



**EL PASO COALITION FOR THE HOMELESS**  
6044 GATEWAY EAST, SUITE 211, EL PASO, TEXAS 79905  
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July 16, 2018

### **Introduction**

As the Collaborative Applicant for the El Paso Continuum of Care (CoC), the El Paso Coalition for the Homeless is seeking responses, in the form of an Application, from CoC 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 are 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 2018 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 2018 CoC Application to HUD.

Approximately \$2.1 billion is available in this FY 2018 CoC Program Competition NOFA, including up to \$50 million available for Domestic Violence (DV) Bonus projects. HUD will continue the Tier 1 and Tier 2 funding process. Tier 1 is equal to 94% of the CoC's ARD. Tier 2 is the difference between Tier 1 and the CoC's ARD, plus any amount available for bonus projects (not including amounts available for DV Bonus projects).

<b>El Paso CoC Annual Renewals Demand (ARD):</b>	<b>\$2,634,084</b>
<b>Tier 1: 94%</b>	<b>\$2,476,038.96</b>
<b>Tier 2: 6%</b>	<b>\$ 158,045.04</b>

### **Renewal Project Funding:**

The CoC Board can only continue to support programs that are aligned with HUD priorities. The Board can also choose to redirect those resources to new projects.

In addition to a Renewal Application, interested organizations must submit the 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**

Per CoC regulations, funding-approved recipients and sub-recipients are required to provide 25% cash or an in-kind match.

### **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 2018 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>July 30, 2018:</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>
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	THE ELECTRONIC COPY NEEDS TO EMAILED BY 5:00 PM ON July 30, 2018.
	LATE AND/OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.
<b>August 10, 2018:</b>	<b>Notification of Funding Recommendation</b>
<b>September 4, 2018:</b>	<b>Final Esnaps Application Deadline</b>
<b>September 18, 2018:</b>	<b>Entire Consolidated Application Submitted to HUD</b>

Any project that submits an Application that is 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. Project Applicants whose project was rejected may appeal the local CoC competition decision to HUD via submission of a Solo Application. This will be completed in e-snaps, and must be submitted prior to the application deadline of September 18, 2018. 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
  - o **General Information**
    - Name of agency
    - Contact Person for Grant, Contact Person's Title, Contact Person's Phone Number
    - Program Category – PSH, SSO, RRH, TH-RRH
    - Please provide a 1-3 sentence description of your project
  - o **Project Information**
    - Project Name
    - *During your most recently completed project year, how much of the annual budgeted HUD grant was expended. 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% and the source
    - HMIS Statement. Provide a statement that your agency meets the Homeless Management Information System (HMIS) Participation Standards as revised June 14, 2018
    - 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 as revised June 14, 2018.
  - 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.

All pages must be 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 2018 fee for new projects is 1% x program budget and will be invoiced and will be due no later than September 15, 2018.

- *The fee will be invoiced and will be due no later than September 15, 2018*
- *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 the 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 2018 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.

The Tool is subject to updates from HUD.

### **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.C.3.b. and V.C.2.d. of this NOFA.