



**EL PASO COALITION FOR THE HOMELESS**  
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August 22, 2017 *Revised*

### **Introduction**

The El Paso Coalition for the Homeless as collaborative applicant for the El Paso Continuum of Care (CoC) is seeking responses in the form of an Application from CoC Non-Profit/Organizations who are interested in renewing their current federally funded Homeless Assistance Program contract with the U. S. Department of Housing and Urban Development (HUD). The current funding, services, population served, accomplishments and term of the project renewal application is expected to remain the same as stated in the project applicant's current HUD agreement. The renewal term will be for a one-year period only.

An Application must be submitted by any agency interested in renewing a project for funding in the 2017 HUD CoC NOFA. The Application is required for all projects to be considered for inclusion; however, submission of an Application is not a guarantee for inclusion or funding in the 2017 CoC Application to HUD.

The available amount of funding may not be sufficient to fund anticipated eligible renewal projects in FY 2017, HUD will continue to require Collaborative Applicants to rank all projects, except CoC Planning and UFA Costs, in two tiers. Tier 1 is equal to the greater of the combined amount of Annual Renewal Amount (ARA) for all permanent housing and HMIS projects eligible for renewal up to \$1,000,000 or 94 percent of the CoC's FY 2017 Annual Renewal Demand (ARD), as described in Section III.A.3.a. of the NOFA. Tier 2 is the difference between Tier 1 and the CoC's ARD plus any amount available for the permanent housing bonus as described in Section III.A.3.j. of this NOFA.

<https://www.hudexchange.info/programs/e-snaps/fy-2017-coc-program-nofa-coc-program-competition/>

<b>El Paso CoC Annual Renewals Demand (ARD):</b>	<b>\$2,611,294</b>
Tier 1: 94%	<b>\$2,454,616.36</b>
Tier 2: 6%	<b>\$ 153,164.64</b>

### **Renewal Project Funding:**

The CoC Board can continue to support programs that are HUD priorities or could choose to redirect those resources to new projects.

Organizations which are interested in continuing to receive HUD funding to provide services as currently contracted through HUD must submit an Application, and requested supporting documentation in order to be considered for HUD's e-snaps application system. HUD makes the final funding recommendation, based on information provided in final submission.

Applicants should submit one Application per project; therefore, multiple Applications must be submitted if renewing multiple projects for which funding is sought.

### **Match**

Recipients and sub-recipients are required to provide 25% cash or in-kind match in accordance with the CoC Regulations. In order to receive maximum points in the competition, applicants must have 25% match for their program.

### **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](http://www.epchomeless.org).

**Timeline**

<b>August 24, 2017:</b>	<b>Submit Complete Application for Rating &amp; Ranking</b> Prepare a PDF version of the Project Application and email to <a href="mailto:ccastillo.epch@elp.twcbc.com">ccastillo.epch@elp.twcbc.com</a>  THE ELECTRONIC COPY NEEDS TO EMAILED BY 5:00 PM ON August 24, 2017.  LATE AND/OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.
<b>August 31, 2017:</b>	<b>Rating &amp; Ranking and Notification of Funding Recommendation</b>
<b>September 14, 2017:</b>	<b>Final Esnaps Application Deadline</b>
<b>September 28, 2017:</b>	<b>Entire Consolidated Application Submitted to HUD</b>

Any project applicant that submits a project that was rejected by the CoC in the local competition will be notified in writing by the CoC, outside of e-snaps, with an explanation for the decision to reject the project(s). Project applicants whose project was rejected may appeal the local CoC competition decision to HUD if the project applicant believes it was denied the opportunity to participate in the local CoC planning process in a reasonable manner by submitting a Solo Application in e-snaps directly to HUD prior to the application deadline of September 28, 2017. The CoC's notification of rejection of the project in the local competition must be attached to the Solo Application.

**APPLICATION**

Renewal applicants are required to complete this Application by answering all questions and providing the required documentation in order to pass threshold. Renewal applicants passing threshold will be instructed to continue on and participate in the CoC competition.

You will be submitting ONE (1) ORIGINAL of the Application that includes the following:

1. Cover letter, including
  - **General Information**
    - Name of agency
    - Contact Person for Grant, Contact Person's Title, Contact Person's Phone Number
    - Program Category – PSH, SSO, RRH
    - Please provide a 1-3 sentence description of your project
  - **Project Information**
    - Project Name
    - During your most recently completed project year, how much of the annual budgeted HUD grant was expensed. If funds were less than 95% expended, provide an explanation on why funds were recaptured.
    - Please identify the amount of match funds for this program 25%
    - HMIS Statement. Provide a statement that your agency meets the Homeless Management Information System (HMIS) Participation Standards as revised by the CoC on June 8, 2017
    - Copy of your last monitoring report from HUD
2. **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:
  1. 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
  2. Increase/decrease of other funding to the project that could affect projected numbers of participants served, program staffing, performance, etc.
  3. Program is having difficulty in meeting projected numbers served or performance outcomes.

**3. Address each of the CoC threshold items in narrative.**

All pages numbered sequentially and in accordance with the Supporting Documents. Failure to submit any of the required documents may result in failure to pass threshold.

### **Payment of 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.

- The fee will be invoiced and will be due no later than September 15, 2017
- Nonpayment of fees will result in your application not being submitted

### **Further Questions and Additional Resources**

The El Paso Coalition for the Homeless is available to answer questions on the Application, application deadlines, process, trainings, or to provide copies of application materials. For further questions or technical assistance, please contact Camille Castillo, 915-843-2158, [ccastillo.epch@elp.twcbc.com](mailto:ccastillo.epch@elp.twcbc.com).

### **Additional Information**

Organizations will be required to comply with terms set forth by the El Paso Coalition for the Homeless, and the U. S. Department of Housing and Urban Development (HUD). In addition, all applicants are strongly advised to review all applicable Terms and Conditions, Federal Requirements and the Glossary of Terms. It is strongly recommended that you obtain and review information related to the Continuum of Care Program, the CoC Interim Rule, and the HEARTH Act Regulations, along with any other related documents prior to completion of this Application. In addition, HUD will provide updates via their Homeless Exchange Resource website, <https://www.hudexchange.info/>.

## 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.

### Total Maximum Score

PSH = 95 Points

TH = 115 Points

RRH = 115 Points

Performance Measures	Factor/Goal	Max Point Value
<u>Length of Stay</u>		
RRH – On Average, participants spend XX 25 days from project entry to residential move in	25 Days	20 Points
TH – On average, participants stay in project XX days	180 Days	20 Points
<u>Exits to PH</u>		
RRH – Minimum percent move to PH	90%	25 Points
PSH – Minimum percent remain in or move to PH	90%	25 Points
TH – Minimum percent move to PH	90%	25 Points
<u>New Or Increased Income and Earned Income</u>		
Minimum new or increased earned income for project stayers	10%	2.5 Points
Minimum new or increased non-employment income for project stayers	15%	2.5 Points
Minimum new or increased earned income for project leavers	15%	2.5 Points
Minimum new or increased non-employment income for project stayers	25%	2.5 Points
<u>Serve High Need Populations</u>		
APR data on ≤ 50% disability/zero income/unsheltered		
RRH – Minimum percent of participants with zero income at entry	50%	10 Points
RRH - Minimum percent of participants with more than one disability type	50%	10 Points
RRH - Minimum percent of participants entering project from place not meant for human habitation	50%	10 Points
PSH - Minimum percent of participants with zero income an entry	50%	10 Points
PSH - Minimum percent of participants with more than one disability	50%	10 Points
PSH - Minimum percent of participants entering project from place not meant for human habitation	50%	10 Points
TH - Minimum percent of participants with zero income at entry	50%	10 Points
TH - Minimum percent of participants with more than one disability type	50%	10 Points
TH - Minimum percent of participants entering project from place not meant for human habitation	50%	10 Points
<u>Project Effectiveness</u>		
Coordinated Entry Participation – Minimum percent of entries to project from CE referral (or alternative system for DV projects)	75%	10 Points
Housing First and/or Low Barrier Implementation – CoC assessment of fidelity to Housing first from CoC monitoring or review of project policies and procedures		10 Points
Project is operating in conformance with CoC Standard		10 Points

## **Threshold Review**

Project applicant and subrecipient eligibility, capacity, and quality. Information will be 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.

The below threshold requirements are to be used as a guide for attachments that are to be submitted or to be addressed in the narrative.

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		
Disclosed any violations of federal criminal law		
Submitted the required certifications as specified in the NOFA		
Demonstrated the population to be served meets program eligibility		
Agreed to Participate in HMIS		
Meet HUD Expectations		
Whether the project applicant's performance met the plans and goals in the initial application		
Whether the project applicant demonstrated all timeliness standards for grants being renewed, including those standards for the expenditure of grant funds that have been met		
The project applicant's performance in assisting program participants to achieve and maintain independent living		
Whether there is evidence that a project applicant has been unwilling to accept technical assistance, has a history of inadequate financial accounting practices, has indications of project mismanagement, has a drastic reduction in the population served, has made program changes without prior HUD approval, or has lost a project site.		
Met HUD Financial Expectations (Based on findings or concerns on fiscal monitoring by HUD Ft. Worth Field Office)		
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 per permanent housing exit		
Applicant is active participant in CoC		
Application is complete and data are consistent		
Data Quality at or above 95%		
Bed/Unit utilization rate at or above 95%		
Documented financial stability of applicant		
Participation in 2017 Point In Time		
Participation in AHAR		