

**Stanislaus Community System of Care Collaborative**

**HUD Homeless Assistance  
FY 2018 Continuum of Care  
NOFA Competition**

**Local Competition Manual**

**Updated  
July 19, 2018**

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**2018 Continuum of Care Program Grants  
DETAILED APPLICATION TIMELINE FOR PROJECTS**

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

**7/17, 11am-1pm**      **CoC NOFA Technical Assistance (TA) Workshop**  
During this session, application materials will be presented to all new and renewal grant applicants. Subsequently, materials will be publicly posted and emailed to TA Workshop participants and the community.

**7/19**      **Deadline for Letter of Intent for New Projects**  
Send to [stanislaus@homebaseccc.org](mailto:stanislaus@homebaseccc.org) and include for each new project:  
- Name of Agency  
- Project Type (please specify if DV Bonus)  
- If known, approximate dollar amount

**7/17-8/1**      **Enter E-SNAPS and complete your project application(s).**

- E-snaps can be accessed at <http://www.hud.gov/esnaps>
- Please read all HUD-published guidance and training modules before calling HomeBase for assistance. See the TA Handbook distributed at the TA Workshop for information, and HUD training modules can be accessed at <https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/>.
- **IMPORTANT NOTE: Please DO NOT hit submit in E-SNAPS until after the local competition when instructed to do so.**

**7/17-8/1**      **Enter PRESTO online system and submit responses to Supplemental Application questions.**  
See step-by-step instructions later in this manual.  
Supplemental Applications are based on factors in the scoring tools.

**8/1 by 5pm**      **Deadline for local application submissions for scoring:**

- Email PDF of all new and renewal projects' E-SNAPS project applications to [stanislaus@homebaseccc.org](mailto:stanislaus@homebaseccc.org).** [Do not submit in E-SNAPS at this time. Use "Export as PDF" feature to download.]
- Complete responses to Supplemental Application in PRESTO for all *scored* new and renewal projects.**
- Email any additional related materials to [stanislaus@homebaseccc.org](mailto:stanislaus@homebaseccc.org).**

Note that any late application received within 48 hours of the due date/time will receive a 15 point score reduction, and late applications received after 48 hours will not be accepted. Please be mindful and plan ahead, and be in touch by email with any issues or questions.

**8/15 and 8/16**

**Applicant Interviews with Review and Rank Committee:**

- Applicants will participate in presentations with the Review and Rank Committee during assigned time slots on 8/15 or 8/16.
- These sessions are designed to permit the Review and Rank Committee to ask questions about your applications, and for projects to bring forth additional information that could affect scoring that may not be fully reflected in the submitted materials, including but not limited to population served, data quality, and performance changes. **Applicants are highly encouraged to tie information to specific scoring factors from the Scoring Tools and how that information warrants a change in score based on those factors.** Information regarding Committee discretion is available in the Local Community Review Process section above.
- You may bring as many people as you feel is necessary to represent your project well, but please be sure to bring those who know the most about the application and supplemental materials.
- Applicants will be assigned a time to meet with the Review and Rank. Exact location and times are TBD as of TA Workshop date.

**8/17**

**Applicant Notification**

- Applicants will receive email notification of the Preliminary Priority Listing, the results of the Review and Rank Committee meetings.

**8/20 by Noon**

**Deadline for Notification of Appeals**

- Applicants who intend to appeal should contact HomeBase at [stanislaus@homebaseccc.org](mailto:stanislaus@homebaseccc.org) to request scoring information.

**8/22 by Noon**

**Deadline for Appeals Materials**

- Appeals of local ranking decisions must be submitted in writing to HomeBase at [stanislaus@homebaseccc.org](mailto:stanislaus@homebaseccc.org).
- The Appeals Committee will meet on **September 7, 2018** and any revisions to the preliminary priority list will be sent out by midnight on **September 8, 2018.**

**9/7 by 5pm**

**Applications Finalized in E-Snaps**

- THIS INCLUDES ENSURING THAT ALL NECESSARY ATTACHMENTS ARE UPLOADED TO E-SNAPS. During the final two weeks, please be sure that someone at your agency is available to answer any last-minute application questions!

**9/18**

HUD deadline for all NOFA materials

# FY 2018 Continuum of Care (CoC) NOFA Competition Local Competition Policies and Procedures

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## Background

*In order to provide funding for new projects and to encourage existing projects to maximize effectiveness toward ending homelessness, HUD encourages CoCs to conduct a competitive local review and ranking process and to reallocate funds from lower-performing renewal projects to support new projects. It is therefore the intent of the CoC to develop NOFA Local Competition Policies and Procedures that are aligned with HUD and HEARTH Act policy guidance, and that are based upon performance metrics of import to HUD and to the community. The CoC's ranking and reallocation decisions will be driven by HUD policy, with additional emphasis on local needs, data and outcomes, and capacity to enhance system performance.*

### Performance Measurement

*To demonstrate both project-specific outcomes and CoC-wide contributions, each program may be evaluated based on data entered into HMIS, outcomes documented in the HUD Annual Performance Report submitted to HUD, the HUD CoC Project Application, and other information gathered from programs. The scoring criteria assess outcomes which directly relate to goals set by HEARTH including reducing the length of homelessness, reducing returns to homelessness, and increasing income. The CoC has found that the most transparent way to assemble this data is through use of Scoring Tools, which are tools that score projects based on performance data and other information, and through Agency Presentations with the Review and Rank Committee during the review and rank process.*

## Local Community Review Process

*The purpose of this section is to outline the review and ranking process that the CoC uses to evaluate all project applications that are submitted in the local competition.*

### Before NOFA Release

- The Stanislaus Community System of Care (CSOC) Council approves the local competition process and Scoring Tools. Note these are subject to changes if necessary after NOFA release.
- Past performance data is collected from agencies for each CoC-funded project eligible for renewal. If needed based on Scoring Tool criteria, projects may be required to complete supplemental questions to provide information for scoring, either at this stage or later in process (e.g., Request for Information, Supplemental Application, and/or during Agency Presentation).
  - Victim service providers, since they do not use HMIS, will create data generated from a comparable database for use in the CoC local competition.
- CoC solicits new applicants that do not currently receive CoC-funding, offering preliminary information and support for those who may wish to apply for as new projects.
- Project Reports, which summarize and visually report performance data to be used in the review and ranking process, are distributed to agencies for each project eligible for renewal. Agencies review and may request changes or explanations as needed, to ensure that Review and Rank Committee has accurate information for scoring. *Note that this step may occur after NOFA release if timing does not allow completion prior to release.*

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### After NOFA Release:

- A schedule is set for local process and, if needed, process and/or Scoring Tools are updated.
- A NOFA Kickoff meeting will be held to release and publicize information about the NOFA and local competition. Meeting will be open to all agencies interested in applying for CoC funds **and is required for agencies with renewal projects**. Contact information will be collected for all interested applicants and application materials distributed, as needed.
- Applicants prepare and submit application materials, including HUD CoC Project Application **and possible supplemental materials**.
  - Late application submission as a result of administrative errors will not result in rejection from consideration.
  - Agency Presentations are scheduled, to meet with Review and Rank Committee. Agencies must be available to present on designated date and time.

### Review and Ranking Process

- Review and Rank Committee members are oriented to the review and ranking process and are given time to score projects before meeting. Members have access to HUD CoC Project Applications, any supplemental materials, project performance data, and scoring materials.
  - **Review and Rank Committee Members:** Three to five non-conflicted Review and Rank Committee members are to be recruited by the Collaborative Applicant. In addition, a Collaborative Applicant representative will attend committee meetings to act as a resource (leaving the room when a conflict requires it). To serve on the Review and Rank Committee, members must sign a statement declaring that they have no conflict of interest and a confidentiality agreement, and must be able to dedicate time for application review and Review and Rank Committee meetings as scheduled by the Collaborative Applicant.
  - **Conflict of Interest:** In order to prevent a conflict of interest, a Review and Rank Committee member not:
    - Participate in or influence discussions or decisions concerning the selection or award of a grant or other financial benefit to an organization that the Review and Rank Committee member has a financial or other interest in or represents
    - Solicit and/or accept gifts or gratuities from anyone benefitting from HUD funding for their personal benefit
    - Engage in any behavior demonstrating an actual conflict of interest and shall use reasonable efforts to avoid giving the appearance of any such conflict
  - For purposes of Review and Rank Committee participation, conflict will not extend to a substantially independent program or arm of a CoC recipient, subrecipient, or applicant organization, so long as the program is controlled by an independent board and does not receive or directly benefit from CoC funding or the potential award of a CoC grant in the competition.
- Using Scoring Tools, Review and Rank Committee members meet for discussion and finalization of project scores. Agency Presentations occur during these meetings. Members consider and determine whether to reallocate funds from lower performing projects. (Detail below.)
- In order to maintain the integrity of the review process, the Review and Rank Committee meetings

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will be confidential. Only Review and Rank Committee members, Collaborative Applicant, and assisting staff may attend, and the deliberations will remain confidential among those present. Committee members will sign a confidentiality statement.

- **Additional Details on Ranked List Placement:**
  - Projects that do not have the full year of performance data used for scoring in the local competition will be ranked in the following manner:
    - Place these projects at the end of Tier 1, above any “straddle” project that is in both Tier 1 and Tier 2. In that location, list these projects according to their order in the prior year’s competition.
  - HMIS project(s) will be ranked automatically, without scoring, at the top of Tier 1. A separate mechanism outside the CoC NOFA process will be used to evaluate HMIS using performance data.
  - Any applications for new expansion projects will be scored using the New Project Scoring Tool. In the event that a new expansion project falls above its related existing renewal project on the Priority Listing after scoring, the expansion will be moved to the space below the related renewal (next available space on listing, subject to following all other placement policies).
  - Tie-Breaking Criteria: Among tied projects, the project receiving the highest scores in the following categories (in order) will be ranked higher.
    - 1. Priority Project Type: Permanent Supportive Housing (PSH), Rapid Rehousing (RRH), or Youth Housing above other projects
    - 2. Percentage of leavers who exited to Permanent Housing
  - In the event that total funding requested by ranked project applications does not meet the full amount of funding available, the Review and Rank Committee may allocate additional funds to other project applications in excess of their requested amount.
  - Review and Rank Committee members have discretion as to which new projects to include on the ranked list, and may reduce requested grant amounts for new and renewal project requests. These decisions may be based on reallocation factors listed below or other relevant factors related to project’s past or expected future performance.
- **Use of Reviewer Point Discretion:** As stated in Scoring Tools, reviewer is granted discretion to adjust score for any item up or down within the maximum point range when score does not reflect the project’s contribution to the community, basing said discretion on information in the project’s application such as population served, project size, number of participants, or issues beyond the project’s sphere of influence.
  - This discretion can be used by Committee members to take into account the unique circumstances of victim service providers and the population they serve.
  - This discretion can be utilized to take into account the challenges faced by all subpopulations experiencing homelessness in Stanislaus County, including veterans, youth, families, and those experiencing chronic homelessness.
  - This discretion can be used to adjust scores based on the severity of needs and vulnerabilities experienced by program participants in their project ranking and selection process. Such needs and vulnerabilities include:

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- low or no income,
  - current or past substance abuse,
  - a history of victimization (e.g., domestic violence, sexual assault, childhood abuse),
  - criminal histories, and
  - chronic homelessness.
- Preliminary Ranked List is released, showing amount of funding designated for each project. This list takes into account all reallocations of funds.
  - Appeals process is conducted, including reminder to applicant agencies. (Detail below.)
  - Final Ranked List is considered and approved by CSOC Council.
  - CoC makes the CoC Consolidated Application, including CoC Application (formerly “Exhibit 1”), HUD Project Applications, and Ranked List, available for public viewing.
  - Collaborative Applicant, Review and Rank Committee, and agencies debrief on NOFA process and discuss improvements for future competitions.

### **Reallocation Policy**

*The CoC understands and acknowledges that through the reallocation process very valuable projects may not receive future CoC funding. The CoC strives to develop a reallocation process that will ensure that projects submitted in the CoC Consolidated Application best align with the HUD CoC funding priorities and contribute to a competitive application that collaboratively secures these dollars to improve our community. As described above, the CoC seeks to make data-driven decisions based on performance data and other criteria.*

*New and existing providers are encouraged to apply for new projects through reallocation. Information about specific project types and how to apply is distributed at the NOFA Kickoff and additional technical assistance is made available through the CoC to providers who request further information.*

*Reallocation of funds from lower-performing projects to new or other projects does not mean that the CoC does not value reallocated projects or the diversity of programs in our community. Rather, the CoC anticipates that most reallocated projects will seek funders with priorities better suited to cultivate the unique contributions these projects make to our community that HUD's CoC funding mechanism is not designed to support.*

### **Reallocation Criteria**

The Review and Rank Committee should consider the following factors in determining whether to reallocate funds, either fully or partially, from a project:

- Unspent grant funds and the ability to reduce grant amount without reducing services or housing levels; or other indication that full use has not been made of CoC funds in the past by this project.
- History of reduction of grant funds that are not yet reflected in data being analyzed in NOFA process (e.g., grant was reduced in the past year but that is not yet apparent in spending and performance being reviewed).
- Applications for specific new or renewal PSH/RRH projects that may be more valuable to the community and are at risk of not receiving funding.

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- How system performance might be impacted by the reallocation.
- Impact on community of not funding the project in question, in light of community needs.
- Any renewal HUD covenant concerns.

### Voluntary Reallocation

Agencies may choose to voluntarily reallocate project funds. Such funds will not be automatically designated for projects by agency where they originate; rather, decision on the destination of voluntarily reallocated funds will be recommended by the Review and Rank Committee according to the review and ranking criteria applicable to all new or renewal projects, for approval by CSOC Council. As such, voluntarily reallocated funds may move to a project of the original agency or a different agency.

This Reallocation Policy incorporates the following general objectives:

- Ensure the CoC fulfills its responsibility of submitting a Consolidated Application that is consistent with HUD guidelines and the HEARTH Act;
- Ensure the amount reallocated is sufficient to fund effective permanent housing program(s) deemed appropriate by CSOC Council; and
- Position the existing transitional housing (TH) programs as effectively as possible for continued HUD funding in an environment of changing strategies.

### **Appeals Process**

*After the Preliminary Ranked List is released following the scoring of the Review and Rank Committee, the Appeals Process will take place. The purpose of this process is to allow projects at risk of loss or reduction of funding to bring relevant information to the attention of the Appeals Panel for consideration and possible changes to the Preliminary Ranked List.*

Appeals Committee Members: The Appeals Committee will consist of three non-conflicted representatives of the CSOC Council. The Appeals Committee members will not have participated in the deliberations and decisions of the Review and Rank Committee nor have a conflict of interest with any of the agencies applying for CoC funding, as defined by the existing Review and Rank Committee conflict of interest rules. All members of the Appeals Committee must sign conflict of interest and confidentiality statements. The role of the Appeals Committee is to read and review only those areas of the application that are being appealed.

### Process Details

1. *Distribution of Preliminary Ranked List:* The CoC Preliminary Ranked List is emailed to all applicants after the conclusion of the initial funds allocation process. This date will be designated at the beginning of the local process when the schedule is determined, giving notice to agencies to be prepared to request appeal if desired.
2. *Intent to Appeal:* Each applicant will have at least one day after the time of the emailing of the Preliminary Ranked List to notify the Collaborative Applicant of intent to appeal. Copies of project score sheets and other relevant information will then be sent to the requesting applicants.

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### Projects Eligible to Appeal

An applicant may be eligible to appeal the decision of the CoC Review and Rank Panel if their project application:

- Is rejected from inclusion as part of the CoC Consolidated Application submission, or
- Receives decreased funding (e.g., through reallocation).

To appeal, the applicant must demonstrate that:

- Their score is not reflective of the application information provided, or
- There was bias or unfairness in the process that warrants the appeal.

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 omission of information (inadvertently or otherwise) from a project application is not grounds for an appeal.

3. *Submission of Formal Appeal:* Formal appeals must be submitted by the designated deadline. The formal appeal by the agency should attach the specific pages of the application being appealed and clearly explain why the information provided is adequate to warrant additional points. All notices of appeal must be based on the original information submitted by the applicant agency as part of the annual funding competition process. No new or additional information will be considered.

Omissions to the application cannot be appealed. Specifically, the formal appeal must:

- a. Be no more than 1 page;
  - b. Include a written statement specifying in detail each and every one of the grounds asserted for the appeal;
  - c. Include (highlight and cite) the specific sections of the application and/or Scoring Tool factor on which the appeal is based; and
  - d. Specify facts and evidence sufficient for the Appeals Committee to determine the validity of the appeal.
4. *Appeals Committee Meeting:* The Appeals Committee meets (by phone or in person). The Appeals Committee reviews and evaluates all appeals submitted and decides validity of appeal, awarding points and/or changing ranking as needed based only on specific items appealed. In order to maintain the integrity of the appeals process, the Appeals Committee meeting will be confidential. Only Appeals Committee members, Collaborative Applicant, one member of Review and Rank Committee to provide context, and assisting staff may attend, and the deliberations will remain confidential among those present.

The Appeals Panel should only overturn the Review and Rank Committee's judgment for reasons of actual error or mistake.

At least one member of the Review and Rank Committee will be present when the appeals panel meets, in order to provide context and inform the Appeals Committee.

5. *Decision:* Agencies will receive the decision of the Appeals Committee in writing. The decision of the Appeals Committee will be final, subject to approval by CSOC Council.
6. *Approval:* The CSOC Council will approve the Final Ranked List of projects for submission to HUD. The decision of this entity will be final.

**STANISLAUS COUNTY 2018 HUD CoC APPLICATION SCORING TOOL**  
**RENEWAL PROJECT**

Organization: \_\_\_\_\_ Project Name: \_\_\_\_\_

Project Type: \_\_\_\_\_ PSH \_\_\_\_\_ Youth Housing (>75% of beds dedicated to youth aged 18-25 years old)

Performance Evaluation Criteria		Unit Type	Data Source	Proposed Benchmark/Standard	Maximum Potential Points	Project Score
<b>Threshold Requirements</b> - These factors are required, but not scored. If the project indicates "no" for any threshold criteria, it is ineligible for CoC funding.						
1	<ul style="list-style-type: none"> <li>• <b>CES:</b> Project agrees to participate in CoC's Coordinated Entry System (CES).</li> <li>• <b>HMIS:</b> Project will participate in HMIS, or make alternative arrangement if serving survivors of domestic violence.</li> <li>• <b>HUD Compliant:</b> Projects will be reviewed for compliance with the eligibility requirements of the CoC Interim Rule and must meet the threshold requirements outlined in the 2018 Notice of Funding Availability.</li> <li>• <b>Policies:</b> Project has policies regarding termination of assistance, client grievances, Equal Access, ADA and fair housing requirements, VAWA protection, and confidentiality that are compliant with HUD CoC Program requirements.</li> </ul>	N/A	HUD Project Application/ Supplemental Application	"Yes" to all items	N/A	Pass/ Fail
<b>Client Impact</b> – Factors relating to impact on program participants						
2	<b>Non-Cash Mainstream Benefits:</b> Percentage of adult participants who receive non-cash benefits from any source, based on last annual assessment for stayers and based on exit for leavers  54% +: 5 points 41-53%: 4 points 31-40%: 3 points 21-30%: 2 points 11-20%: 1 point 0-10%: 0 points	All adults	HMIS Data	54%	5	
3	<b>Client Cash Income:</b> Percentage of all adult participants who have cash income from any source (including employment and other sources), based on last annual assessment for stayers and based on exit for leavers	All adults	HMIS Data	54%	5	

	<p>54% +: 5 points  41-53%: 4 points  31-40%: 3 points  21-30%: 2 points  11-20%: 1 point  0-10%: 0 points</p>						
4	<p><b>Exits to Homelessness:</b> Percentage of all participant leavers who exited to shelter, streets, or unknown</p> <p>0-10%: 10 points  11-13%: 9 points  14-16%: 8 points  17-19%: 7 points  20-22%: 6 points  23-25%: 5 points  26-28%: 4 points  29-31%: 3 points  32-34%: 2 points  35-37%: 1 point  38% +: 0 points</p> <p><i>Projects with zero leavers receive full points.</i></p>	Participant Leavers	HMIS Data	≤ 10%	10		
5	<p><b>Housing Retention (PSH only):</b> Percentage of all living participants who remain in PSH or exited to permanent housing</p> <p>80% +: 15 points  78-79%: 14 points  76-77%: 13 points  74-75%: 12 points  72-73%: 11 points  70-72%: 10 points  68-69%: 9 points  66-67%: 8 points  64-65%: 7 points  62-63%: 6 points  60-61%: 5 points  58-59%: 4 points  56-57%: 3 points  54-55%: 2 points  52-53%: 1 point  0-51%: 0 points</p>	All Participants	HMIS Data	80%	15		

	<p><b>Housing Stability (non-PSH only):</b> Percentage of all participant leavers who exited to permanent housing</p> <p>65% +: 15 points  62-64%: 14 points  59-61%: 13 points  56-58%: 12 points  53-55%: 11 points  50-52%: 10 points  47-49%: 9 points  44-46%: 8 points  41-43%: 7 points  38-40%: 6 points  35-37%: 5 points  32-34%: 4 points  29-31%: 3 points  26-28%: 2 points  25-27%: 1 point  0-24%: 0 points</p> <p><i>Projects with zero leavers receive full points.</i></p>	Participant Leavers	HMIS Data	65%	15
<b>6</b>					
<b>Community Impact – Factors relating to success of the homelessness system as a whole in the community</b>					
<b>7</b>	<p><b>Utilization:</b> Occupancy measured by Bed or by Household (as chosen by agency)</p> <p>90% +: 10 points  85-89%: 9 points  80-84%: 8 points  75-79%: 7 points  70-74%: 6 points  65-69%: 5 points  60-65%: 4 points  55-59%: 3 points  50-54%: 2 points  45-49%: 1 point  0-48%: 0 points</p>	Average Point in Time	HMIS Data & HUD Project Application/ Supplemental Application	90%	10
<b>8</b>	<p><b>Priority Populations (PSH only):</b> Percentage of PSH beds dedicated to or prioritized for chronically homeless persons, or designated DedicatedPLUS</p>	Beds	HUD Project Application	100%	5

	<p>100%: 5 points  90-99%: 4 points  80-89%: 3 points  70-79%: 2 points  60-69%: 1 point  0-59%: 0 points</p>						
<p>9</p>	<p><b>Priority Populations (non-PSH only):</b> Percentage of project beds dedicated to particularly vulnerable populations:</p> <ul style="list-style-type: none"> <li>• Youth</li> <li>• Domestic Violence Survivors</li> <li>• Veterans</li> <li>• Families with Children</li> </ul> <p>100%: 5 points  90-99%: 4 points  80-89%: 3 points  70-79%: 2 points  60-69%: 1 point  0-59%: 0 points</p>	<p>Beds</p>	<p>HUD Project Application/  Supplemental Application</p>	<p>100%</p>	<p>5</p>		
<p>10</p>	<p><b>Housing First Alignment in Program Design and Implementation:</b> For each bulleted question, projects receive points indicated for “Yes” response, or zero points for “No” response, according to project’s response on the Supplemental Application.</p> <p>a. Will the project ensure that <b>potential participants are not disqualified</b> based on:</p> <ul style="list-style-type: none"> <li>• Domestic violence history (e.g., separation from abuser, willingness to get protective order, or police involvement)? (2 points)</li> <li>• Active substance use, or history of substance use? (2 points)</li> <li>• Having no or too little income? (1 point)</li> <li>• Existence of criminal record (except as mandated by law)? (1 point)</li> </ul> <p>b. Will the project ensure that <b>participants are not terminated</b> from the program based on:</p> <ul style="list-style-type: none"> <li>• Failure to increase income or loss of income? (1 point)</li> <li>• Failure to participate in services or make progress on a service plan? (2 points)</li> </ul>	<p>N/A</p>	<p>Supplemental Application</p>	<p>“Yes” to all questions</p>	<p>10</p>		



	<p>16-20%: 3 points  21-25%: 2 points  26-30%: 1 point  30% +: 0 points</p> <p>Scale based on past 3 grant years completed, or fewer if 3 not available.</p>					
14	<p><b>Compliance:</b> To what extent does the agency have:</p> <ul style="list-style-type: none"> <li>Any outstanding financial audit findings or concerns?</li> <li>Any outstanding HUD monitoring findings or concerns and/or any history of sanctions imposed by HUD, including – but not limited to – suspending disbursements (e.g., freezing LOCCS), requiring repayment of grant funds, or de-obligating grant funds due to performance issues?</li> <li>If yes, what steps is the agency taking to resolve the findings or concerns and to what extent has the program advised the Collaborative Applicant of issues identified by HUD?</li> </ul> <p><i>If an agency has no outstanding audit or monitoring findings or concerns and no history of sanctions imposed by HUD, the agency should receive full points.</i></p>	N/A	Supplemental Application, HUD Audit, HUD Monitoring Report	5		
<b>Timeliness Penalties</b>						
	<p><b>Local Application:</b> Penalties for late application materials:</p> <ul style="list-style-type: none"> <li>Any late application received within 48 hours of the due date/time will receive a 15 point score reduction. Late applications received after 48 hours will not be accepted.</li> <li>The Review and Rank Committee has the discretion to waive the late application points deduction if it determines that emergency or extreme situations existed.</li> </ul>				0	

Reviewer is granted discretion to adjust score for any item up or down by **two points** within the maximum point range when score does not reflect the project's contribution to the community, basing said discretion on information in the project's application such as population served, project size, number of participants, or issues beyond the project's sphere of influence.

**STANISLAUS COUNTY 2018 HUD CoC APPLICATION SCORING TOOL**  
**NEW PROJECT**

Organization: \_\_\_\_\_ Project Name: \_\_\_\_\_ Project Type: \_\_\_\_\_ PSH RRH TH-RRH RRH: DV Bonus TH-RRH: DV Bonus

Performance Evaluation Criteria	Proposed Benchmark/Standard	Maximum Potential Points	Project Score
<p><b>Threshold Requirement</b> - These factors are required but not scored. If project indicates “no” for any threshold criteria, it is ineligible for CoC funding.</p> <ul style="list-style-type: none"> <li>• <b>CES:</b> Project agrees to participate in CoC’s Coordinated Entry System (CES).</li> <li>• <b>HMIS:</b> Project will participate in HMIS, or make alternative arrangement if serving survivors of domestic violence.</li> <li>• <b>HUD Compliant:</b> Projects will be reviewed for compliance with the eligibility requirements of the CoC Interim Rule and must meet the threshold requirements outlined in the 2018 Notice of Funding Availability.</li> <li>• <b>Match:</b> Match amount equals requirement.</li> <li>• <b>Timing of Project Start:</b> Freedom from logistical obstacles that appear likely to prevent project from beginning performance by HUD’s statutory deadlines (e.g., zoning issues anticipated or regulatory obstacles).</li> </ul>			
1		N/A	Pass/ Fail
<p><b>Project Aligns with Community Needs</b> – Factors relating to capacity of the homelessness system as a whole in the community</p>			
2	<p><b>Renewable Activities:</b> Extent to which the project utilizes the grant funds for renewable activities (e.g., leasing rental subsidies, and housing operations) as opposed to non-renewable funds (e.g., acquisition, construction, and rehabilitation).</p> <p><i>Projects that request 100% of funding for renewable activities receive full points.</i></p>	10	
3	<p><b>Community Needs/Gaps:</b> The project addresses an unmet need, based on agency’s demonstrated capacity to serve an under-served population or area of the County.</p>	10	
4	<p><b>Project Readiness:</b> The project will be ready to start by HUD’s statutory deadlines, considering the following:</p> <ul style="list-style-type: none"> <li>• Regulatory obstacles such as tenant displacement or relocation, environmental or zoning issues anticipated;</li> <li>• Whether the agency has a feasible timeline for staffing the project, establishing site control, beginning to draw down funds, and otherwise complying with CoC Program deadlines;</li> <li>• Whether the agency already has policies and procedures that can be used as-is or easily adapted for use in a CoC-funded project;</li> <li>• Whether the agency has familiarity with the CoC Program Regulations and 2018 CoC NOFA.</li> </ul>	10	

<b>Project Enhances System Performance</b> – Factors relating to success of the homelessness system as a whole in the community. Consider the overall design of the project in light of its outcome objectives, and the Continuum of Care’s goal that permanent housing programs for homeless people result in stable housing and increased income (through benefits or employment).					
5	<p><b>Project Design:</b> Program design includes provision of comprehensive/intensive case management and supportive services of the appropriate type, scale and location to meet the needs of program participants (as well as transportation if necessary), using a Housing First model, considering the following:</p> <ul style="list-style-type: none"> <li>• (5 points) Has the agency developed a concrete plan for providing services to clients and/or referring clients to outside services for support, including: <ul style="list-style-type: none"> <li>○ What types of services will be provided in-house?</li> <li>○ What agencies will require referrals?</li> <li>○ What agencies will accept referrals?</li> <li>○ How will the referral scheme ensure connection?</li> <li>○ What is the process for developing client service plans and matching clients with services?</li> <li>○ For projects dedicated to serving survivors of domestic violence, dating violence, sexual assault, stalking, and/or human trafficking, the degree to which agency’s program design promotes client safety.</li> </ul> </li> <li>• (5 points) Is the project staffed appropriately to provide the services, and is the staff trained to meet the needs of the population to be served?</li> <li>• (5 points) Is the program design intentionally inclusive of and accessible to all eligible clients?</li> </ul>	<p>Project is designed to effectively serve the intended population with excellent housing and/or services and is designed to be inclusive and accessible.</p>	15		
6	<p><b>Housing:</b> Housing where participants will reside is fully described and appropriate to the program design proposed, considering:</p> <ul style="list-style-type: none"> <li>• Is the project staffed appropriately to operate the housing?</li> <li>• Is the staff trained to meet the needs of the population to be served?</li> <li>• Will the program be physically accessible to persons with disabilities?</li> </ul>	<p>Project demonstrates careful planning for housing design.</p>	10		
7	<p><b>Expected Outcomes:</b> Has the agency demonstrated, through past performance, the ability to successfully carry out the work proposed and effectively provide services to people experiencing housing crises? <b>For example</b>, agency may describe:</p> <ul style="list-style-type: none"> <li>• For projects dedicated to serving survivors of domestic violence, dating violence, sexual assault, stalking, and/or human trafficking, the agency should provide examples of outcomes and program operations for existing or prior housing projects that serve(d) a similar population, and/or how they will address those needs going forward.</li> <li>• For projects dedicated to serving any particular subpopulation, the agency should provide examples of outcomes and program operations for existing or prior housing projects that serve(d) a similar population, and/or how they will address those needs going forward.</li> <li>• The agency’s experience and outcomes related to the following or comparable measures of housing stability and increased income in any prior housing projects:</li> </ul>	<p>Project demonstrates past success in other programs, including positive client outcomes and ability to improve programs.</p>	10		

	<ul style="list-style-type: none"> <li>○ <b>For PSH:</b> The percentage of formerly homeless individuals who remain housed in the permanent supportive housing project or exited to other permanent housing, excluding participants who passed away;</li> <li>○ <b>For RRH/TH/TH-RRH:</b> The percentage of homeless persons who exited the project to a form of permanent housing, excluding participants who passed away;</li> <li>○ <b>For all projects:</b> The percentage of stayers/leavers that increase cash income from entry to latest status/exit;</li> <li>○ <b>For all projects:</b> The percentage of stayers/leavers with non-cash benefit sources.</li> <li>• How the agency has analyzed the outcomes and improved program design and service delivery.</li> <li>• Agency may submit supporting documentation, such as a HUD System Performance Measures report.</li> </ul>		
8	<p><b>Housing First Alignment in Program Design and Implementation:</b> For each bulleted question, projects receive points indicated for “Yes” response or zero points for “No” response, according to project’s response on the Supplemental Application.</p> <p>a. Will the project ensure that <b>potential participants are not disqualified</b> based on:</p> <ul style="list-style-type: none"> <li>• Domestic violence history (e.g., separation from abuser, willingness to get protective order, or police involvement)? (2 points)</li> <li>• Active substance use, or history of substance use? (2 points)</li> <li>• Having no or too little income? (1 point)</li> <li>• Existence of criminal record (except as mandated by law)? (1 point)</li> </ul> <p>b. Will the project ensure that <b>participants are not terminated</b> from the program based on:</p> <ul style="list-style-type: none"> <li>• Failure to increase income or loss of income? (1 point)</li> <li>• Failure to participate in services or make progress on a service plan? (2 points)</li> <li>• Being a victim of domestic violence? (1 point)</li> </ul>	“No” to all questions	10
<b>Agency Capacity</b> – Scores are consistent across all projects by each applicant agency. Factors measure agency’s capacity and contribution to the homelessness system.			
9	<p><b>Administrative Capacity:</b> Does the agency (or agencies) have the expertise, staff, procedural, and administrative structure needed to meet all administrative requirements? Consider:</p> <ul style="list-style-type: none"> <li>• Has 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?</li> <li>• Does the agency have a clear staffing plan and project budget that cover both grant management and performance of grant activities?</li> <li>• Does the budget show that the project will have enough resources to provide high-quality, reliable services to the target population?</li> </ul>	Agency demonstrates ability to meet CoC project administrative requirements.	10

	<ul style="list-style-type: none"> <li>Does the budget show that the project will leverage significant outside resources (funding, staff, building space, volunteers, etc.) rather than rely entirely on CoC funds?</li> <li>Does the budget show that the project is taking appropriate measures promote cost effectiveness?</li> </ul>			
10	<p><b>Compliance:</b> To what extent does the agency have:</p> <ul style="list-style-type: none"> <li>Any outstanding financial audit findings or concerns?</li> <li>Any outstanding HUD monitoring findings or concerns and/or any history of sanctions imposed by HUD, including – but not limited to – suspending disbursements (e.g., freezing LOCCS), requiring repayment of grant funds, or de-obligating grant funds due to performance issues?</li> <li>If yes, what steps is the agency taking to resolve the findings or concerns and to what extent has the program advised the Collaborative Applicant of issues identified by HUD?</li> </ul> <p><i>If an agency has no outstanding audit or monitoring findings or concerns and no history of sanctions imposed by HUD, the agency should receive full points.</i></p>	Agency demonstrates ability to comply with HUD requirements.	5	
<b>HMIS – Factors based on agencies' data collection in existing projects</b>				
11	<p><b>Data Quality:</b> Is the agency participating in HMIS?</p> <p>If yes, the agency is participating in HMIS, consider data quality such as:</p> <ul style="list-style-type: none"> <li>Percentage of agency beds participating in HMIS</li> <li>Percentage of null/missing data</li> <li>Percentage of “don’t know” or “refused” data</li> <li>The percentage of clients that exit to known destinations</li> <li>The percentage of clients with known income and benefits</li> <li>Average length of time between when a client enters or exits a program and when the project records the entry or exit</li> </ul> <p>If no, the agency is not yet participating in HMIS, consider the following:</p> <ul style="list-style-type: none"> <li>What is the plan to effectively track client data and outcomes in the proposed project?</li> <li>Does the agency have demonstrated success at tracking high quality data?</li> <li>Does the agency have adequate budget and staffing to collect and record high quality data for the proposed project?</li> </ul>	Agency demonstrates commitment to high quality data.	10	

Reviewer is granted discretion to adjust score for any item up or down by **two points** within the maximum point range when score does not reflect the project's contribution to the community, basing said discretion on information in the project's application such as population served, project size, number of participants, or issues beyond the project's sphere of influence.

# Supplemental Application

Responses to this Supplemental Application will be submitted via HomeBase's online PRESTO system. Please see instructions below and direct any questions or concerns to [Stanislaus@homebaseccc.org](mailto:Stanislaus@homebaseccc.org).

## Submission Instructions

For Renewal projects, your agency's PRESTO account has been set up, and you should receive your agency's unique log in information via email after the TA Workshop. For New projects, please contact [Stanislaus@homebaseccc.org](mailto:Stanislaus@homebaseccc.org) at your earliest convenience to receive log in information and/or to allow us to set up the new project in the PRESTO system.

To begin, follow this link: <https://prestoevals.org/app/presto/pages/login.cfm>

1. **Enter your username and password** provided by email.
2. **Click the bunny ears in the upper left corner** to access the main page for your agency, where you will find a list of all of your agency's projects. Note that this list may include unscored renewal projects (those without APR data for scoring this year). You only need to respond to Supplemental Application questions for *renewal projects that will be scored*.
3. On the right-hand side of each row in the list of Project Applicants, you will see the word Respond in blue. For each project:
  - a. **Click Respond in the project row.**
  - b. **For each question applicable to your project, fill in your responses.** If inapplicable, please leave blank.
  - c. **Click Update button in bottom right corner of page to save responses.**
    - i. You may click the Update button at any time to save your responses and continue.
    - ii. You may log in multiple times to add or change responses, until the local project application submission deadline of 8/1/18.
4. **To switch to another project, you may use the "Switch Projects" dropdown menu**, or click the bunny ears in the upper left corner to return to the list of all of your agency's projects and follow instructions at (4) above.
5. To return to the project list from any page, click the bunny ears in the upper left corner.

*This Supplemental Application includes the questions to be filled in to the PRESTO online system.*

## Renewal Projects

### (Factor 1) Threshold Requirements:

In addition to the scored criteria, all projects must meet a number of threshold criteria. To confirm each of the following is true, please enter “Yes” in the space provided in PRESTO; if not true, the project is not eligible and should enter “No.”

- **CES: Project agrees to participate in CoC’s Coordinated Entry System (CES).**
- **HMIS: Project will participate in HMIS, or make alternative arrangement if serving survivors of domestic violence.**
- **HUD Compliant: Project is compliant with the eligibility requirements of the CoC Interim Rule and meets the threshold requirements outlined in the 2018 Notice of Funding Availability.**
- **Policies: Project has policies regarding termination of assistance, client grievances, Equal Access, ADA and fair housing requirements, VAWA protection, and confidentiality that are compliant with HUD CoC Program requirements.**
  - **If “No,” please identify which of these compliant policies the project does and does not have.** [Short answer]

### (Factor 7) Utilization:

- **Would this project’s occupancy rate be most accurately measured by *beds* or by *units*?**  
Please enter “Beds” or “Units.”
  - Review and Rank Committee will receive the data on both beds and units for each project, but the scaled score will reflect the increments chosen by the project.
  - Note that projects for families are often best measured by units, as family size can fluctuate and affect bed occupancy. Projects with shared housing (e.g., multiple single-person households per unit) are often best measured by beds to reflect the intention to house multiple households in a single unit.

### (Factor 9) Priority Populations (non-PSH only):

- For non-PSH projects: **What percentage of project beds are dedicated to youth, survivors of domestic violence, veterans, or families with children?**
- For PSH projects: Skip this question.

### (Factor 10) Housing First Alignment:

Please enter “Yes” or “No” according to project’s current policies. Projects receive points as indicated on Renewal Project Scoring Tool for “Yes” response, or zero points for “No” response.

- A) Will the project ensure that potential participants are not disqualified based on domestic violence history (e.g., separation from abuser, willingness to get protective order, or police involvement)?
- B) Will the project ensure that potential participants are not disqualified based on active substance use, or history of substance use?
- C) Will the project ensure that potential participants are not disqualified based on having no or too little income?
- D) Will the project ensure that potential participants are not disqualified based on existence of criminal record (except as mandated by law)?
- E) Will the project ensure that participants are not terminated from the program based on failure to increase income or loss of income?
- F) Will the project ensure that participants are not terminated from the program based on failure to participate in services or make progress on a service plan?
- G) Will the project ensure that participants are not terminated from the program based on being a victim of domestic violence?

(Factor 13) Unspent Grant Funds:

Please fill in dollar amounts for this project for CoC Program funding only. If no CoC grant received in any of these years, please state as such. If multi-year grant covered some of this period, or any other special situations, please fill in analogous information in space provided after these items.

- **FY 2014 CoC Grant Amount:** \_\_\_\_\_
- **FY 2014 Total Amount Expended from CoC Grant:** \_\_\_\_\_
- **FY 2015 CoC Grant Amount:** \_\_\_\_\_
- **FY 2015 Total Amount Expended from CoC Grant:** \_\_\_\_\_
- **FY 2016 CoC Grant Amount:** \_\_\_\_\_
- **FY 2016 Total Amount Expended from CoC Grant** (if grant year is finished):  
\_\_\_\_\_

- If needed, use additional space provided to explain multi-year grants or special situations.
- Optional Explanation: **If the project would like to give an explanation to the Review and Rank Committee regarding any unspent grant funds, please do so in the space provided.**  
(Max. 500 words)

(Factor 14) Compliance:

Note that some responses on this factor might be identical for multiple projects from the same agency. Please complete the information in PRESTO for every project, even if it repeats that entered elsewhere. If documents provided by email are identical for multiple projects, you may indicate in the email the project names and send only once.

- **Are there any outstanding financial audit findings or audit concerns related to this project, or to the agency as a whole?**
  - If yes to the above, **please email your agency's most recent financial audit and management letter to [stanislaus@homebaseccc.org](mailto:stanislaus@homebaseccc.org) by the Supplemental Application deadline.**
- **Are there any unresolved HUD monitoring findings or concerns related to any of the agency's CoC-funded projects?**
- **Has HUD instituted any sanctions for any of your CoC-funded projects, including, but not limited to, suspending disbursements (e.g., freezing LOCCS), requiring repayment of grant funds, or de-obligating grant funds due to performance issues?**
- If no to all of the above, no further information is needed here for this factor.
- If yes to any of the above, **please describe the issue and status, including what steps the agency is taking to resolve the findings or concerns and to what extent the program has advised the Collaborative Applicant of issues identified by HUD.** (Max. 1,000 words)
- If yes to any of the above, **please email any HUD Monitoring Letters relating to any of your agency's projects, correspondence about any findings or concerns, and any additional written communications between HUD and the project concerning those matters to [stanislaus@homebaseccc.org](mailto:stanislaus@homebaseccc.org) by the Supplemental Application deadline.**

*This Supplemental Application includes the questions to be filled in to the PRESTO online system.*

## New Projects

### (Factor 1) Threshold Requirements:

In addition to the scored criteria, all projects must meet a number of threshold criteria. To confirm each of the following is true, please enter “Yes” in the space provided in PRESTO; if not true, the project is not eligible and should enter “No.”

- **CES: Project agrees to participate in CoC’s Coordinated Entry System (CES).**
- **HMIS: Project will participate in HMIS, or make alternative arrangement if serving survivors of domestic violence.**
- **HUD Compliant: Project is compliant with the eligibility requirements of the CoC Interim Rule and meets the threshold requirements outlined in the 2018 Notice of Funding Availability.**
- **Match: Match amount equals requirement.**
- **Timing of Project Start: Freedom from logistical obstacles that appear likely to prevent project from beginning performance by HUD’s statutory deadlines (e.g., zoning issues anticipated or regulatory obstacles).**

### (Factor 2) Renewable Activities:

Enter the grant amount requested for:

- **Acquisition:** \_\_\_\_\_
- **Construction:** \_\_\_\_\_
- **Rehabilitation:** \_\_\_\_\_

### (Factor 3) Community Needs/Gaps: (Max. 300 words)

- **What unmet need in the community does the project address? Please include information about the agency’s demonstrated capacity to serve an under-served population or area of the County. (Max. 300 words)**

### (Factor 4) Project Readiness: (Max. 300 words)

- **Will the project be ready to start by HUD’s statutory deadline?**
  - **Please address whether any regulatory obstacles (such as tenant displacement or relocation, environmental or zoning issues) are anticipated, and if so, how they will be resolved.**
  - **Please discuss agency timelines for staffing the project, establishing site control, beginning to draw down funds, and otherwise complying with CoC Program deadline.**

- Describe the status of agency policies and procedures that can be used as-is or easily adapted for use in a CoC-funded project.
- Does the agency have familiarity with the CoC Program Regulations and 2018 CoC NOFA?

(Factor 5) Project Design: (Max. 500 words)

- Please describe how your program design includes provision of comprehensive/intensive case management and supportive services of the appropriate type, scale and location to meet the needs of program participants (as well as transportation if necessary). Please address all of the following:
  - Will your project use a Housing First model?
  - Please describe a concrete plan for providing services to clients and/or referring clients to outside services for support, including:
    - What types of services will be provided in-house?
    - What types of services will require referrals?
    - What agencies will accept referrals?
    - How will the referral scheme ensure connection?
    - What is the process for developing client service plans and matching clients with services?
    - For projects dedicated to serving survivors of domestic violence, dating violence, sexual assault, stalking, and/or human trafficking, the degree to which agency's program design promotes client safety.
  - How is the project staffed appropriately to provide the services, and how is the staff trained to meet the needs of the population to be served?
  - How is the program design intentionally inclusive of and accessible to all eligible clients?

(Factor 6) Housing: (Max. 300 words)

- Please fully describe the housing will participants will reside and how that housing is appropriate to the program design. Please described how the project is staffed to ensure appropriate operation of the housing, and how any housing staff is trained to meet the needs of the population to be served. How will the agency ensure that the program is physically accessible to persons with disabilities?

(Factor 7) Expected Outcomes: (Max. 300 words)

- How has the agency demonstrated, through past performance, the ability to successfully carry out the work proposed and effectively provide services to people experiencing housing crises?
  - For example, agency may describe:
    - For projects dedicated to serving survivors of domestic violence, dating

violence, sexual assault, stalking, and/or human trafficking, the agency should provide examples of outcomes and program operations for existing or prior housing projects that serve(d) a similar population, and/or how they will address those needs going forward.

- For projects dedicated to serving any particular subpopulation, the agency should provide examples of outcomes and program operations for existing or prior housing projects that serve(d) a similar population, and/or how they will address those needs going forward.
- The agency's experience and outcomes related to the following or comparable measures of housing stability and increased income in any prior housing projects:
  - For PSH: The percentage of formerly homeless individuals who remain housed in the permanent supportive housing project or exited to other permanent housing, excluding participants who passed away;
  - For RRH/TH/TH-RRH: The percentage of homeless persons who exited the project to a form of permanent housing, excluding participants who passed away;
  - For all projects: The percentage of stayers/leavers that increase cash income from entry to latest status/exit;
  - For all projects: The percentage of stayers/leavers with non-cash benefit sources.
- How the agency has analyzed the outcomes and improved program design and service delivery.
- Agency may submit supporting documentation, such as a HUD System Performance Measures report. To do so, please email as a single document to [stanislaus@homebaseccc.org](mailto:stanislaus@homebaseccc.org) by the Supplemental Application deadline.

(Factor 8) Housing First Alignment:

Please enter "Yes" or "No" according to project's current policies. Projects receive points as indicated on Renewal Project Scoring Tool for "Yes" response, or zero points for "No" response.

- A) **Will the project ensure that potential participants are not disqualified based on domestic violence history (e.g., separation from abuser, willingness to get protective order, or police involvement)?**
- B) **Will the project ensure that potential participants are not disqualified based on active substance use, or history of substance use?**
- C) **Will the project ensure that potential participants are not disqualified based on having no or too little income?**
- D) **Will the project ensure that potential participants are not disqualified based on existence of criminal record (except as mandated by law)?**

- E) Will the project ensure that participants are not terminated from the program based on failure to increase income or loss of income?
- F) Will the project ensure that participants are not terminated from the program based on failure to participate in services or make progress on a service plan?
- G) Will the project ensure that participants are not terminated from the program based on being a victim of domestic violence?

(Factor 9) Administrative Capacity: (Max. 300 words)

Note that response on this factor might be identical for multiple projects from the same agency. Please complete the information in PRESTO for every project, even if it repeats that entered elsewhere.

- Describe how the agency has the expertise, staff, procedural, and administrative structure needed to meet all administrative requirements for the project.
- Has 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?
- Does the agency have a clear staffing plan and project budget that cover both grant management and performance of grant activities?
- If the agency would like to provide additional information to supplement the HUD Project Application budget regarding the following questions, please do so in this narrative response.
  - Does the budget show that the project will have enough resources to provide high-quality, reliable services to the target population?
  - Does the budget show that the project will leverage significant outside resources (funding, staff, building space, volunteers, etc.) rather than rely entirely on CoC funds?
  - Does the budget show that the project is taking appropriate measures promote cost effectiveness?

(Factor 10) Compliance:

Note that response on this factor might be identical for multiple projects from the same agency. Please complete the information in PRESTO for every project, even if it repeats that entered elsewhere. If documents provided by email are identical for multiple projects, you may indicate in the email the project names and send only once.

- Are there any outstanding financial audit findings or audit concerns related to this project, or to the agency as a whole?
  - If yes to the above, please email your agency's most recent financial audit and management letter to [stanislaus@homebaseccc.org](mailto:stanislaus@homebaseccc.org) by the Supplemental Application deadline.
- Are there any unresolved HUD monitoring findings or concerns related to any of the agency's CoC-funded projects?

- **Has HUD instituted any sanctions for any of your CoC-funded projects, including, but not limited to, suspending disbursements (e.g., freezing LOCCS), requiring repayment of grant funds, or de-obligating grant funds due to performance issues?**
- If no to all of the above, no further information is needed here for this factor.
- If yes to any of the above, **please describe the issue and status, including what steps the agency is taking to resolve the findings or concerns and to what extent the program has advised the Collaborative Applicant of issues identified by HUD.** (Max. 1,000 words)
- If yes to any of the above, **please email any HUD Monitoring Letters relating to any of your agency's projects, correspondence about any findings or concerns, and any additional written communications between HUD and the project concerning those matters to [stanislaus@homebaseccc.org](mailto:stanislaus@homebaseccc.org) by the Supplemental Application deadline.**

(Factor 11) Data Quality: (Max. 300 words)

- **Does the agency participate in HMIS for any projects?**
- **If the agency is already participating in HMIS, please provide the following data quality information:**
  - **Percentage of agency beds participating in HMIS**
  - **Percentage of null/missing data**
  - **Percentage of "don't know" or "refused" data**
  - **The percentage of clients that exit to known destinations**
  - **The percentage of clients with known income and benefits**
  - **Average length of time between when a client enters or exits a program and when the project records the entry or exit**
- **If the agency does not participate in HMIS, please answer the following:**
  - **What is the agency's plan to effectively track client data and outcomes in the proposed project?**
  - **Does the agency have demonstrated success at tracking high quality data?**
  - **Does the agency have adequate budget and staffing to collect and record high quality data for the proposed project?**

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## Contacts at HomeBase

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HomeBase is working with the CoC Collaborative Applicant, City of Modesto, to facilitate project application submissions as a part of the CoC NOFA process. Please note that you may receive communications from any member of our HomeBase team as we are all here to help make this process as smooth and easy as possible for you.

**For quickest response times, we recommend emailing us at [Stanislaus@homebaseccc.org](mailto:Stanislaus@homebaseccc.org) . This address reaches our entire team!**

Individuals you may work with during the 2018 CoC NOFA:

<b>Amanda Wehrman</b>	amanda@homebaseccc.org	(415) 788-7961, ext. 308
<b>Colin Sorensen</b>	colin@homebaseccc.org	(415) 788-7961, ext. 359
<b>Elizabeth Roehm</b>	elizabeth@homebaseccc.org	(415) 788-7961, ext. 328
<b>Meadow Robinson</b>	meadow@homebaseccc.org	(415) 788-7961, ext. 302
<b>Nikka Rapkin</b>	nikka@homebaseccc.org	(415) 788-7961, ext. 303
<b>Nora Breslin</b>	nora@homebaseccc.org	(415) 788-7961, ext. 360
<b>Sasha Drozdova</b>	sasha@homebaseccc.org	(415) 788-7961, ext. 329