



FY 2019 CoC Competition Supplemental Questionnaire for New Projects

New Project Supplemental Questionnaire Instructions

Due Date: August 16, 2019

This Supplemental Questionnaire must be completed for each project submitting a new project application for the FY2019 HUD CoC Program Competition. This questionnaire is being distributed as a reference in advance of the deadline to submit letters of intent to apply for a new project; after letters of intent are received, HomeBase will follow up with new project applicants regarding setup of a “Respondent” account in PRESTO. Applicants will submit answers in PRESTO, which will be used to create a PRESTO-generated report to be used by the Review & Rank Panel. This word document is meant to be used for drafting. All final answers to questions must be submitted in PRESTO.

For each new project application, send one email to contracostata@homebaseccc.org (cc'ing Jaime.Jenett@cchealth.org) containing:

- **A subject line** that clearly describes the email’s contents (“Contra Costa CoC NOFA – New Project Supplemental Questionnaire – [Your Agency Name] – [Your Project Name]”)
- **In the body of the email**, a numbered list of the attachments
- **And the following attachments:**
 - PDF of the e-snaps applicant profile
 - PDF of the e-snaps project application
 - 1 PDF document entitled “[Your Agency Name] – HUD Monitoring” (if applicable) with scanned copies of: (a) any HUD Monitoring letters received by any HUD-funded (ESG or CoC Program) projects since January 2017; and (b) related correspondence with HUD
 - 1 PDF document entitled “[Your Agency Name] – Independently Audited Nonprofit Financial Statements” or “[Unaudited Nonprofit Financial Statements” (if applicable)
 - Optional: 1 PDF document entitled “[Your Agency Name] – [Your Project Name] – Client Feedback” that summarizes client feedback (if applicable)

You will receive an email confirming receipt of your attachments. Technical assistance requests and questions about how to complete this Supplemental Questionnaire may be submitted to contracostata@homebaseccc.org.



FY2019 COC COMPETITION SUPPLEMENTAL QUESTIONNAIRE FOR NEW PROJECTS

OVERVIEW OF PROJECT

1. Project Name and Address

Project Name:

Address:

Agency:

Funding Source:

- Reallocation
- Bonus
- Domestic Violence (DV) Bonus

Program Category:

- Coordinated Entry
- DV Coordinated Entry
- Joint Transitional and Permanent Housing – Rapid Rehousing
- DV Joint Transitional and Permanent Housing – Rapid Rehousing
- Permanent Housing – Dedicated or DedicatedPLUS
- Permanent Housing – Permanent Supportive Housing
- Permanent Housing – Rapid Rehousing
- DV Permanent Housing – Rapid Rehousing
- HMIS

2. Please provide a narrative overview of the homeless population to be served, housing type, and services to be provided by your project. Please note whether this project is an expansion of an existing renewal project. [**Response Limit:** 1000 characters]

AGENCY CHANGES

3. Have there been significant changes in operations or structure within the agency in general over the last 12 months? If so, please describe. [**Response Limit:** 1000 characters]
4. Are there any plans for significant changes in operations or structure within the agency in general over the next 12-24 months? If so, please describe. [**Response Limit:** 1000 characters]

THRESHOLD CRITERIA

5. **Coordinated Entry:** Will the project participate in coordinated entry to the extent possible for this project type? Please respond YES/NO.



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6. **HMIS:** Will the project enter data for all CoC-funded beds into HMIS, (unless it is serving survivors of domestic violence, in which case it will enter data into a comparable database)? Please respond YES/NO.

7. **Program Policies & Procedures:** Has the project adopted, or is committed to adopting, policies and procedures that are consistent with minimum HUD requirements? Please respond YES/NO.

8. **Participant Eligibility:** Will the project only accept participants that can be documented as eligible for this project's program type based on their housing and disability status. Please respond YES/NO.

9. **Equal Access/Fair Housing:** Will the project provide equal access and fair housing without regard to sexual orientation, gender identity, or local residency status? Please respond YES/NO.

SECTION 1. PROJECT'S WORK IS CONSISTENT WITH HUD AND LOCAL PRIORITIES

1.B. PROJECT IMPACT AND RESPONSIVENESS TO LOCAL NEED

10. Please describe the impact the program will have in addressing local needs, (e.g., leveraged resources, such as site-based housing; subpopulations served; demonstrated need for the project type in the community; experience working with the local population and local partners, etc). Reference community data sent around as part of the FY 2019 Contra Costa CoC competition. [**Response Limit:** 2000 characters]

SECTION 2. PROJECT DESIGN AND READINESS

2.A. PROGRAM DESIGN

11. Please provide a summary description of your project design, included responses to questions under "For All Projects" on the New Project Supplemental Questionnaire and



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for the specific program component (e.g., PSH/RRH, Joint TH-RRH, etc.) as appropriate
[Response Limit: 3000 characters]:

- **For All Projects:**
 - How the program design will include the use of innovative or evidence-based practices;
 - Whether the project will be ready to start within HUD's statutory deadlines (e.g., can demonstrate site control, has plan to identify units, is an expansion of an existing project);
 - How the project will be staffed appropriately to operate the housing/services;
 - How staff will be trained to meet the needs of the population to be served;
 - How the program will include involvement of clientele in designing and operating the program;
 - How the method of service delivery described includes culture-specific/sensitive elements (e.g., trauma-informed care);
 - How the program will be physically accessible to persons with disabilities;
 - How the program outcomes are realistic but sufficiently challenging given the scale of the project, and whether outcomes are measurable and appropriate to the population being served, and;
 - For **Domestic Violence Bonus** projects, how the program design includes safety, planning, and confidentiality protocols. And, how the project demonstrates trauma-informed, victim-centered approaches.

- **For PSH/RRH** (at least 3 of 4 required by HUD and the criteria under the third bullet is required):
 - How the type of housing proposed, including the number and configuration of units, fits the needs of the program participants (e.g., two or more bedrooms for families);
 - How the type of supportive services that will be offered to program participants ensures successful retention in or help to obtain permanent housing, including all supportive services regardless of funding source;
 - How the project has a specific plan for ensuring program participants will be individually assisted to obtain the benefits of mainstream health, social, and employment programs for which they are eligible to apply that meets the needs of program participants (e.g., Medicare, Medicaid, SSI, Food Stamps, local Workforce office, early childhood education), and;
 - How the project will assist program participants to obtain and remain in permanent housing in a manner that fits their needs (e.g., provides the participant with some type of transportation to access needed services, safety planning, case management, additional assistance to ensure retention of permanent housing).



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- **For Joint TH-RRH** (at least 4 of 6 required by HUD and the criteria under the fourth bullet is required):
 - How the type of housing proposed, including the number and configuration of units, fits the needs of the program participants (e.g., two or more bedrooms for families);
 - How the project will provide enough rapid re-housing assistance to ensure that at any given time a program participant may move from transitional housing to permanent housing. (This may be demonstrated by identifying a budget that has twice as many resources for the RRH portion than TH, by having twice as many RRH units at a point in time as TH units, or by demonstrating that the budget and units are appropriate for the population being served.);
 - How the type of supportive services that will be offered to program participants ensures successful retention in or help to obtain permanent housing, including all supportive services regardless of funding source;
 - How the project will have a specific plan for ensuring program participants will be individually assisted to obtain the benefits of mainstream health, social, and employment programs for which they are eligible to apply that meets the needs of program participants (e.g., Medicare, Medicaid, SSI, Food Stamps, local Workforce office, early childhood education);
 - How the project will assist program participants to obtain and remain in permanent housing in a manner that fits their needs (e.g., provides the participant with some type of transportation to access needed services, safety planning, case management, additional assistance to ensure retention of housing), and;
 - How the project will adhere to a housing first model and adopt low barriers to entry and prioritize rapid placement and stabilization in permanent housing.
- **For Coordinated Entry** (at least 3 of the 5 required by HUD and the criteria under the fifth bullet is required):
 - How the system will be easily accessible for all persons within the CoC's geographic area who are seeking information regarding homelessness assistance. The system must also be accessible for persons with disabilities within the CoC's geographic area;
 - Strategies to be used for advertising the program that are designed specifically to reach homeless persons with the highest barriers within the CoC's geographic area;
 - What standardized assessment process will be used;
 - How the program will ensure that program participants are directed to appropriate housing and services that fit their needs; and,
 - How the project will have a specific plan for ensuring program participants will be individually assisted to obtain the benefits of mainstream health, social, and employment programs for which they are eligible to apply that meets the needs of program participants (e.g., Medicare, Medicaid, SSI, Food Stamps, local Workforce office, early childhood education)



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- **For HMIS** (at least 3 of the 4 required by HUD):
 - How the HMIS funds will be expended in a way that is consistent with the CoC's funding strategy for the HMIS and furthers the CoC's HMIS implementation;
 - The HMIS collects all Universal Data Elements as set forth in the HMIS Data Standards;
 - The ability of the HMIS to unduplicate client records; and,
 - The HMIS produces all HUD-required reports and provides data as needed for HUD reporting (e.g., APR, quarterly reports, data for CAPER/ESG reporting) and other reports required by other federal partners.

2.B. SERVICES PARTNERSHIP OR CAPACITY

12. Do you have a committed relationship with a service provider with a signed letter of commitment or MOU? **(If yes, please attach)** Whether services will be provided by a separate service provider or by the agency itself, please describe the services to be offered, how the services will be tailored to meet the needs of the target population, and how services will be leveraged or funded. **[Response Limit: 1000 characters]**

2.C. EXPECTED OUTCOMES

13. Please describe how the agency intends to carry out the work proposed, drawing on examples from past performance (e.g., experience with similar projects, outcomes related to measures of housing stability, exits to homelessness, and increased income/benefits in any prior projects).

For expansion projects, please discuss outcomes for the renewal project that is proposed for expansion. For new agencies or agencies without existing projects please *also* describe the agency's ability and proposed methodology for measuring and tracking outcomes for comparable projects and outcomes related to housing stability, exits to homelessness, and increased income/benefits. **[Response Limit: 1500 characters]**

SECTION 3. AGENCY CAPACITY

3.A. AGENCY EXPERIENCE

14. Please describe your agency's expertise and staffing capacity to bring on new projects and operate the proposed project (detailing where the agency successfully handled at least one other federal grant or other major grant of this size and complexity, either in or out of the CoC; whether the agency has a clear staffing plan that covers both grant management and performance of grant activities; etc.) **[Response Limit: 1500 characters]**



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3.B. ADMINISTRATIVE COMPLIANCE

15. Are there any unresolved HUD monitoring findings or outstanding audit findings?

- Yes
- No

If yes, please attach the documentation concerning these findings as a PDF when you email this form.

16. In the past three operating years, has HUD ever deobligated, or is HUD planning to deobligate, any grant funds awarded?

- Yes
- No

If yes, please indicate the amount, date and reason. [**Response Limit:** 500 characters]

3.C. HMIS PARTICIPATION

17. Are you an active participant in the Contra Costa CoC HMIS?

- Yes
- No

If no, please describe your plans to join the HMIS, and relevant experience with other management information systems and data reporting compliance. Note: Domestic Violence programs do not participate in HMIS but should have a plan to enter data into a comparable database. [**Response Limit:** 500 characters]

3.D. COC PARTICIPATION

18. Please describe the participation of your agency staff in the Contra Costa Council on Homelessness and CoC-related planning meetings from **May 1, 2018**, to **April 30, 2019**, including:

- a. Council on Homelessness meetings,
- b. CoC full membership (quarterly) meetings,
- c. the HUD Grantees/NOFA Committee,
- d. the CoC/ESG Executive Directors Meeting,
- e. the HMIS Policy Committee, and
- f. Coordinated Entry Committees and Workgroups.

[**Response Limit:** 1500 characters]



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3.E. HOUSING FIRST

Consider the extent to which the proposed project's policies will include a commitment to identifying and lowering barriers to housing. For expansion of existing projects, please reference current project's policies and procedures. For new projects, please provide examples of how other projects have utilized a Housing First approach.

19. Describe the extent to which the proposed project's written policies and procedures will ensure that participants are not screened out based on the following criteria. To receive full points the project must address all of the reasons listed below. [**Response Limit:** 2000 characters]

1. Having too little or no income
2. Active, or history of, substance use or a substance use disorder
3. Having a criminal record (with exceptions for state-mandated restrictions)
4. History of domestic violence (e.g., lack of a protective order, period of separation from abuser, or law enforcement involvement)

20. Describe the extent to which the proposed project's written policies and procedures will ensure that participants are not terminated from the program for the following reasons. To receive full points the project must address all of the reasons listed below. [**Response Limit:** 2000 characters]

1. Failure to participate in supportive services (with exception for HUD-mandated monthly case management meeting for RRH program participants)
2. Failure to make progress on a service plan
3. Loss of income or failure to improve income
4. Being a survivor of domestic violence
5. Any other activity not covered in a lease agreement typically found in the project's geographic area (please confirm if your project will or does follow this)

21. Describe how the project takes proactive steps to minimize barriers to entry and retention. [**Response Limit:** 2000 characters]

3.F. QUALITY ASSURANCE

22. How many staff will be employed by this project? Please list by job titles and FTE status. [**Response Limit:** 1000 characters]



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23. Please describe your staff training, who is trained, and how often. **[Response Limit: 1000 characters]**
24. Please describe how your agency assesses quality of services using client feedback (e.g. written surveys, focus groups, group meeting feedback) regarding their satisfaction with this project. **(Optional: applicants may attach a document summarizing client feedback for panelist consideration.) [Response Limit: 1000 characters]**
25. How does your agency plan to use data to evaluate its performance in serving homeless people through this project? How will data be used in planning and program management? **[Response Limit: 1000 characters]**

SECTION 4. EFFICIENT USE OF FUNDS

4.A. BUDGET

26. Please describe the other funding streams and resources that will be leveraged for this project, as well as related capital investments (if applicable), and for expansion projects, the resources used or available to the renewal project eligible for expansion. All applicants, please also describe how outside resources will be matched/leveraged (e.g., funding, staff, building space, volunteers, etc.) **[Response Limit: 1500 characters]**

4.B. FINANCIAL MANAGEMENT

27. If the agency has conducted an independent audit of its nonprofit financial statements, please attach them as a PDF when you email this form. If the agency *has not* completed an independent audit, please provide details regarding the plan to meet federal financial management requirements below and submit unaudited financial statements as a PDF when you email this form. **[Response Limit: 500 characters]**

SECTION 5. REALLOCATION BONUS

5.A. REALLOCATION

28. Did the agency voluntarily reallocate any projects? If so, please how much funding was reallocated and project type. **[Response Limit: 1000 characters]**