# 

**Applications Renewal Projects**

**Butte Countywide Homeless Continuum of Care (BCoC)**

**Issued July 16, 2019**

**INTRODUCTION**

The Butte Countywide Homeless Continuum of Care is accepting proposals for *renewal* projects for the Continuum of Care Homeless Assistance funding from the U.S. Department of Housing and Urban Development (HUD). Butte Countywide Homeless Continuum of Care is soliciting renewals proposals that meet threshold requirements.

Renewal Projects must meet the HUD Threshold. A CoC must consider the need to continue funding for projects expiring in CY 2020 (January 1, 2020 to December 31, 2020). Renewal projects must meet minimum project eligibility, capacity, timeliness, and performance standards identified in this NOFA or they will be rejected from consideration for funding:

(1) When considering renewal projects for award; HUD will review information in eLOCCS, APRs, and information provided from the local HUD CPD field office; including monitoring reports and audit reports as applicable, and performance standards on prior grants, and will assess projects using the following criteria on a pass/fail basis:

(a) Whether the project applicant’s performance met the plans and goals established in the initial application, as amended;

(b) Whether the project applicant demonstrated all timeliness standards for grants being renewed, including those standards for the expenditure of grant funds that have been met;

(c) The project applicant’s performance in assisting program participants to achieve and maintain independent living and records of success, except dedicated HMIS projects that are not required to meet this standard; and

(d) Whether there is evidence that a project applicant has been unwilling to accept technical assistance, has a history of inadequate financial accounting practices, has indications of project mismanagement, has a drastic reduction in the population served, has made program changes without prior HUD approval, or has lost a project site.

(2) HUD reserves the right to reduce or reject a project application from the project applicant for the following reasons:

(a) outstanding obligation to HUD that is in arrears or for which a payment schedule has not been agreed upon;

(b) audit finding(s) for which a response is overdue or unsatisfactory;

(c) history of inadequate financial management accounting practices;

(d) evidence of untimely expenditures on prior award;

(e) history of other major capacity issues that have significantly affected the operation of the project and its performance;

(f) history of not reimbursing subrecipients for eligible costs in a timely manner, or at least quarterly; and

(g) history of serving ineligible program participants, expending funds on ineligible costs, or failing to expend funds within statutorily established timeframes.

More information on this program, the HEARTH Act, the Interim Rule and the NOFA is available on HUD’s website: <https://www.hudexchange.info/coc>

**EVALUATION and PROJECT SELECTION PROCESS**

The CoC Review and Ranking Evaluation committee will review submissions and make final determinations. Committee members will be unbiased and cannot have a personal or financial interest in final recommendations. The BCoC Ranking and Selection Policy and scoring tool is posted at the Butte CoC website.

The successful project(s) will be recommended for selection based on the following criteria:

1. Meets minimum requirements of HUD
2. Experience and Capacity of the Applicant
3. Project/Program Features
4. Vulnerabilities of target population
5. Past or current system performance and plans to achieve satisfactory performance
6. Applicant Readiness to Submit Full Application
7. Butte Countywide Homeless Continuum of Care Local Priorities

Proposals will be reviewed in reference to organizational capacity, project approach and design and cost effectiveness.

**Submission Deadline and Format**

Applications are due no later than 4:30 PM on August 28, 2019.

A Complete Application Will Have:

1 - one hardcopy with original signature

2 - one USB flash drive with the same hardcopy documents

You Complete Application s will have:

All Questions and Information Requested starting on page 4 answered

One PDF copy of the completed (***DO NOT HIT SUBMIT in ENAPS***) e-snaps submission

Submit

**REQUIRED ATTACHMENTS in e-SNAPS**

1. SF-424 Application for Federal Assistance;
2. SF-424 Supplement, Survey on Ensuring Equal Opportunities for Application required for nonprofit applicants only where completion and submission of this survey is voluntary;
3. Form HUD-2880, Applicant/Recipient Disclosure/Update Report;
4. SF-LLL, Disclosure of Lobbying Activities (if applicable);
5. Form HUD-50070, Certification for Drug-Free Workplace;
6. Applicant Code of Conduct that complies with 2 CFR part 200 (Only If You are NOT on HUD’s List)

**Immediately after the close of the deadline, all proposals will be opened and documented as to Agency, Funding Activity, and Amount. This information will then be posted on the BCHCoC Website.**

Proposals may be mailed, shipped or hand delivered to:

Butte Countywide Homeless Continuum of Care (BCHCoC)

2039 Forest Ave Chico, CA 95973

Applicant is responsible to ensure delivery by 4:30 pm. Postmarks and late proposals will not be accepted.

1. Proposals must be received by the date and time recited above. Modifications or corrections received after the deadline specified will not be considered, except if such modifications or corrections were at the BCHCoC request.

2. **Only Proposals submitted in the format described within will be considered. Proposals must be submitted in standard 8-1/2" x 11" page format, typed in no less than 10-point typeface, with .75” margins and pages numbered consecutively.**

**ADDITIONAL INFORMATION**

The regulations for the Continuum of Care program may be found at: <https://www.hudexchange.info/coc/coc-program-law-regulations-and-notices/>

All parties intending to apply for funding are strongly encouraged to review the program regulations, including those organizations that are currently or were previously funded. Proposals which do not conform to the regulations will not be considered for funding. Please contact CoC Coordinator at

(530) 717-2138 or [COC@butte-housing.com](mailto:COC@butte-housing.com%20%20) with questions about HUD programs.

**AWARD OF FUNDS**

The project(s) selected by the Continuum of Care Council will be notified on September 12, 2019. Please be aware that applications need to be finalized in eSNAPS and submitted to the CoC Collaborative Applicant by September 19, 2019. If the funding is awarded by HUD, grant funds are estimated to be made available by HUD by **the first half of calendar year 2020**. The timing of awards and grant-making by HUD is outside of the control of the Butte Countywide Homeless Continuum of Care. Therefore, agencies seeking and receiving new funding must be aware of all operating year start and end dates and must make arrangements to cover any period of which a HUD funding award is pending, delayed, or not awarded.

# 2019 Renewal Project Application – Due August 28, 2019

**Instructions:** Please complete one letter for each renewal application.

**Lead Agency Information**

SAM Registration Status:

DUNS #:

Agency Name:

Agency Address:

City:

State:

Zip:

Phone: Fax: email:

Grant/Application Contact Person: Name:

Phone: Email:

Agency Director:

Name: Phone: Email:

Agency HMIS Contact Person: Name:

Phone: Email:

**Project Information:**

Name of Project:

Project Address:

Requested Grant Amount:

Program Type:

Annual Renewal Amount for project:

Total Number of Units:

Name and Signature of Person who will complete the application:

Name and Signature of Person authorized to sign the HUD application:

FY 2018 previously approved budget amounts by activity: Please use your CoC FY2018 Grant Application for this information. It is understood, that this money has yet to be expended. (This is comparing your FY2018 Grant Application to this application. This information comes from your submitted FY2018 Grant Application)

|  |  |
| --- | --- |
| **Activity:** | **Budget Amount:** |
| Leased Units/Structures |  |
| Operations |  |
| Rental Assistance |  |
| Supportive Services |  |
| SSO - CES |  |
| HMIS |  |
| Administration |  |
| **Total:** |  |

## Background Information:

The Continuum of Care (CoC) will consider the need to continue funding for projects expiring in 2020 as required by the U.S. Department of Housing and Urban Development (HUD). However, as noted by HUD, renewal projects must meet minimum project eligibility, capacity, timeliness, and performance standards identified in the NOFA or they will be rejected from consideration for funding. While considering the need to continue funding for projects expiring in 2020, the CoC Independent Review Panel will review the information that HUD noted in the 2019 NOFA CoC Program Competition, which is as follows:

1. When considering renewal projects for award, HUD will review financial information; Annual Performance Reports (APRs); and information provided from the local HUD CPD Field Office, including monitoring reports and A-133 audit reports as applicable, and performance standards on prior grants, and will assess projects using the following criteria on a pass/fail basis:
   1. Whether the project applicant's performance met the plans and goals established in the initial application, as amended;
   2. Whether the project applicant demonstrated all timeliness standards for grants being renewed, including those standards for the expenditure of grant funds that have been met;
   3. The project applicant's performance in assisting program participants to achieve and maintain independent living and records of success, except HMIS-dedicated projects that are not required to meet this standard; and,
   4. Whether there is evidence that a project applicant has been unwilling to accept technical assistance, has a history of inadequate financial accounting practices, has indications of project mismanagement, has a drastic reduction in the population served, has made program changes without prior HUD approval, or has lost a project site.
2. HUD reserves the right to reduce or reject a funding request from the project applicant for the following reasons:
   1. Outstanding obligation to HUD that is in arrears or for which a payment schedule has not been agreed upon;
   2. Audit/Monitoring finding(s) for which a response is overdue or unsatisfactory;
   3. History of inadequate financial management accounting practices;
   4. Evidence of untimely expenditures and unspent funds on prior award;
   5. History of other major capacity issues that have significantly affected the operation of the project and its performance;
   6. History of not reimbursing subrecipients for eligible costs in a timely manner, or at least quarterly; and
   7. History of serving ineligible program participants, expending funds on ineligible costs, or failing to expend funds within statutorily established timeframes.[1](#_bookmark1)

**Please Respond to the Below:**

# Housing First and Low Barriers Approach

Housing First is a model of housing assistance that prioritizes rapid placement and stabilization in permanent housing that does not have service participation requirements or preconditions (such as sobriety or a minimum income threshold).

It is an approach to:

**1)** quickly and successfully connect individuals and families experiencing homelessness to permanent housing; **2)**without barriers to entry, such as sobriety, treatment or service participation requirements; or **3)**related preconditions that might lead to the program participant’s termination from the project.

## Does the project quickly move participants into permanent housing?

* + - Yes
    - No

Select **“Yes”** to this question if your project will quickly move program participants into permanent housing without additional steps (e.g., required stay in transitional housing before moving to permanent housing). If you are a domestic violence (DV) program you should select **“Yes”** if you will quickly move program participants into permanent housing after immediate safety needs are addressed (e.g., a person who is still in danger from a violent situation and would move into PH once the dangerous situation has been addressed). Select **“No”** if the project does not work to move program participants quickly into permanent housing.

## Has the project removed the following barriers to accessing housing and services?

* + - Having too little or little income
    - Active or history of substance abuse
    - Having a criminal record with exceptions for state-mandated restrictions
    - Fleeing domestic violence (e.g., lack of a protective order, period of separation from abuser, or law enforcement involvement
    - None of the above

**(Select ALL that apply):** Check the box next to each item to confirm that your project has removed (or never had) barriers to program access related to each of the following: 1) Having too little or little income; 2) Active or history of substance abuse; 3) Having a criminal record with exceptions for state-mandated restrictions; and 4) Fleeing domestic violence (e.g., lack of a protective order, period of separation from abuser, or law enforcement involvement). If all of these barriers to access still exist, select “None of the above.”

## Has the project removed the following as reasons for program termination?

* + - Failure to participate in supportive services
    - Failure to make progress on a service plan
    - Loss of income or failure to improve income
    - Fleeing domestic violence
    - Any other activity not covered in a lease agreement typically found in the project’s geographic area
    - None of the above

Check the box next to each item to confirm that your project has removed (or never had) reasons for program participant termination related to each of the following: 1) Failure to participate in supportive services; 2) Failure to make progress on a service plan; 3) Loss of income or failure to improve income; 4) Fleeing domestic violence; and 5) Any other activity not covered in a lease agreement typically found in the project’s geographic area. If all of these reasons for program termination still exist, select “None of the above.”

Refer to 24 CFR part 578, the 2019 CoC Program Competition NOFA, and the homeless definition at [www.hudexchange.info/resource/1928/hearth-defining-homeless-final-rule/](http://www.hudexchange.info/resource/1928/hearth-defining-homeless-final-rule/) for further guidance.

# Participation in Homeless Management Information System (HMIS)

Also, for those participant records that were reported in the HMIS, indicate the percentage of values that were missing (“Null or Missing Values”) and/or unknown (“Don’t Know or Refused”). If there were no unknown values, note a “0” value.

## Data Collection Requirements

All CoC Program funded projects are required to collect all of the Universal Data Elements and a select number of Program-Specific Data Elements.

## \* Indicate the percentage of unduplicated client records with null or missing values Use your Last Reported APR Year for this data

|  |  |  |
| --- | --- | --- |
| **Universal Data Element**  **(Use HMIS Data Quality Report)** | **Records with no values (%)** | **Records where value is refused or unknown (%)** |
| 3.1 Name |  |  |
| 3.2 Social Security Number |  |  |
| 3.3 Date of Birth |  |  |
| 3.4 Race |  |  |
| 3.5 Ethnicity |  |  |
| 3.6 Gender |  |  |
| 3.7 Veteran Status |  |  |
| 3.8 Disabling condition |  |  |
| 3.917 Living Situation |  |  |
| 3.10 Project entry date |  |  |
| 3.11 Project exit date |  |  |
| 3.12 Destination |  |  |
| 3.15 Relationship to Head of Household |  |  |
| 3.16 Client Location |  |  |
| **Program Specific Data Element**  **(From the most recent APR)** | **Records with no values (%)** | **Records where value is refused or unknown (%)** |
| 4.2 Income and Sources |  |  |
| 4.3 Non-Cash Benefits |  |  |
| 4.4 Health Insurance |  |  |
| 4.5 Physical Disability |  |  |
| 4.6 Developmental Disability |  |  |
| 4.7 Chronic Health Condition |  |  |
| 4.8 HIV/AIDS |  |  |
| 4.9 Mental Health Problem |  |  |
| 4.10 Substance Abuse |  |  |
| 4.11 Domestic Violence |  |  |
| 4.17 Residential Move-In Date (RRH only) |  |  |

1. **Participation in Coordinated Entry System**

CoC funded projects are required to participate in the local Coordinated Entry System. As defined by HUD:

“Coordinated entry is a key step in assessing the needs of homeless individuals and families and prioritizing them for assistance. In addition to engaging people who are seeking assistance, Coordinated Entry processes should be integrated with communities’ outreach work to ensure that people living in unsheltered locations are prioritized for help. Coordinated Entry should achieve several goals:

* make it easier for persons experiencing homelessness or a housing crisis to access the appropriate housing and service interventions;
* prioritize persons with the longest histories of homelessness and the most extensive needs;
* lower barriers to entering programs or receiving assistance; and,
* ensure that persons receive assistance and are housed as quickly as possible.[2](#_bookmark2)

The definition of Centralized or Coordinated Assessment can be found at 24 CFR 578.3. Provisions at 24 CFR 578.7(a)(8) detail the responsibilities of the CoC with regard to establishing and operating such a system. In addition to the definition, HUD also posted on the HUD Exchange the Coordinated Entry Policy Brief in February 2015 that helps inform local efforts to further develop CoCs’ coordinated entry processes.

## How many households (a household can be a single individual or family) entered your program during the last completed grant cycle?

* + 1. **How many of the households that you stated in the question above entered your project through the coordinated entry system?**
  1. **If any households, from the above, entered your program and were not referred through the coordinated entry system, please explain why in the box below (expand box as needed).**

Click here to enter text.

Note: this information will be verified through HMIS.

**Performance Measures**

The purpose of the HUD’s System Performance Measures is to help communities gauge their progress in preventing and ending homelessness and provide a more complete picture of how well a community is achieving this goal. The performance of each project in the CoC is crucial in

the overall performance of the CoC. The source data for performance measures include the APR and System Performance Measures. **Use the LAST REPORTED APR for this information.**

## Bed Utilization for Permanent Supportive Housing (PSH)

A bed utilization rate is equal to the total number of people served on any given day divided by the total number of beds available on that day. Bed utilization rates below 65 percent are usually attributed to the project not entering all their clients into the HMIS or the project was under-utilized. Bed utilization rates above 105 means the project did not capture exit dates for all their clients and/or the project offered overflow beds.

From your most recent APR, complete the table below on the point-in-time count of households served on the last Wednesdays in

|  |  |  |  |
| --- | --- | --- | --- |
| APR Grant YEAR: | **\*Total # of Beds** | **Total # of Clients Served** | **Utilization Rate** |
| January |  |  |  |
| April |  |  |  |
| July |  |  |  |
| October |  |  |  |

\*The total number of beds should equal the number of beds submitted in your application.

## Rapid Rehousing (RRH)

Rapid Re-Housing (RRH) provides short or medium term tenant-based rental assistance in community-based housing paired with necessary supportive services for homeless individuals and families (with or without a disability). RRH assistance usually begins prior to the client entering housing. Project performance is measured when client moves into permanent housing. Using data from HMIS during the past 12 months, answer the questions below:

* + Proposed number of households:
  + Total number of households served:
  + Total number of households moved into permanent housing:
  + If the total number of households that move into permanent housing is lower than the proposed number of households, please explain why in the box below (expand box as needed).

Click here to enter text.

## 3. Employment and Income Growth

HUD’s System Performance Measure 2 – Change in employment income during the reporting period for program stayers. Meeting this criterion will be based on demonstrating that the percent of homeless adults being served in CoC Program projects increase their earned (i.e., employment) income. From your most recent APR, complete the table below to indicate the number of program stayers and leavers who increased employment or earned income.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Total # of Adults in Program** | **# of Adults with increased employment/ earned income** | **% of adults with increased employment/ earned income** |
| Program Stayers |  |  |  |
| Program Leavers |  |  |  |

## 4. Obtain and Maintain Permanent Housing

HUD’s System Performance Measure 7b: Successful Placement in or Retention of Permanent Housing. Meeting this criterion will be based on demonstrating an increase in the percent of persons served in permanent housing projects who retain permanent housing or exit to permanent housing destinations.

|  |  |  |
| --- | --- | --- |
| **# of Persons**  **in Permanent Housing\*** | **# of Persons who remained in permanent housing** | **# of Persons who exited from permanent housing to permanent housing** |
|  |  |  |

\**Permanent housing includes:*

* *Owned by client, no ongoing housing subsidy*
* *Owned by client, with ongoing housing subsidy*
* *Rental by client, no ongoing housing subsidy*
* *Rental by client, with VASH housing subsidy*
* *Rental by client, with other ongoing housing subsidy*
* *Staying or living with family, permanent tenure*
* *Staying or living with friends, permanent tenure*

**Additional attachments: *Please attach the following system performance documentation***

### for each project from the most recent complete grant term:

***Length of Time Homeless (all projects)***

***Exits to Permanent Housing with Returns to Homelessness***

***Employment and Income Growth***

***Permanent Housing Placement‐Retention***

**VIII. HEARTH Act Compliance**

This section asks questions of all renewal projects to ensure compliance with the requirements of the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH Act): Continuum of Care (CoC) Program Interim Rule. (Please note, this section does not encompass all changes under the HEARTH Act and it is recommended that all projects should review the Act in its entirety).

## Participation of homeless individuals

The HEARTH Act CoC Program Interim Rule states that the recipient or subrecipient must document its compliance with the homeless participation requirements under § 578.75(g), which is as follows:

* + 1. Participation of homeless individuals.
       1. Each recipient and subrecipient must provide for the participation of not less than one homeless individual or formerly homeless individual on the board of directors or other equivalent policymaking entity of the recipient or subrecipient, to the extent that such entity considers and makes policies and decisions regarding any project, supportive services, or assistance provided under this part. This requirement is waived if a recipient or subrecipient is unable to meet such requirement and obtains HUD approval for a plan to otherwise consult with homeless or formerly homeless persons when considering and making policies and decisions.
       2. Each recipient and subrecipient of assistance under this part must, to the maximum extent practicable, involve homeless individuals and families through employment; volunteer services; or otherwise in constructing, rehabilitating, maintaining, and operating the project, and in providing supportive services for the project.

## Does your agency provide for the participation of not less than one homeless individual or formerly homeless individual on the board of directors or other equivalent policymaking entity of the recipient or sub recipient, to the extent that such entity considers and makes policies and decisions regarding any project, supportive services, or assistance provided under this part. This requirement is waived if a recipient or sub recipient is unable to meet such requirement and obtains HUD approval for a plan to otherwise consult with homeless or formerly homeless persons when considering and making policies and decisions?

* + Yes
  + No

If not, please provide an action plan/timeline on when your agency will be compliant with this requirement in the box below (expand box as needed).

Click here to enter text.

## Does your agency, to the maximum extent practicable, involve homeless individuals and families through employment; volunteer services; or otherwise in constructing, rehabilitating, maintaining, and operating the project, and in providing supportive services for the project?

* + Yes
  + No

If not, please provide an action plan/timeline as to when your agency will be compliant with this requirement in the box below (expand box as needed).

Click here to enter text.

**##**

End of Renewal Application