



EL PASO COALITION FOR THE HOMELESS
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Notice of Funding Availability for Homeless Housing

Each year the U.S. Department of Housing and Urban Development (HUD) makes resources available to communities through a national competition for its Continuum of Care Homeless Assistance Programs. As per the CoC program rule issued by HUD, July 2012, the El Paso Coalition for the Homeless will serve as the collaborative applicant for the El Paso Continuum of Care (CoC).

As a member of the El Paso Coalition for the Homeless or as a non-profit organization that may have similar interests, you are invited to submit an application for possible inclusion of a **new project** in El Paso's 2017 Consolidated Application to HUD for Continuum of Care funding. HUD funding for new projects is competitive nationwide and El Paso may or may not win funding for new projects.

Available Funds

Approximately \$2 billion is available in the FY 2017 CoC Program NOFA. HUD may add to this amount any available funds that have been carried over or recaptured from previous fiscal years. All of the requirements in the FY 2017 application process, including requirements for the entire CoC Consolidated Application and the total amount of funding available are contained in the NOFA. The Notice can be found at <https://www.hudexchange.info/programs/e-snaps/fy-2017-coc-program-nofa-coc-program-competition/>

NEW PROJECTS

Permanent Supportive Housing Bonus

The Permanent Housing Bonus is available to all CoCs to apply for funding to create new

1. Dedicated PLUS projects as defined in Section III.A.3.d. of the NOFA;
2. Permanent Supportive Housing (PSH) – projects where 100% of the beds are dedicated to chronically homeless individuals and families;
3. Rapid Re Housing projects that will serve individuals, who meet the following criteria:
 - a. residing in a place not meant for human habitation;
 - b. residing in an emergency shelter;
 - c. persons meeting the criteria of paragraph (4) of the definition of homeless, including persons fleeing or attempting to flee domestic violence situations;
 - d. residing in a transitional housing project that was eliminated in the FY 2017 CoC Program Competition; or
 - e. residing in transitional housing funded by a Joint TH and PH-RRH component project (see Section III.A.3.h. of the NOFA); or
 - f. Receiving services through a VA-funded homeless assistance program and met one of the above criterial (Section III.A.3.j.(3)(a), (b), (c), or (d) at initial intake to the VA's homeless assistance system.
4. Joint TH and PH-RRH component projects, which will include transitional housing and permanent housing-rapid rehousing in a single project to serve individuals and families experiencing homelessness, including victims of domestic violence.

A CoC is eligible to apply for up to 6 percent of its Final Pro Rata Need (FPRN) and may apply for more than one permanent housing bonus project. New projects created through a permanent housing bonus must meet the project eligibility and threshold requirements established by HUD in Sections V.G.2.b and V.G.2.c of the NOFA.

El Paso Final Pro Rata Need (FPRN)	\$4,547,728
PH Bonus 6% of FPRN	\$ 272,863

Reallocation

Reallocation is a process that CoCs use to shift funds in whole or part from existing eligible renewal projects to create one or more new projects without decreasing the CoC’s ARD. New projects created through reallocation must meet the requirements set forth in Section II.B.2.a. of the NOFA and the project eligibility and project quality thresholds established by HUD in Sections V.G.2.b. and V.G.2.c. of the NOFA. In the FY 2017 CoC Program Competition, CoCs may use reallocation to create new:

1. Dedicated PLUS projects as defined in Section III.A.3.d. of the NOFA or permanent supportive housing projects where 100% of the beds are dedicated to chronically homeless;
2. May create new rapid rehousing projects that will serve homeless individuals, who meet the following criteria;
 - o residing in a place not meant for human habitation;
 - o residing in an emergency shelter;
 - o persons meeting the criteria of paragraph (4) of the definition of homeless, including persons fleeing or attempting to flee domestic violence situations;
 - o residing in a transitional housing project that was eliminated in the FY 2017 CoC Program Competition; or
 - o residing in transitional housing funded by a Joint TH and PH-RRH component project (see Section III.A.3.h. of the NOFA); or
 - o receiving services through a VA-funded homeless assistance program and met one of the above criteria at initial intake to the VA’s homeless assistance system
3. Joint TH and PH-RRH component projects, which will include transitional housing and permanent housing-rapid rehousing in a single project to serve individuals experiencing homelessness;
4. SSO projects for a centralized or coordinated assessment system.

Timeline

August 24, 2017:	<p>Submit Complete Application for Rating & Ranking Prepare a PDF version of the Project Application and email to ccastillo.epch@elp.twcbc.com</p> <p>THE ELECTRONIC COPY NEEDS TO EMAILED BY 5:00 PM ON August 24, 2017.</p> <p>LATE AND/OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.</p>
August 21, 2017 10:00 AM	Informational meeting on process and application requirements (Coalition Office)
August 31, 2017:	Rating & Ranking and Notification of Funding Recommendation
September 18, 2017:	Final Esnap Application Deadline
September 28, 2017	Entire Consolidated Application Submitted to HUD

Coalition works with new project applicants to refine proposals and complete documentation as part of El Paso’s consolidated application to HUD.

Match

Recipients and sub-recipients are required to provide 25% cash or in-kind match in accordance with the CoC Regulations. In addition, HUD evaluates usage of mainstream resources to see what other funding options are supporting the programs it funds.

Appeals Process

If an applicant organization feels it has been unfairly eliminated from the local competition, that a decision made by the Application Review Committee regarding the ranking, or that rejection, or funding of their project was prejudicial, unsubstantiated by project performance, or in violation of the 2017 Continuum of Care Guidelines, the applying lead agency and sponsor, if any, may file an appeal. Further instructions can be found at www.epchomeless.org.

Application

Applicants must submit an Application by the deadline. The Application must include the information and attachments described below. **The Application must be signed by the applicant's Executive Director or Board President.** The signed Application must be submitted to the Coalition via email to ccastillo.epch@elp.twcbc.com. No faxes or hard copy will be accepted. Failure to timely submit a complete Application will disqualify an applicant from further consideration.

Please complete and submit with the attachments noted. If an organization is requesting funding for two separate programs or projects, the organization must complete an Application for each project and/or program that they are requesting funding for.

The following information must be submitted for each applicant and/or sponsor:

1. Copies of bylaws and articles of incorporation.
2. Proof of 501(c)3 status (non-governmental only).
3. Proof of Active SAMS registration with current information
4. List of current directors, which must include a brief statement of each director's experience, qualifications, and tenure on the board.
5. Financial statements prepared by a licensed Certified Public Accountant in accordance with Generally Accepted Accounting Principles for the most recently available two years. All statements submitted must include any management letters or other correspondence issued by the auditors in connection with the financial statements.
6. Please identify the amount of match funds for program (25%) and source of match
7. For new applicants, provide a list of past homeless projects or other projects that demonstrate your capacity to develop and/or operate the proposed program.
8. A statement from the agency/program verifying that they will utilize the El Paso HMIS (Clarity Human Services) according to the El Paso HMIS Standards of Participation.
9. Experience
 - Describe the experience of the applicant and sub-recipients (if any) in working with the proposed population and in providing housing similar to that proposed in the application.
 - Describe experience with utilizing a Housing First approach. Include 1) eligibility criteria; 2) process for accepting new clients; 3) process and criteria for exiting clients. Must demonstrate there are no preconditions to entry, allowing entry regardless of current or past substance abuse, income, criminal records (with exceptions of restrictions imposed by federal, state, or local law or ordinance), marital status, familial status, actual or perceived sexual orientation, gender identity. Must demonstrate the project has a process to address situations that may jeopardize housing or project assistance to ensure that project participation is terminated in only the most severe cases.
 - Describe experience in effectively utilizing federal funds including HUD grants and other public funding, including satisfactory drawdowns and performance for existing grants as evidenced by timely reimbursement of subrecipients (if applicable), regular drawdowns, timely resolution of monitoring findings, and timely submission of required reporting on existing grants.
 - Address Coordinated Access System
10. The proposed budget for a 1 year application
11. Describe plan for rapid implementation of the program documenting how the project will be ready to begin housing the first program participant. Provide a detailed schedule of proposed activities for 60 days, 120 days, and 180 days after grant award.
12. Assurances – Acknowledge each assurance. By submitting the application, the project applicant assures the following:
 - Applicant will complete the Project Application in Esnaps with the same information as contained in this application unless there were adjustments made during the rating/ranking process. Those adjustments will be included in your project ranking letter and will supersede the original application submitted.
 - Applicant agrees to participate fully in Clarity Human Services, the local Homeless Management Information System (HMIS) according to the local participation standards.
 - Applicant agrees to fully participate in the Coordinated Assessment System for El Paso CoC.
 - Applicant understands that HUD funded homeless assistance projects are monitored by the CoC and may include an annual site monitoring visit review of specific CoC performance standards as submitted in the program's most recent Annual Performance Report sent to HUD, review of program policies and procedures if applicable, and their most recent audited financial statement and any management letters.

- Applicant understands that if funding is awarded they are responsible to inform the CoC when:
 - Changes to an existing project or change in sub-population served that is significantly different than what the funds were originally approved for, including any budget amendments submitted to HUD
 - Increase/decrease of other funding to the project that could affect projected numbers of participants served, program staffing, performance, etc.
 - Delays in the start-up of a new project
 - Program is having difficulty in meeting projected numbers served or performance outcomes.

Location of Meetings

Unless otherwise expressly provided herein or in other written email communication to all applicants, all meetings will be held at the offices of the El Paso Coalition for the Homeless. The address of such offices is: 6044 Gateway East, Suite 211, El Paso, Texas 79905.

CoC Participation Fees

For those projects that are actually included in the Consolidated Application, a fee will be assessed to share some of the Coalition’s cost in performing its duties as Lead Entity for the Continuum of Care. The 2017 fee for new projects is 1% x program budget and will be invoiced and will be due no later than September 15, 2017.

Rating and Ranking Overview

CoCs are required to design and implement a collaborative process for their application for the CoC Program Competition. HUD has been strongly encouraging (and incentivizing) CoCs to use objective, performance-based scoring criteria and selection priorities to determine which projects will be submitted to HUD as part of the CoC’s application.

To help CoCs enhance their abilities to use objective, performance-based scoring criteria for their local competitions, HUD has developed this [Rating and Ranking Tool](#) that our CoC Board has adopted to use for our local 2017 CoC Competition.

This tool provides a strong framework for implementing a data-driven process, including methodology on how to compare like projects that serve similar populations to each other. Total scores for each project are determined by adding up points in each section and then adding any bonus points if applicable. All projects are judged together, both new and renewals. A project ranking list is then generated from highest to lowest average score.

Rating Factor	Point Value
Experience	
Describe the experience of the applicant and sub-recipient (if any) in working with the proposed population and in providing housing similar to that proposed in the application	15 Points
Describe experience with utilizing a Housing First approach. Include 1) eligibility criteria; 2) process for accepting new clients; 3) process and criteria for exiting clients. Must demonstrate there are no preconditions to entry, allowing entry regardless of current or past substance abuse, income, criminal records (with exceptions of restrictions imposed by federal, state, or local law or ordinance), marital status, familial status, actual or perceived sexual orientation, gender identity. Must demonstrate the project has a process to address situations that may jeopardize housing or project assistance to ensure that project participation is terminated in only the most severe cases.	10 Points
Describe experience in effectively utilizing federal funds including HUD grants and other public funding, including satisfactory drawdowns and performance for existing grants as evidenced by timely reimbursement of subrecipients (if applicable), regular drawdowns, timely resolution of monitoring findings, and timely submission of required reporting on existing grants.	5 Points
DESIGN OF HOUSING & SUPPORTIVE SERVICES	
Extent to which the applicant <ol style="list-style-type: none"> 1. Demonstrate understanding of the needs of the clients to be served. 2. Demonstrate type, scale, and location of the housing fit the needs of the clients to be served 3. Demonstrate type and scale of the all supportive services, regardless of funding source, meet the needs of the clients to be served. 4. Demonstrate how clients will be assisted in obtaining and coordinating the provision of mainstream benefits 	

5. Establish performance measures for housing and income that are objective, measurable, trackable, and meet or exceed any established HUD, HEARTH or CoC benchmarks.	15 Points
Describe the plan to assist clients to rapidly secure and maintain permanent housing that is safe, affordable, accessible, and acceptable to their needs.	5 Points
Describe how clients will be assisted to increase employment and/or income and to maximize their ability to live independently.	5 Points
Timeliness	
Describe plan for rapid implementation of the program documenting how the project will be ready to begin housing the first program participant. Provide a detailed schedule of proposed activities for 60 days, 120 days, and 180 days after grant award.	10 Points
Financial	
Project is cost-effective - comparing projected cost per person served to CoC average within project type.	5 Points
Audit	
1. Most recent audit found no exceptions to standard practices	3 Points
2. Most recent audit identified agency as 'low risk'	3 Points
3. Most recent audit indicates no findings	4 Points
Documented Match Amount	5 Points
Budgeted Costs are reasonable, allocable, and allowable	20 Points
Project Effectiveness	
Coordinated Entry Participation – Minimum percent of entries to project from CE referral (or alternative system for DV projects)	5 Points

Threshold Review

Project applicant and subrecipient eligibility, capacity, and quality. Information will reviewed to determine whether project applicants and subrecipients meet the eligibility and capacity thresholds, and whether the project applications meet the eligibility and project quality thresholds detailed in Section V.G.2.c. and V.G.2.d. of this NOFA.

HUD Threshold Requirements		
Applicant has Active SAMS registration with current information		
Applicant has a valid DUNS number in application		
Applicant has no Outstanding Delinquent Federal Debts		
Applicant has no Debarment's and/or Suspensions		
Applicant has Accounting System		
Disclosed any violations of federal criminal law		
Demonstrate that they are Eligible Project Applicants		
Submitted the required certifications as specified in the NOFA		
Demonstrated the project is cost-effective, including costs of construction, operations, and supportive services with such costs not deviating substantially from the norm in that locale for the type of structure of kind of activity		
Demonstrated they Participate in HMIS		
Demonstrated Project Meets Minimum Project Standards		
Project applicants and potential subrecipients must have satisfactory capacity, drawdowns, and performance for existing grant(s) that are funded under the SHP, S+C, or CoC Program, as evidenced by timely reimbursement of subrecipients, regular drawdowns, and timely resolution of any monitoring findings;		
For expansion projects, project applicants must clearly articulate the part of the project that is being expanded. Additionally, the project applicants must clearly demonstrate that they are not replacing other funding sources; and,		
Project applicants must demonstrate they will be able to meet all timeliness standards per 24 CFR 578.85. Project applicants with existing projects must demonstrate that they have met all project renewal threshold requirements of this NOFA. HUD reserves the right to deny the funding request for a new project, if the request is made by an existing recipient that HUD finds to have significant issues related to capacity, performance, unresolved audit or monitoring finding related to one or more existing grants, or does not routinely draw down funds from eLOCCS at least once per quarter. Additionally, HUD reserves the right to withdraw funds if no APR is submitted on the prior grant.		
Demonstrated Project is consistent with Jurisdictional Consolidated Plan		
CoC Threshold Requirements		
Coordinated Entry Participation		
Housing First and/or Low Barrier Implementation		
Documented, secured minimum match		
Project has reasonable costs		
Applicant is active participant in CoC		
Application is complete and data are consistent		
Data Quality at or above 95%		
Bed/Unite utilization rate at or above 95%		
Documented financial stability of applicant		
Participation in 2017 Point In Time		
Participation in AHAR		

For Further Information

For questions on this application process, contact Camille Castillo, ccastillo.epch@elp.twcbc.com. Phone 915-843-2158. For information about the 2017 NOFA and HUD funding of homeless projects, visit <https://www.hudexchange.info/>.