



September 18, 2014

Dear Contra Costa Interagency Council on Homelessness:

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 Friday, September 26, 2014 from 9:00 AM to 12:00 PM at a location to be announced. 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:

- Contra Costa Interagency Council on Homelessness Website
- Contra Costa Behavioral Health Division – Homeless Program Website
- Contra Costa Interagency Council on Homelessness Listserv
- Contra Costa Behavioral Health Division – Homeless Program Bulletin Board
- Contra Costa Behavioral Health Division 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 homelessprogram@hsd.cccounty.us.



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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.

Event	Date
FY2014 CoC Program Competition Open	September 16, 2014
TA Workshop	September 26, 2014, 9 am – noon
RFI/Supplemental Questionnaire Due	September 26, 2014, 5 pm
New/Renewal Project Applications Due to the CoC	October 3, 2014, 5 pm
Review & Rank Panel Interviews	October 10, 2014, 9 am – 5 pm
Review & Rank Decisions Announced	October 10, 2014
Appeals of Review & Rank Decisions Due	October 14, 2014, 5 pm
Appeals Considered & Decisions Announced	October 17, 2014
CoC's Priority Listings Finalized	By October 20, 2014
Project Application Review by HomeBase	By October 20, 2014
Project Applications Finalized in e-snaps	October 24, 2014, 5 pm
CoC's Consolidated Application Submitted to HUD	By October 30, 2014, 5 pm

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.
- **Contra Costa's FY2014 ARD: \$10,614,636**
- **Contra Costa's CoC Planning: \$132,682**
- **Contra Costa's Tier 1 Amount: \$10,402,343**
- **Contra Costa's Tier 2 Amount: \$344,975**

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)
 - Applicant Code of Conduct. The Code must be attached in e-snaps or on file with HUD at http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/grants/conduct
 - 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. Contra Costa's Need Score: 60
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. (Contra Costa's maximum: \$1,592,195.)

HUD'S HOMELESS POLICY PRIORITIES

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

1. Strategic Resource Allocation.

- 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

6. Building partnerships.

- Public Housing Agencies (PHA)
- Philanthropy

7. Other Priority Populations:

- Veterans
- Homeless Youth

LOCAL PROCESS INFORMATION

2014 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 process will proceed as follows:

- All applicants prepare the supplemental questionnaire for submission by **September 26, 2014** (close of business) and Project Application materials by **October 3, 2014** (close of business).
- Non-conflicted CCICH Executive Committee members comprise the Review and Rank Panel, and receive applications and scoring materials
- Review and Rank Panel members review and tentatively score the applications.
- Before the Review and Rank Panel meets, its members participate in an in-person orientation to the Review and Rank process.
- The Review and Rank Panel meets over the course of one day to jointly discuss each application and conduct short in-person meetings with applicants to have questions answered and to comment on ways to improve the application. Panel members individually score applications:
 - A ranking list for renewal projects (and new projects created through reallocation, if any) will be prepared based on raw scores.
 - Projects that are high-priority, high-performing and meet the needs and gaps of the community will be placed in Tier 1 (Funding threshold equaling 98% of ARD)
 - Projects that meet the needs and gaps of the CoC but may be lower performing or of a lower priority will be placed in Tier 2 (Funding threshold up to 2% of ARD + Planning Costs for FY2012)
 - New Permanent Supportive Housing Bonus projects will be ranked separately and not included in the tiering process.
- Panel releases ranking results to applicants by no later than **October 10, 2014**, with a reminder about the appeals process.
- Appeals hearings are held, if requested, and final decisions are announced no later than **October 17, 2014** (close of business); any agency whose project application was rejected from inclusion in the County's Consolidated CoC Application will also receive a written explanation for the decision to reject the project(s).
- As soon as feasible after the final decisions are announced, agencies are given written feedback from the Review and Rank Panel on the quality of their project application(s) and ways to improve.
- As the Contra Costa CoC's Board, the CCICH Executive Committee considers the Priority Listings of project applications for approval, which are then included in the County's Consolidated CoC Application.

Additional Detail about Reallocation

If any ARD funds are reallocated in FY2014 to create a new project, the funds will be reallocated from one or more renewal project(s), whose funding will be either reduced or eliminated by the reallocated amount(s).

This is a decision made by the Review and Rank panel after extensive deliberation. When considering reallocation, the following factors are reviewed:

- Consider submitted project applications for new permanent supportive housing or rapid re-housing, and/or renewal project(s) at-risk of not being funded
- Consider alternative funding sources available to support the submitted project applications for new permanent supportive housing or rapid re-housing, and/or renewal project(s) at-risk of not being funded
- Consider the impact on the County's consolidated application "score" and the score's impact on the likelihood of Tier 2 projects being funded
- Consider the impact of reallocating/not reallocating on the community, in light of community needs

Additional Detail about the Review and Scoring Process

The Review and Rank Panel considers the following areas in their review and scoring of renewal projects (and new projects created through reallocation, if any):

- Whether the project's work is consistent with community needs
- Outcomes (for renewal projects only)
- Project Readiness (for new projects only)
- Budget and Cost Effectiveness
- Agency Capacity
- Leverage
- Discussion with Review and Rank members

PROCESS TO APPEAL THE DECISION OF THE REVIEW AND RANK PANEL

The Review and Rank Panel reviews all project applications and ranks the applications for funding recommendations to HUD. That review and ranking decision is communicated to all applicants by email within 24 hours of the ranking decision and determination. All applicants are hereby instructed to contact Amanda Stempson (amanda@homebaseccc.org) if no email notice is received by October 10, 2014 (by midnight).

1. Who May Appeal and What May be Appealed

Eligible Appeals

- An agency whose project application a) is rejected from inclusion as part of the CoC Consolidated Application submission, or b) receives decreased funding (e.g. through reallocation) may appeal the Review and Rank Panel's decision regarding the application in question.

Applicants may appeal if they can:

- Prove their score is not reflective of the application information provided; or
- Describe bias or unfairness in the process, which warrants the appeal.
- *What May Not be Appealed* - Appeals cannot be based on disagreement(s) with the judgment of the Review and Rank Panel.

All appeals must be based on information submitted by the applicant agency by the application due date. No new or late information will be considered. The fact that an agency omitted information (inadvertently or otherwise) from its project application is not grounds for an appeal.

2. Required Communication Prior to Initiating an Appeal

By 5 pm on October 13, 2014, any agency desiring to appeal must contact Amanda Stempson by email at amanda@homebaseccc.org to state its intent to appeal the Review and Rank Panel's decision. The purpose of this requirement is to provide an opportunity to resolve any concerns, perhaps arising out of misinformation or misunderstanding. If there is no resolution and the applicant still contests the Review and Rank Panel's decision, it may initiate a Formal Appeal as described in the section below.

3. Initiating the Formal Appeal

The notice of appeal is due at 5 pm on October 14, 2014. All notices of appeal must be submitted, in PDF format, to:

Lavonna Martin, Homeless Program Acting Director
Email: Lavonna.Martin@hsd.cccounty.us
Attn: Review and Rank Appeals Panel

The notice of appeal must include a written statement specifying in detail the grounds asserted for the appeal. The statement must be signed by an individual authorized to represent the agency (i.e., Executive Director). The notice of appeal is limited to two, single-spaced pages in 12-point font. The

notice of appeal must include a copy of the project application in question and all accompanying materials submitted to the Review and Rank Panel.

4. The Appeal Process, Including Involvement of Other Affected Agencies

The Appeals Panel will meet with a representative(s) of the agency/collaborative making the notice of appeal to discuss the appeal. A face-to-face meeting is preferred, but if time conflicts require it, the conversation can occur by conference telephone.

All valid appeals will be read, reviewed and evaluated by the Appeals Panel. The role of the Appeals Panel is to read and review only those areas of the application that are being appealed.

The Appeals Panel will then meet to deliberate.

- All project applicants will be invited to attend any appeal and each applicant may make a 10-minute statement regarding the appeal.
- The Appeals Panel will review the rankings made by the Review and Rank Panel only on the basis of the submitted project application, the two-page appeal, any statements made to the Appeals Panel during the appeals process, and the materials used by the Review and Rank Panel. No new information can be submitted by the applicant or reviewed by the Appeals Panel.
- The decision of the Appeals Panel must be supported by a simple majority vote.

The appealing agency will receive, in writing, the decision of the Appeals Panel within 2 business days of the Appeals Panel Meeting. The decision of the Appeals Panel will be final.

5. Members of the Appeals Panel

The Appeals Panel will be made up of four (4) members of CCICH: 3 members will be Appeals Panel voting members and one will be a non-voting member. The three voting members will not have participated in the original Review and Rank Panel. The one non-voting member must have been a member of the original Review and Rank Panel. No member of the Appeals Panel may have a conflict of interest with any of the agencies applying for CoC Program funding and must sign a conflict of interest statement to that effect.

TIMELINE AND LATE POLICY

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

ASAP: Enter E-SNAPS and start working on your Applicant Profile (previously known as SF-424) and your Project Application (previously known as Exhibit 2).

- Before you can prepare your Project Application form, complete your Applicant Profile. Once your Applicant Profile is complete, move ahead with the Project Application(s).
- PLEASE FOLLOW INSTRUCTIONS IN THE TRAINING MODULES BEFORE CALLING AMANDA FOR TECHNICAL ASSISTANCE.

September 26: Technical Assistance Workshop
9 am - noon

- Review Technical Assistance and Application materials
- If you haven't already, join HUD's OneCPD mailing list (making sure that you sign up for email updates about the "CoC – Continuum of Care Program") at: <https://www.hudexchange.info/maillinglist/>
- View HUD Webcast at <https://www.hudexchange.info/> as soon as it becomes available.
- View the Training Modules at: <https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources>
- And submit questions online at: <https://www.hudexchange.info/get-assistance/my-question/>

September 26: Submit Project Application Package for Review and Rank
by 5 pm

For each project application, send **1 email** to Felix.Box@hsd.cccounty.us (cc'ing Amanda@homebaseccc.org) containing:

- A subject line that clearly describes the email's contents
- In the body of the email, a numbered list of the attachments
- And the following attachments:
 - Supplemental Questionnaires (for new projects) and/or Short Update Forms (for renewal projects) in Word format
 - Any APR data corrections
 - 1 PDF document entitled "HUD Monitoring" (if applicable) with scanned copies of: (a) any HUD Monitoring letters received by the project since January 10, 2013; and (b) related correspondence with HUD

Note: if you are completing your draft of the Project Application in Microsoft Word instead of directly in E-SNAPS, please save a copy of the Word Document as a PDF to send.

**October 3:
by 5 pm** **Submit Applicant Profile and Project Applications for Review and Rank**

- **For each applicant agency:** send:
 - **1 email** to Felix.Box@hsd.cccounty.us (cc'ing Amanda@homebaseccc.org) containing:
 - A subject line that clearly describes the email's contents ("Contra Costa CoC NOFA: [Your Agency's] Applicant Profile & Project Applications");
 - In the body of the email, a list of the agency's CoC Program projects in Contra Costa; and
 - And the following attachments: in PDF format
 - The agency's applicant profile
 - The Project Application for each project

PLEASE BE CAREFUL WITH ATTACHMENTS! IT IS THE RESPONSIBILITY OF THE APPLICANT AGENCY TO PROVIDE ALL OF THE INFORMATION REQUESTED BY THE REVIEW AND RANK PANEL; REGARDLESS OF INTENT OR CIRCUMSTANCE, THE OMISSION OF INFORMATION REQUIRED BY THE PROJECT APPLICATION PACKAGE (E.G., BY FORGETTING TO ATTACH A DOCUMENT TO THE EMAIL; OR DUE TO AN UNEXPECTED DELIVERY ERROR) CANNOT BE CURED ONCE THE SUBMISSION DEADLINE HAS PASSED.

PLEASE PLAN AHEAD! LATE APPLICATIONS WILL BE PENALIZED (SEE LATE POLICY BELOW).

October 10: **Review and Rank Project Discussions**

Applicants will participate in a Project Discussion with the Review and Rank Subcommittee during the assigned time slots. You will be notified of the time and location by October 6, 2014. These discussions are designed to permit the Review and Rank Panel to ask questions about your applications and to give applicants ideas about how to improve their applications. You do not need to prepare a presentation; come prepared to engage in a discussion. You may bring as many people as you feel is necessary to represent your project well, but be sure to bring those who know the most about the application.

By January 10: **Applicant Notification**

- By no later than October 10 (before midnight), you will receive notification of the results of the Review and Rank process.

- At this time, you should begin finalizing your application for submission. THIS INCLUDES ENSURING THAT ALL NECESSARY ATTACHMENTS ARE UPLOADED TO E-SNAPS.

October 13-17: Appeals Process

- If you intend to appeal the Review and Rank decision, you must provide notice by email (amanda@homebaseccc.org) of your intent to appeal **by 5 pm on October 13, 2014.**
- Formal appeals (also called “notices of appeal”) are due in writing to the Appeals Panel **by 5 pm on October 14, 2014.** They must be emailed to:

Lavonna Martin, Homeless Program Acting Director

Contra Costa Health Services

Lavonna.Martin@hsd.cccounty.us

Attn: Review and Rank Appeals Panel

- In the event of an appeal, the Review and Rank Appeals Panel will deliberate and a final decision will be announced no later than October 17, 2014 (close of business).

October 24: Final Project Application Submissions Uploaded to E-Snaps

- Between October 10 – October 24, applicants should finalize their project applications, incorporating suggestions from the Review and Rank Panel.
- All Project Applications must be uploaded **by 5 PM on October 24** to allow HomeBase to review every submission for omissions or inconsistencies and allow for correction. **Between October 24 and October 30, please be sure that someone at your agency is available to answer last minute application questions!**

October 30: Final Consolidated Application Submitted to HUD

LATE APPLICATIONS POLICY

The deadline for all supplemental questionnaires is September 26 by 5 pm, and the deadline for project applications is October 3, 2014 by 5 pm. All Project Application Packages and Applicant Profiles (see page above for submission details) must be emailed to and received by Felix.Box@hsd.cccounty.us (cc'ing Amanda@homebaseccc.org) by the deadline.

The Executive Committee of the Contra Costa Inter-Jurisdictional Council on Homelessness has passed the following policy for CoC Program project applications that are received past the deadline:

All submissions received by Felix Box of the County's Homeless Program after the deadline stated above will be penalized as follows:

- If the late application is for a renewal project:
 - The project in question will forfeit its entire administrative costs budget (up to 5% of the grant award) to the County's HMIS project for the 2014-2015 operating year; **AND**
 - An additional 5% of the grant award will be subject to reallocation to a new project (in FY2014, new projects created through reallocation are limited to permanent supportive housing for chronically homeless people and rapid re-housing for homeless families with children)
- Late applications received within 24 hours of the due date/time will be subject to the conditions listed above.
- Late applications received after 24 hours after the original due date/time will not be accepted.
- Incomplete applications cannot be cured for Review and Rank scoring, but must be corrected prior to HUD submission.
- The Review and Rank Panel has the discretion to waive the Late Applications Policy if it determines that emergency or extreme situations existed.

ANTICIPATED 2014 RENEWAL APPLICATIONS

The following projects are expected to prepare renewal applications in the FY 2014 NOFA Competition.

Applicant Name	Project Name
Anka Behavioral Health, Incorporated	ACCESS
Anka Behavioral Health, Incorporated	ACCESS Plus
Anka Behavioral Health, Incorporated	Project CHOICE
Contra Costa Health Services	Contra Costa HMIS
Contra Costa Health Services	Contra Costa Rapid Re-Housing
Contra Costa Health Services	Destination Home
Contra Costa Health Services	Permanent Connections
Contra Costa Health Services	Project Coming Home - Addressing Addictions to Alcohol
Garden Park Apartments Community (GPAC)	Garden Park Apartments Community (GPAC)
Greater Richmond Interfaith Program	GRIP Family Permanent Supportive Housing
Greater Richmond Interfaith Program	GRIP Permanent Supportive Housing
Housing Authority of Contra Costa County	Contra Costa Project-Based Rental Assistance
Housing Authority of Contra Costa County	Contra Costa Tenant-Based Rental Assistance
Housing Authority of Contra Costa County	Rental Assistance Program
Housing Authority of Contra Costa County	Shelter Plus Care - Chronic Homeless Initiative 1
Housing Authority of Contra Costa County	Shelter Plus Care - Chronic Homeless Initiative 2
Housing Authority of Contra Costa County	Shelter Plus Care - Consolidated
Housing Authority of Contra Costa County	Shelter Plus Care - Lakeside
Housing Authority of Contra Costa County	Shelter Plus Care - Project Coming Home
Housing Authority of Contra Costa County	Shelter Plus Care - Villa Vasconcellos
Resources for Community Development	Lakeside Apartments
Rubicon Programs Inc.	Giant Road Apartments
Rubicon Programs Inc.	Idaho Apartments
Rubicon Programs Inc.	Project Independence
Rubicon Programs Inc.	West Richmond Apartments
SHELTER, Inc. of Contra Costa County	Contra Costa County Transitional Housing Program
SHELTER, Inc. of Contra Costa County	Permanent Step Project
SHELTER, Inc. of Contra Costa County	Pittsburg Family Center
SHELTER, Inc. of Contra Costa County	REACH Plus
SHELTER, Inc. of Contra Costa County	REACH Plus Family Rapid Rehousing
SHELTER, Inc. of Contra Costa County	Transitional Housing Partnership
STAND! For Families Free of Violence	Moving Out of Violent Environments (MOVE) - RMC Transitional Housing

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:

Representative	District	Web address
John Garamendi	CA-3	http://garamendi.house.gov/
Mike Thompson	CA-5	http://mikethompson.house.gov/
Jerry McNerney	CA-9	http://mcnerney.house.gov/
George Miller	CA-11	http://georgemiller.house.gov/
Eric Swalwell	CA-15	http://swalwell.house.gov/

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-505- Richmond/Contra Costa 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:

Jurisdiction	Code
Antioch	060102
Concord	060810
Contra Costa County	069013
Pittsburg	062790
Walnut Creek	063942
Richmond	063000

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

Renewal Projects: Information you need to complete this chart will be emailed to you by Kimberly Thai, HMIS Administrator. Contact her with questions at Kimberly.Thai@hsd.cccounty.us.

Budgets: As needed, the "Name of metropolitan or non-metropolitan Fair Market Rent (FMR) area" for you is: Oakland-Fremont CA HUD Metro FMR Area.

SCORING CRITERIA

All project applications (whether renewal or new projects created through reallocation) will be scored using common criteria:

- Project's Work's Consistency with Community Needs
- Outcomes (Project Readiness in the case of new projects)
- Budget and Cost Effectiveness
- Agency Capacity
- Leverage

CCICH 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 on Thursday, December 19, 2013, CCICH 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):

<https://www.hudexchange.info/resource/4032/nofa-for-fy2014-funds-in-the-fy2013-fy2013-coc-program-competition/>

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:

Amanda Stempson at (415) 788-7961 ext. 308 or amanda@homebaseccc.org.

For HMIS-related technical assistance, contact Kimberly Thai at kimberly.thai@hsd.cccounty.us.

GOOD LUCK!