Application due no later than <u>Monday, August 28 at 5:00 pm</u> to meet HUD Requirements

HUD COC NOFO OVERVIEW:

On July 5, 2023, HUD published the Notice of Funding Opportunity (NOFO) for the Fiscal Year (FY) 2022 Continuum of Care (CoC) Program Competition.

To learn more about the HUD CoC guidelines on allowable projects, go to: CoC Program Competition | HUD.gov / U.S. Department of Housing and Urban Development (HUD). For information about ROCC expectations for completing a project proposal, timelines, and to access to the application, please follow this link to the following documents on the ROCC website.

- 2023 NEW/BONUS/DV Application
- 2023 OR-505 BOS CoC HOW-TO-APPLY
- 2023 New and DV Bonus Projects Announcements
- 2023 OR-505 BOC CoC Competition Timeline

NEW PROJECT APPLICATION OVERVIEW:

For the Continuum of Care Program Competition, ROCC uses a standardized new/bonus/DV application process and that includes (1) an application checklist and (2) a new scoring procedure. The purpose of this document is to give agencies guidance in applying for a new project and to explain the scoring criteria that is listed at the end of this document.

<u>Instructions</u>: Using the application template provided. (Can be found the ROCC website.)

1. <u>Application Information.</u>
2. <u>Contact information</u>. If the agency does not have a contact, please note that in the associated box.
3. <u>SAM Registration Date</u>.
4. <u>UEI (Unique Entity Identifier) Number</u>
5. <u>Project Name</u>.
6. <u>Project Type</u>. Responses are in a dropdown box and include New/Reallocation, New-DV, New-CE (Coordinated Entry), and New-Other. If Other, please ensure that the application clearly says the reason the project does not fit into one of the other categories.
7. <u>Is this the only CoC project in the county served</u>? This is a yes/no question. The purpose of this question is to ensure that CoC projects expand across the ROCC service area and are not focused in those areas already served. Projects serving one county are given 1 point during scoring. This is not a requirement for applying.
8. <u>Total Amount Requested</u>.
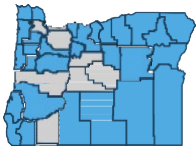
SECTION 1: THRESHOLD REQUIREMENTS

Threshold requirements must be met to apply. Respond to each question as yes/no in the application template. If all requirements are met, continue with the application.

1. <u>Eligible Applicant.</u> Non-profit organizations, States, local governments, and instrumentalities of state and local governments.
2. <u>Eligible New Project Types</u>. Types are listed in the application template.
3. <u>ROCC HMIS Implementation Agreement</u>. Applicants must provide client information through a Homeless Management Information System (HMIS). The HMIS Agency Agreement needs to be reviewed and approved by the agency executive director. The agreement is available at: ROCC website
4. <u>ROCC Coordinated Entry Agreement.</u> HUD requires that all CoC-funded projects take part in the ROCC Coordinated Entry (CE) Process. The coordinated entry process is systematically contributing to the process of listing and prioritizing those experiencing homelessness in the community. The Coordinated Entry Agreement is available at: ROCC website and must be reviewed and approved by the agency executive director.

SECTION 2: PROPOSAL DOCUMENTATION

This section verifies that the applicant provides the required documents when submitting a proposal. This includes the application narrative, a draft budget and other supporting documents that may be provided as a supplement to the application narrative.

The Agency Director, the Project Manager and the staff or application writer need to sign off on the application.

SECTION 3: APPLICATION QUESTIONS

Section 3 are the questions that need a response in the application narrative. Questions are broken into categories with points scored in each of those categories. The template is a tool to ensure that the answers are completed and marked as Yes/No.

<u>Please provide a complete response to the question in a clear and concise manner. Though the ROCC does not have a word limit, scores are based on content and clarity</u>.
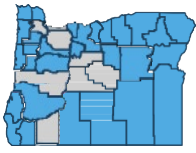
COMMUNITY NEEDS (10 POINTS).

Does the project meet a community need? The response should be based on a defined need and should include details showing the need. The applicant may include accompanying documentation showing the need.

PROJECT QUALITY, APPROPRIATENESS AND READINESS (45 TOTAL POINTS)

Population Served (10 Points). Two questions. Responses require a clearly define the population to be served, the eligibility requirements for taking part in the project and the method used for prioritization for project services. This includes how the agency and/or project addresses racial disparities when providing services in their region.

Project Design (10 Points). Four questions. Responses should be focused on staffing, project design, and the agency's relationships with community partners.

Project Outcomes (10 Points). Two questions. Responses need to be focused on HUD-specific outcome measures that are needed for all CoC-funded projects. Questions explicitly address those outcome measures.

Housing (5 Points). Two questions. Questions ensure that the applicant has a plan in place to secure housing including examples.

Policies and Procedures (5 Points). Responses should include the agency's current operating policies and procedures fiscally and operationally.

Project Readiness (5 Points). Two questions. Responses should say how the project will be implemented in a timely manner.

HMIS PARTICIPATION (10 POINTS).

All CoC-funded projects need to use a Homeless Management Information System (HMIS). Whether the agency uses or does not use an HMIS, respond to the questions explaining how your agency uses data collected. Four Questions.

PAST PERFORMANCE (15 POINTS)

Three questions. Responses require information on projects like the one proposed and past performance. Information should include the funds awarded and expenses over the course of the project. The applicant may provide additional documentation that reflects the performance of those projects.
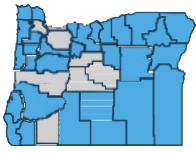
AGENCY EXPERIENCE / RISK (10 POINTS)

Five questions. Responses provide information that identifies agency strengths and any risks for implementing the CoC-funded project. Topics include experience with other federally funded projects, fiscal procedures, and audit information.

ALIGNMENT WITH COC PRIORITIES (10 POINTS)

Two questions. HUD measures system performance using HMIS data. Responses should provide information on how the agency will measure performance using HUD guidance. Examples of the performance measures are listed and may not all apply to the project.

COC-funded agencies must participate in the ROCC. Expectations are listed and responses need to provide information on the applicant's current or planned participation in the ROCC.

VULNERABLE POPULATIONS (UP TO 5 BONUS POINTS)

The ROCC gives extra points for COC-funded projects that serve vulnerable populations. The list includes:

- Chronically homeless.
- Disabling conditions.
- Families with children.
- Unaccompanied youth.
- Individuals and families living in places not meant for habitation.
- Persons fleeing from domestic violence.

If the project intends to serve one or more of these populations, provide an explanation on how the project does so. Applicants do not have to serve vulnerable populations.

SCORING

For the 2023 Continuum of Care Program Competition, the ROCC standardized the new/bonus/DV application process including a new scoring procedure that provides clear guidance on how to evaluate individual responses to each question.

The readers of the proposal will evaluate each question using a four-point grading scale on how well the applicant answered the question. Points for each section are calculated automatically by percentage based on the reader's response. The four-point scale:
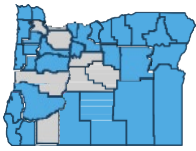
- **1 = 100%** - Clearly responds to every detail of the question. Communicates each explanation clearly. Explanations are supported with details.
- **2 = 75%** - Clearly responds to most of the details of the question. Provides explanations but not clearly and specifically. Explanations are supported with few details.
- **3 = 50%** - Responds to only a few of the details of the question. Provides minimal explanations with unsupported or minimal details.
- **4 = 0%** - Provides only irrelevant information to the question. Indicates a misunderstanding of the question. Applicant does not answer the question.
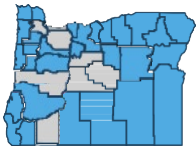
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To receive assistance on the application process, please send an email to ROCC@caporegon.org or contact.