

Summary of 2015 Continuum of Care NOFA

- Boston CoC Renewal Demand is \$24,063,154
 - 52 Total projects
 - PSH – 18,110,096 – 28 projects - 75% of total renewals
 - TH - 2,542,188 – 10 projects (including 1 SH), 11% of total renewals
 - SSO – 3,097,580 – 13 projects – 13% of total renewals
 - HMIS – 313,290 - 1 project – 1% of total renewals
- NOFA published on Sept 17. Current Notice for FY 2015 is \$1.89 billion. Due to HUD on November 20. Project applications are due to the CoC 30 days before the NOFA is due.
- HUD Policy Priorities are:
 - Strategic resource allocation; comprehensive review of projects, maximizing mainstream resources, leveraging resources through partnerships, reviewing the efficacy of TH
 - Ending chronic homelessness; increasing number of units for CH, targeting PH beds for CH
 - Ending family homelessness; reallocate to rapid re-housing, access to mainstream affordable units
 - Ending Youth Homelessness; understand unique needs of youth, outreach to youth organizations
 - Ending veterans homelessness; prioritize CoC units to veterans, work closely with the VA
 - Using a Housing First approach; removing barriers to entry, develop a coordinated access system, client centered delivery model, prioritizing most in need, inclusive decision making
- New projects limited to:
 - Reallocation for new PSH for CH individuals and families
 - Reallocation for new RRH for individuals and families with children, youth up to 24 (from streets and shelter, no TH)
 - Reallocation for new SSO specifically for Coordinated (Assessment) Access
 - Reallocation for new HMIS
 - New PSH Bonus for CH or RRH for individuals or families
- Tier 1 and Tier 2: HUD will publish the amounts for each CoC no sooner than 10/9/15. Based on the NOFA we can assume the following:

Tier 1 = 85% of renewal demand or \$20,453,681.

Tier 2 = 15% of renewal demand PLUS the amount we intend to apply for in PH Bonus

Tier 2 will range between \$3,609,473 - \$7,218,946 (we are eligible to apply for up to \$3,609,473 in bonus).

PH Bonus up to 15% ARD = $24,063,154 * .15 = \$3,609,473$

We need to decide how much to apply for in Bonus to determine our Tier 2 amount.

- Tier 1 projects will be awarded nationally from the highest scoring CoC to the lowest scoring CoC. Tier 2 projects will be separately assessed against a 100 point scale that determines whether they will be funded. CoC's that receive a higher CoC score on their application are in the strongest position to have some Tier 2 projects funded in 2015.

Planning: Boston CoC is eligible to apply for up to 3% of ARD or \$721,895 in planning; this amount does not count against the Tiers.

Application Scoring – Total 200 points

Total Potential Points = 203 (3 BONUS POINTS AVAILABLE)

CoC Coordination and Engagement – 49 points

Inclusive Infrastructure and participation, CoC commitment to Opening Doors, Coordination with Con Plan and ESG, Addressing needs of DV victims, Coordination with PHA, Coordination on Discharge Planning, Coordinated Access, Reducing barriers to housing, Housing First, Outreach, Rapid Re-housing, Mainstream Benefits, Leveraging

Project Ranking, Review and Capacity – 26 points

Objective criteria for past performance, Ranking and selection process, recipient performance Monitoring, Accuracy of Grant Inventory Worksheet and project submissions

HMIS – 18 points

HMIS Governance, policy and procedures, Housing Inventory Chart, Bed coverage, Data Quality, Required HMIS reports

Point-in-Time Count – 9 points

PIT count and data submission, PIT count methodology, commitment to conducting a 2016 unsheltered count

System Performance – 38 points

Reducing the number of homeless individuals and families, reduction in first time homeless, length of time homeless, successful housing placement or retention, returns to homelessness, jobs and income growth, thoroughness of outreach

Performance and Strategic Planning – 60 points

Ending Chronic Homelessness, Ending Family Homelessness, Ending Youth Homelessness, Ending Veteran Homelessness (each 15 points)

Bonus – 3 points

Submitting a day early

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Boston Continuum of Care 2015 Competition Reallocation Policy

Boston is seeking funds from reallocated projects in order to:

1. Create a New Coordinated Access Supportive Services Only project
2. Create a new HMIS project in order to increase CoC staff capacity, fund the projected increased cost of ETO software, secure additional software licenses for state and federal partners (DMH and the VA), and customizations in order to interface with the Coordinated Access system
3. Create new Permanent Housing (PH) Projects for chronically homeless (CH) individuals and families
 - a. CH projects that serve individuals should be consistent with the priority stated in An Action Plan to End Veterans and Chronic Homelessness. The plan calls for the creation of 200 new units of very low barrier housing with supportive services. Any application for new Permanent Housing should be consistent with this goal
4. Create new Rapid Re-Housing (RRH) projects for individuals and families and youth up to 24 (persons must come from streets and emergency shelter)

Process to identify resources for reallocating projects to fund a new Coordinated Access project and a new HMIS project (1 and 2 above):

- The CoC will first accept projects that are willing to voluntarily reallocate
- If there are not enough resources identified to fund a new CA and new HMIS, the CoC will then reallocate projects where mainstream resources have been identified in order to continue to fund the project. These resources may be identified by the project sponsor or by the CoC.
- If there are not enough resources identified to fund a new CA and a new HMIS, the CoC will then reallocate projects based on performance and consistency with HUD and CoC objectives. These will include: consistency with HUD's Homeless Policy and Program Priorities (pages 8-11 of the NOFA), CoC Performance Measures and Strategic Objectives (pages 34-48 of the CoC application), high quality of participation in HMIS, financial management and performance and reasonable program costs

Reallocation of Transitional Housing and Support Service Only Projects

- The CoC is not mandating that any TH or SSO project reallocate to the types of projects listed above (1-4) but we are strongly encouraging TH and SSO projects to consider reallocation. The scoring system outlined in the NOFA gives less points to TH and SSO projects in Tier 2
- If a TH or SSO project does reallocate to 1-4 listed above there is not guarantee that the project will be in Tier 1 but there is a higher likelihood that a new PH or RRH in Tier 2 will be funded over a renewal TH or SSO project.

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Project Tiering, Rating and Ranking

All projects, including the permanent housing bonus, new projects created through reallocation, (Coordinated Access, HMIS, permanent housing for chronically homeless individuals and families and rapid rehousing) and renewal projects will be rated and ranked according to scoring criteria that is based on performance and consistency with HUD and CoC objectives. These include:

- Consistency with HUD's Homeless Policy and Program Priorities (pages 8-11 of the NOFA)
- CoC Performance Measures and Strategic Objectives (pages 34-48 of the CoC application)
- Quality and consistency of participation in HMIS
- Financial management and performance
- Reasonable program costs

Preference will be given to Permanent Supportive Housing projects that serve the chronically homeless

The scoring tool is being finalized and there will be two versions – one for new projects (bonus and reallocation) and another for renewal projects

The scoring tool will be very similar to the one used in 2014 to rate and rank projects. The 2014 Score sheet is available on: <http://dnd.cityofboston.gov/#page/ContinuumofCare>

Once the scoring tools are finalized they will be posted on the website

Match & Leverage Explainer

Match vs. Leverage

- Match:

- 25% match is required for all project budget components except leasing
- Can be cash or in-kind
- Match must be spent on program activities that would be eligible for CoC grant funding

- Leverage:

- To meet threshold requirements on the CoC Application HUD scorecard (150 percent in leveraging), project applicants must document and attach the commitment letter(s) to their project application and those letters must be dated within 60 days of the application deadline.
- Can be cash or in-kind
- Leverage can be used for any activity needed to support the project (not only on eligible CoC program activities)
- Match and leverage are separate from each other. Leverage is over and above match; that is, match is the amount needed to reach the required 25% point, and leverage is the amount that surpasses the 25% point. Excess match can be used as leverage.

Sources of Match/Leverage

- **Cash:** any funds that come from private or public resources (as long as they are not statutorily prohibited from being used as match/leverage).
- **In-kind:** services (counseling, legal advocacy, etc.), physical goods/equipment (food, furniture, clothing, etc.), and real property (donated land or buildings).
- To be counted as match/leverage, the funds, goods, or services need to come directly from the contributing source to the organization. Items provided directly to and for individuals/program participants are not eligible as match/leverage. For example:
 - Mainstream benefits provided directly to program participants (e.g., SSI/SSDI disability benefits) cannot be used as match/leverage.
 - Funds from mainstream resources provided directly to an organization for use in a CoC project (e.g., Medicaid) can be used as match/leverage.
- Commitments of land, buildings, and equipment are **one-time only** and cannot be claimed in more than one competition. For example, donated land claimed in the 2015 competition cannot be claimed as leverage by that project or any other project in subsequent competitions.

Documentation Requirements

- Contributions of cash, in-kind goods/equipment, and in-kind property can be documented by letter.
- Contributions of in-kind services must be documented by a memorandum of understanding (MOU) that is in place by the time of grant execution (i.e., when the grant term begins). For the purposes of the CoC Application, **applicants may submit a letter to DND instead of an MOU**, provided the MOU will be in place by the time of grant execution.

- **Letters** must meet the following criteria:
 - Be on letterhead stationery from the organization providing the contribution
 - Be signed and dated by an authorized official of the organization
 - Contain the amount of the cash contribution OR the dollar value of the in-kind contribution
 - Contain the specific date the contribution will be made available AND the time period during which the contribution will be available
 - Contain the name of the applicant agency to which the contribution is being given
 - Contain the specific grant name and the fiscal year of the grant to which the contribution is being given
 - Contain a description of the goods/services that will be provided (for in-kind contributions) OR a description of what the funds will be spent on (for cash contributions)
- **MOUs** must contain the following information:
 - Agency information:
 - Applicant agency's identifying information with point(s) of contact
 - Service provider's identifying information with point(s) of contact
 - Unconditional commitment of third-party provider to provide the services
 - Description of services to be provided
 - Scope of services to be provided and by whom
 - Specific contract to be matched
 - Length of time services provided/term of contract
 - Point-in-time number of clients receiving service
 - Total clients receiving service over grant term
 - Qualification of persons providing service
 - Estimated value of services provided (such as hourly rate)
 - Documentation of services match
 - Documentation requirements and responsibilities of service provider and applicant agency
 - Timeliness standards of service provider and applicant agency for providing services to individuals
- Documentation of match/leverage must be provided to HUD prior to grant agreement execution.

Important Note: Although the cash match and leveraging letters are addressed to the Director of the Department of Neighborhood Development, please be sure to send them directly to your DND Project Manager.

For cash match letters, follow the guidelines below: cash match letters should be used when your agency is committing cash resources towards match requirement. If match is coming from a source outside your agency, you should have an executed MOU or similar instrument as documentation. Match can be cash or in-kind. If in-kind, a dollar value needs to be assigned to the services or items provided on behalf of your program participants.

For leverage letters, follow the guidelines below: leverage letters should be used when your agency or a partner agency is committing non-cash resources that would not qualify as match towards your program. A dollar value needs to be assigned to the services or items provided on behalf of your program participants.

Sample Leveraging Letter

(1) Address the letter to:

Sheila A. Dillon
Chief and Director
Department of Neighborhood Development
26 Court Street
Boston, MA 02108

Dear Ms. Dillon,

(2) Use this text for the letter

If this proposal is funded, (organization's name) commits to make available (type of resource) valued at \$ (amount) to the Supportive Housing program proposed by (applicant name). These resources will be made available to the Supportive Housing program from (use the dates of your CoC contract).

Signature

Printed Name of Authorized Signatory

Title

Sample Cash Match Letter

(1) Address the letter to:

Sheila A. Dillon
Chief and Director
Department of Neighborhood Development
26 Court Street
Boston, MA 02108

Dear Ms. Dillon,

(2) Use this text for the letter

If the proposal for the _____ program is funded, (applicant name or third party name) commits \$ (amount) (use one of these options) (a) of its own cash funds or (b) to (applicant name) as a **cash match** for (specify the type of activity) to be made available to the Supportive Housing program. These cash funds will be available from (includes the dates for your CoC contract).

Sincerely,

Signature

Printed Name of authorized Signatory

Title