



**Community Action Pioneer Valley (CAPV)  
Three County Continuum of Care MA 507 (CoC)  
Fiscal Year (FY) 2024 and FY 2025  
Continuum of Care Competition  
and Noncompetitive Award of  
Youth Homelessness Demonstration Program (YHDP) Grants**

**REQUEST FOR PROPOSALS (RFP) - Released August 28, 2024**

**CoC Renewal & Expansion Projects (and YHDP Renewal and Replacement Projects) in  
Berkshire, Hampshire, and Franklin Counties Providing:**

- **Permanent Housing (PSH & RRH)** for individuals and families experiencing chronic homelessness (PSH only)
- **Transitional Housing (TH)** serving homeless individuals and families
- **Combined Transitional Housing-Rapid Rehousing (TH-RRH)** serving homeless individuals and families

***NEW CoC Bonus and DV Bonus Projects Providing:***

- **Permanent Housing (RHH only), Dedicated to individuals and families of persons experiencing trauma or lack of safety related to fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking (24CFR 578.3) or 103(b) of the McKinney-Vento Homeless Assistance Act.**
- **Joint Transitional Housing-Rapid Rehousing (TH-RRH), Dedicated to individuals and families of persons experiencing trauma or lack of safety related to fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking (24CFR 578.3) or 103(b) of the McKinney-Vento Homeless Assistance Act.**
- **Permanent Housing (PSH only) Projects** serving chronically homeless individuals and families
- **Permanent Housing (RRH) Projects** serving Individuals and families experiencing homelessness in [categories 1 or 2](#).
- **Joint Component Transitional Housing-Rapid Rehousing (TH-RRH),** serving individuals and families experiencing homelessness in [categories 1, 2, or 4](#).

**Total Available Renewal Project Funding: \$3,874,245**

***(Including CoC planning dollars of \$149,612)***

**Available NEW funding includes new DV (RRH/TH-RHH) Bonus - Approximately**

***\$373,323 & CoC Bonus funding – Approx. \$359,069 (PSH, RHH, TH-RRH)***

Additional information can be found at <https://www.threecountycoc.communityaction.us/fy24-nofo>

## RFP Response Timeline

Timeline Description	Date
RFP release: <a href="https://www.threecountycoc.communityaction.us/news-events">https://www.threecountycoc.communityaction.us/news-events</a>	<b>8/28/2024</b>
<b>Three County CoC Bidders Conference (optional):</b> <a href="https://us02web.zoom.us/j/90251111111">https://us02web.zoom.us/meeting/register/tZwsceytpjMrE9cymZZXql_bfRVyZxm_DRHb</a>	<b>9/5/24 at 10:00am</b>
<b>Three County CoC Bidders Conference (optional):</b> <a href="https://us02web.zoom.us/j/90251111111">https://us02web.zoom.us/meeting/register/tZYqc-CppjMiHtMD1PEEs40i2xJmKBFOcnO9</a>	<b>9/11/24 at 11:00am</b>
<b>Renewal Project Responses/Applications due in esnaps</b> ( <i>applicants will be notified when HUD opens esnaps apps.</i> ) <a href="https://esnaps.hud.gov/grantium/frontOffice.jsf">https://esnaps.hud.gov/grantium/frontOffice.jsf</a>	<b>9/27/2024 at 5:00pm</b>
<b>New Applicant Applications</b> emailed to <a href="mailto:jtetreault@communityaction.us">jtetreault@communityaction.us</a>	<b>9/27/2024 at 5:00pm</b>
<b>New and Renewal Project review and ranking completed</b>	<b>10/11/2024</b>
<b>CoC written notification to Project Applicants</b> regarding whether projects will be accepted as part of the project listing and submission to HUD for approval; reduced or rejected, with explanation. Project selections, scoring and ranking and tier allocations will be provided in writing and published at <a href="http://www.threecountycoc.communityaction.us">www.threecountycoc.communityaction.us</a>  Applicants not selected may appeal directly to HUD.	<b>10/11/2024</b>
<b>Expansion and new projects applicants must complete the new project application in e-snaps and upload required supportive documents</b>	<b>By 10/18/2024</b>
<b>Full Three County CoC Consolidated Application &amp; Project listing will be posted on the CoC website.</b>	<b>By 10/28/2024 by 5:00pm</b>
CoC Application submitted to HUD ( <i>rejected applications can be submitted directly to HUD in esnaps</i> )	<b>By 10/30/2024 by 8:00pm</b>
Expected Project Start Dates (YDHP projects have a later start date)	<b>2/1/2025; 10/1/2025 for YHDP projects</b>

**Questions? Contact:** Janna Tetreault at [jtetreault@communityaction.us](mailto:jtetreault@communityaction.us)

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## Purpose:

The U.S. Department of Housing and Urban Development (HUD) Community Planning and Development Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2024 and FY 2025 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants was released on July 31, 2024. View the NOFO and all supporting documents in detail on the [CoC Competition website](#).

**The 2024 Appropriations Act 2024 authorizes HUD to issue a single two-year NOFO for fiscal years 2024 and 2025.** The NOFO determines the process by which each CoC, through its designated Collaborative Applicant, submits a consolidated application to fund all CoC activities and eligible housing projects to advance the Federal and local goals of ending homelessness in our region. The Designee for the Three County CoC (MA-507) is Community Action Pioneer Valley (CAPV), the sole recipient of the CoC funding in the region.

This document provides information to Three County CoC partners, sub-recipients, and other interested parties about the local process preceding the submission of an application to HUD, including the steps required regarding all Renewal and Replacement applications for current Continuum of Care and Youth Homelessness Demonstration Programs (YHDP), applying for new funding, the project selection process, and the timeline for project approval and esnaps submission.

The consolidated application will be submitted by CAPV and will include a CoC application; renewal, expansion, and new projects; and renewal and replacement YHDP projects. CAPV's Three County CoC is seeking proposals from Berkshire, Hampshire, and Franklin County housing and service providers for the following **renewal project** types:

- **Permanent Housing (PSH & RRH)** for individuals and families and individuals and families experiencing chronic homelessness (PSH only)
- **Transitional Housing (TH)** serving individuals and families experiencing homelessness
- **Combined Transitional Housing-Rapid Rehousing (TH-RRH)** serving individuals and families experiencing homelessness

In addition, the CoC is seeking proposals for bonus funds to **fund new projects** (new or expansion of current projects):

### ***NEW- DV Bonus Projects Providing -\$373,323***

- **Permanent Housing (RHH only)**, Dedicated to individuals and families of persons experiencing trauma or lack of safety related to fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking; see (24CFR 578.3) or 103(b) of the McKinney-Vento Homeless Assistance Act.
- **Joint Transitional Housing-Rapid Rehousing (TH-RRH)**, Dedicated to individuals and families of persons experiencing trauma or lack of safety related to fleeing or attempting to flee

domestic violence, dating violence, sexual assault, or stalking; see (24CFR 578.3) or 103(b) of the McKinney-Vento Homeless Assistance Act.

***NEW - CoC Bonus Projects \$359,069 in Bonus Funding;  
\$73,860 in Reallocated Funding***

- **Permanent Housing (PSH only) Projects** Serving chronically homeless individuals and families
- **Permanent Housing (RRH) Projects** serving Individuals and families experiencing homelessness in categories 1 or 2 (see Appendix E).
- **Joint Component Transitional Housing-Rapid Rehousing (TH-RRH)**, serving individuals and families experiencing homelessness in categories 1, 2, or 4.
- **Construct, Inc is not re-applying for their \$43,412** and those funds are available for reallocation for FY24-FY25
- **Way Finder's Paradise Pond is not re-applying for their \$30,448** and those funds are available for reallocation for FY24-FY25.

**REALLOCATION – YHDP Project - \$385,500**

- **Mental Health Associates is not renewing their YHDP contracts for FY24-FY25**
- Projects applying for reallocated YHDP funds must be used for YHDP activities and must be in **Franklin County**.
- MHA operates one PSH project with 9 beds (\$179,124) and one RRH Navigation project with up to 12 slots (\$206,376)
- Priority will be placed for projects that will retain existing participants upon transfer on 10/1/25.
- Reallocated YHDP projects will not be competitively ranked
- Eligible activities for reallocated YHDP funds include:
  - **Permanent Housing (PSH): Joint TH/PH-RRH Component**
  - **SSO**
  - **SSO-Host Home and Kinship Care**

<b>Total Estimated Annual Renewal Demand (ARD)</b>  (for both Tier 1 CoC Projects and YHDP Projects)	<b>\$2,992,241</b>
CoC Planning (Collaborative Applicant only)	<b>\$149,612</b>
DV Bonus Funds	<b>Up to \$373,323</b>
CoC Bonus Funds	<b>Up to \$359,069</b>
<b>Total Possible Available Funding</b>	<b>\$3,874,245</b>

Eligible applicants include non-profits, local and state government entities, Indian Tribes or Tribally Designated Housing Entities (TDHE), and housing authorities. For more information about eligible applicants, please see section III.A of the NOFO.

Applications will be submitted in HUD’s electronic grant application system (*esnaps*) in collaboration with CAPV’s CoC staff. **New project applicants have a two-step application process and must first submit an application to the CoC directly (see Appendix F).** The Three County CoC program staff will provide technical assistance regarding the use of the *esnaps* system for all applicants. Scoring criteria for new, renewal, and expansion CoC projects are attached as **Appendix A & Appendix B.**

More information is available through the NOFO and at the HUD exchange. HUD guidance is prioritized before this Request for Proposals. If there is conflicting information, HUD guidance will take precedence.

**Applicants are strongly encouraged to read the [FY2024-FY2025 CoC NOFO](#) as posted on the CoC Competition website and all accompanying documents, as well as the funding criteria for projects available in the CoC Program [interim rule](#).**

The Three County CoC’s website will provide additional information regarding the annual funding process: <https://www.threecountycoc.communityaction.us/coc-funding-process>

## Background on the Continuum of Care (CoC):

The Continuum of Care (CoC) Program was established by the McKinney-Vento Homeless Assistance Act as amended by S.896 Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009. The program consists of the former McKinney/Vento Shelter Plus Care (S+C) Program, the former McKinney/Vento Supportive Housing Program, and the former Single-Room-Occupancy program.

The CoC Program is designed to promote communitywide commitment to the goal of ending homelessness; provide funding for efforts by nonprofit providers, and State and local governments to quickly rehouse homeless individuals and families while minimizing the trauma and dislocation caused to homeless individuals, families, and communities by homelessness; promote access to and effect utilization of mainstream programs by homeless individuals and families; and optimize self-sufficiency among individuals and families experiencing homelessness.

The goal of the Youth Homelessness Demonstration Program (YHDP) is to support the development and implementation of a coordinated community approach to preventing and ending youth homelessness and sharing that experience with and mobilizing communities towards that same end. The population to be served by the demonstration program is youth experiencing homelessness, including unaccompanied and pregnant or parent youth.

In Massachusetts, there are 11 Continuum of Care based on geographic service areas and they collaborate through a state-wide CoC network. HUD competitively funds the CoCs, and membership is open to anyone interested in ending homelessness in the CoC geographic area. Examples of members are: state agencies, private non-profit homeless service providers, private non-profit organizations, participants from funded programs, and individual community members. Our CoC prioritizes the involvement of persons with lived experience of homelessness in decision-making.

Acting as the **Collaborative Applicant for the Three County CoC**, Community Action Pioneer Valley (CAPV) coordinates the submission of the Three County CoC Consolidated Application to HUD. The Three County CoC will act as the recipient for all funding, including the YHDP funding, and applicants approved for funding will be sub-recipients to the CoC grant process. As the Collaborative Applicant, CAPV submits the consolidated application for funding on behalf of the Continuum and for fiscal and programmatic monitoring of sub-recipient projects and funding.

## Available Funding:

According to HUD, our CoC should expect to be awarded a minimum of \$3,141,853 in this funding round (*including Tier 1, YHDP projects, & planning dollars*), and may apply for up to \$3,874,245. The renewal projects listed in **Attachment C** are eligible to apply for renewal at the amount listed. (*See further down in this section regarding YHDP projects.*)

In addition, the CoC is eligible to apply for CoC Bonus Project funds in the approx. amount of **\$359,069**, re-allocation funds in the amount of **\$73,860**, and DV Bonus Project funds in the approx. amount of **\$373,323**. **Renewal Projects may apply for expansion through the new project application process, specifically to serve survivors of domestic violence and would need to notify Janna Tetreault and submit the new project application.**

The FY 2024-25 NOFO explains that the available amount of funding may not be sufficient to fund renewal projects, and HUD requires CoCs to competitively rank all projects (*except planning projects & YHDP*) in two tiers.

Project applications submitted to the CoC for inclusion on the FY24-FY25 CoC Priority Listing (as part of the Consolidated Application) will be reviewed and either approved accepted and ranked, approved without ranking (i.e. YHDP renewal or replacement projects and CoC planning project), or rejected by the CoC. All project applications approved by the CoC must be listed on the FY24-FY25 CoC Priority Listing in rank order, except project applications for YHDP renewal or replacement, and CoC planning. Higher ranked projects will be assigned to Tier 1 (*90% of the Annual Renewal Demand, minus YHDP Projects*), and lower ranked projects may fall into Tier 2 (*Total Project budget – including renewal and new, minus YHDP – beyond 90% of ARD*) as described in Sections I.B.3. (h) HUD Funding Process. The purpose of this two-tiered approach is for CoCs to notify HUD which projects are prioritized for funding based on performance, local needs, and gaps.

Projects submitted to HUD in Tier 1 are expected to be funded if the project meets HUD eligibility and threshold requirements. Tier 2 projects will be awarded funds by HUD based on a comparative score computation that utilizes the CoC's FY2024-25 application's competitive score and project ranking.

Tier 2 is the difference between Tier 1 and the maximum amount of renewal, reallocation, and CoC Bonus funds that a CoC can apply for (but does not include YHDP renewal or YHDP replacement projects, CoC planning projects, and if applicable, projects selected with DV Bonus funds). If a CoC's DV Bonus project(s) are selected under the DV Bonus selection process by HUD, they will not be included in the calculation of Tier 1 or Tier 2. If, however, a CoC's DV Bonus project(s) are not selected under the DV Bonus selection process, these projects will be included in the calculation of Tier 1 and Tier 2. In this scenario, if a project is ranked lower than a DV Bonus project it may fall outside of the Tier 2 limit and not be eligible for selection. Since we will not know in advance whether a DV Bonus project submitted will be conditionally selected (under the DV Bonus selection process), the CoC will rank all projects in Tier 1 and Tier 2 based on performance and need for the project under the local ranking process.



**Youth Homelessness Demonstration Projects (YHDP)**, listed in **Appendix D**, may apply for renewal or replacement, based on the Consolidated Appropriations Act of 2024, permitting expiring YHDP projects to renew or replace non-competitively in this competition. YHDP projects will be held harmless, will not be ranked, and will be conditionally approved by HUD.

## Adjustments to Projects

HUD may adjust the selection of competitive projects as follows:

**1. CoC Maximum Award and FMR Adjustments.** The process for determining a CoC's maximum award amount is detailed in 24 CFR 578.17(b). HUD must adjust awards for leasing, operating, and rental assistance BLIs based on changes to the Fair Market Rents (FMR). HUD will make all adjustments for each fiscal year appropriation prior to award announcement. HUD will make these adjustments as follows:

a. Funds awarded for rental assistance will be adjusted in one of two ways:

(1) Funds awarded for rental assistance in all new and renewal projects requesting the FMR will be adjusted by applying the FMR in effect at the time of application submission to HUD, including instances where the FMR for a specific area has decreased from the previous year.

(2) Funds awarded for rental assistance for renewal projects that request less than FMR, that is, a per-unit amount based on the actual rent costs per unit (section III.4.c.(7)), will be increased based on the average increase in FMR amounts within the CoC's geographic area, weighted for population density. If the FMR for a specific area decreased from the previous year, the award will not exceed the FMR after adjustment. If the FMR for the project applicant's entire area decreased from the previous year, the project will be awarded the lesser amount of the per-unit amount requested by the project applicant, based on the actual rent costs per unit, or the FMR after adjustment.

b. HUD will increase funds awarded for operating and leasing in PH projects based on the average increase in FMR amounts within the CoC's geographic area, weighted for population density. Because leasing and operating costs do not decrease relative to rent amounts for specific units (e.g., operating costs for 10 units that have rents of \$500 are likely the same as for 10 units that have rents that are \$450) HUD will not decrease leasing and operating BLIs if FMRs decrease in the geographic area. The operating and leasing BLIs in these projects will remain the same as in the most recent grant agreement or grant agreement amendment.

**2. Cost of Living Adjustment Factor.** HUD will adjust amounts for the supportive services and HMIS Costs budget lines for renewing projects by the following factor: Most recent three-year average of changes in State Quarterly Census of Employment and Wages (QCEW) for the category Social Assistance (NAICS 624). Data can be found at: <https://www.bls.gov/cew/data.htm>

**3. Geographic Diversity.** HUD has determined that geographic diversity is an appropriate consideration in selecting homeless assistance projects in the CoC Program Competition. HUD believes that geographic

diversity can be achieved best by awarding grants to as many CoCs as possible. To this end, in instances where any of the 50 States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Northern Mariana Islands, the Virgin Islands, and American Samoa do not have at least one funded CoC, HUD reserves the right to fund eligible project(s) with the highest total score in the CoC. Page 112 of 128

**4. Funding Diversity.** HUD reserves the right to reduce the amount of a grant, if necessary, to ensure that no more than 10 percent of assistance made available under this NOFO will be awarded for projects located within any one unit of general local government or within the geographic area covered by any one CoC.

**5. Tie-breaking Rules.** In the case of a tie, HUD will fund the projects in the order of CoC Application score. In case there is still a tie, HUD will select the project from the CoC that has the highest score on the rating factors described in section V.B.1 of this NOFO. If HUD exercises a right it has reserved under this NOFO, that right will be exercised uniformly across all applications received in response to this NOFO.

## Project Types:

### RENEWAL PROJECTS

All renewal project applications must be completed in *esnaps* (including CoC renewal, expansion or YHDP renewal and replacement projects).

Renewal Projects will be ranked according to the 2024 Three County CoC Renewal Project Outcomes, Measures, & Scoring Tool (**Appendix A**). This plan reviews past performance and is based on this year's site monitoring, equity efforts, and other evaluations includes the following:

- Demonstrate robust Supportive Services and agree to follow the CoC-Wide Move-on policy
- Are meeting their target for utilization (bed and funding)
- Demonstrate through policies that they have developed anti-discrimination practices that demonstrate racial equity measures in service delivery; and support equal access and measures that address LGBTQ protections.
- Agree to follow the CoC-wide anti-discrimination and equal access policy.

### Renewal Projects

Projects currently funded under this CoC Program are eligible to apply for renewal in this competition. Renewal projects apply seeking the same funded items that are in the FY22 grant. These project subrecipients may request a reduction in rental assistance funds (if the project does not spend all funds) but may not request increases in any line item and may not move funds between line items.

### YHDP Renewal

These projects are not ranked and will be selected for funding provided they pass project eligibility and quality threshold reviews. YHDP Renewal projects apply seeking the same funded items that are in the FY22 grant.

## Expansion Projects

HUD will allow project applicants to apply for new expansion projects that increase the number of units, persons served, services provided to existing program participants, or add additional activities to HMIS and SSO-CE projects. (see I.B.2.b (9) of the NOFO). CoC Bonus, DV Bonus, and CoC Reallocation may only be used to expand eligible CoC and DV Renewal projects. Applications to expand YHDP Renewal Projects through YHDP Replacement process can only be funded with funding reallocated from another YHDP Renewal project.

The new expansion project must meet the project eligibility and project quality thresholds in sections III.C.4.a and b. of the NOFO and must be for the same component as the project being expanded. To apply for an expansion grant with CoC Bonus, DV Bonus, or CoC Reallocation funding, projects applicants must submit separate new and renewal project applications and both projects must be ranked by the CoC with unique rank numbers.

In the case of YDHP replacement applications to expand existing YHDP renewal projects, applicants must submit a YHDP replacement and a YHDP Reallocation application separately and each project must be included in the CoC's Priority Listing; however, these projects will not be ranked.

**For any project interested in applying to expand an existing project, please email Janna Tetreault at [jtetreault@communityaction.us](mailto:jtetreault@communityaction.us).**

## NEW PROJECTS

A CoC can apply for new projects, as described in the NOFO, by using amounts available through the bonus process or by making funds available through reallocation. Reallocation is the process of shifting funds in whole or in part from renewal projects to create one or more new projects without decreasing the CoC's ARD. The Reallocation Plan is found in **Appendix G**.

New Project applicants will complete the application included in this RFP (**Appendix F**).

### Priorities for New Projects

The CoC Board has set priorities for **new project applications** (*reflected in the scoring tool in Appendix B*) which:

- Utilize HUD's Joint Component for Transitional Housing – PSH- Rapid Rehousing
- Are dedicated to individuals and families of persons experiencing trauma or lack of safety related to fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking survivors of domestic violence.
- Increase the supply of Permanent Supportive Housing in Berkshire County.

Additionally, the CoC Board is looking for projects which:

Utilize housing subsidies or subsidized housing units to comprise at least 25% of all PSH or RRH units through: private organizations; state or local government; Public Housing Agencies; faith-based organizations; or federal programs other than the CoC or ESG programs (see Section V.B.6.(a))

- Are a PSH or RRH project that utilizes healthcare resources to help individuals and families experiencing homelessness demonstrated through a written commitment from a health care organization (See Section V.B.6.(b))
- Demonstrate a plan to move participants into housing within 30 days from entering the project. *(Examples: projects that have housing units included, programs that use a current inventory for housing, demonstrated agreement with area landlord(s).)*
- Demonstrate commitment to Diversity and Equity practices, including racial & social equity, equitable treatment of LGBTQIA+ communities, immigrant populations, etc. (This may include policy development, corrective actions implemented as needed, staff training, participation in Equity & Inclusion Committee survey, etc.)

Applicants may apply for one or more than one of the projects, and in their application, could choose to subcontract a portion of the project, as part of the description. *(For example: The supportive services aspect of a project could be subcontracted to another organization in your plan and/or be used as match if paid for through other funding resources.)*

In the FY24-FY25 NOFO, there are three types of new projects:

## **1. New Projects Created Through Reallocation or CoC Bonus**

### **A. New PH-PSH projects** awarded CoC funds must serve one of the following:

- Persons eligible to be served by DedicatedPLUS projects described in section I.B.2.b.(5) of the NOFO in which case all units funded by the project must be used to serve program participants who meet the qualifications for DedicatedPLUS or;
- Persons who are experiencing chronic homelessness\* (see 24 CFR 578.3 definition of Chronically Homeless) at the time they initially enroll in the project.

### **B. New PH-RRH, Joint TH/PH-RRH or SSO-CE projects** awarded CoC funds must serve persons who qualify as homeless under paragraphs (1), (2), or (4) of 24 CFR 578.3, Section 103(b) of the McKinney-Vento Homeless Assistance Act, or persons who qualify as homeless under paragraph (3) of 24 CFR 578.3 if the CoC is approved to serve persons in paragraph (3).

## **2. New Projects Created Through DV Bonus**

**New DV Bonus or DV Reallocation projects** (RRH, Joint TH/PH-RRH, and SSO-CE) must serve individuals and families of persons experiencing trauma or lack of safety related to fleeing or attempting to flee domestic violence, dating violence, sexual assault, and stalking who qualify as homeless under paragraphs (1) or (4) of the definition of homeless at 24 CFR 578.3 or Section 103(b) of the McKinney-Vento Homeless Assistance Act. Additionally, these projects may serve individuals and families of persons experiencing trauma or lack of safety related to fleeing or attempting to flee

domestic violence, dating violence, sexual assault, and stalking who qualify as homeless under paragraphs (3) of 24 CFR 578.3 if the CoC is approved to serve persons in paragraph (3).

### **3. New Projects Created through YHDP Replacement**

**New YHDP Replacement projects including YHDP Reallocation** must serve youth aged 24 or younger, including unaccompanied and pregnant and parenting youth who:

- a) Qualify as homeless under paragraphs (1), (2), or (4) of the homeless definition in 24 CFR 578.3 or Section 103(b) of the McKinney-Vento Homeless Assistance Act;
- b) Have an unsafe primary nighttime residence or no safe alternative to that residence; or
- c) Qualify as homeless under paragraph (3) of 24 CFR 578.3 if the CoC is approved to serve persons in paragraph (3).

**New YHDP reallocation projects created through YHDP replacement must include at least as many housing units and at least as much funding for the combination of Rental Assistance, Operating Costs, and Leasing as the grant being reallocated or replaced.**

For the FY24-FY25 NOFO, HUD requires funding reallocated from projects previously funded with YHDP funding must be used to for projects serving the same subpopulation.

## Eligible Costs and Fiscal Management:

The CoC Program interim rule sets forth the costs eligible for each program component in 24 CFR § 578.37(a). Not all costs are eligible in each program component, and in some cases, certain costs cannot be combined in a single unit or structure. The eligible costs for contributing data to the HMIS designated by the Continuum of Care are also eligible under all components.

<https://www.hudexchange.info/programs/coc/coc-program-eligibility-requirements/>

The eligible costs are summarized below.

### Acquisition, Rehabilitation, New Construction (PSH and TH only)

**Acquisition** funds may be used to pay up to 100 percent of the acquisition cost of real property for the purpose of providing housing (PSH or TH) or supportive services to homeless persons. **Rehabilitation** funds may be used to pay up to 100 percent of the cost to rehabilitate an existing structure that is owned (not leased) by the recipient or subrecipient, and that is used to provide housing (PSH or TH) or supportive services to homeless persons. These costs may include installing cost-effective energy measures or bringing an existing structure to State and local government health and safety standards. **New Construction** funds may be used to pay up to 100 percent of the cost of new construction (24 CFR § [578.43](#)).

### Rental Assistance

**Rental Assistance** funds for homeless individuals and families, including tenant-based rental assistance. Grant funds may be used for security deposits in an amount not to exceed one month's rent, as well as first and last month's rent. When rental assistance funds are used to pay rent on units, the lease must be between the program participant and the landowner. Each program participant, on whose behalf rental assistance payments are made, must pay a contribution toward rent consistent with the requirements of the interim rule.

### Leasing

**Leasing** funds may be used to lease individual units, or all or part of structures. Rents must be reasonable, and, in the case of individual units, the rent paid may not exceed HUD-determined Fair Market Rents. Leasing funds may not be used for units or structures owned by the recipient, sub-recipient, their parent organization(s), any other related organization(s), or organizations that are members of a partnership where the partnership owns the structure without a HUD-authorized exception. When leasing funds are used to pay rent on units, the lease must be between the recipient or the subrecipient and the landowner, with a sublease or occupancy agreement with the program participant. The recipient may, but is not required to, charge the program participant an occupancy charge, consistent with the parameters specified in the interim rule. Grant funds may be used to pay security deposits, in an amount not exceeding one month's rent, and last month's rent.

***\*Utilities are not a leasing line item. If utilities are not provided by the landlord, utility costs are an operating cost.***

## Operating Costs

**Operating Costs** are eligible under the PH, TH, and HMIS program components. Funds may be used to pay the day-to-day operating costs in a single structure or individual housing units, including maintenance (such as scheduled replacement of major systems), repair, building security (when CoC Program funds pay for more than 50 percent of the facility by unit or area), electricity, gas, water, furniture, equipment, property insurance, and taxes.

***\*These costs may not be combined with rental assistance costs within the same unit or structure, and operating costs are not eligible under the SSO program component.***

## HMIS Costs

**HMIS Costs** related to contributing client data to or maintaining data in the CoC's HMIS (or a comparable database for victim services providers or legal services providers) are eligible costs under the PH (PSH & RRH), TH, & SSO program components. Eligible HMIS costs include hardware, equipment and software costs; training and overhead; and staffing costs associated with contributing data to the HMIS designated by the CoC for its geographic area.

## Supportive Services

**Supportive Services** are eligible costs under the PH, TH, and SSO program components. The CoC Program interim rule specifies all eligible services and clarifies that any cost not listed in the rule is ineligible. Services must be offered to residents of PSH and TH for the full period of their residence. RRH programs must require program participants to meet with a case manager at least monthly.

Services may be provided to formerly homeless individuals for up to six months after their exit from homelessness, including the six months following exit from a transitional housing project. Recipients and subrecipients must perform an annual assessment of their program participants' service needs and adjust services accordingly. Eligible costs include the cost of providing services, the salary and benefits of staff providing services, and materials and supplies used in providing services.

### *Client Specific Supportive Services Costs:*

- Reasonable one-time moving costs
- Case management
- Food—meals or groceries for program participants
- Housing search and counseling services
- Life skills training
- Outreach services

- Transportation
- Utility deposits
- Direct provision of services:
  - 1) costs of labor, supplies, and materials; and
  - 2) salary and benefit packages of service delivery staff

***\* The Supportive Services provided must help program participants to obtain and maintain housing.***

## **Project Administration**

These costs include expenses related to the overall administration of the grant (24 CFR part 578.59), such as management, coordination, monitoring, and evaluation activities and environmental review. **Sub-recipient projects awarded funds may use up to 50% of the HUD-allowed administrative funds associated with the project – CAPV will retain the other half to administer the grant funds & the CoC Program.**

The HUD-allowed administrative costs for new grants is 10% and for renewal grants is the amount previously set by HUD in the grant inventory worksheet and shown in the attached renewal project listing. New projects are encouraged to use the full 10% administrative costs.

For information regarding fiscal responsibilities, please see the CoC's Subrecipient Manual and the following:

[https://www.hudexchange.info/homelessness-assistance/coc-esg-virtual-binders/coc-esg-financial-management/overview/?utm\\_source=HUD+Exchange+Mailing+List&utm\\_campaign=28471fc51e-CoC\\_ESG\\_VB\\_Financial\\_Management\\_9\\_8\\_21&utm\\_medium=email&utm\\_term=0\\_f32b935a5f-28471fc51e-19524653](https://www.hudexchange.info/homelessness-assistance/coc-esg-virtual-binders/coc-esg-financial-management/overview/?utm_source=HUD+Exchange+Mailing+List&utm_campaign=28471fc51e-CoC_ESG_VB_Financial_Management_9_8_21&utm_medium=email&utm_term=0_f32b935a5f-28471fc51e-19524653)



## Grant Terms/Contracts

All successful applicants in the Three County CoC annual competition will become subrecipients of Community Action Pioneer Valley. CAPV is the sole recipient of the grant funds. Once the CoC has executed a grant agreement with HUD, the applicant's agency will enter into a reimbursement contract with the CoC. Applicants will be asked to sign off on the [2024 Subrecipient Manual](#) when signing the reimbursement contract.

**The FY2024-FY2025 CoC Program NOFO is a 2-year NOFO.** CoCs are only required to submit one CoC application which will be applicable to the FY 2024 and FY 2025 funding opportunities. Projects will be awarded with a 12-month grant term during the FY 2024 application submission and are not required to apply for renewal funding during the FY 2025 Funding Opportunity. Project applications should reflect 1 year of funding. Funding will be disbursed in two one-year budgets. **Applications in *e-snaps* must reflect only one year of funding.** (I.A.3.b. in the NOFO).

The initial grant term for new project applications may be 1-year, 2-years, 3-years, 4-years, 5-years or 15-years. HUD will allow new projects to request a longer initial grant term not to exceed 18 months (see III.B. 4.d.(4) of the NOFO). Most projects are for one-year grant terms, which will begin in 2025.

## Application Process

The FY24-FY25 CoC competition is open to renewal and eligible new projects, which will be scored competitively. The highest-scoring projects will be included in the CoC application submitted to HUD.

**New project applicants have a two-step application process and must first submit an application to the CoC directly. (Appendix F.)**

### Renewal

The CoC will create renewal application files in *esnaps* for each existing project as soon as they have been made available by HUD and will contact project representatives once they are created. Renewal applicants must open the renewal application, fill in missing information, update existing information, and upload any required supporting documents. **Once complete, applicants must notify Michele LaFleur at [mlafleur@communityaction.us](mailto:mlafleur@communityaction.us)** that they have completed their renewal application in *esnaps* and *provided all attachments needed* – prior to including match documentation, these must be sent to the CoC for approval. **DO NOT HIT SUBMIT. This must be completed by September 27, 2024, at 5:00 P.M.**

### Expansion and New Projects

New project applicants must complete and submit a new application (**Appendix F**) by **September 27, 2024, at 5:00 p.m.**

All new applications will be reviewed by the Three County CoC Ranking and Evaluation Committee and the final listing of projects to be submitted to HUD is approved by the CoC Board of Directors.

**All new and expansion projects will be notified of the final decision no later than October 11, 2024.**

New project applications will then be set up in *esnaps* and ready for entry of application information no later than October 15, 2024. CoC staff will complete parts of the *esnaps* application for applicant ease and then support additional needs. **Expansion and new project sponsors must open the new project application in *esnaps*, fill in application information, and upload required supporting documents no later than October 18, 2024. Once complete, applicants must notify Michele LaFleur at [mlafleur@communityaction.us](mailto:mlafleur@communityaction.us) that they have completed their new application in *esnaps* and provided all attachments needed** – prior to including match documentation, these must be sent to the CoC for approval. **DO NOT HIT SUBMIT.**

The Three County CoC program staff will provide technical assistance regarding the use of the *esnaps* system for all applicants. Scoring criteria for new, renewal, and expansion CoC projects are attached as **Appendix A & Appendix B.**

*Esnaps is available at [www.esnaps.hud.gov](http://www.esnaps.hud.gov). Any applicant that does not have the ability to log in to the CoCs *esnaps* account must request access from Michele LaFleur at [mlafleur@communityaction.us](mailto:mlafleur@communityaction.us)*

*CoC staff can also provide technical assistance regarding *esnaps* use throughout the application process.*

*See Appendix H. Esnaps & Document Submissions for Instructions for Submission/Use of *esnaps*.*

# Application Review

## Minimum Threshold Requirements:

To be considered for funding through this RFP, projects must meet or be prepared to meet the following requirements (*Applications that do not meet this expectation will not move forward to the Ranking and Evaluation Committee.*):

1. Submit a fully completed application with consistent data, on time;
2. Be an eligible applicant serving/planning to serve an eligible population as described in the Consolidated Appropriations Act, 2024, including any additional eligibility criteria for certain types of projects contained in the NOFO;
3. Document secured minimum match;
4. Meet the threshold requirements of the FY24-FY25 CoC NOFO for new or renewal projects (see III.C.4 for threshold requirements) and as outlined in the New Project Application Packet (for new projects);
5. Be located and/or provide services in The Three County CoC's geographic area and serve people who are experiencing homelessness;
6. Demonstrate Commitment to Housing First/Low Barrier access to housing;
7. Demonstrate that the project is financially feasible;
8. Provide documentation of organizational financial stability. (This is a review of audits or financial statements. For renewal projects, this review has been completed as part of program monitoring.);
9. Demonstrate due process to participants, comply with Fair Housing, Civil Rights, VAWA, and equal access Laws;
10. Have an updated Code of Conduct compliant with 2 CFR Part 200 and submit to HUD; and
11. Compliant with any lobbying – Section 1352, Title 31, US Code.

## Local CoC Requirements:

1. Agree to work with The CoC Board & Staff on project design and implementation once selected, within 30 days of selection, including the application submission to eSNAPS office, as approved by the Ranking and Evaluation Committee and Selection team. This will include finalizing project scope and proposed budget;
2. Be prepared to begin project implementation at time of funding availability;
3. Agree to adhere to Community Action Pioneer Valley's fiscal expectations;
4. Participate in evaluation by the CoC and the Ranking and Evaluation committee and demonstrate a commitment to Continuous Quality Improvement;
5. Participate in and coordinate all program referrals through the Coordinated Entry Process as defined by the CoC Written Standards and policy manuals;
6. Comply with program requirements as per the Three County Continuum of Care and HUD Continuum of Care Interim Rule;

8. Participate in the Homeless Management Information System (HMIS): The HMIS is an online database that enables organizations to collect data on the services they provide to people experiencing homelessness and follow any CoC training and reporting expectations. Agencies are required to participate in HMIS and enter participant data per the HMIS data standards, elements, and procedures (VSP use a comparable database);
9. Align with screening standards for program eligibility and CoC documentation requirements

## Project Application Scoring & Ranking, Selection, and Appeal

All applications that meet the threshold requirements will be forwarded to the CoC Ranking and Evaluation Committee for evaluation, selection and ranking. See **Appendix I** for the roles and responsibilities of this committee. **Appendix A** provides the scoring rubric that will be used for Renewal Project applications and **Appendix B** provides the scoring tool for New Projects.

### Scoring & Ranking

#### *Renewal Projects*

Renewal Projects will be ranked according to the 2024 Three County CoC Renewal Project Outcomes, Measures, & Scoring Tool (**Appendix A**). This plan reviews past performance and is based on this year's site monitoring, equity efforts, and other evaluations. It is customized to the specific needs of a Rural Community and the unique nature of the Three County Area (MA-507 Berkshire, Franklin, and Hampshire Counties). It incorporates both strategies identified in the FY24-FY25 NOFO and Technical Assistance suggestions. In addition, the CoC's Ranking and Evaluation committee, the CoC Board, and regional network committees were involved in shaping the tool.

The scoring methodology is intended to improve our local response to homelessness, align our response with regional needs, national policies and best practices, and enhance the competitiveness of our CoC application to HUD. Final scores will reflect the completeness of project applications, adherence to the FY24-FY25 Local Competition guidelines, and incorporate additional questions/responses as set forth in the NOFO. The Ranking and Evaluation Committee will score applications and submit their rankings to the CoC Board for final approval.

HMIS and Coordinated Entry Projects, along with CoC Planning, are administrative requirements for the CoC and must be funded but are not ranked. In addition, **some projects which are eligible for renewal** and have not completed an initial year of operation may be placed at the top of Tier 1, below the administrative grants because they reflect HUD priorities and have not yet been able to demonstrate performance.

A maximum of 195.5 points are available for non-YHDP PSH, 201.5 points for non-YHDP Joint Component programs, and 190.5 points for non-YHDP TH programs. All projects are then provided with a weighted score. Between 20-29% of the points will be for contributing to systems measures outcomes; between 41-48%, depending on project type, will be for Objective Criteria.

Scores may be used to reject applications or to reduce budgets for low-scoring projects or over-funded projects. The CoC may also choose to reallocate all or part of a renewal project to fund a new project. See the Reallocation Plan in **Appendix G**.

### ***New Project Applications***

New project applications including reallocation, transition, expansion, and bonus projects will be ranked by the CoC's Ranking and Evaluation committee according to the criteria set forth in the scoring rubric in **Appendix B**. These criteria should be addressed in the project application. The scoring rubric for new projects also identifies where in the application reviewers might look to find the information to score each section. The CoC's Board of Directors will determine final approval for the Project Listing submission to HUD.

A total of 55 points are available for New PSH or RRH Project Applications and 58 points are available for new Joint TH/RRH Project Applications. Additional priority bonus points may be awarded as described in section h of Appendix B.

***NOTE: The Three County CoC full consolidated application scoring will partially determine HUD approval for bonus funds. The CoC is not guaranteed the availability of these funds.***

### **Selection**

Scores will determine each project's rank in the CoC's application to HUD. Rank will be the primary determinant of placement into Tier 1 and Tier 2 – see section on Funding Available for further information on the Tier Structure.

Once the scoring and ranking is completed, the Committee may consider the following to produce the final ranking: the CoC's overall funding priorities, whether the initial scoring is likely to result in any critical service gaps, and strategy related to Tier cut offs and HUD's selection process. The Committee may make budget adjustments to produce the final ranking, and the rationale for any adjustments will be recorded and made public with the published rankings.

Project selections, rankings, and tier allocations will be provided to applicants by written notice and published on the following website no later than **October 11, 2024**:

Three County Continuum of Care <https://www.threecountycoc.communityaction.us/>

### **Appeal**

Applicants who believe they were denied the opportunity to participate in the local CoC process or who were rejected or reallocated may appeal directly to HUD by submitting a Solo Application.

## HUD's Project Requirements:

### Match Requirements

HUD requires all project applicants to contribute a 25% match on all budget items, except leasing dollars. Match is actual cash or in-kind resources (or a combination of the two) contributed to the grant. Guidance regarding cash and in-kind match is at 24 CFR 578.73 and can be found in the Three County CoC's subrecipient policy at <https://www.threecountycoc.communityaction.us/three-county-coc-documents>.

All costs paid for with matching funds must be for activities that are eligible under the CoC interim rule or the NOFO, even if the recipient is not receiving CoC grant funds for that activity. In-kind match is the value of any real property, equipment, goods, or services contributed to the project that would have been eligible costs if the recipient/sub-recipient was required to pay for such costs with these Federal grant funds. Match may be from public or private resources, so long as they are not statutorily prohibited from being used as match and not otherwise leveraged. Cash match with state funding may require pre-approval from the state agency administering the respective funds. Rental income received from program participants may be used as match and must be spent on eligible activities.

All projects will be required to submit letters providing match detail and MOUs for in-kind services. Match letters should be addressed to Janna Tetreault, Three County CoC Community Action Pioneer Valley, 393 Main Street, Greenfield MA 01301 (Letters should be emailed to [jtetreault@communityaction.us](mailto:jtetreault@communityaction.us) for approval prior to attaching to esnaps applications), and include the following information:

- The name of the organization providing the match contribution;
- The type of contribution (cash or in-kind);
- The total value of the contribution;
- The specific services to be provided;
- The number of participants the contribution will support;
- The value of the contribution per participant;
- The name and the grant number of the project and the name of the organization and program to which the contribution will be given;
- The date the contribution will be available and the grant term; and
- Demonstrate that the contribution is 25% of the full grant amount/amount applied for.

### HMIS Cash Match

In addition to the required 25% match for an individual grant, all grant subrecipients **may** be required to support match funding for the region's HMIS grant which supports the CoC in meeting HUD's data collection and reporting requirements. If needed, each Project will contribute funding amounts based on the percentage of the overall award they receive. The total HMIS grant is \$80,080.00 (25% of that is \$20,020.00- which could be divided amongst the subrecipients). IF this is expected for the FY24 grant terms, CAPV will provide written notice to subrecipients.

## Reporting and Evaluation Requirements

Applicants are responsible for complying with all HUD Continuum of Care and YHDP reporting requirements. Projects may be required to track additional information inside and outside of our HMIS data tracking system. Recipients must collect and report data on their use of CoC Program funds in an Annual Performance Report (APR) and any additional reports required by HUD. For more information on the APR, see [HUD's APR Training Materials](#). Ongoing technical assistance will be available for all funded projects throughout project implementation within the CoC structure, by program staff.

## Homeless Management Information System (HMIS)

CoC subrecipients, with the exception of entities that are victim service providers, must participate in the CoC's Homeless Management Information System (HMIS). Access to the HMIS is made available to CoC grantees, and the CoC provides training in the use of the system. *Applicants should not include costs for use of HMIS in project budgets; costs included in project budgets for HMIS should be for data collection activities and other eligible costs under HMIS line item.*

Victim services providers are required to use a comparable data collection system for recording client-level data, and may include HMIS costs in program budgets. These service providers MUST provide the CoC with de-identified information & aggregated data to utilize for reviewing performance and completing required reporting.

## Coordinated Entry System

The CoC oversees a collaborative coordinated entry (CE) system for equitable access to housing for persons experiencing homelessness. Persons are assessed using a local assessment tool and are prioritized based on eligibility and vulnerability. All CoC sub-grantees are required to participate in the CoC's coordinated entry system by attending case conferencing when needed; communicating with CoC staff when vacancies occur; and filling vacancies through the CE system.

The CoC recognizes the unique challenges faced by survivors of domestic violence, and actively maintains safety and confidentiality with providers. Survivors and others concerned with their name being listed can participate in the CE process by coding names & removing personally identifying information. Additionally, in consultation with VSPs and other providers, we have developed a DV specific assessment tool to ensure an equitable system of access.

## Housing First

Housing First is a model of housing assistance offered without preconditions (such as sobriety or a minimum income threshold) or service participation requirements, and rapid placement and stabilization in permanent housing are primary goals. Project applications should demonstrate that housing & services are offered without preconditions or background checks; that programs work to screen-in rather than screen out; and that eligibility documentation protocols are streamlined. In addition, CoC funded projects should help individuals and families move quickly into permanent housing.

## **Racial Equity**

In nearly every community, Black, Indigenous and other people of color are overrepresented in the homeless population. HUD is emphasizing system and program changes to address racial equity within CoCs. Policies, procedures, and processes should incorporate how to address racial disparities affecting individuals and families experiencing homelessness. The Three County CoC has a specific racial equity action plan and requires sub-recipient agencies to adhere to an anti-discrimination and equal access policy.

## **Persons with Lived Experience**

Including persons with lived expertise in all levels of program development, monitoring and assessment is a foundational element of the CoC. The project narrative must include the ways in which the project will include the voices of people with lived experience as collaborative partners in meaningful and ongoing ways, including input for project design, rules, service practices and policies; as well as a formal grievance policy that all participants are informed of. All funding recipients will need to have more than one person with lived experience on their board or equivalent governing body, or have an avenue for homeless or formerly homeless neighbors to provide feedback. Applications will be reviewed for information regarding how agencies and programs do or plan to incorporate this in their program and system development.

## **Trauma Informed Care**

Trauma Informed Care is a strengths-based framework that is grounded in an understanding of and responsiveness to the impact of trauma experienced by people experiencing homelessness. Project applications should demonstrate that supportive services will include this perspective.



## For Applicant Questions and CoC Technical Support:

Janna Tetreault, Representative for the Collaborative Applicant [jtetreault@communityaction.us](mailto:jtetreault@communityaction.us)

or

Michele LaFleur, CoC Data and Evaluation Manager/HMIS lead [mlafleur@communityaction.us](mailto:mlafleur@communityaction.us)

**Individuals with Disabilities may contact the CoC if they need alternative, accessible application formats.**

## Appendix:

- A. 2024 Three County CoC Renewal Project Outcomes, Measures, & Scoring Tool**
- B. 2024 Three County CoC New Project Scoring tool**
- C. 2024 Three County CoC Renewal Project Listing**
- D. 2024 Three County CoC YHDP Project Listing**
- E. HUD Categories of Homelessness – Definitions**
- F. 2024 New Project Application –microsoft word version available at <https://www.threecountycoc.communityaction.us/news-events>**
- G. CoC Reallocation and Transition Plan**
- H. Esnaps Submissions**
- I. Ranking and Evaluation Committee Roles and Responsibilities**

## Appendix A. 2024 Three County CoC Renewal Project Outcomes, Measures, and Scoring Tool

### 2024 Project Level Measures & Outcomes for Ranking & Evaluation

Total overall points: Adult PSH – 195.5, Adult Joint Component - 201.5, Adult TH – 190.5, YHDP RRH - 186, YHDP Joint Component - 198, YHDP PSH – 194

Outcome	Indicator	Measure	Total Points	Points Spread	Project Type			YHDP Project Type			
					TH	Joint TH/RRH	PSH	NAV/RRH	Joint TH/RRH	PSH	RRH
<b>Site Monitoring = 85 -all project types</b>											
Written organizational policies and procedures	See site monitoring tool for description	CoC Projects Policies Checklist	40	Participant process=6 pts	40	40	40	40	40	40	40
				Program Administration – Client Files =1 pt							
				Provision and Operations of Supportive Services = 2 pts							
				Equity Factors = 16 pts (see Table B- Equity Factors for detail)							
				Fiscal Operations = 4 pts							
				Privacy, Security and HMIS = 5 pts							
				Program Administration – Grant Management = 6 pts							
Effective utilization of funds	95% funding utilization	Fiscal site monitoring	5		5	5	5	5	5	5	
Eligible costs and fiscal management	Drawdowns at least quarterly, costs eligible, match, income eligible, staff timesheets	Fiscal site monitoring	6		6	6	6	6	6	6	
Monthly Billing Packet	LOCCS/Invoice request are accurate,	Fiscal site monitoring	10		10	10	10	10	10	10	

	Summary Sheets present, Rent Roll includes client portion, Rent GL, Leases, Rent Calculators, Documentation, Payroll GL or Proof of Payment										
Participant Eligibility Information	Homeless Status Documented, Disability Status Documented, Income Status, Chronic Status Documented	Site monitoring file review	4	0.25 pts/participant file review/documentation	4	4	4	4	4	4	4
Rent and Occupancy Charges	Rent/Occupancy Calculation Conducted/Renewed Annually, Rent Calculations in Compliance, program participant not charged a fee beyond applicable occupancy fee	Site monitoring file review	3	0.25 pts/participant file review/factor	3	3	3	3	3	3	3
Supportive Services	Assessment of Needs conducted at intake and annually, supportive services available throughout participant enrollment	Site monitoring file review	2	0.25 pts/participant file review/factor	2	2	2	2	2	2	2
Housing Units and Leases	Lease/Occupancy in place, Lease/Occupancy meets requirements, Correct Lease Parties in Place, HQS Conducted at Initial Lease Signing and	Site monitoring	8	0.25 pts/participant file review/factor	8	8	8	8	8	8	8

	Annually Thereafter, FMR for Unit documented, Rent Reasonableness documented, unit meets reasonableness standard or FMR (depending on type), environmental review documented											
Corrective actions	See site monitoring tool for description	Site monitoring	5	None=5 pts	5	5	5	5	5	5	5	5
				Corrections completed=2.5 pts								
				Corrections not completed or major issues=0 pts								
<b>Total Project Effectiveness (Site Monitoring)</b>			<b>85</b>		<b>85</b>	<b>85</b>	<b>85</b>	<b>85</b>	<b>85</b>	<b>85</b>	<b>85</b>	
					<b>Project Type</b>			<b>YHDP Project Type</b>				
<b>Outcome</b>	<b>Indicator</b>	<b>Measure</b>	<b>Total Points</b>	<b>Points Spread</b>	<b>TH</b>	<b>Joint TH/RRH</b>	<b>PSH</b>	<b>NAV/RRH</b>	<b>Joint TH/RRH</b>	<b>PSH</b>	<b>RRH</b>	
<b>System Performance Measures = 65 – Adult Joint component TH/RRH, 55- Adult TH, 50 - PSH, YHDP PSH &amp; YHDP RRH – 50, YHDP Joint Component – 65</b>												
Episode of homelessness is brief	Average length of participation in transitional project < under 180 days	APR Q22b length of participation - CoC Projects	15	< 180 =15 pts	15	15	N/A	N/A	15	N/A	N/A	
				180-299=10 pts								
				300-599=5 pts								
				600-730=2.5 pts								
				+730=0 pts								
*Persons are quickly re-housed	Length of time between project start and housing move-in < 30 days	CoC APR: Q22c Length of Time between project start date and housing move-in date. (searching period)	10	<30=10 pts	N/A	10	10	10	10	10	10	
				30-60=5 pts								
				>60=0 pts								

*Limited returns to Homelessness	Less than 15% exits to homelessness	CoC APR Q23c exit destination	15	<15%=15 pts	15	15	15	15	15	15	15	15	
				15-25% = 5 pts									
				>25% = 0 (Small programs opt to advocate)									
Obtain/maintain permanent housing	> 95% of participants retained their housing and/or exited to permanent housing	CoC APR: Q23c Exit Destination	20	>95%=20 pts	N/A	20	20	20	20	20	20	20	
				80-95% = 10 pts									
				<80%=0 pts									
Obtain permanent Housing	> 95% of participants exited to permanent housing	CoC APR: Q23c Exit Destination	20	>95% = 20 pts	20	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
				75-95% = 10 pts									
				50-74% = 5 pts									
				<50% = 0 pts									
Increase income since entrance to the project	>8 % of participants increased their income since project entry	CoC APR Q16-19 to find best measure for your outcomes OR Use SRT Increased Income (Q19 gives final change over time)	2.5	No spread	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	
Increased income resources	>8% of participants increased non-employment income since project entry	See APR Q17-19. Individuals with increased and earned income	2.5	No spread	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	
<b>Total System Performance Measures</b>					<b>55</b>	<b>65</b>	<b>50</b>	<b>50</b>	<b>65</b>	<b>50</b>	<b>50</b>		
							<b>Project Type</b>			<b>YHDP Project Type</b>			
<b>Outcome</b>	<b>Indicator</b>	<b>Measure</b>	<b>Total Points</b>	<b>Points Spread</b>	<b>TH</b>	<b>Joint TH/RRH</b>	<b>PSH</b>	<b>NAV/RRH</b>	<b>Joint TH/RRH</b>	<b>PSH</b>	<b>RRH</b>		
<b>Coordinated Entry = 15 points - all project types</b>													
CE—filling vacancies from the By Name’s list	greater than 95%	CE data elements - HMIS, case conferencing (CE APR)	5	TH only: if 80-95%=2.5	5	5	5	5	5	5	5		

CE—timely Notification of vacancies (within 1 week of vacancy)	for 95% of vacancies	HMIS- current bed/unit inventory vs housing stock, case conferencing (CE APR)	5	No spread	5	5	5	5	5	5	5
CE—attends case conf when needed; conducts assessments when appropriate; participates in referral process	100% of the time per opening	CE case conferencing, CE APR	5	No spread	5	5	5	5	5	5	5
<b>Total Coordinated Entry</b>			<b>15</b>		<b>15</b>	<b>15</b>	<b>15</b>	<b>15</b>	<b>15</b>	<b>15</b>	<b>15</b>

Outcome	Indicator	Measure	Total Points	Points Spread	Project Type			YHDP Project Type			
					TH	Joint TH/RRH	PSH	NAV/RRH	Joint TH/RRH	PSH	RRH
<b>CoC Priority Populations = 5 points - all project types</b>											
Serving marginalized groups/high need groups (May include overrepresented populations in local data)	40% of participants meet a high need category (POC, LGBTQ, gender non-conforming, DV survivor)	CoC to determine how to track special populations - CE to track those housed annually/client files	5	40%=5 pts	5	5	5	5	5	5	5
				20-39%=2.5 pts							
				<20%=0 pts							
<b>Total CoC Priority Populations</b>			<b>5</b>		<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>
<b>HUD Priority Populations = 15 points - all PSH &amp; YHDP PSH, 5 - Adult Joint Component TH/RRH &amp; TH, 10 - YHDP Nav/TH &amp; YHDP Joint TH/RRH &amp; YHDP RRH</b>											
Serve participants		CoC APRQ16 income range at start	5	50%=5 pts	5	5	5	5	5	5	5



Data Quality - Timeliness	UDE, PSDE, client enrollments completed in expected timeframe for project type; APR reporting within 45 days of project close	APR reports	0	Will be scored starting next year	0	0	0	0	0	0	0
Data - Accuracy	Data entered into HMIS reflects client's reality	Client file spot checks vs data entry	2.5	No spread	2.5	2.5	2.5	2.5	2.5	2.5	2.5
Participation/ leadership	Chair committee, quarterly participation	Committee meeting tracking	5	Committee chair from project=5 pts	5	5	5	5	5	5	5
				Quarterly mtg participant=2.5 pts							
Project annual narrative participation	presents to CoC Board of Directors	Written/spoken documentation	2.5	Up to 2.5 points for a Narrative	2.5	2.5	2.5	2.5	2.5	2.5	2.5
<b>Total Other &amp; Local Criteria</b>			<b>30</b>		<b>30</b>	<b>30</b>	<b>30</b>	<b>30</b>	<b>30</b>	<b>30</b>	<b>30</b>

**Table B – Equity Factors**

Outcome	Indicator	Measure	Total Points	Points Spread	Project Type			YHDP Project Type			
					TH	Joint TH/RRH	PSH	NAV/RRH	Joint TH/RRH	PSH	RRH
<b>Equity Factors - Agency Leadership, Governance, and Policies = 15 points, all project types</b>											
Under-represented individuals have a significant voice in agency operations	Recipient has under-represented individuals (BIPOC, LGBTQ) in managerial, supervisory, and leadership positions	Project self-evaluation % of total program leadership who are part of underrepresented populations	3	>=10% = 3 pts	3	3	3	3	3	3	3
				6-9% = 2 pts							
				1-5% = 1pt							
				0% = 0 pts							
Persons with lived	Recipient's Board of Directors includes	Project self-evaluation and Board of Directors	3	>=10% = 3 pts	3	3	3	3	3	3	3



experience have a significant voice on the agency Board of Directors	representation from more than one person with lived experience	list Representation of at least 10% of people with lived experience of homelessness on the board of directors		<10% with plan = 1.5 pts								
				<10% with o plan = 0 pts								
Persons with lived experience have ample opportunity to guide the direction of agency management and policies and procedures	Recipient has relational process for receiving and incorporating feedback from persons with lived experience	Project self-evaluation and program policies	3	Clear explanation around how feedback is incorporated = 3 points	3	3	3	3	3	3	3	3
				Not developing policies with feedback from PLE or 'yes' with no explanation = 0								
Agencies are low barrier for all persons and evaluate how the barriers that exist might disproportionately affect different populations	Recipient has reviewed internal policies & procedures with an equity lens & has a plan for dev and implementing equitable policies that addresses historical barriers & do not impose undue barriers	Project self-evaluation and program policies	3	Well-developed plan being implemented = 3pts	3	3	3	3	3	3	3	3
				Well-developed plan exists = 1 pt								
				No plan = 0 pts								
At the program level, there are	Recipient has reviewed program participant	Project self-evaluation, data evaluation	N/A	Not scored yet	3	3	3	3	3	3	3	3

equitable participant outcomes or a plan to address equitable housing access	outcomes with an equity lens & is working to address inequity in housing access for persons with disabilities, the LGBTQ community, people of color, or other special populations.											
Programs are utilizing data & training on equity & outcomes to inform policies & procedures & make changes if needed	Recipient participated in the CoC's equity trainings in 2023 & has identified programmatic changes needed to make program participant outcomes more equitable and developed a plan to make those changes	Project self-evaluation and program policies, COC tracking of participation	3	Attendance with meaningful use of the information to create positive programmatic changes/ more equitable outcomes for participants = 3	3	3	3	3	3	3	3	3
				Attendance with no follow up – 1.5 pts								
				No attendance = 0 pts								
Agency/program has written policy for Anti-Discrimination & Equal Opportunity.	Program has written policies in place	Project self-evaluation and program policies	1	No spread	1	1	1	1	1	1	1	1
<b>Total Equity Factors - Program Participant Outcomes</b>			<b>16</b>		<b>16</b>	<b>16</b>	<b>16</b>	<b>16</b>	<b>16</b>	<b>16</b>	<b>16</b>	<b>16</b>

	<b>PSH (195.5)</b>	<b>TH (190.5)</b>	<b>Joint Component (201.5)</b>
System Performance Measure % (20% target)	20%	29%	27%
Objective Criteria % (33% target)	41%	48%	45%

	<b>YHDP PSH (194)</b>	<b>YHDP RRH (186)</b>	<b>YHDP Joint Component (198)</b>
System Performance Measure % (20% target)	2%	22%	28%
Objective Criteria % (33% target)	39%	41%	46%



## Appendix B. New Project Application Evaluation Criteria and Scoring

**Does the project meet the threshold criteria for HUD and Three County CoC?**

(Yes/No) \_\_\_\_\_

<u>Section</u>	<u>Total Points</u>	<u>Score</u>
A - Experience	10 Points	___/10
B. HUD Priorities for New Projects for PSH or RRH	5 points	___/5
HUD Priorities for New Projects for Joint TH/RRH	8 points	___/8
C - Financial	12 Points	___/12
D – Implementation Timeline	2 Points	___/2
E - Equity Factors	12 Points	___/12
F. Local Three County CoC Priorities	2 pts each.	___/14
<b>Total</b>	<b>PSH/RRH - 55</b> <b>Joint TH/RRH - 58</b>	<b>PSH/RRH - ___/55</b> <b>Joint TH/RRH - ___/58</b>

**A. Experience – 10 Points**

<b><u>Criteria</u></b>	<b><u>Response Found</u></b>	<b><u>Points Available</u></b>	<b><u>Points Given</u></b>
<p>Experience of the applicant in working with the proposed population and in providing housing similar to that proposed in the application.</p> <p>Experience effectively utilizing federal funds and performing activities proposed in the application.</p>	<p>IV.B.1</p>	<p>5 years experience with population/housing type, and 5 years experience in providing housing = 3 Points</p> <p>5 years experience with population OR 5 years experience providing housing = 2 points</p> <p>Experience but under 5 years = 1 points</p> <p>No experience = 0 points</p>	
<p>Experience in leveraging Federal, State, local, and private sector funds.</p>	<p>IV.B.2</p>	<p>5 years experience with population/housing type, and 5 years experience in providing housing = 3 Points</p> <p>5 years experience with population OR 5 years experience providing housing = 2 points</p> <p>Experience but under 5 years = 1 points</p> <p>No experience = 0 points</p>	

<p>Experience with using 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 and that entry is allowed regardless of past substance abuse, income, criminal records (with exceptions of restrictions imposed by federal, state, or local law or ordinance), marital status, familial status, self-disclosed or perceived sexual orientation, gender identity or gender expression. 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.</p>	<p>IV.B.3</p>	<p>Experience using Housing First approach = 2 points</p> <p>Experience using Low Threshold approach = 1 points</p> <p>No experience using Housing First or Low Threshold = 0 points</p>	
<p>Establishes performance measures for housing and income that are objective, measurable, trackable and meet or exceed established HUD or CoC benchmarks.</p>	<p>IV.C.1c</p>	<p>2 points</p>	

**B. HUD New Project Ranking (FY24 NOFO III.C.4.b)**

**Permanent Supportive Housing or Rapid Rehousing – 5 points**

New Permanent Housing projects must receive at least 4 out of the 5 points available for this project type. **New Permanent Housing projects that do not receive at least 4 points will be rejected.**

<u>Criteria</u>	<u>Response Found</u>	<u>Points Available</u>	<u>Points Given</u>
<p>The type of housing proposed, including the number and configuration of units, will fit the needs of the program participants.</p>	<p>IV.C.1a</p>	<p>1 point</p>	
<p>The type of supportive services that will be offered to program participants will ensure successful retention in or help to obtain permanent housing, including all supportive</p>	<p>IV.C.1b</p>	<p>1 point</p>	

services regardless of funding source.			
The proposed project has a specific plan for ensuring program participants will be individually assisted to obtain the benefits of mainstream health, social, and employment programs for which they are eligible to apply meets the needs of program participants (e.g. Medicare, Medicaid, SSI, SNAP, local Workforce office, early childhood education)	IV.C.13, 14, 15	1 point	
Program participants are assisted to obtain and remain in permanent housing in a manner that fits their needs (e.g. provides the participants with some type of transportation to access needed services, safety planning, case management, and additional assistance to ensure retention of PH).	IV.C.11, 12, 13	1 point	
The average cost per household served is reasonable, meaning that the costs for housing and services provided by the project are consistent with the population the project plans to serve.	IV.A	1 point	

**Joint Transitional Housing/Rapid Re-Housing – 8 points**

New Joint TH/PH-RRH component project applications must receive at least 6 out of 8 points available for this project type. **New Joint TH/PH-RRH component projects that do not receive at least 6 points will be rejected.**

<b>Criteria</b>	<b>Response Found</b>	<b>Points Available</b>	<b>Points Given</b>
The type of housing proposed, including the number and configuration of units, will fit the needs of the program participants (e.g. two or more bedrooms for families)	IV.C.1a	1 point	
The proposed project will provide enough rapid rehousing assistance to ensure that at any given time a program participant may move from transitional housing to permanent housing. This may be demonstrated by identifying a budget that	IV.C.20	2 points	

has twice as many resources for the RRH portion of the project than the TH portion, by having twice as many PH-RRH units at a point in time as the TH units, or by demonstrating that the budget and units are appropriate for the population being served by the project.			
The type of supportive services that will be offered to program participants will ensure successful retention or help to obtain permanent housing, including all supportive services regardless of funding source.	IV.C.1b	1 point	
The proposed project has a specific plan for ensuring program participants will be individually assisted to obtain the benefits of mainstream health, social, and employment programs for which they are eligible to apply, and which meets the needs of program participants (e.g. Medicare, Medicaid, SSI, Food Stamps, local Workforce office, early childhood education)	IV.C.13, 14, 15	1 point	
Program participants are assisted to obtain and remain in permanent housing in a manner that fits their needs (e.g. provides the participants with some type of transportation to access needed services, safety planning, case management, additional assistance to ensure retention of permanent housing)	IV.C.11, 12, 13	1 point	
The project adheres to a Housing First model as defined in section I.B.2.b.(15) of the NOFO	IV.B.3	1 point	
The average cost per household served is reasonable, meaning that the costs for housing and services provided by the project are consistent with the population the project plans to serve.	IV.A	1 point	



### **C. Financial – 12 Points**

<b><u>Criteria</u></b>	<b><u>Response Found</u></b>	<b><u>Points</u></b>	<b><u>Points Given</u></b>
Organization's most recent audit: 1) found no exceptions to standard practices; 2) identified agency as 'low-risk', and 3) indicates no findings.	Review of Audit provided	Meets all 3 criteria = 3 points  Findings but addressed = 2 points  Findings not addressed = 0 points	
Organization has not returned any funds to HUD (or other federal government agency) or the state on any existing grants in the last two years	IV.D.2	Not returned any funds = 3 points  Has returned funds but provided explanation and has controls in place to maximize spending = 2 points	
(If applicable) Have you consistently drawn down funds at least quarterly on all HUD CoC grants in the last two years?	IV.D.3	Not applicable or has consistently drawn down at least quarterly = 3 points  Has not drawn consistently but provided explanation and has controls in place = 2 points	
(If applicable) Have you submitted on-time Annual Progress Reports (APRs) for all HUD CoC grants in the last two years?	IV.D.4	Not applicable or yes = 3 points Provided explanation = 2 points	

**D. Implementation Timeline – 2 Points**

<u>Criteria</u>	<u>Response Found</u>	<u>Points Available</u>	<u>Points Given</u>
Describe the plan for rapid implementation of the program, documenting how the project will be ready to begin housing the first program participant.	IV.E.1	2 points	

**E. Equity Factors – Agency Leadership, Governance, and Policies – 12 Points**

<u>Criteria</u>	<u>Response Found</u>	<u>Points Available</u>	<u>Points Given</u>
Inclusion of underrepresented individuals in managerial and leadership positions.	IV.F.1	<p>Already in place, satisfactory plan = 3 points</p> <p>Plan to implement/plan needs work = 2 points</p> <p>No plan/unsatisfactory answer= 0 points</p>	
Board of Directors includes representation from more than one person (or 10%, whichever is greater) with lived experience	IV.F.2	<p>Already in place, satisfactory plan = 3 points</p> <p>Plan to implement/plan needs work = 2 points</p> <p>No plan/unsatisfactory answer= 0 points</p>	

Has relational process for receiving and incorporating feedback on policies from persons with lived experience	IV.F.3	<p>Already in place, satisfactory plan = 3 points</p> <p>Plan to implement/plan needs work = 2 points</p> <p>No plan/unsatisfactory answer= 0 points</p>	
Plan for reviewing equity outcomes dashboard to determine whether programmatic changes are needed	IV.F.5	<p>Already in place, satisfactory plan = 3 points</p> <p>Plan to implement/plan needs work = 2 points</p> <p>No plan/unsatisfactory answer= 0 points</p>	

**F. Local Three County Priority Bonus Pts.: 2 points**

<u>Criteria</u>	<u>Response Found</u>	<u>Points Available</u>	<u>Points Given</u>
Project will utilize HUD's Joint Component for Transitional Housing – PSH-Rapid Rehousing	IV. A. 3.	2	
Project is dedicated to individuals and families of persons experiencing trauma or lack of safety related to fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking survivors of domestic violence. (24CFR 578.3) or 103(b) of the McKinney-Vento Homeless Assistance Act.	IV. A. 2 and IV. A. 3	2	
Project will increase the supply of Permanent Supportive Housing in Berkshire County	IV. A. 3 and IV. C. 1	2	

Project leverages housing resources with housing subsidies or units not funded through the CoC or ESG program	IV. C.16	2	
Project leverages health resources, including a partnership commitment with a healthcare organization	IV. C.17	2	
Project demonstrates a plan to move participants into housing within 30 days from program entrance. <i>(Examples: Project has acquired housing units/demonstrated agreement with area landlord/Housing authority/will utilize a current inventory of housing resources.)</i>	IV. C. 2	2	No spread
Agency has reviewed internal policies and procedures with an equity lens demonstrates demonstrate racial equity measures in service delivery; and policies have been introduced in order to ensure safety, privacy, respect, and access regardless of gender identity or sexual orientation for LGBTQ+ persons	IV. F. 4	2	

\_\_\_\_\_  
Signature of Reviewer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Reviewer

**Appendix C: FY2024 Three County CoC Renewal Project Listing (Projects for Renewal or Reallocation-  
Excluding YHDP)**

Applicant	Project Name	Grant Number	Expiration Year	Project Component	Leasing	Rental Assistance	Supportive Services	Operating Costs	HMIS	Admin	Total ARA
CAPV	3 County CoC HMIS Project	MA0064L1T072212	2025	HMIS	\$0	\$0	\$0	\$0	\$76,635	\$3,444	<b>\$80,079</b>
CAPV	3 County CoC CE Project	MA0540L1T072206	2025	SSO	\$0	\$0	\$205,743	\$0	\$11,500	\$19,150	<b>\$236,393</b>
CAPV	Paradise Pond Apartments	MA0072L1T072215	2025	PH	\$0	\$0	\$0	\$28,987	\$0	\$1,461	<b>\$30,448</b>
CAPV	Adult Independent Living Program*	MA0142L1T072215	2025	TH	\$0	\$0	\$5,000	\$35,572	\$0	\$2,840	<b>\$43,412</b>
CAPV	Louison House TH	MA0144L1T072215	2025	TH	\$0	\$0	\$43,000	\$86,992	\$0	\$9,099	<b>\$139,091</b>
CAPV	A Positive Place	MA0401L1T072211	2025	PH	\$0	\$103,373	\$31,846	\$0	\$0	\$3617	<b>\$138,836</b>
CAPV	Village Center Apts	MA0468L1T072209	2025	PH	\$0	\$0	\$19,720	\$45,436	\$2,000	\$2,978	<b>\$70,134</b>
CAPV	LH Northern Berkshire PH	MA0604L1T072205	2025	PH	\$146,573	\$0	\$18,780	\$0	\$0	\$12,490	<b>\$177,843</b>
CAPV	CHD PSH (Combined MOC and Louison House Pittsfield)	MA0633L1T072204	2025	PH	\$395,645	\$0	\$209,815	\$97,031	\$5,196	\$33,515	<b>\$741,202</b>
CAPV	Dial Self TH/PH RRH	MA0634L1T072204	2025	Joint TH & PH-RRH	\$0	\$0	\$88,905	\$249	\$2,674	\$6,427	<b>\$98,255</b>

**Appendix C: FY2024 Three County CoC Renewal Project Listing (Projects for Renewal or Reallocation-  
Excluding YHDP)**

Applicant	Project Name	Grant Number	Expiration Year	Project Component	Leasing	Rental Assistance	Supportive Services	Operating Costs	HMIS	Admin	Total ARA
CAPV	Independent Housing Solutions	MA0731L1T072201	2025	PH	\$15,090	\$0	\$36,613	\$78,653	\$,2220	\$12,857	<b>\$145,433</b>
CAPV	Louison House Bracewell	MA0768L1T072200	2025	PH	\$0	\$0	\$57,000	\$47,000	\$200	\$8,970	<b>\$113,170</b>
<b>TOTAL</b>										<b>\$2,014,296</b>	

\*Project is available for reallocation.

**Appendix D: FY2024 Three County YHDP Renewal Project Listing (Projects for Renewal or Replacement)**

Applicant	YHDP Project Name	Grant Number	Expiration Year	Project Component	Leasing	Rental Assistance	Supportive Services	Operating Costs	HMIS	Admin	Total ARA
CAPV	3 County CoC YHDP HMIS	MA0689Y1T072202	2025	HMIS	\$0	\$0	\$0	\$0	\$40,000	\$4,000	<b>\$44,000</b>
CAPV	3 County CoC YHDP SSO-CE	MA0688Y1T072202	2025	SSO	\$0	\$0	\$54,545	\$0	\$0	\$5,455	<b>\$60,000</b>
CAPV	Mental Health Association YHDP RRH Navigators*	MA0736Y1T072201	2025	PH	\$0	\$64,448	\$123,800	\$0	\$0	\$18,128	<b>\$206,376</b>
CAPV	Mental Health Association YHDP PSH Hope for Home*	MA0735Y1T072201	2025	PH	\$0	\$10,5172	\$57,992	\$0	\$0	\$15,960	<b>\$179,124</b>
CAPV	Gandara SHINE YHDP TH/RRH	MA0733Y1T072201	2025	Joint TH & PH-RRH	\$85,800	\$87,766	\$133,919	\$83,515	\$7,108	\$18,677	<b>\$416,785</b>
CAPV	DIALSELF YHDP RRH Franklin County	MA0734Y1T072201	2025	PH	\$0	\$43,632	\$11,300	\$0	\$10,213	\$6,515	<b>\$71,660</b>
<b>TOTAL</b>											<b>\$977,945</b>

\*Project is available for reallocation

**HUD Categories of Homelessness—Definitions**

<b>CRITERIA FOR DEFINING HOMELESSNESS</b>	Category 1	<b>Literally Homeless</b>	<p>(1) Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:</p> <ul style="list-style-type: none"> <li>(i) Has a primary nighttime residence that is a public or private place not meant for human habitation;</li> <li>(ii) Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); <u>or</u></li> <li>(iii) Is exiting an institution where (s)he has resided for 90 days or less <u>and</u> who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution</li> </ul>
	Category 2	<b>Imminent Risk of Homelessness</b>	<p>(2) Individual or family who will imminently lose their primary nighttime residence, provided that:</p> <ul style="list-style-type: none"> <li>(i) Residence will be lost within 14 days of the date of application for homeless assistance;</li> <li>(ii) No subsequent residence has been identified; <u>and</u></li> <li>(iii) The individual or family lacks the resources or support networks needed to obtain other permanent housing</li> </ul>
	Category 3	<b>Homeless under other Federal Statutes</b>	<p>(3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:</p> <ul style="list-style-type: none"> <li>(i) Are defined as homeless under the other listed federal statutes;</li> <li>(ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application;</li> <li>(iii) Have experienced persistent instability as measured by two moves or more during in the preceding 60 days; <u>and</u></li> <li>(iv) Can be expected to continue in such status for an extended period of time due to special needs or barriers</li> </ul>
	Category 4	<b>Fleeing/Attempting to Flee DV</b>	<p>(4) Any individual or family who:</p> <ul style="list-style-type: none"> <li>(i) Is experiencing trauma or a lack of safety related to, or fleeing or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous, traumatic, or life-threatening conditions related to the violence against the individual or a family member in the individual's or family's current housing situation, including where the health and safety of children are jeopardized;</li> <li>(ii) Has no other safe residence; <u>and</u></li> <li>(iii) Lacks the resources to obtain other permanent housing</li> </ul>





## **Appendix F. New Project Application**

# Three County Continuum of Care New Project Application Packet 2024-2025

### **Instructions:**

Complete the following form for the Application process and return with the following to the Three County CoC for a complete application (please note that the CoC may request additional documentation relevant to answers within this application):

1. A copy of applicant's two most recent annual audited financial statements.
2. A Match letter on agency **letterhead** and signed by an **authorized signer**.
3. The Three County CoC reserves the right to ask for additional documentation for new applicants to determine threshold eligibility, if needed.

**Please return this form and the requested additional documents to Janna Tetreault via email at [jtetreault@communityaction.us](mailto:jtetreault@communityaction.us) by 5:00pm on September 27, 2024.**

- The Continuum of Care reserves the right not to review late or incomplete applications or those in which applicants don't meet threshold eligibility requirements – though will consider applications that have limited additional needs for completion. All fully complete applications which are eligible will be forwarded to the CoC Ranking and Evaluation Committee for review.
- Applicants should carefully read the RFP requirements, the CoC FY24-FY25 NOFO, and review the scoring sheet before drafting answers to ensure they are compliant and highlight key areas.
- There are no character limits to the questions in the application.
- Please email questions regarding the RFP and application to Janna Tetreault at [jtetreault@communityaction.us](mailto:jtetreault@communityaction.us).

## I. Agency Information

<b>AGENCY:</b>		<b>TAX ID #:</b>		<b>PROJECT COMPONENT:</b>	
<b>AGENCY PRIMARY CONTACT INFO:</b>	Name:		Title:		Phone:
	Email:		Agency Address:		
<b>What is your total FY2024 agency budget?</b>					
<b>What percentage of your overall budget is Federal Funding?</b>					

## II. HUD Threshold Criteria

(Questions 1 -9 are considered threshold criteria by HUD. Applicants must meet this threshold criteria to be eligible for funding consideration)

1. Is your organization an eligible project applicant for the CoC Program Competition as found in 24 CFR 578.15 and in the Act, which includes nonprofit organizations, faith-based organizations, local governments, instrumentalities of the state and local governments, Indian Tribes, and TDHE?

Yes

No

2. Match Contribution: 24 CFR 578.73 of the Rule requires that recipients must match all grant funds, except for leasing funds, with no less than 25 percent of funds or in-kind contributions from other sources. Are you able to provide a match letter documenting no less than 25 percent of funds from other sources?

Yes

No

**You must submit a match letter with your application with the following:** Amount of cash or in-kind to be provided to the recipient for the project and the source; specific date the cash will be made available; The actual grant and fiscal year to which the cash match will be contributed; Time period during which funding will be available; and Allowable activities to be funded by the cash match. - *Please note: In general, program participant mainstream benefits are not considered match in the CoC Program because the benefits are not committed to the recipient/subrecipient for the activities funded through the project. Instead, benefits are provided to the program participant and are based on program participant eligibility for that program.*

<b>Eligibility Requirements for Applicants of HUD's Financial Assistance Programs</b>	
<p><b>3. Does your agency have a SAM.gov registration and valid UEI?</b>  <i>If YES - please provide it:</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p><b>4. Does the agency have any outstanding delinquent federal debt?</b>  <i>IF YES- please explain any delinquent federal debt:</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p><b>5. Is your agency under debarment or suspension from doing business with the Federal Government and/or on the Federal do not pay list?</b></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p><b>6. Has your agency updated its Code of Conduct so that it is compliant with 2 CFR Part 200 and submitted to HUD?</b></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p><b>7. Does the agency have an independent financial audit completed within 6 months of the end of the fiscal year?</b>  <b>Did you have any material findings in your most recent audit?</b>  <i>If yes, please explain</i></p> <p><b>Submit 1 copy of the applicant's two most recent annual financial statements prepared by an Independent Certified Public Accountant, and reviewed or audited in accordance with Generally Accepted Accounting Principles (GAAP) (USA).</b> Each copy shall include all applicable financial statements, auditor's reports, management letters, and corresponding reissued components.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p><b>8. Is your organization in compliance with the prohibition against lobbying Section 1352, Title 31, U.S. Code?</b></p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<p><b>9. Does your agency have any unresolved Fair Housing or Civil Rights matters?</b>  <i>IF YES- please explain any unresolved Fair Housing or Civil Rights matters:</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

### III. Three County CoC Threshold Criteria

(Questions 1-12 are considered threshold criteria by the Three County CoC. Applicants must meet this threshold criteria to be eligible for funding consideration)

<p><b>1. Does the agency have experience with receiving federal or state funding to operate similar programming?</b>  <b>If Yes, please describe the agency's experience:</b></p>	<p><input type="checkbox"/> Yes  <input type="checkbox"/> No</p>
<p><b>2. Does the agency provide clients with specialized resources to meet the unique needs of clients with physical, cognitive, or behavioral disabilities and provide reasonable accommodations for clients with linguistic and/or cultural challenges? (I.e. ramps, Spanish language forms, etc.)</b>  <b>IF YES- please explain any specialized resources and reasonable accommodations available:</b></p>	<p><input type="checkbox"/> Yes  <input type="checkbox"/> No</p>
<p><b>3. Will this project serve people experiencing homelessness in Berkshire, Hampshire, or Franklin Counties?</b></p>	<p><input type="checkbox"/> Yes  <input type="checkbox"/> No</p>
<p><b>4. Which HUD categories of homelessness will this project serve? Please refer to the list found in the document <a href="#">here-CoC and ESG Homeless Eligibility - Four Categories in the Homeless Definition - HUD Exchange</a></b></p>	<p><input type="checkbox"/> Literally Homeless (Cat. 1)  <input type="checkbox"/> Imminent Risk of Homelessness (Cat. 2)  <input type="checkbox"/> Homeless Under Other Federal Statutes (Cat. 3, requires requesting permission from HUD)  <input type="checkbox"/> Fleeing/Attempting to Flee Domestic Violence (Cat. 4)</p>
<p><b>5. Does the agency provide due process to clients who are asked to leave any program?</b></p>	<p><input type="checkbox"/> Yes  <input type="checkbox"/> No</p>
<p><b>6. Does the agency comply with Public Law 90-284 referring to the Fair Housing Act (42 USC 3601-20), as amended?</b></p>	<p><input type="checkbox"/> Yes  <input type="checkbox"/> No</p>
<p><b>7. Does your organization comply with HUD directives regarding Equal Access to Housing Docket Number: HUD-2015-0104; Docket Name: FR-5863-P-01?</b></p>	<p><input type="checkbox"/> Yes  <input type="checkbox"/> No</p>

8. Does your agency have a process for receiving & incorporating feedback from persons with lived experience of homelessness outside of Board representation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Does your agency comply with the Violence Against Women Act requirements in the Housing Chapter of VAWA, 34 U.S.C. 12491-12496, 24 CFR part 5, subpart L, and program-specific regulations, if applicable?	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Does the agency agree to collect/enter the data from funded homeless projects into the local HMIS and provide required information for reporting to HUD? (Or for VSPs, a comparable database)	<input type="checkbox"/> Yes <input type="checkbox"/> No
11. Does the agency agree to participate in and coordinate all program referrals for this project through the Coordinated Entry Process?	<input type="checkbox"/> Yes <input type="checkbox"/> No
12. Does the agency agree to use a Housing First approach?	<input type="checkbox"/> Yes <input type="checkbox"/> No

After reading the following link, are there any additional disclosures your agency should provide in response? Please include those in the space below.

<https://www.hud.gov/sites/dfiles/SPM/documents/ELIG-REQS-GRANTS-2018v2.pdf>

\_\_\_\_\_  
Signature of Agency Representative      Date

## IV. New Project Application

<b>A. Funding Request</b>											
<b>1. Will it be feasible for the project to enter a grant agreement on and around February 1, 2025, or October 1, 2025 for YHDP projects?</b> <b>If No, please explain:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No										
<b>2. What type of CoC funding is this project applying for in this CoC Program Competition?</b>	<input type="checkbox"/> CoC Bonus <input type="checkbox"/> DV Bonus <input type="checkbox"/> Reallocation <input type="checkbox"/> Reallocation & CoC Bonus										
<b>3. What type of CoC component is this project applying for in this CoC Program Competition?</b>	<input type="checkbox"/> PH – PSH <input type="checkbox"/> PH – RRH <input type="checkbox"/> Joint TH/PH-RRH <input type="checkbox"/> PH-RRH for DV Bonus <input type="checkbox"/> Joint TH/PH-RRH for DV Bonus <input type="checkbox"/> YHDP										
<b>4. Does this project propose to allocate funds according to an indirect cost rate?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No										
<b>5. Select the costs for which funding is requested, see the chart of “Possible Component Types and Eligible Activities” below for eligible activities by component type:</b>	<table border="0"> <tr> <td><input type="checkbox"/> Leased Units</td> <td><input type="checkbox"/> Operating</td> </tr> <tr> <td><input type="checkbox"/> Leased Structures</td> <td><input type="checkbox"/> HMIS</td> </tr> <tr> <td><input type="checkbox"/> Rental Assistance</td> <td><input type="checkbox"/> Acquisition/</td> </tr> <tr> <td><input type="checkbox"/> Supportive Services</td> <td>Rehabilitation/New</td> </tr> <tr> <td></td> <td>Construction</td> </tr> </table>	<input type="checkbox"/> Leased Units	<input type="checkbox"/> Operating	<input type="checkbox"/> Leased Structures	<input type="checkbox"/> HMIS	<input type="checkbox"/> Rental Assistance	<input type="checkbox"/> Acquisition/	<input type="checkbox"/> Supportive Services	Rehabilitation/New		Construction
<input type="checkbox"/> Leased Units	<input type="checkbox"/> Operating										
<input type="checkbox"/> Leased Structures	<input type="checkbox"/> HMIS										
<input type="checkbox"/> Rental Assistance	<input type="checkbox"/> Acquisition/										
<input type="checkbox"/> Supportive Services	Rehabilitation/New										
	Construction										
<b>6. Is your organization a victim service provider defined in 24 CFR 578.3?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No										
<b>7. Will the funds requested in this new project application replace state or local government funds (24 CFR 578.87(a))?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No										

8. Will this project include replacement reserves in the Operating budget?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Are you requesting CoC Program funds for construction costs in this application?	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Is this a "Project Expansion" of an eligible renewal project?	<input type="checkbox"/> Yes <input type="checkbox"/> No
11. Is this project 100% Dedicated or DedicatedPLUS as described in section I.B.2.b.(5) of the 24-25 NOFO?	<input type="checkbox"/> 100% Dedicated <input type="checkbox"/> DedicatedPLUS <input type="checkbox"/> No

**Possible Component Types and Eligible Activities**

PH (PSH)	PH (RRH)	Joint TH/PH-RRH
Acquisition/ Rehabilitation/New Constructions		
Leased Units		Leased Units
Leased Structures		Leased Structures
Rental Assistance	Rental Assistance	Rental Assistance
Supportive Services	Supportive Services	Supportive Services
Operations		Operations
HMIS	HMIS	HMIS

## Acquisition/ Rehabilitation/New Construction Budget Detail

For each structure, enter the following information:

Name of Structure	Street Address 1	Street Address 2	City	State	Zip Code	Acquisition Assistance Requested	Rehabilitation Assistance Requested	New Construction Assistance Requested	Total Assistance Requested

## Leased Units Budget Detail

Please enter the number of units of each bedroom size for which the project is requesting leased units assistance and the rent to be paid by the CoC Program grant each month per unit. This "HUD Paid Rent" column cannot exceed the [FMR amount](#)

Size of Units	Number of units	HUD Paid Rent	Total Request = number of units * HUD Paid Rent * 12
SRO			
0 Bedroom			
1 Bedroom			
2 Bedroom			
3 Bedroom			
4 Bedroom			
5 Bedroom			
6 Bedroom			
7 Bedroom			
8 Bedroom			
9 Bedroom			



## Rental Assistance Budget Detail

### Type of Rental Assistance:

- Project-Based
- Tenant-Based
- Sponsor-Based

Please enter the number of units of each bedroom size for which the project is requesting rental assistance and the rent to be paid by the CoC Program grant each month per unit. This "HUD Paid Rent" column cannot exceed the [Fair Market Rent](#).

Size of Units	Number of units	FY2023 FMR	Total Request = number of units * FMR * 12
SRO			
0 Bedroom			
1 Bedroom			
2 Bedroom			
3 Bedroom			
4 Bedroom			
5 Bedroom			

## Supportive Services Budget Detail

Please complete the following table describing the quantity and description of any supportive services for which assistance is requested. For a description of the categories listed in this table, please review the CoC Program interim rule at [2016-22589.pdf \(govinfo.gov\)](https://www.govinfo.gov/laws/cfr-title-42/2016-22589.pdf):

Eligible Costs	Quantity AND Description	Annual Assistance Requested
Assessment of Service Needs		
Assistance with Moving Costs		
Child Care		
Education Services		
Employment Assistance		
Food		
Housing/Counseling Services		
Legal Services		
Life Skills		
Mental Health Services		
Outreach Services		
Substance Abuse Treatment Services		
Transportation		
Utility Deposits		
Operating Costs		
Total Annual Assistance Requested		

## Operating Budget Detail

Please complete the following table describing the quantity and description of any operating items for which assistance is requested. For a description of the categories listed in this table, please review the CoC Program interim rule at [2016-22589.pdf \(govinfo.gov\)](#):

Eligible Costs	Quantity AND Description	Annual Assistance Requested
Maintenance/Repair		
Property Taxes and Insurance		
Replacement Reserve		
Building Security		
Electricity, Gas, and Water		
Furniture		
Equipment (lease, buy)		
Total Annual Assistance Requested		

## HMIS Budget Detail

Please complete the following table describing the quantity and description of any HMIS items for which assistance is requested. For a description of the categories listed in this table, please review the CoC Program interim rule at [2016-22589.pdf \(govinfo.gov\)](#):

Eligible Costs	Quantity AND Description	Annual Assistance Requested
Equipment		
Software		
Services		
Personnel		
Space & Operations		
Total Annual Assistance Requested		

## Summary Budget

Please complete the following table describing the funding requested for each year of the grant term:

<b>Eligible Costs</b>	<b>Total Assistance Requested for Grant Term</b>
<b>Acquisition</b>	
<b>Rehabilitation</b>	
<b>New Construction</b>	
<b>Leased Units</b>	
<b>Leased Structures</b>	
<b>Rental Assistance</b>	
<b>Supportive Services</b>	
<b>Operating</b>	
<b>HMIS</b>	
<b>Sub-total Costs Requested</b>	
<b>Admin</b>	
<b>Total Assistance Plus Admin Requested</b>	
<b>Cash Match</b>	
<b>In-Kind Match</b>	
<b>Total Match</b>	
<b>Total Budget</b>	

## **B. Experience**

- 1. Describe your organization's experience in effectively utilizing federal funds and performing the activities proposed in the application. Please include details on your organization's experience in working with the proposed population and in providing housing and services similar to those proposed in the application. For example, DV Bonus project applicants should demonstrate successful performance in serving survivors of domestic violence, dating violence, sexual assault, or stalking, and ability to house survivors and meet safety outcomes.**

Response:

- 2. Describe your organization's experience in leveraging Federal, State, local, and private sector funds.**

Response:

3. **Describe experience with using a Housing First approach.** Include: 1) Eligibility criteria; 2) Process for accepting new clients; and 3) Process and criteria for exiting clients. *Must demonstrate there are no preconditions to entry and that entry is allowed regardless of past substance abuse, income, criminal records (with exceptions of restrictions imposed by federal, state, or local law or ordinance), marital status, familial status, self-disclosed or perceived sexual orientation, gender identity or gender expression. 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.*

Response:

### **C. Design and Capacity of Housing and Supportive Services**

- 1. Provide a description that addresses the entire scope of the proposed project, including the location of the project. Please be sure to describe the extent to which this project:**
  - a. Demonstrates that type (including the number and configuration of units) and location of the housing fits the needs of the clients to be served.
  - b. Demonstrates that the type and scale of all the supportive services offered, regardless of funding source, will ensure successful retention in or help to obtain permanent housing.
  - c. Establishes performance measures for housing and income that are objective, measurable, trackable and meet or exceed established HUD or CoC benchmarks;

Response:

**2. Will the project move participants quickly into permanent housing (within 30 days)?**

Yes  No

**IF YES- Explain how participants will be moved into permanent housing quickly. Some examples of strategies include agreements with landlords or housing authorities, housing units included in project design, and projects which use a current inventory for housing.**

Response:

**3. Please share how this project will utilize the Coordinated Entry system for all program participant referrals and maintain a commitment to equity in housing placement and participants served.**

Response:

**4. If requesting capital costs (i.e., acquisition, rehabilitation, or new construction), describe the proposed development activities with responsibilities of the agency to develop and maintain the property using CoC Program funds.**

Response:



**5. Check the appropriate box(s) if this project will have a specific subpopulation focus. (Select ALL that apply)**

N/A – Project Serves All Subpopulations

Veterans

Youth (under 25)

Families

Domestic Violence

Substance Abuse

Mental Illness

HIV/AIDS

Chronic Homelessness

Other

If Other, please explain:

**6. Will the project enroll program participants who have the following barriers? (Select ALL that apply)**

Having too little or little income

Active or history of substance use

Having a criminal record with exceptions for state-mandated restrictions

History of victimization (e.g. domestic violence, sexual assault, childhood abuse)

None of the above

**7. Will the project prevent program participant termination for the following reasons? (Select ALL that apply)**

Failure to participate in supportive services

Failure to make progress on a service plan

Loss of income or failure to improve income

Any other activity not covered in a lease agreement typically found for unassisted persons in the project's geographic area

None of the above

**8. Will program participants be required to live in a specific structure, unit, or locality at any time while in the program?**

Yes  No

***IF YES** – Explain how and why the project will implement this requirement.*

Response:

**9. Will more than 16 persons live in a single structure?**

Yes  No

***IF YES-** Describe the local market conditions that necessitate a project of this size:*

***AND** Describe how the project will be integrated into the neighborhood:*

**10. Describe the extent of need for this type of project for the proposed populations it will serve and demonstrate how this project will fill that gap.**

Response:

**11. Describe how program participants will be assisted to obtain and remain in permanent housing that is safe, affordable, accessible, and acceptable to their needs.**

Response:

**12. Describe how clients will be assisted to increase employment and/or income and to maximize their ability to live independently.**

Response:

**13. Will the project include:**

**a. Transportation assistance to clients to attend mainstream benefit appointments, employment training, or jobs?**

Yes  No

**b. Annual follow-ups with program participants to ensure mainstream benefits are received and renewed?**

Yes  No

**14. Will program participants have access to SSI/SSDI technical assistance provided by this project the applicant, a subrecipient, or partner agency?**

Yes  No

***IF YES - Has the staff person technical assistance completed SOAR training in the past 24 months?***

Yes  No

**15. Describe the specific plan to coordinate and integrate with other mainstream health, social services, and employment programs for which program participants may be eligible.**

Response:

**16. Please describe how this project leverages housing resources with housing subsidies or units not funded through the CoC or ESG program.**

Response:

**17. Please describe how this project leverages health resources, including a partnership commitment with a healthcare organization.**

Response:

**18. Indicate the maximum number of units and beds available for program participants.**

**Total Units:**

**Total Beds:**

**19. How many of the beds entered above are dedicated to persons experiencing chronic homelessness?**

**Total CH Dedicated Beds:**

**20. FOR JOINT TH-RRH APPLICATIONS ONLY-** *Joint TH-RRH projects must be able to accommodate client choice of entering TH or RRH, and for anyone in TH to move to RRH if they would like. This means that Joint Component TH-RRH Projects must have twice the RRH capacity as TH.*

*Please indicate the inventory available for each portion:*

**Transitional Housing Units:**

**Rapid Re-Housing Beds:**

**Transitional Housing Beds:**

**D. Fiscal**

**1. Describe your organization's financial management structure.**

Response:

**2. Have you returned any funds to HUD (or other federal government agency) or the state on any existing grants in the last two years?**

Yes       No       N/A

*IF YES- how much has been returned?*

*AND what is the reason that the funds have been returned?*

*AND what actions are you taking to ensure full spending?*

**3. (If applicable) Have you consistently drawn down funds at least quarterly on all HUD CoC grants in the last two years?**

Yes       No       N/A

*IF NO- what is the reason that the funds have not been drawn down?*

*AND what actions are you taking to ensure timely draw down?*

4. (If applicable) Have you submitted on-time Annual Progress Reports (APRs) for all HUD CoC grants in the last two years?

Yes  No  N/A

**IF NO-** what is the reason that APRs were late?

***AND** what actions are you taking to ensure timely submission?*

**E. Implementation Timeline**

1. Please describe the plan for rapid implementation of the program, documenting how the project will be ready to begin housing the first program participant.

Response:

**F. Equity Factors**

**1. Do you know the percentage of your total program leadership who are part of underrepresented populations?**

Yes       No

**If yes**, state the percentage without including any personally identifiable staff information and if under 10%, explain how your program will increase that percentage.

**If no**, how do you know that underrepresented individuals have a significant voice in agency operations? If you know that underrepresented individuals do not have a significant voice in agency operations, how do you plan to improve this?

Response:

**2. Does your agency's Board of Directors include representation of at least 2 people (or 10%, whichever is greater) of people with lived experience of homelessness? If not, how do you plan to address this in the future? Please explain any barriers to reaching this goal.**

Response:

**3. How are you developing program policies with feedback from persons with lived experience?**

Response:



**4. Describe agency efforts that demonstrate agency policies and procedures have been evaluated with an equity lens/have developed anti-discrimination practices that demonstrate racial equity measures in service delivery; and which have been introduced in order to ensure safety, privacy, respect, and access regardless of gender identity or sexual orientation for LGBTQ+ persons:**

Response:

**5. The Three County CoC is developing an equity outcomes dashboard to send to projects on a regular schedule. Equitable outcome measures will be included in compliance monitoring starting next year for funded subrecipient partners. Please describe how you plan to review this data to determine whether programmatic changes are needed to address disparities.**

Response:

## HUD's New Project Rating\*

See below for additional rating criteria that will be included for New Projects in terms of meeting threshold expectations.

### **Permanent Supportive Housing or Rapid Rehousing**

<u>New Project Application Rating Factors</u>	<u>Points Available</u>	<u>Criteria</u>	<u>Response Found</u>
New Permanent Housing projects must receive at least 4 out of the 5 points available for this project type. <b>New Permanent Housing projects that do not receive at least 4 points will be rejected.</b>	1	The type of housing proposed, including the number and configuration of units, will fit the needs of the program participants.	<i>Three County CoC New Project Application – B1</i>
	1	The type of supportive services that will be offered to program participants will ensure successful retention in or help to obtain permanent housing, including all supportive services regardless of funding source.	<i>Three County CoC New Project Application – B10</i>
	1	The proposed project has a specific plan for ensuring program participants will be individually assisted to obtain the benefits of mainstream health, social, and employment programs for which they are eligible to apply meets the needs of program participants (e.g. Medicare, Medicaid, SSI, Food Stamps, local Workforce office, early childhood education)	<i>Three County CoC New Project Application – B13, B14</i>
	1	Program participants are assisted to obtain and remain in permanent housing in a manner that fits their needs (e.g. provides the participants with some type of transportation to access needed services, safety planning, case management, and additional assistance to ensure retention of PH).	<i>Three County CoC New Project Application – B11, B12</i>
	1	The average cost per household service is reasonable, meaning that the costs for housing and services provided by the project are consistent with the population the project plans to serve.	

## Joint Transitional Housing/Rapid Re-Housing

<u>New Project Application Rating Factors</u>	<u>Points Available</u>	<u>Criteria</u>	<u>Response Found</u>
New Joint TH/PH-RRH component project applications must receive at least 6 out of 8 points available for this project type. <b>New Joint TH/PH-RRH component projects that do not receive at least 6 points will be rejected.</b>	1	The type of housing proposed, including the number and configuration of units, will fit the needs of the program participants (e.g. two or more bedrooms for families)	<i>Three County CoC New Project Application – B1</i>
	2	The proposed project will provide enough rapid rehousing assistance to ensure that at any given time a program participant may move from transitional housing to permanent housing. This may be demonstrated by identifying a budget that has twice as many resources for the RRH portion of the project than the TH portion, by having twice as many PH-RRH units at a point in time as the TH units, or by demonstrating that the budget and units are appropriate for the population being served by the project.	<i>Three County CoC New Project Application – B19</i>
	1	The type of supportive services that will be offered to program participants will ensure successful retention or help to obtain permanent housing, including all supportive services regardless of funding source.	<i>Three County CoC New Project Application – B10</i>
	1	The proposed project has a specific plan for ensuring program participants will be individually assisted to obtain the benefits of mainstream health, social, and employment programs for which they are eligible to apply, and which meets the needs of program participants (e.g. Medicare, Medicaid, SSI, Food Stamps, local Workforce office, early childhood education)	<i>Three County CoC New Project Application – B13, B14</i>
	1	Program participants are assisted to obtain and remain in permanent housing in a manner that fits their needs (e.g. provides the participants with some type of transportation to access needed services, safety planning, case management, additional assistance to ensure retention of permanent housing)	<i>Three County CoC New Project Application – B1, B12</i>
	1	The project adheres to a Housing First model as defined in section I.B.2.b.(15) of the NOFO	<i>Three County CoC New Project Application – A4</i>
	1	The average cost per household served is reasonable, meaning that the costs for housing and services provided by the project are consistent with the population the project plans to serve.	

\*As identified in the NOFO Section III.C.4.(b)

## **Appendix G. Three County CoC (MA 507) REALLOCATION/TRANSITION PLAN**

**Reallocation.** Reallocation is a process used by CoCs to shift funds in whole or part from existing eligible renewal projects to create one or more new projects without decreasing the CoCs Annual Renewal Demand (ARD). New projects created through reallocation must meet the requirements in sections I.B.3.a, III.B.4.a.(3), (4) and (5), and the project eligibility and project quality thresholds established in sections III.C.4.a. and b. of the FY24-FY25 NOFO.

**Transition.** A grant to fund a new project from one or more eligible renewal projects being eliminated through reallocation from one program component to another eligible new component over a 1-year period. See page 21 FY24-FY25 NOFO for additional details/requirements.

To create a **Transition Grant** (see section I.B.2.b(30) of the FY24-FY25 NOFO), the CoC would wholly eliminate one or more projects and use those funds to create a single, new transition grant.

### **Background**

To ensure the strategic allocation of resources and continued progress toward the goal of ending homelessness, in 24 CFR § 578, the United States Department of Housing and Urban Development (HUD) authorizes Continuums of Care (CoCs) to reallocate funds from underperforming, underutilized, redundant, non-cost effective, or obsolete programs to create new projects which:

- Meet the eligibility and quality thresholds established by HUD under 24 CFR § 578.39 through § 578.63;
- ☐ Meet the requirements as set forth in the annual Notice of Funding Opportunity (NOFO);
- ☐ Serve new participants, focusing on the most vulnerable chronically homeless and other populations identified by the local CoC and by HUD;
- ☐ Increase local housing stock; and
- ☐ Ensure that all resources are being utilized toward achieving the goal of ending homelessness.

Under 24 CFR § 578.7(a)(6), CoCs are mandated to consult with grantees and sub-grantees to establish performance targets appropriate for their specific populations and program types; monitor grantee and sub-grantee performance; evaluate outcomes; and take

## **Appendix G. Three County CoC (MA 507) REALLOCATION/TRANSITION PLAN**

corrective action where performance does not meet expectation.

### **POLICY STATEMENT**

Reallocation is intended to optimize CoC system performance to achieve the following objectives:

- (1) Meet housing needs for persons as identified in the Coordinated Entry System
- (2) Provide high-quality, equitable, and effective programming
- (3) Align funded programming with HEARTH Act priorities as defined in § 427 and HUD priorities as defined in 24 § CFR 576.2

## Appendix G. Three County CoC (MA 507) REALLOCATION/TRANSITION PLAN

### **TYPES OF REALLOCATION**

Reallocation may be self-initiated by a funded agency (voluntary) or initiated by the 3-County CoC Board (Continuum-initiated). Decisions related to Continuum-initiated reallocations will be made in accordance with 24 CFR 578.107(a) and (c), which hold each CoC responsible for the performance, fiduciary accountability, and strategic value of each CoC program project included in its annual Collaborative Application.

Project funding may be reallocated in the following ways:

- Funding (in whole or part) from one project into a new project by the same provider
- Funding (in whole or part) from one project into a new project by a different provider
- Funding (in whole or part) from one project into more than one new project
- Funding (in whole or part) from multiple projects into one new project
- Funding (in whole or part) from multiple projects into more than one new project

**Self-Initiated (Voluntary) Reallocation** - A grantee may voluntarily request reallocation of project funding if:

- (1) The grantee wishes to move funds to a new eligible project or projects,
- (2) The grantee is no longer interested in continuing a project or part of a project,  
or
- (3) The grantee no longer needs CoC funding as funding becomes available through other sources.

Grantees may request the reallocation of funds by submitting written notification to the MA-507 Collaborative Applicant and HUD Field Office CoC Representative. A grantee wishing to return funds through the voluntary process must do so in accordance with federal and state requirements and develop a transition plan with the Collaborative Applicant and HUD Field Office to minimize disruption to clients whose housing is supported by CoC grant funds.

## **Appendix G. Three County CoC (MA 507) REALLOCATION/TRANSITION PLAN**

### **Continuum-Initiated (Involuntary) Reallocation.**

- Changes in local priorities based on HUD's annual NOFO and other identified gaps in services and housing availability;
- Inability to meet threshold requirements for annual expectations;
- Outstanding obligation to HUD that is in arrears or for which a payment schedule has not been agreed upon;
- Audit findings where response is overdue or unsatisfactory;
- History of inadequate financial management or accounting, including untimely billing responses;
- History of Underspent Funds;
- Evidence of untimely expenditures on prior award;
- History of not reimbursing subrecipients for eligible costs in a timely manner, or at least quarterly;
- History of other major capacity issues that have significantly affected the operation of the project and its performance;
- History of serving ineligible program participants, expending funds on ineligible costs, or failing to expend funds within statutorily established timeframes;
- Serious or significant concerns in serving participants in a way that does not meet the CoC's standards of expectation.
- Serious or significant privacy or security data breaches.

## **Appendix H. Instructions for ESNAPS Submissions**

### **ESNAPS**

Link: <https://esnaps.hud.gov/grantium/frontOffice.jsf>

#### **Initial steps**

- The applicant must designate a staff person to access *esnaps*.
- The designated individual must visit the *esnaps* site, click the “Create Profile” button, and provide the required information.
- Following this step, the individual must send an email to [mlafleur@communityaction.us](mailto:mlafleur@communityaction.us), and request that the individual be linked to the Three County CoC’s account. Michele Lafleur will then confirm when they have been added to the account.
- **For new projects:** Michele LaFleur will communicate information regarding the new project application for the proposed project, and the opportunity to access it in *esnaps*.

#### **Accessing the application in *esnaps***

- The applicant’s staff person should log in to *esnaps* and click the “Submissions” button in the left-hand column. At the top middle of the page that opens is a section named “Submissions Filters” and the top line is “Applicant Project Name.” Use the drop-down menu to find your project. Once your agency and program name are in the box from the drop-down menu, click the “Filter” button.
- Once the system filters to only your program, look in the second column for “Renewal Project Application FY2024” or “New Project Application FY2024.” To open the application, click on the orange and grey icon to the left of the program name.

#### **Completing the *esnaps* application**

- Note that Part 1 of the application will be completed by the Collaborative Applicant, Community Action Pioneer Valley. Since HUD grants are directly awarded to Community Action, CAPV is also considered the recipient. Each program grantee is a subrecipient. Subrecipient information begins in Part 2.
- Detailed instructions for completing the application are available at the following site: [CoC Program Competition | HUD.gov / U.S. Department of Housing and Urban Development \(HUD\)](#)

○

#### **Esnaps attachment**

- All new applications must contain documentation of the agency’s 501(3)(c) status, which must be uploaded at screen 7A.

#### **Application Submission**

- Once the application is complete, all sections should demonstrate completion with a checkmark on the final page. **Do not hit the Submit button.**

**Please note that the *esnaps* submission will open after the application submission.**





## **2024-2025 Continuum of Care Competition Roles & Responsibilities of the Three County Continuum of Care**

The Three County (Berkshire, Franklin Hampshire) CoC Board of Directors is responsible for establishing policy priorities for the CoC.

The CoC Ranking and Evaluation Committee is charged with evaluating and ranking CoC projects for inclusion in the annual application for funding submitted to HUD by the Collaborative Applicant. The R&E Committee must include members who are not CoC funded subrecipients, and should reflect the voices of people with lived experience of homelessness & under-represented populations.

Annually, members of the CoC Project Ranking and Evaluation Committee will:

1. Attest that they do not have a conflict of interest in reviewing and ranking any of the CoC's new or renewal projects.
2. Design and implement a collaborative process for developing a consolidated application for Three County programs and projects seeking CoC funding.
3. Assess the review and ranking process for renewal and new CoC applications and, if necessary, make recommendations to improve the process, based on previous conditions within the CoC or NOFO/HUD changes & recommendations.
4. Review findings and program priorities established by the Board or Collaborative Applicant and the applications for new programs or projects, and make recommendations to the Board about which programs/projects to include in the annual CoC application, and rank projects for the application.
5. Develop and oversee operation of a grievance process for agencies whose applications for funding have not been selected by the CoC.
6. Agree to commit approximately 6-10 hours on an annual basis to undertake the duties described above.

Note: Final Approval for Submission and Ranking of New and Renewal Projects will be determined by the CoC Board of Directors.

Adopted by the Three County CoC Board, updated August 2021.

