaps project application to the ROCC Consultant/Coordinator **prior to formal and final submittal** of the e-snaps application. **Do not** hit the final ‘submit’ button until the PDF has been reviewed.

**The deadline for final e-snaps submittal – after final PDF review following the R&R Team determinations – of all approved projects (new/reallocated/renewal) is: Friday, September 2nd, 2016.**

QUESTIONS? Please contact Joann Zimmer at 541-704-5360 or [jozimmer@comcast.net](mailto:jozimmer@comcast.net).

**Thank you for participating in the 2016 HUD Funding Competition**

### **Rating/Ranking System**

The CoC began developing its internal projects R&R process in summer 2013, and now all projects seeking funding are required to submit Project Proposal packets for review against objective criteria – including APRs and data completeness report cards – to R&R project applications in the CoC’s consolidated priority listing document. *Full disclosure, reminder, and opportunity for additional discussion are offered during each monthly meeting leading up to initiation of the R&R process and through final decision-making and ranking.*

It is recommended that the CoC use the R&R process of applications in the 2016 CoC NOFA competition to accomplish the following objectives:

- To prioritize activities that are most successful in ending homelessness;
- To maximize funding available to end homelessness in the CoC;
- To direct new resources toward the most pressing needs for services within the CoC’s many communities, addressing populations underserved for assistance and prioritizing assistance toward those with the greatest need (via analyses of PIT-HIC, local community data);
- To provide incentive to CoC-funded providers to monitor/improve performance to ensure continued funding.

Therefore, the following R&R policies are applicable for project ranking in the 2016 HUD CoC consolidated application/project priority listing:

#### **Tier 1**

Where multiple projects exist within a specific priority group, projects will be ranked according to renewal evaluation score. Projects renewing for the first time (none) will be ranked below renewal projects that have been scored within the priority group.

#### **Priority Group 1: Core CoC Services**

- HMIS
- Coordinated Entry
  
- CoC Planning Grant – *historically not included in R&R process*

#### **Priority Group 2: PSH and RRH**

- Renewal PSH projects
- New PSH projects
- First-time renewal PSH projects
- Renewal RRH
- SSO for Coordinated Entry
- TH for Youth

#### **Priority Group 3: Supportive Housing for vulnerable and disabled persons**

- Transitional Housing for unaccompanied youth 18-24
- Transitional Housing for persons requiring licensed behavioral health services (recovery housing)
- Transitional Housing for Persons and families fleeing domestic violence
- SSO for anything else

The last funded project in Tier 1 will likely ‘straddle’ Tiers 1 and 2. If so, the portion of the project in Tier 1 will be funded with Tier 1 and the balance in Tier 2 will be ranked as the Tier first ranked project in Tier 2 (HUD procedures).

## **Tier 2**

Where multiple projects exist within a priority group, projects will be ranked according to the score on the new project application or renewal score for reallocating projects:

- New Permanent Housing in the following order of priority
  - Permanent Supportive Housing
    - Projects created through reallocation
    - Projects seeking bonus funding
  - Rapid Rehousing
    - Remaining first time renewals
    - Projects created through reallocation
- Transitional housing serving Veterans only

The final order of listing of projects in Tier 2 will be based on two factors:

- Maintenance of the priorities listed above
- Maximization of points for Tier 2 ranked projects in order to maximize the amount and probability of funding in Tier 2 for the CoC and ranked projects

## **NEW/ Bonus Projects**

- Non-CoC-funded areas of the CoC's geography
- PSH
- RRH

## **Reallocation**

Reallocation is the process by which the CoC shifts funds, in whole or in part, from existing eligible renewal projects to create one or more new projects within the CoC's annual renewal demand for CoC Program funds. During the comprehensive reviews of renewal projects, the R&R Team will use the pre-determined/approved scoring criteria and selection priorities to determine the extent to which each project is still necessary and address policy priorities; e.g. ending chronic homelessness, rapid re-housing of families with children, etc.

The R&R Team will reallocate funds to new projects whenever such reallocations would reduce homelessness or address an underserved homeless population. In the event that the R&R Team identifies a renewal project (or projects) whose funding should not be renewed (or funding should be decreased), the R&R Team will then determine whether any new proposed projects should be awarded and will proceed with reallocation.

To minimize the risk of homeless participants being displaced as a result of reallocation, the R&R Team will approach the reallocation decision as follows:

### **Current Notice of Funding Available (NOFA)**

Determine immediate (current NOFA) reallocation at current grant term ending through reallocation of funds to new project as follows:

- Project has unresolved on-site monitoring or financial issues as determined in the initial R&R process
- Project is extreme low performer – does not meet established CoC and/or HUD performance goals; wouldn't pass HUD threshold review
- Participants can be served by another program within the agency/local CoC so as not to create a displacement of current program participants
- Consider unspent funds and the ability to cut grants without cutting service/housing levels
- Consider history of reductions (e.g., if grant reduced one year, will not be apparent in spending the following year)
- Consider specific new PSH or RRH project(s) and specific renewal project(s) at-risk of not being funded
- Consider impact on consolidated application's score

- Consider impact on the community in light of community needs

**The impact of this policy is that high scoring projects may be reallocated if the above-listed considerations warrant that decision. Additionally, projects receiving a score lower than 65 could be considered for reallocation.**

### **Appeals**

The CoC grantee (sub-grantees) may appeal the R&R Team decision for renewal reallocation and/or new project selection as follows:

- a) The CoC grantee or new project applicant will submit a written appeal of the decision to the CoC Collaborative Applicant, Consultant/Coordinator, and the Chair of the R&R Team.
- b) The Chair will convene the R&R Team to receive and review the appeal statement.
- c) The CoC grantee or new project applicant will attend the meeting to answer questions the R&R Team may have in reviewing the filed appeal.
- d) The R&R Team determination will be recorded in minutes, and the CoC Collaborative Applicant will proceed with filing the CoC consolidated application in accordance with this policy and the determination of the R&R Team. Should the CoC grantee or new project applicant seek to appeal the decision to a higher authority, the CoC membership and CoC Board will hear the matter at the next monthly meeting of the Rural Oregon Continuum of Care (ROCC).

The R&R Team's decision to make real local decisions to be implemented in "future NOFA" cycles will support the transition of homeless participants as well as reduce the need for appeal hearings during a very tight application submittal timeframe.

### **Code of Conduct and Recusal**

The implementation of a Code of Conduct for the R&R Team is an essential element that supports the inclusive, collaborative, and objective goals of the R&R Team [CoC Program 24 CFR 578.95]. As stated in Section 7.2.1 of the CoC's 2015 Board-Approved By-Laws:

*The ROCC promotes impartiality in performing official duties and prohibits any activity representing a conflict of interest. No member of the ROCC, its Board and/or Officers should act on a matter if a reasonable person who knew the circumstances of the situation could legitimately question someone's fairness. Likewise, no member of the ROCC, its Board and/or Officers should use his or her position within the ROCC for personal gain or for the benefit of family or friends.*

- Meetings will be open to the public
- Members will provide information that is truthful and accurate
- Members will be respectful to others at all times
- Decision-making process will:
  - Be made by consensus at scheduled meetings
  - For non-funding decisions, all members present will have an option to participate in the voting, e.g. – selection of chair, co-chair, or other general membership decisions
  - For decisions involving funding, one vote per member organization (required attendance of at least 6 meetings in past 12 months) and one vote per community at-large member.
- *Conflict of Interest.* Members will withdraw/excuse themselves from participating in decision-making (voting) process concerning awards of grants or provisions of financial benefit to which such member or his/her organization could have a future hold or benefit, especially including any projects and/or opportunities presenting from within that member's local CoC-defined regional service area.

## **Threshold**

In addition to the scoring criteria, all renewal projects must meet a number of threshold criteria. A threshold review will take place prior to the R&R process to ensure baseline requirements are met. In order to be scored in the 2016 competition, all renewal projects must meet the following thresholds:

- Project must have full and active HMIS participation and the data quality report card score is at least an A, unless the project is a victim services agency. *Projects with data quality score below a B will be required to attend additional training via TBD and within a specific short timeframe.*
- Project must participate (or agree to participate) in Coordinated Entry, unless the project is a victim services agency.
- Project must be able to meet the HUD threshold requirements for renewal projects including that there are none of the following:
  - Outstanding obligation to HUD that is in arrears or for which a payment schedule has not been agreed upon
  - Audit finding(s) for which a response is overdue or unsatisfactory
  - History of inadequate financial management accounting practices
  - Evidence of untimely expenditures on prior award
  - History of other major capacity issues that have significantly impacted the operation of the project and its performance
  - History of reimbursing sub-recipients for eligible costs in an untimely manner, or at least quarterly
  - History of serving ineligible persons, expending funds on ineligible costs, or failing to expend funds within statutorily established timeframes.

**2016 Continuum of Care Program Grants**  
**DETAILED APPLICATION SUBMISSION TIMELINE**

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This timeline highlights the steps that your agency will take to participate in the local competition for NOFA funding. Please mark these dates in your calendar!

- 6/28/16 Publication of the Request for Proposal (RFP) to the CoC membership and public at-large.
- \*7/11/16 *Renewal/New project applicants: 'OK' to begin drafting renewal project applications in e-snaps. **Deadline to submit DRAFT e-snaps renewal/new project application packets to Jo Zimmer for review is Friday, July 29, 2016; 5:00 p.m.***
- \*updated guidance not yet available; docs not available in e-snaps\**
- 7/11/16 *Consolidated application drafting begins in tandem with project applications; section work divided into teams for collection.*
- 7/11/16 *Initial publication of 2016 CoC NOFA and other competition drafts on websites for public viewing.*
- 7/14/16 HMIS Committee meeting; discussion/delegation of NOFA data collection tasks and review of system performance measures reporting to prep for August 1 official HDX submission.
- 7/20/16 ROCC monthly Board meeting; discussion of competition.
- 7/20/16 ROCC monthly Executive Committee meeting; discussion of priority listing, delegation of consolidated application tasks.
- 7/29/16 Project applicants: **ALL Project Proposal packets (new/renewal) due 5:00 p.m.** to ROCC lead staff Jo Zimmer, at jozimmer@comcast.net. *With prior notice/need, extension possible to 7/31/16 (Sunday; 5:00 p.m.). **Project Proposal packet submissions will not be accepted after 7/31/16; NO EXCEPTIONS.***
- 8/1/16 HUD System Performance Measures – initial baseline reporting due in HDX; 5:00 p.m.
- 8/4/16 HMIS Committee meeting; review of consolidated application data tasks; balance of agenda TBD.
- 8/1/16 Weeks of: Executive Committee/R&R Team meeting; initial discussion of final ranking  
8/8/16 scenarios; other competition priorities and pending information requests; workload-sharing
- 8/15/16 Final draft priority listing completion; sharing for CoC Board review ahead of August 24th ROCC monthly meeting (discussion/vote to accept priority listing will occur (Tier 1/Tier 2 and 'straddle' determinations)).
- 8/16/16 HUD deadline for all project applications to be submitted to the CoC (no later than 30 days prior to final deadline).

- 8/19/16 **Deadline** to submit match/leverage letters as listed in project application; **no exceptions to deadline will be granted.**
- 8/24/16 ROCC monthly meeting; priority listing discussion/possible vote; project applicants notified of scores and ranking.
- 8/24/16 ROCC monthly Executive Committee meeting; discussion of priority listing outcome; continue consolidated application drafting, tie up loose ends.
- 8/22/16 Weeks of: FINAL review of draft e-snaps project applications; DO NOT submit project  
8/29/16 application in e-snaps without review and ‘Ok.’ Wrapping up final consolidated application  
9/5/16 data/narrative work.
- 8/31/16 HUD deadline for CoCs to notify new/renewal project applicants in writing of final selection or denial of applications to be included in the CoC Consolidated Application (no later than 15 days prior to final deadline).
- 9/2/16 FINAL **deadline** for approved new/renewal project application submissions in e-snaps.
- 9/14/16 **Submit** final CoC Collaborative Application (narrative and projects listing) to HUD via e-snaps; FINAL **deadline** to submit all CoC competition materials – consolidated application (and all attachments) and priority listing.

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**2016 Continuum of Care Grants  
SUPPLEMENTAL APPLICATION**

This form and requested attachments are **due no later than close of business, Friday, July 29, 2016.** Please send documents in PDF format to ROCC Consultant/Coordinator Jo Zimmer at [jozimmer@comcast.net](mailto:jozimmer@comcast.net).

**LATE APPLICATIONS WILL RECEIVE ZERO POINTS and won't be included in the CoC's 2016 consolidated application/project priority listing.**

Agency Name			
Agency Type	<input type="checkbox"/> Non-profit <input type="checkbox"/> Public Housing Authority <input type="checkbox"/> Other Unit of Local Government <input type="checkbox"/> State Government		
Address			
Mailing Address (if different)			
Primary Contact Name		Secondary Contact Name	
Primary Contact Phone		Secondary Contact Phone	
Primary Contact Email		Secondary Contact Email	
Finance Contact Name		HMIS Contact Name	
Finance Contact Phone		HMIS Contact Phone	
Finance Contact Email		HMIS Contact Email	
Project Name:			
Type of Application: <input type="checkbox"/> Renewal <input type="checkbox"/> New/Reallocated <input type="checkbox"/> Coordinated Entry			
Total Grant Amount Requested: \$ _____			

\_\_\_\_\_  
Agency Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
CoC Program Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
CoC Staff / Application Writer

\_\_\_\_\_  
Date

## Resources

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### **Timeline:**

Please refer to the 2016 Supplemental Application Form and the Detailed Application Submission Timeline to see when documents are due.

### **HUD Documents:**

#### **1. Project application (formerly known as Exhibit 2)**

Will be completed online after the recipient (which may be you) completes the Applicant Documentation at: <http://www.hud.gov/esnaps>

#### **2. HUD 2880 – Applicant/Recipient Disclosure/Update Report**

Available at: <http://portal.hud.gov/hudportal/documents/huddoc?id=2880.pdf>.

#### **3. HUD SF 424 – Application for Financial Assistance**

Available at: <http://www.hud.gov/offices/adm/hudclips/forms/files/sf424.doc>

### **HUD TA Resources:**

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

<https://www.hudexchange.info/resource/5068/fy-2016-coc-program-nofa/>

### **HUD’s E-SNAPS Training Modules:**

TBD

### **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/coc/faqs/>

### **Resources related to the CoC Program:**

<https://www.hudexchange.info/coc>