



FY2022 CoC Special NOFO Competition Supplemental Questionnaire for Projects

Instructions

Due Date: Tuesday, September 20, 2022 at 12:00pm

Each project submitting a project application for the FY2022 Contra Costa CoC Special NOFO Competition must complete this Supplemental Questionnaire. Please note that for the Special NOFO, applicants must complete the Supplemental Questionnaire in word processing software, by filling out the questions on the following pages. Applicants will not use the same online system as is used during the Annual NOFO competition.

For **each project application**, applicants must send **one email** to ContraCostaCoC@cchealth.org with **the following application documents**:

- PDF of the **e-snaps Applicant Profile**; project applicants will be required to complete an e-snaps project application by 10/7 (required)
- PDF of the completed Supplemental Questionnaire (required)
- PDF of the completed Budget Template (required)
- PDF of required 25% match documentation (required)
- **Signed Letter of Commitment/MOU** (if applicable, see question 111) – 1 PDF document entitled “[Your Agency Name] – [Your Project Name] – Signed Letter of Commitment/MOU” demonstrating a committed relationship with a service provider
- **.HUD Monitoring** (if applicable, see question 114) – 1 PDF document entitled “[Your Agency Name] – HUD Monitoring” 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
- **.Leveraging Housing Resources** (optional) – If you are applying for a permanent supportive housing or rapid rehousing project that uses housing subsidies or subsidized housing units which are not funded through the CoC or Emergency Solutions Grant (ESG) Programs to help individuals and families experiencing homelessness, please submit any letter(s) of commitment, contract(s), or other formal written document(s) that includes the project name and demonstrate(s) the number of subsidies or units being provided to support the program participants anticipated to be served by the project. Please combine into 1 PDF document entitled “[Your Agency Name] – [Your Project Name] – Leveraging Housing Resources.”
- **Leveraging Healthcare Resources** (optional) – If you are applying for a permanent supportive housing or rapid rehousing project that leverages healthcare resources to support program participants, please submit a formal written agreement from a healthcare organization that includes the project name, the resources to be provided, the value of the commitment, and the

specific dates that healthcare resources will be provided (e.g., 1-year, term of grant, etc.). Please combine into 1 PDF document entitled “[Your Agency Name] – [Your Project Name] – Leveraging Healthcare Resources.”

- Include a subject line that clearly describes the email’s contents (“Contra Costa CoC Special NOFO – New Project Application – [Your Agency Name] – [Your Project Name]”)
- In the body of the email, include a numbered list of the attachments
- You will receive an email confirming receipt of your attachments.

Please send technical assistance requests and questions about this Supplemental Questionnaire and application process to ContraCostaCoC@cchealth.org

Supplemental Questionnaire

Overview of Project

101. Project Name and Address

Project Name:

Address:

Agency:

Program Category:

- Supportive Service Only – Non-Coordinated Entry (e.g., Outreach)
- Coordinated Entry*
- Joint Transitional and Permanent Housing – Rapid Rehousing
- Permanent Housing – Permanent Supportive Housing
- Permanent Housing – Rapid Rehousing
- HMIS*
- CoC Planning*

*Only those application questions marked with an asterisk are required for these project types

102. Please provide a narrative overview of the homeless population to be served, housing type, and services to be provided by your project. [**Response Limit:** 3000 characters]*

Threshold Criteria

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

104. 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.*

105. 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.*

106. 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.*

107. Equal Access/Fair Housing: Will the project provide equal access and fair housing and attest that the project and agency will not discriminate against a program participant or prospective program participant on the basis of race, color, citizenship, national origin, ancestry, religion, sex, age, familial status, disability, actual or perceived sexual orientation, gender identity or expression, marital status, source of income, genetic information, status as a survivor of domestic violence, or other reasons prohibited by law? Please respond YES/NO.*

108. Grant Fund Matching: Will the project match requested funds with no less than 25 percent of funds or in-kind contributions from other sources in compliance with 24 CFR 578.73? Please response YES/NO.*

SECTION 1. PROJECT’S Work is Consistent with HUD and Local Priorities

1.B. Project Impact and Responsiveness to Local Need

109. Please describe the impact the program will have in addressing local needs, especially the ability to contribute to increasing or maintaining permanent supportive housing stock and to effectively address unsheltered homelessness (Impact and responsiveness may also relate to items such as, 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 posted [online](#) as part of the FY 2022 Contra Costa CoC Special NOFO competition.* [**Response Limit:** 3000 characters]

Section 2. Project Design and Readiness

2.A. Program Design

110. Please provide a summary description of your project design, included responses to questions under “For All Projects” and 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 projects serving domestic violence survivors, 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 4 of 5 required by HUD):
 - 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);
 - 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), and;
 - How the project is consistent with the CoC's Plan to Serve Individuals and Families Experiencing Homelessness with Severe Service Needs.
- **For Joint TH-RRH** (at least 4 of 6 required by HUD):
 - How the type of housing proposed, including the number and configuration of units, fits the needs of the program participants (e.g., ensuring a range of bedroom sizes to assist various family sizes);
 - 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 is consistent with the CoC's Plan to Serve Individuals and Families Experiencing Homelessness with Severe Service Needs.
- **For Supportive Services Only** (at least 4 of the 6 [by points available] required by HUD):
 - How the project has a strategy for providing supportive services to those with the highest service needs, including those with histories of unsheltered homelessness and those who do not traditionally engage with supportive services;
 - How program participants are assisted to obtain and maintain permanent housing in a manner that fits their needs;
 - How the project has a specific plan for ensuring program participants will be individually assisted to obtain the benefits of mainstream health, social services, and employment programs for which they are eligible to apply and which meet the needs of the program participants (e.g., Medicare, Medicaid, SSI, Food Stamps, local Workforce office, early childhood education);
 - (2 points available) How the project proposed will participate in coordinated entry, and;
 - How the project is consistent with the CoC's Plan to Serve Individuals and Families Experiencing Homelessness with Severe Service Needs.
- **For Coordinated Entry** (at least 2 of the 4 required by HUD):
 - 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; and,
 - How the program will ensure that program participants are directed to appropriate housing and services that fit their needs.
- **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.
- **For CoC Planning** (at least 3 of the 5 [by points available] required by HUD):

- How the CoC conducts meetings of the entire CoC membership that are inclusive and open to members and demonstrates the CoC has a written governance charter in place that includes CoC policies;
- How the CoC has CoC-wide planning committees, subcommittees, or workgroups to address homeless needs in the CoC's geographic area that recommends and sets policy priorities for the CoC;
- (2 points available) How the proposed planning activities that will be carried out by the CoC with grant funds are compliant with the provisions of 24 CFR 578.7, and;
- How the funds requested will improve the CoC's ability to evaluate the outcome of both CoC Program-funded and ESG-funded projects.

2.B. Services Capacity and Partnership

- 111.** Will the project collaborate with partner organizations for service delivery, including with providers not currently receiving CoC Program funding? 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

- 112.** Please describe how the agency intends to carry out the work proposed, drawing on examples from past performance in a similar project, in other work providing services in the community, and/or through a partnership, the ability to successfully carry out the work proposed and effectively provide services to people experience homelessness.

For expansions of current CoC funded 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, increased income/benefits, progress toward educational goals, measures of health and wellness, and other measures of personal, economic, or housing stability. Include information related to how you will adopt or expand HMIS data entry in your project. **[Response Limit: 3000 characters]**

Section 3. Agency Capacity

3.A. Agency Experience

113. Please describe your agency’s expertise and staffing capacity to bring on new projects and operate the proposed project (detailing whether the agency has ramped up a new program in the past 5 years, whether the agency has a plan to develop capacity to bring on new programs). If your agency has built or will build capacity through partnership, please detail whether that partnership will continue through the full grant period. **[Response Limit: 3000 characters]**

3.B. Administrative Compliance

114. Does the agency have 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.

115. 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: 1000 characters]**

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.

116. 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: 3000 characters]**

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

117. 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:** 3000 characters]

- Failure to participate in supportive services (with exception for HUD-mandated monthly case management meeting for RRH program participants)
- Failure to make progress on a service plan
- Loss of income or failure to improve income
- Being a survivor of domestic violence
- 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)

118. Describe how the project takes proactive steps to minimize barriers to entry and retention. [**Response Limit:** 3000 characters]

3.F. Staffing Plan

119. How many staff will be employed by this project? Please list by job titles and FTE status. [**Response Limit:** 3000 characters]

120. Please describe your staffing plan for this project. Include information about any trainings staff will receive. [**Response Limit:** 3000 characters]

3.G. Lived Experience Engagement

121. Please select which strategies your agency uses to engage people with lived experience.

- The agency has at least one homeless or formerly homeless person on its board
- The agency’s policies and approaches (e.g., job descriptions and/or qualifications, peer support positions, one-the-job training, outreach/recruitment strategies, etc.) are designed to prioritize hiring and retention of people with lived experience or identities that are reflective of the population served (e.g., race, ethnicity, language, experience of homelessness, disability, experience with the criminal legal system, etc.)
- The agency has a Lived Experience Advisory Board
- The agency administers lived experience satisfaction surveys
- The program involves people with lived experience in program design and operations
- None of the above

3H. Racial Equity

122. Please select which strategies your agency uses to increase racial equity.

- Written commitment to address/eliminate racial and ethnic inequities is included in the organization’s mission, vision, goals, etc.

- Internal structures exist to address issues of racial equity and barriers participants face that are related to their race, ethnicity, or cultural background (i.e., formal or informal complaint resolution process, community advisory body, equity committee)
- Participant engagement strategies (advisory board, surveys, etc.) reach and engage a diverse set of participants that reflect the racial, ethnic, cultural, and language diversity of the population served
- Strategies exist to recruit, retain, and develop staff who represent communities of color and/or speak languages frequently encountered by the organization, including Spanish, Tagalog, Chinese, and other languages as necessary
- Staff receive training and support around racial equity, understanding the barriers participants may face that are related to their race, ethnicity, or cultural background, and staff's role and tools for addressing them
- Racial equity and cultural responsiveness knowledge, skills and practices are part of staff job descriptions and workplans
- Public reporting in populations being served, outcomes, and performance metrics by race and ethnicity
- Written materials are provided in Spanish, Tagalog, and Chinese, as well as other languages as necessary
- Translation and interpretive services are provided in Spanish, Tagalog, and Chinese, as well as other languages as necessary
- None of the above

123. Describe in detail at least one strategy you have implemented that advances racial equity within the organization or within your projects and services? You may describe one of the strategies above in more detail or you may describe a strategy not included on the list above. [Response Limit: 1000 characters]

Section 4. Efficient Use of Funds

4.A. Budget

124. 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.). Please note that all projects are required to secure a 25% match. Permanent housing projects securing 50% mainstream housing or healthcare resources as leverage will receive bonus points. **All project applicants must also attach a project budget, using the provided project budget template.** [Response Limit: 3000 characters]