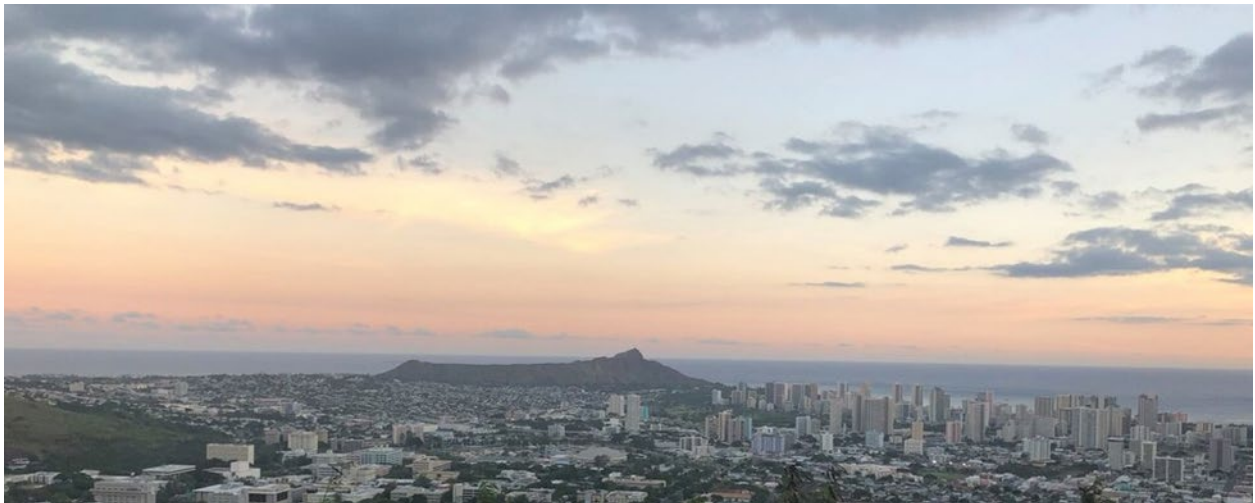# REQUEST FOR PROPOSALS
FY 2022 HUD Continuum of Care Program Competition

HI-501 Honolulu City and County

Proposals Due: Tuesday, August 30, 2022, 12:00 p.m. HST

REQUEST FOR PROPOSALS
FY 2022 HUD: Continuum of Care Program Competition

HI-501 Honolulu City and County
Homeless Assistance Programs

Serving as the Collaborative Applicant (CA) for the Oʻahu Continuum of Care (CoC), Partners In Care (PIC) is pleased to issue this Request for Proposals (RFP) to be included in the Oʻahu CoC consolidated application for the U.S. Department of Housing and Urban Development (HUD) CoC Program Competition.

Nonprofit organizations, state, local governments, instrumentalities of state and local governments, and public housing agencies are eligible to submit applications to be considered for this local evaluation process (24 CFR 578.15).

To support all applicants in preparing their proposals, the CoC will host two mandatory RFP information and Q&A sessions (see timeline). Agencies only need to attend one session. Outside of these sessions, all questions must be submitted by email only to the PIC point of contact, Elliot Woods. Please note that questions will not be accepted after the RFP Questions Deadline. **Please do not contact any PIC or CoC employees, agents, or officials other than the PIC point of contact for this RFP.**

Point of Contact
Elliot Woods, Operations and Planning Manager
Phone: 808-380-9466
Email: elliotw@partnersincareoahu.org

Timeline
Timeline is subject to change
All times are in HST

O'ahu CoC Planning Committee Approves RFP	Week of September 15th
O'ahu CoC Advisory Board Approves RFP	Week of September 15th
PIC issues RFP	August 18, 2022
MANDATORY RFP Information & Q&A Sessions *applicant attendance required at only one session*	Tuesday, August 23, 2022, 2-3PM Wednesday, August 24, 2022, 1-2PM
Deadline for applicants to submit questions on RFP	Thursday, August 25, 2022, at 5PM
Deadline for applicants to request APR from PIC's HMIS team	Thursday, August 25, 2022, at 5PM
Answers to RFP questions published on PIC's website	Friday, August 26, 2022
PROPOSALS DUE	**Tuesday, August 30, 2022, at 12PM**
Evaluation Committee project evaluation and ranking	Wednesday, August 31, 2022 – Thursday, September 8, 2022
Optional—Project presentations to Evaluation Committee (PIC will contact applicants to schedule)	Tuesday, September 6 (12-2PM) & Wednesday, September 7, 2022 (2-4PM)
Evaluation Committee Final Meeting	Monday, September 12th
Unconflicted Planning Committee and CoC Advisory Board review and approve of project ranking	Monday, September 12th
PIC sends Intent to Award notifications to applicants	Monday, September 12th
Applicant appeals due to PIC office	**Tuesday, September 13 at 5PM**
Appeals, if any, to be heard by CoC Advisory Board	Wednesday, September 14th
CoC consolidated application draft & project rankings posted on PIC website for public review & comment	Thursday, September 15th

Last Revised 8/18/22

PIC final review and revision of CoC application	Week of September 19th
Final consolidated application and priority listing posted on PIC website	Week of September 19th
Form HUD-2991 (Certification of Consistency with the Consolidated Plan)—submit project listing and descriptions to the City & County for signature	Week of September 19th
PIC submits final application on e-snaps	Friday, September 30, 2022

Contents

I. CoC Local Funding Competition: Overview

Each year, the U.S. Department of Housing and Urban Development (HUD) releases a Notice of Funding Opportunity (NOFO) for its Continua of Care nation-wide competition. Prior to applying, each Continuum of Care (CoC) must conduct a local funding competition that evaluates and ranks local projects to be included in a consolidated application to HUD.

This Request for Proposals (RFP) serves as the announcement of the Oʻahu CoC's local funding competition. The CoC's Collaborative Applicant—Partners In Care (PIC)—along with Oʻahu's Continuum of Care and external evaluators will evaluate proposals and prioritize projects that meet NOFO priorities, align with the CoC's mission and objectives and meet CoC system-wide needs. PIC will then post the consolidated application for public comment before submitting to HUD.

A. Purpose
The purpose of this local funding competition is to streamline the application process of developing the consolidated application and, ultimately, to expedite providers' ability to implement projects and house those experiencing homelessness on Oʻahu.

B. Continuum of Care Program
The CoC Program provides funding to states, localities, and nonprofit organizations to provide permanent housing, transitional housing, supportive services, and homelessness prevention programs as well as data management through a Homelessness Management Information System (HMIS). The CoC Program, as authorized by subtitle C of title IV of the McKinney-Vento Homeless Assistance Act and the CoC Program Rule, is designed:

1) to promote community-wide commitment to ending homelessness;
2) to provide funding to nonprofit providers and state & local governments to quickly rehouse homeless individuals & families, while minimizing trauma & dislocation;
3) to promote access to, and effective utilization of, mainstream programs and programs funded with state or local resources; and
4) to optimize self-sufficiency among individuals and families experiencing homelessness.

Oʻahu's Continuum of Care serves the City and County of Honolulu (HI-501) by bringing together homelessness services across sectors to work to end homelessness on Oʻahu.

C. Collaborative Applicant
The Oʻahu CoC has designated PIC as the Collaborative Applicant (CA) for the 2022 NOFO process. As the CA, PIC will submit the CoC consolidated application to HUD in partnership with the Oʻahu CoC and is the sole eligible applicant for the HUD CoC Program Planning, HMIS, and CES Grant funds. PIC will work to ensure the CoC receives the maximum amount of HUD CoC Program funds and will ensure project compliance with HUD rules and regulations. Programs funded from the FY 2022 NOFO will be required to attend quarterly review sessions with the Collaborative Applicant.

Partners In Care – Oahu Continuum of Care (PIC). PIC is a planning, coordinating, and advocacy alliance of nonprofit homeless providers, government stakeholders, private businesses, community advocates, public housing agencies, hospitals, universities, affordable housing developers, law enforcement, and persons with lived experience of homelessness. PIC develops recommendations for programs and services to meet needs for people experiencing homelessness within Oʻahu's CoC. PIC also assists in developing new programs, while working to preserve or expand effective existing programs.

II. Available Funding and Priorities

A. Funding Distribution

Each year, HUD uses the Annual Renewal Demand (ARD) [see 24 CFR 578.17(b)(2)] to designate the amount of funding available to each CoC. The ARD is the sum of the annual renewal amounts of all projects within the CoC eligible to apply for renewal in 2022, before making any adjustments to rental assistance, leasing, and operating line items due to changes in Fair Market Rent (FMR).

Based on its 2022 ARD, HI-501 Honolulu City and County has an estimated $13,658,366 in funding for New and Renewal Project types for the FY 2022 CoC Program Competition. The Oʻahu CoC may reallocate up to 5% ($682,918.30) of the ARD for New Projects. An additional $682,918 may be available in CoC Bonus projects. An additional $648,397 may be available for DV Bonus Projects, making the CoC potentially eligible for a total of $14,989,681.

2022 Funding Estimates

*Renewal Projects	$13,658,366
**Potential Reallocation*	*$682,918*
DV Bonus Projects	$648,397
Bonus Projects	$682,918
Total	$14,989,681

*Renewal Project amount includes CoC Planning amount $409,751 .
**Potential Reallocation amount is included in Renewal Projects amount.

B. Funding Priorities

Based on priorities listed in Section II.A of the NOFO and on CoC priorities and goals, PIC will prioritize projects that:

1. Work to end homelessness for all persons, particularly people who are part of sub-populations that are over-represented in the local homeless population;
2. Demonstrate they adhere to a Housing First approach or philosophy (e.g., reduce the length of time people experience homelessness, adopt client-centered service methods, rapid placement, low barriers to entry, etc.);
3. Work to reduce unsheltered homelessness, particularly by providing unsheltered individuals with permanent housing options;

4. <u>Demonstrate project effectiveness and overall system impact t</u>hrough objective data outcomes (e.g., exits to positive housing, recidivism, length of homelessness, and cost-effectiveness);
5. <u>Partner with housing, health, and/or service agencies,</u> including traditional and non-traditional partners;
6. <u>Advance racial equity</u> in homeless service provision and demonstrate they have identified barriers that may contribute to racial disparities;
7. <u>Improve assistance to LGBTQ+ individuals</u> by ensuring privacy, respect, safety, and access for LGBTQ+ individuals and partnering with organizations with expertise in serving LGBTQ+ populations;
8. <u>Consider the perspectives of individuals with lived experience</u> in program design, implementation, and/or evaluation; and
9. <u>Increase affordable housing supply</u>

For this competition, the O'ahu CoC is prioritizing <u>Renewal Applications</u>. However, $682,918 is available for New Projects, and $648,397 is available for DV Bonus Projects. Given objective evidence showing system needs, the CoC will prioritize New and Expansion Projects that provide permanent supportive housing. However, all other applications will be considered and included in the review and ranking process.

C. Eligible Project Types
The following project types are eligible for funding in this year's competition.

Renewal Projects. Eligible renewal projects include:

- Permanent Housing (PH), Permanent Supportive Housing (PSH) and Rapid Re-Housing (RRH) projects;
- Joint Transition Housing and Permanent Housing—Rapid Re-Housing (TH & PH-RRH) projects;
- Supportive Services Only (SSO) projects and SSO-CE*
- Homeless Management Information System projects (HMIS)*;
- Youth Homeless Demonstration Program projects (YHDP)**; and
- **Renewal-New Projects**—all new projects awarded during the 2020 and 2021 CoC Competition that are not yet under grant agreement with HUD or have not yet operated for an entire grant period

Only the Oahu CoC Designated CES and HMIS lead may apply for HMIS and SSO-CE monies.

***Replacement YHDP Project. The Consolidated Appropriations Act of 2022 permits the renewal or replacement of YHDP projects under the CoC Program; therefore, a renewing YHDP project may choose to replace its current project with a new project which may include activities ineligible under the CoC Program, or portions of its current program design, to conduct activities that are ineligible with CoC Program funds provided the replacement project demonstrates it will directly address youth homelessness. See Section V.B.4.e in the NOFO.*

New Projects. New Projects can be funded through reallocation, CoC bonus funds, or a combination of reallocation and CoC Bonus funds, new DV Bonus projects, and/or CoC Planning project. PIC may reallocate up to $682,918 to support new eligible housing programs for a 1-year grant term. PIC will prioritize Permanent Housing—Permanent Supportive Housing (PH-PSH) projects that coordinate with housing providers that do not receive ESG or CoC funds (e.g., Public Housing Agencies) and/or healthcare organizations to provide permanent housing. However, we will accept other eligible project application types. See Section II.11.f.2 in the NOFO.

Expansion Projects. PIC is accepting Expansion Project proposals for the program types specified in eligible Renewal Projects (PH-PSH, TH & PH-RRH, DV SSO-CE). YHDP projects cannot use the expansion process. HUD will allow project applicants to apply for a new Expansion Project (see Section III.B.2.j of the NOFO) under the DV Bonus, reallocation, and CoC bonus processes to expand existing projects that will increase the number of units, persons served, services provided to existing program participants, or to add additional activities to HMIS and SSO-Coordinated Entry projects. If the new Expansion Project will expand an existing eligible CoC Renewal Project, HUD will not fund capital costs (i.e., new constructions, rehabilitation, or acquisition), and HUD will only allow a 1-year funding request. To apply for an expansion grant, project applicants must submit separate Renewal and New Project applications.

Domestic Violence (DV) Bonus Projects. PIC is accepting DV Bonus Projects totaling $648,397**,** for the following types of projects, which are limited to a 1-year funding request and must follow the Housing First approach:

- Permanent Housing-Rapid Re-Housing (PH-RRH) projects dedicated to serving survivors of domestic violence, dating violence, or stalking that are defined as homeless at 24 CFR 578.3;;

- Joint TH and PH-RRH component projects as defined in Section III.C.2.n of the NOFO dedicated to serving survivors of domestic violence, dating violence, or stalking that are defined as homeless at 24 CFR 578.3; or;

- Supportive Services Only—Coordinated Entry projects to implement policies, procedures, and practices that equip the DV CoC's Coordinated Entry System to better meet the needs of survivors of domestic violence, dating violence, or stalking. Only the CoC designated DV CES lead may apply for SSO-CE monies.

**DV Bonus funding may be used to expand an existing Renewal Project that is not dedicated to serving survivors of domestic violence, dating violence, sexual assault, or stalking who meet the definition of homeless in paragraph (4) of 24 CFR 578.3 so long as the DV Bonus funds for expansion are solely for additional units, beds, or services dedicated to persons eligible to be served with DV Bonus funding. See Section 2.B.11.e of the NOFO.

CoC Bonus Project. Collaborative Applicants may include New Project applications of up to 5 percent of its CoC Final Pro Rata Need (FPRN). New projects created through the CoC Bonus must meet the project eligibility and project quality threshold requirements established by HUD in Sections V.C.4.c of the NOFO. To be eligible to receive a CoC Bonus project, the Collaborative Applicant must demonstrate its CoC ranks projects based on how they improve system performance as outlined in Section VII.B.2.b of the NOFO. This amount represents $682,918 in possible funding for New Projects.

D. CES and HMIS or Equivalent Participation Requirement

Project applicants must agree to participate in a local CES and HMIS system. However, in accordance with Section 407 of the Act, any Victim Service Provider that is a recipient or subrecipient must not disclose, for purposes of HMIS, any personally identifying information about any client. Instead, Victim Service Providers must use the local DV CES/HMIS system.

III. Application and Evaluation Process

HUD expects each CoC to implement a thorough review of project applications submitted to HUD in the FY 2022 NOFO Competition. CoCs must ensure: (1) all proposed program participants will be eligible for the program component type selected; (2) the information provided in the project application and proposed activities are eligible and consistent with program requirements established in the CoC Program Rule; (3) each project narrative is fully responsive to the questions being asked and meets all criteria for that question as required by the NOFO; (4) the data provided in various parts of the project application are consistent; and (5) all required attachments correspond to e-snaps' list of attachments and contain accurate and complete information dated between June 30, 2022 and September 30, 2022. See Section I.H.5 of the NOFO.

A. Pre-Submission Preparation

Prior to applying, PIC recommends potential applicants read this RFP in full. Additionally, applicants should read the NOFO in its entirety in conjunction with the CoC Program Rule to ensure a comprehensive understanding of and compliance with all CoC Program requirements. Ideally, applicants will read these documents prior to attending the mandatory RFP Information and Q&A Sessions.

Determine Eligibility. All project applicants must meet all statutory and regulatory requirements in the Act and the Rule; and all project applicants must meet Threshold Requirements as outlined in Section V.A of the NOFO. If a project does not meet these requirements, it will not be scored or included in the rankings.

Mandatory RFP Information and Q&A Sessions. The strength of project applications is an important component in the overall CoC application submitted to HUD. To ensure each project submits the best application possible, PIC is conducting two mandatory RFP Information and Q&A Sessions via Microsoft TEAMS:

Tuesday, August 23, 2022, 2:00 p.m. to 3:00 p.m. HST – <u>Click here to join</u>
Wednesday, August 24, 2022, 1:00 p.m. to 2:00 p.m. HST – <u>Click here to join</u>

A representative from each applicant agency must attend one of the sessions and document attendance in the TEAMS chat window. Applications will not be accepted from organizations that do not attend one of the RFP Information and Q&A Sessions.

Questions, RFP Answers & Clarifications. Questions will be answered during the RFP Information and Q&A Sessions. Additional questions or requests for interpretation must be submitted by email to Elliot Woods at <u>elliotw@partnersincareoahu.org</u> by the RFP Questions Deadline.

A summary of questions and answers pertaining to this RFP, submitted through email and provided during the RFP Information and Q&A Sessions, will be published on the PIC <u>website</u> by **Friday, August 26, 2022.**

B. Evaluation Process
The NOFO requires that each CoC conduct a transparent and objective process to review and rank all applications for renewal of existing projects and creation of New Projects. Ranking of Renewal Projects must incorporate regularly collected data on project performance and effectiveness and should reflect compliance with the CoC's established processes and priorities.

External evaluators identified by the CA, the CoC Advisory Board, and CoC Planning Committee will be responsible for evaluating proposals by scoring and ranking projects. The Evaluation Committee will be comprised of evaluators who have extensive experience in homelessness services, finances, evaluation, service systems, and/or have lived experience with homelessness.

Scoring & Ranking. Evaluators will score individual projects using the <u>Oʻahu CoC Scorecards</u>. Scorecards will correspond directly to questions addressed in the narrative and e-snaps application. Scorecard criteria directly reflect HUD and CoC priorities. Notably, the NOFO emphasizes improving systems-level performance and advancing racial equity by using objective measures to make data-driven decisions. It also emphasizes inclusion of individuals with lived experiences and fidelity to Housing First models and approaches.

Evaluators will rank order projects based on application scores as well as CoC system factors, such as:
- Ensuring geographic coverage;
- Ensuring service to sub-populations; and
- Overall system-level functioning of the CoC.*

Based on these rankings, projects will be placed into either Tier 1 or Tier 2 and ranked by raw score within each tier.

*To ensure overall system functioning, the Oʻahu CoC has determined that all CES and HMIS projects will be placed in Tier 1 and ranked by raw score amongst other Tier 1 projects. Additionally, all New and Renewal Projects awarded in FY20 and FY21, which are not yet under grant agreement or have not operated for a full year will be placed in Tier 1 and ranked by raw score with other Tier 1 ranked projects. Per HUD, CoC planning and YHDP projects will not be included in tier rankings but will be scored.

Tier 1 and 2 Funding Process. HUD will continue the Tier 1 and Tier 2 funding process. HUD will conditionally select project applications in Tier 1 from the highest scoring to the lowest scoring CoC, provided the project applications pass both eligibility and threshold review. In the event insufficient funding is available to award all Tier 1 projects, Tier 1 will be reduced proportionately, which could result in some Tier 1 projects falling into Tier 2. Therefore, the CoC should carefully rank Tier 1 applications.

If a project application straddles the Tier 1 and Tier 2 funding line, HUD will conditionally select the project up to the amount of funding that falls within Tier 1. Using the CoC score, and other factors described in Section II.B.10 of the NOFO, HUD may fund the Tier 2 portion of the project. If HUD does not fund the Tier 2 portion of the project, HUD may award the project at the reduced amount, provided the project is still feasible with the reduced funding (e.g., the project is able to continue serving homeless program participants effectively). Project applications placed in Tier 2 will be assessed for eligibility and threshold requirements, and funding will be determined using the CoC Application score as well as the factors listed in Section II.B.10 of the NOFO. For full explanation of this process, please refer to NOFO Section II.B.11.

Tier 1 and 2 Available Funding. Tier 1 is equal to the combined ARD amounts as described in Section III.B.2.a. Tier 2 is the difference between Tier 1 and the maximum amount of CoC renewal, reallocation, and CoC bonus funds that a CoC can apply for, but does not include YHDP Renewal, YHDP Replacement, or projects selected with DV Bonus funds. CoC Planning will be reviewed separately from these tiers. YHDP Renewal and YHDP Replacement Projects are being non-competitively awarded separately from the tiers. DV Bonus funding is also being awarded separately from the tiers as described in NOFO Section II.B.11.e. for New Projects (including New Projects that are part of an expansion) that CoCs indicate they would like considered for the available DV Bonus funding.

C. CoC Approval Process
The Oʻahu CoC will review all project applications in accordance with Section I.G. of the NOFO. The ranked applications will be reviewed by the non-conflicted Evaluation Committee, the CoC Planning Committee, and the CoC Advisory Board for final approval.

D. Applicant Appeals Process
If a project application is not chosen for inclusion in the final CA CoC priority listing application, ranked in tier one, two, or not being ranked, or is only partially funded, applicants may submit an appeal to the Partners In Care office.

Appeals must be submitted in writing to the Oʻahu CoC Advisory Board by **5:00 PM on September 13, 2022**, delivered to 200 North Vineyard Boulevard, Suite A-210, Honolulu, HI 96817. Appeals will be heard by an appeal panel comprised of the non-conflicted members of the Oʻahu CoC Advisory Board who did not serve on the initial Evaluation Committee. The decision of the appeals panel is final.

IV. Application Components

Applicants should be sure to have all application components, including:
1. e-snaps application
2. Project narrative
3. Project budget
4. Documented match
5. HMIS APR for NOFO funding period
6. Agency's most recent financial audit

A. E-snaps Application
The e-snaps application can be found here. Please be sure to fill out the application in full, but do not press submit. Please print the e-snaps application and any uploaded documents for inclusion in your packets. The Collaborative Applicant will notify you if/when to submit your agency's application through e-snaps should the project be chosen for inclusion in the consolidated application.

B. Project Narrative
All applicants should address all project narrative questions provided by project type in Appendix B. These questions will directly correspond to scorecard criteria for each project type. If your agency is unable to provide an answer to any of these questions, please explain why in the notes at the end of each section.

C. Project Budget
Please include the project budget for this funding cycle. You may use the budget template found in Appendix C. Costs should be reasonable, justified, and competitive. The budget must demonstrate the project is cost effective, with costs not deviating substantially from the norm in that locale for the type of structure or kind of activity.
- Provide an overview of the one-year project budget using an excel spreadsheet or word document. Include all costs, including those that will be provided using in-kind or leveraged resources (which should be at least 25% of the total cost).
- Provide a separate 1-to 2-page budget narrative that shows how budget costs were calculated and briefly explains how each item is needed to support project implementation/program.

D. Match Requirements
Applicants should describe the source(s) for the HUD required 25% match. Applicants should ensure that the match source aligns with project goals and proposed population served. If sources are secured but not documented, describe the plan for doing so in the project narrative financial section. Types of acceptable matches include in-kind matches, third-party services, program income, and leverage. CFR 578.73 includes more information on matching requirements.

In-Kind Matches. The applicant may use the value of property, equipment, goods, or services contributed to the project, provided that the costs would have been eligible if the applicant had to pay for such items with grants funds.

Third-Party Services. If third-party services are to be used as a match, the applicant and the third-party services provider that will deliver the services must enter into a memorandum of understanding (MOU) *before the grant is executed.* The MOU should state what services the third party will provide and their value towards the project. To be eligible for match, the cash or in-kind must be used for services that are eligible under the activities listed in [24 CFR 578 Subpart D](#).

Program Income. Applicants that intend to use program income as match must provide an estimate of how much program income will be used for match.

Leverage. HUD considers any matching funds above and beyond the minimum required amount to be leverage. Leveraging includes all funds, resources, and/or services that the applicant can secure on behalf of the client being served. In addition to all cash matching funds, leveraging is broader in scope, including any other services, supplies, equipment, space, etc. that are provided by sources other than HUD.

Please note that applicants will be expected to spend 25% of the drawdown each quarter.

E. APR for NOFO Funding Period
For Renewal Projects, applicants must submit the HMIS Annual Performance Report (APR) for the period of July 1, 2021—June 30, 2022. For assistance, please contact HMIS at hmis@partnersincareoahu.org. **Applicants only have until August 25, 2022, at 5:00 p.m.** to ask HMIS how to pull report. HMIS will not help assist with calculating numbers, percentages, or with cleaning data.

F. Agency Financial Audit
Applicants (and any sub-recipients) must provide the most recent agency financial audit. If your agency (or any of the sub-recipients) does not have an audit, explain why in the project narrative.

V. Submission Instructions

Completed proposals must be received by PIC no later than Tuesday, August 30, 2022, at 12pm.

Completed proposals must include:
1) One (1) original hard copy;
2) Five (5) hard copies of project proposal packets, being sure to:
    a. Label the folder's front cover with the agency name, year, program name, type of project submission, and amount requested; and
    b. Tab and label each section of the application according to the contents described in Section IV.
3) One (1) electronic PDF copy via flash drive, being sure that:
    a. File names include agency and project type (i.e., PIC_HMIS_FY22) and
    b. PDF documents are combined (separate PDF files will not be accepted).

Applications that do not include both hard and electronic copies will not be considered.

Mail or deliver proposal submissions to:

Partners In Care
200 North Vineyard Boulevard, Suite A-210
Honolulu, HI 96817

All applications must be received by the PIC office by the deadline. Proposals submitted by email or fax will not be accepted. Late submissions will not be considered, including those submitted late due to mail or delivery service failure. Supplemental documents or revisions after the Proposal Deadline will not be accepted.

CoC program participants shall be responsible for compliance with all applicable federal, state, and local laws, ordinances, directives, rules, and regulations, including but not limited to the program requirements of 24 CFR 578.

Successful applicants are expected to initiate approved projects promptly after execution of the grant agreement. HUD may take action if certain performance standards are not met. In addition, applicants are expected to expend grant funds on a timely basis.

The Oʻahu CoC reserves the right to amend or revise the terms and conditions of this RFP at any time and will publish any and all amendments at www.partnersincareoahu.org. Applicants should review this website regularly for any and all amendments to the NOFO RFP FY 2022 HUD Continuum of Care (CoC) Program Competition HI-501 Honolulu City and County, Homeless Assistance Programs.

Appendix A: Resources

The following resources may be useful for the preparation of your application:

- HUD Exchange e-snaps: CoC Program Resources
  https://www.hudexchange.info/programs/e-snaps/

- 2022 HI-501 CoC Program Competition Page:
  https://www.hud.gov/program_offices/comm_planning/coc/competition

- READ: NOFO HUD CoC Program Competition

- Unique Entity Identifier (UEI) Number
  https://www.hud.gov/sites/dfiles/PIH/documents/Unique%20Identifier%203_3_22.pdf

- System for Award Management (SAM)
  https://sam.gov/content/home

- 24 CFR Part 578 Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH): Continuum of Care Program
  https://files.hudexchange.info/resources/documents/CoCProgramInterimRule_FormattedVersion.pdf

- Examples of Evidence-Based Practices (EBPs):
  - EBPs—Outreach:
    https://nhchc.org/clinical-practice/homeless-services/outreach/
  - EBPs—Housing First (under recent studies):
    https://nlihc.org/sites/default/files/Housing-First-Research.pdf
  - EBP—Assertive Community Treatment:
    https://ajp.psychiatryonline.org/doi/pdf/10.1176/ajp.2007.164.3.393
  - EBP—Supportive Housing for Frequent System Users:
    https://www.csh.org/resources-search/?p=super-utilizers

- PSH Evaluation Guidance:
  https://store.samhsa.gov/sites/default/files/d7/priv/evaluatingyourprogram-psh.pdf

- HUD's Suggestions for Case Management Ratios:
  https://files.hudexchange.info/resources/documents/COVID-19-Homeless-System-Response-Case-Management-Ratios.pdf

- Oahu 2022 Unsheltered & System Data Snapshot:
  http://annapruitt.com/pubs/oahu-unsheltered-and-system-data-snapshot-2022/

- Oahu CoC System Data:
  - CES Oversight Dashboard: https://www.partnersincareoahu.org/ces-oversight
  - HMIS Inflow-Outflow Dashboard: https://www.partnersincareoahu.org/dashboards
  - HMIS Monitoring Dashboard: https://www.partnersincareoahu.org/dashboards
  - HMIS System Reports (e.g., LSA, SPM, & HIC): https://www.partnersincareoahu.org/system-reports
  - YHDP Dashboard: https://www.partnersincareoahu.org/yhdp-dashboard
  - 2020 PIT Unsheltered Map: https://picoahu.maps.arcgis.com/apps/MapSeries/index.html?appid=a2ba44926bd646f39a00e0591aee8580
  - Unsheltered Report: https://u.pcloud.link/publink/show?code=XZ7rIUXZVMEnwRGwUQzA1gAcDwGu6yUonA3y
  - Point in Time Count Reports: https://www.partnersincareoahu.org/pit

Appendix B: Project Narrative Questions

Please see the following questions for each project type:
- Renewal Project
- Renewal-New Projects
- New/Expansion Projects (including DV Bonus Projects)
- HMIS Projects (Renewal & New/Expansion)
- SSO-CE Projects (Renewal & New/Expansion)

Renewal Project
Narrative Questions

I. Project Description

1. Application Type
   ☐ Renewal Project Application
   ☐ Renewal-New Project Application
   ☐ HMIS Project Application (Renewal & New/Expansion)
   ☐ SSO-CE Project Application (Renewal & New/Expansion)
   ☐ New/Expansion Project Application

2. Please check if your project is either of the following:
   ☐ DV Bonus Project
   ☐ Youth Homeless Demonstration Program Project (YHDP)

3. Project Type & Name
   ☐ Permanent Housing—Permanent Supportive Housing: _____
   ☐ Permanent Housing—Rapid Re-Housing: _____
   ☐ Joint Transitional Housing & Permanent Housing—Rapid Rehousing
   Housing: _____
   ☐ Transitional Housing: _____
   ☐ Supportive Services Only: _____
   ☐ Supportive Services Only—Coordinated Entry: _____
   ☐ Homeless Management Information System (HMIS): _____
   ☐ Other (please specify): _____

4. Who is the target population for this project? (Select all that apply)
   ☐ Chronically Homeless
   ☐ Minors (under 18)
   ☐ Young adults (18-24)
   ☐ Individuals seeking substance use treatment
   ☐ Families with children
   ☐ Single adults
   ☐ Households fleeing domestic violence
   ☐ Individuals living with HIV/AIDS

☐ Medically vulnerable
☐ Individuals living with severe mental illness
☐ Veterans
☐ Other (please specify): _____

5. Describe the project, including **services provided** and the project's main **goals**.

6. How many people and households does the project estimate serving in the next funding year?

                    Total Households: _____
                    Total Individuals: _____

II. Program Approach and Alignment with Policy Priorities

1. Please explain how this project has/will address unsheltered homelessness.

2. Describe how this program has/will advance racial equity in homelessness service provision.

3. Explain how this program has/will adhere to a Housing First or Low Barriers model or approach.
    1. Explain what rules your program has/will have for participants and what happens if clients break these rules.
    2. Explain the program's process for terminating participants from the program.
    3. How does/will the program ensure client choice in housing and services?

4. How does/will this program consider perspectives from individuals with lived experience in program design, planning implementation, evaluation, etc.?

5. Describe how this program will work to improve assistance to LGBTQ+ individuals by ensuring privacy, respect, safety, and access for LGBTQ+ individuals and partnering with organizations with expertise in serving LGBTQ+ populations.

6. How does/will your program work to ensure cost-effectiveness?

7. Explain how the program works/will work with a broad array of stakeholders, including traditional and non-traditional partners. In particular, describe if and how this project 1) will leverage housing resources with housing subsidies or units not funded through CoC or ESG programs and/or 2) will leverage health resources, including partnership commitment from a healthcare organization.

8. Provide any additional notes on Project Approach and Alignment with Policy Priorities that you would like evaluators to know.

III. Program Implementation and Performance

In this section, please provide data on program implementation for the period of 7/1/21 - 6/30/22. Where applicable, the location in the HMIS Annual Performance Report (APR) is provided in parentheses. If the data provided does not match the attached APR, or if data is not available, indicate why in the notes at the end of this section.

1. How many individuals did the program estimate serving? [This number should match the previous application]

2. How many individuals has the program served? [APR 7a]

3. Of these individuals, how many were identified through coordinated entry?

4. If less than 100% of individuals were referred through coordinated entry, please explain how these individuals were identified and determined to be eligible for the program? (If 100% CES-referred, enter "n/a")

5. What is the average time (in days) from program entry to residential placement for clients in your program? [APR 22c]

6. Please provide the percentage of clients that identify as each racial group. Note that percentages should add up to 100%. [APR 12a]

Race Group	Number	Percent
Native Hawaiian or Other Pacific Islander		
White		
Asian or Asian American		
Multiple Races		
Black, African, or African American		
Native American, Alaska Indian, or Indigenous		
Other Race		
Missing or Unknown		
Total		

7. How has your agency reviewed client outcomes through a racial equity lens? Describe how the program has identified any programmatic changes needed to make these outcomes more equitable and what plans are in place to make those changes.

8. How does the program determine progress made toward program goals and assess program outcomes (e.g., internal or external evaluation, review of HMIS data, etc.)?

9. What percentage of program leavers exited to permanent housing? [APR 23c]

10. What percentage of participants remained in the program or moved into permanent housing? In other words, what percentage of participants served remained in housing either by staying in the program [APR 1] or exited to permanent housing [APR 23c]?

11. How does your program track homeless recidivism? What percentage of program participants returned to homelessness within 12 months of exit to permanent housing? If your program does not track recidivism, please explain why not.

12. What percentage of adult leavers gained or increased income (from any source)? [APR 18]

13. What percentage of adult stayers gained or increased income (from any source)? [APR 18]

14. Please describe any other outcomes provided by internal or external evaluation process (note what data was used to determine these outcomes).

15. Provide any additional notes on Program Performance that you would like evaluators to know.

IV. CoC System Participation & Impact

System Needs & Impact
1. Please describe how this program fits a need within the CoC and meets its priorities for this RFP.

2. Bed utilization rate—what was the program's bed utilization rate at each quarter? [APR Q7b; divide total by program capacity]

Participation
3. Please describe how this program collaborates with other agencies within the CoC and within the larger community.

4. Besides General PIC meetings, what other meetings does your agency attend? (e.g., committee meetings)

5. How many committee meetings has your agency attended in the last 12 months?

HMIS Participation & Timelines of Data Entry
6. What percentage of project start records took more than 3 days for entry? What percentage of project exit records took more than three days for entry? [APR Q6]

7. Provide any additional notes on CoC System Participation & Impact that you would like evaluators to know.

V. Monitoring

1. Has this program been monitored by HUD since 1/1/2019?
   ☐ Yes
   ☐ No

2. Are there any unresolved HUD monitoring findings related to this HUD CoC Program project or other HUD funded projects within your agency?
   ☐ Yes*
   ☐ No

3. Are there any unresolved audit findings related to this project, or any other HUD funded project in your agency?
   ☐ Yes*
   ☐ No

4. *If yes to either 2 or 3, was your agency on a Corrective Action Plan?
    ☐ Yes*
    ☐ No

      *4.a. If yes, was the HUD Corrective Action Plan resolved by the deadline?
    ☐ Yes
    ☐ No**

      **4.b. If the Corrective Action Plan was not resolved by the deadline, why not and what is the current status?

5. Are you currently on a Corrective Action Plan with HUD or the CoC?
    ☐ Yes
    ☐ No

6. Provide any additional notes on Monitoring that you would like evaluators to know.

VI. Program Finances and Grant Expenditure

1. What is the cost per person (total number of participants divided by the total budget, including match)?

2. What is the cost per positive exit/retention (Number of stayers [APR Q1] + leavers who exited to permanent destinations [APR 23c] divided by total budget including match)?

3. Did this project expend 100% of awarded HUD funds for the grant most recently ended?
    ☐ Yes
    ☐ No

4. What is the average unspent amount from the three most recently completed renewal grant years? (If grant has not yet been renewed, enter "n/a")

5. Has the applicant secured AND documented a match of at least 25%?
    ☐ Yes*
    ☐ No**

      *5.a. If yes, please explain what kind of match and if the applicant has ensured that the match source has no stipulations on spending that could affect project funding.

      **5.b. If the applicant has not secured AND documented a match, please explain why.

6. Provide any additional notes on Program Finances and Grant Expenditure that you would like evaluators to know.

VII. Agency Information

1. Has your agency been financially audited in the last three years?

☐ Yes
☐ No*

    *1.a. If not, why not?

2. Describe any findings or exceptions found in your most recent agency financial audit. Please explain them and any corrective action being taken and whether they have been resolved.

3. Describe the agency's efforts to advance racial equity within the organization, including
   a. having under-represented individuals in leadership and managerial positions and
   b. having reviewed internal policies and procedures from an equity lens and developing a plan to ensure that policies do not impose undue barriers on certain groups.

4. Describe the agency's efforts to incorporate the perspectives of people with lived experience into organizational policies and practices, including
   a. having representation from multiple individuals with lived experience on the Board of Directors and
   b. having a process for receiving and incorporating feedback from individuals with lived experience.

5. Provide additional notes on Agency Information you would like evaluators to know.

Renewal-New Projects
Narrative and Performance Measures Questions

I. Program Description

1. Application Type
   ☐ Renewal Project Application
   ☐ Renewal-New Project Application
   ☐ HMIS Project Application (Renewal & New/Expansion)
   ☐ SSO-CE Project Application (Renewal & New/Expansion)
   ☐ New/Expansion Project Application

2. Please check if your project is either of the following:
   ☐ DV Bonus Project
   ☐ Youth Homeless Demonstration Program Project (YHDP)

3. Project Type & Name
   ☐ Permanent Housing—Permanent Supportive Housing: _____
   ☐ Permanent Housing—Rapid Re-Housing: _____
   ☐ Joint Transitional Housing & Permanent Housing—Rapid Rehousing Housing:
   ☐ Transitional Housing: _____
   ☐ Supportive Services Only: _____
   ☐ Supportive Services Only—Coordinated Entry: _____
   ☐ Homeless Management Information System (HMIS): _____
   ☐ Other (please specify): _____

4. Who is the target population for this project? (Select all that apply)
   ☐ Chronically Homeless
   ☐ Minors (under 18)
   ☐ Young adults (18-24)
   ☐ Individuals seeking substance use treatment
   ☐ Families with children
   ☐ Single adults
   ☐ Households fleeing domestic violence
   ☐ Individuals living with HIV/AIDS
   ☐ Medically vulnerable
   ☐ Individuals living with severe mental illness
   ☐ Veterans
   ☐ Other (please specify): _____

5. Describe the project, including **services provided** and the project's main **goals**.

6. How many people and households does the project estimate serving in the next funding year?
   Total Households: _____

Total Individuals: _____

II. Project Approach and Alignment with Policy Priorities

1. Please explain how this project has/will address unsheltered homelessness.

2. Describe how this program has/will advance racial equity in homelessness service provision.

3. Describe how this program will work to improve assistance to LGBTQ+ individuals by ensuring privacy, respect, safety, and access for LGBTQ+ individuals and partnering with organizations with expertise in serving LGBTQ+ populations.

4. Explain how this program has/will adhere to a Housing First or Low Barriers model or approach.
   1. Explain what rules your program has/will have for participants and what happens if clients break these rules.
   2. Explain the program's process for terminating participants from the program.
   3. How does/will the program ensure client choice in housing and services?

5. How does/will this program consider perspectives from individuals with lived experience in program design, planning implementation, evaluation, etc.?

6. How does/will your program work to ensure cost-effectiveness?

7. Explain how the program works/will work with a broad array of stakeholders, including traditional and non-traditional partners. In particular, describe if and how this project 1) will leverage housing resources with housing subsidies or units not funded through CoC or ESG programs and/or 2) will leverage health resources, including partnership commitment from a healthcare organization.

8. Provide any additional notes on Project Approach and Alignment with Policy Priorities that you would like evaluators to know.

III. Program Implementation and Performance

In this section, please provide data on program implementation for the period of 7/1/21 - 6/30/22. Where applicable, the location in the APR is provided in parentheses. If the data provided does not match the attached APR, or if data is not available, indicate why in the notes at the end of this section.

*If program has not begun enrolling clients, please skip to question 8 and explain why in the notes at the end of this section.

1. How many individuals did the program estimate serving? [This number should match the previous application]

2. How many individuals has the program served? [APR 1a1]

3. Of these individuals, how many were identified through coordinated entry?

4. If less than 100% of individuals were referred through coordinated entry, please explain how these individuals were identified and determined to be eligible for the program? (If 100% CES-referred, enter "n/a")

5. What percentage of participants exited without move-in? [APR 22c]

6. What is the average time (in days) from program entry to residential placement for participants in your program? [APR 22c]

7. Please provide the percentage of participants that identify as each racial group. Note that percentages should add up to 100%. [APR 12a]

Race Group	Number	Percent
Native Hawaiian or Other Pacific Islander		
White		
Asian or Asian American		
Multiple Races		
Black, African, or African American		
Native American, Alaska Indian, or Indigenous		
Other Race		
Missing or Unknown		
Total		

8. If the project has not yet enrolled clients, please provide a detailed schedule of proposed activities for 60 days, 120 days, and 180 days after the grant award.

9. How does/will the program determine progress made toward program goals and assess program outcomes (e.g., internal or external evaluation, review of HMIS data, etc.)?

10. How has/will the program review program participant outcomes with an equity lens, including the disaggregation of outcome data by race, ethnicity, gender identity, age, etc.?

11. Please describe any other outcomes provided by internal or external evaluation process (note what data was used to determine these outcomes).

12. Provide any additional notes on Program Performance that you would like evaluators to know.

IV. CoC System Participation

1. Please describe how this program fits a need within the CoC and meets its priorities for this RFP.

2. Please describe how this program collaborates with other agencies within the CoC and within the larger community.

3. Besides General PIC meetings, what other meetings does your agency attend? (e.g., committee meetings)

4. How many committee meetings has your agency attended in the last 12 months

5. Provide any additional notes on CoC System Participation that you would like evaluators to know.

V. Monitoring

1. Has this program been monitored by HUD since 1/1/2019?
   ☐ Yes
   ☐ No

2. Are there any unresolved HUD monitoring findings related to this HUD CoC Program project or other HUD funded projects within your agency?
   ☐ Yes*
   ☐ No

3. Are there any unresolved audit findings related to this project, or any other HUD funded project in your agency?
   ☐ Yes*
   ☐ No

4. *If yes to either 2 or 3, was your agency on a Corrective Action Plan?
   ☐ Yes*
   ☐ No

   *4.a. If yes, was the HUD Corrective Action Plan resolved by the deadline?
      ☐ Yes
      ☐ No**

   **4.b. If the Corrective Action Plan was not resolved by the deadline, why not and what is the current status?

5. Are you currently on a Corrective Action Plan with HUD or the CoC?
   ☐ Yes
   ☐ No

6. Provide any additional notes on Monitoring that you would like evaluators

VI. Program Finances and Grant Expenditure

1. What is the cost per person (total number of participants divided by the total budget, including match)?

2. Did this project expend 100% of awarded HUD funds for the grant most recently ended?
   ☐ Yes
   ☐ No

3. Has the applicant secured AND documented a match of at least 25%?
☐ Yes*
☐ No**

    *3.a. If yes, please explain what kind of match and if the applicant has ensured that the match source has no stipulations on spending that could affect project funding.

    **3.b. If the applicant has not secured AND documented a match, please explain why.

4. Provide any additional notes on Program Finances and Grant Expenditure that you would like evaluators to know.

VII. Agency Information

1. Has your agency been financially audited in the last three years?
☐ Yes
☐ No*

    *1.a. If not, why not?

2. Describe any findings or exceptions found in your most recent agency financial audit. Please explain them and any corrective action being taken and whether they have been resolved.

3. Describe the agency's efforts to advance racial equity within the organization, including
   a. having under-represented individuals in leadership and managerial positions and
   b. having reviewed internal policies and procedures from an equity lens and developing a plan to ensure that policies do not impose undue barriers on certain groups.

4. Describe the agency's efforts to incorporate the perspectives of people with lived experience into organizational policies and practices, including
   a. having representation from multiple individuals with lived experience on the Board of Directors and
   b. having a process for receiving and incorporating feedback from individuals with lived experience.

5. Provide additional notes on Agency Information you would like evaluators to know.

New/Expansion Project
Narrative Questions

I. **Program Description**

1. Application Type
   ☐ Renewal Project Application
   ☐ Renewal-New Project Application
   ☐ HMIS Project Application (Renewal & New/Expansion)
   ☐ SSO-CE Project Application (Renewal & New/Expansion)
   ☐ New/Expansion Project Application

2. Please check if your project is either of the following:
   ☐ DV Bonus Project
   ☐ Youth Homeless Demonstration Program Project (YHDP)

3. Project Type & Name
   ☐ Permanent Housing—Permanent Supportive Housing: _____
   ☐ Permanent Housing—Rapid Re-Housing: _____
   ☐ Joint Transitional Housing & Permanent Housing—Rapid Rehousing Housing:
   ☐ Transitional Housing: _____
   ☐ Supportive Services Only: _____
   ☐ Supportive Services Only—Coordinated Entry: _____
   ☐ Homeless Management Information System (HMIS): _____
   ☐ Other (please specify): _____

4. Who is the target population for this project? (Select all that apply)
   ☐ Chronically Homeless
   ☐ Minors (under 18)
   ☐ Young adults (18-24)
   ☐ Individuals seeking substance use treatment
   ☐ Families with children
   ☐ Single adults
   ☐ Households fleeing domestic violence
   ☐ Individuals living with HIV/AIDS
   ☐ Medically vulnerable
   ☐ Individuals living with severe mental illness
   ☐ Veterans
   ☐ Other (please specify): _____

5. Briefly describe the program, including the **program's main goals**.

6. What are the needs of the clients this program will serve, and how will this program address those needs?

7. Please describe the type, scale, and location of housing the program will provide (if applicable).

8. How will the program assist clients to rapidly secure and maintain permanent housing that is safe, affordable, accessible, and acceptable to their needs?

9. What support services will the program offer? Be sure to explain how the program will 1) assist clients in obtaining mainstream benefits, in increasing employment and/or income, and 2) in working to maximize their ability to live independently, regardless of the funding sources.

10. Please describe the evidence-based practices your project will use as well as any additional practices.

11. What is the proposed caseload per case manager for this project? Include caseloads for all program case managers (even those whose positions will be funded by different sources).

11. Describe the plan for rapid implementation if funded, including a description of how the project will be ready to begin housing the first program participant. Be sure to provide a detailed schedule of proposed activities for 60 days, 120 days, and 180 days after grant award.

12. How many people and households does the program estimate serving in the next funding year? [These numbers should match the number entered into e-snaps]
    Total Households: _____
    Total Individuals: _____

13. Provide any additional notes on Program Description that you would like evaluators to know.

II. Project Approach and Alignment with Policy Priorities

1. Please explain how this project will address unsheltered homelessness. Include a description of how you will identify people living unsheltered and connect them to housing.

2. Describe how this program will advance racial equity in homelessness service provision.

3. Describe how this program will work to improve assistance to LGBTQ+ individuals by ensuring privacy, respect, safety, and access for LGBTQ+ individuals and partnering with organizations with expertise in serving LGBTQ+ populations.

4. Explain how this program will adhere to a Housing First or Low Barriers model or approach.
    a. Explain what rules your program will have for participants and what happens if clients break these rules.
    b. Explain the program's process for terminating participants from the program.
    c. How will the program ensure client choice in housing and services?

5. How will this program consider perspectives from individuals with lived experience in program design, planning implementation, evaluation, etc.?

6. How will your program work to ensure cost-effectiveness?

7. Explain how the program will work with a broad array of stakeholders, including traditional and non-traditional partners. In particular, describe if and how this project 1) will leverage housing resources with housing subsidies or units not funded through CoC or ESG programs and/or 2) will leverage health resources, including partnership commitment from a healthcare organization.

8. Provide any additional notes on Project Approach and Alignment with Policy Priorities that you would like evaluators to know.

III. Program Performance & Evaluation

1. What performance measures will your program establish, and how will the agency evaluate progress towards those measures?

2. How will the program review program participant outcomes with an equity lens, including the disaggregation of outcome data by race, ethnicity, gender identity, age, etc.?

IV. Financial

1. What is the estimated cost per person (total number of participants divided by the total budget, including match)?

2. Has the applicant secured AND documented a match of at least 25%?
   ☐ Yes*
   ☐ No**

   *2.a. If yes, please explain what kind of match and if the applicant has ensured that the match source has no stipulations on spending that could affect project funding.

   **2.b. If the applicant has not secured AND documented a match, please explain why.

V. Agency Background and Experience

1. Describe the experience of the applicant and sub-recipients (if any) working with the proposed population and providing housing similar to that proposed in the application.

2. Describe the experience of the applicant and sub-recipients (if any) in utilizing a Housing First approach.

3. Describe the applicant's experience in effectively utilizing federal funds, including HUD grants and other public funding. For example, does the applicant show satisfactory drawdowns and performance for existing grants as evidenced by timely reimbursement

of subrecipients, regular drawdowns, timely resolution of monitoring findings, and timely submission of required reporting on existing grants?

4. Has your agency been financially audited in the last three years?
   ☐ Yes
   ☐ No*

   *4.a. If not, why?

5. Describe any findings or exceptions found in your most recent agency financial audit. Explain any corrective action being taken and whether these findings have been resolved.

6. Describe the agency's efforts to advance racial equity within the organization, including:
   a. having under-represented individuals (e.g., BIPOC, LGBTQIA+, etc.) in leadership and managerial positions and
   b. having reviewed internal policies and procedures from an equity lens and developing a plan to ensure that policies do not impose undue barriers on certain groups.

7. Describe the agency's efforts to incorporate the perspectives of people with lived experience into organizational policies and practices, including:
   a. having representation from multiple individuals with lived experience on the Board of Directors and
   b. having a relational process for receiving and incorporating feedback from individuals with lived experience.

8. Provide any additional notes on Agency Background & Experience that you want evaluators to know (including information on sub-recipients).

VI. CoC System Participation & Impact

System Needs & Impact
1. Please describe how this program fits a need within the CoC and meets its priorities for this RFP.

Participation
2. Please describe how this program will collaborate with other agencies within the CoC and within the larger community?

3. Besides General PIC meetings, what other meetings does your agency attend? (e.g., committee meetings)

4. How many committee meetings has your agency attended in the last 12 months?

5. How will this program participate in HMIS and CES?

6. Provide any additional notes on CoC System Participation & Impact that you would like evaluators to know.

HMIS Projects
(Renewal & New-Expansion)
Narrative Questions

I. Project & HMIS Background

1. Application Type
   - ☐ Renewal Project Application
   - ☐ Renewal-New Project Application
   - ☐ HMIS Project Application (Renewal & New/Expansion)
   - ☐ SSO-CE Project Application (Renewal & New/Expansion)
   - ☐ New/Expansion Project Application

2. Please check if your project is either of the following:
   - ☐ DV Bonus Project
   - ☐ Youth Homeless Demonstration Program Project (YHDP)

3. Project Type & Name
   - ☐ Permanent Housing—Permanent Supportive Housing: _____
   - ☐ Permanent Housing—Rapid Re-Housing: _____
   - ☐ Joint Transitional Housing & Permanent Housing—Rapid Rehousing Housing:
   - ☐ Transitional Housing: _____
   - ☐ Supportive Services Only: _____
   - ☐ Supportive Services Only—Coordinated Entry: _____
   - ☐ Homeless Management Information System (HMIS): _____
   - ☐ Other (please specify): _____

4. Please describe all current HMIS activities within the CoC, including training, monitoring and evaluation, data management, and reporting.

5. Describe HMIS current data standards (e.g., collection of Universal Data Elements) and abilities, including the ability to un-duplicate client records.

6. How does HMIS work with the CoC's Coordinated Entry System?

7. Describe the extent of HMIS's ability to un-duplicate client records.

8. What reports does HMIS produce? (e.g., APR, quarterly reports, data for CAPER/ESG reporting, and other reports required by other federal partners).

9. Describe how the HMIS funds will be expended in a way that is consistent with the CoC's funding strategy for the HMIS and furthers the CoC's HMIS implementation.

10. Provide any additional notes on Project Description you would like evaluators to know.

IA. New-Expansion Project Description (New-Expansion Projects only)

1. Briefly describe the project, including the project's main goals.

2. Describe the CoC system needs that this project will address.

3. Describe the plan for rapid implementation if funded. Be sure to provide a detailed schedule of proposed activities for 60 days, 120 days, and 180 days after grant award.

II. Project Approach and Alignment with Policy Priorities

1. How will HMIS use this funding opportunity to collect more comprehensive data on people experiencing unsheltered homelessness in this geographic area?

2. How does the HMIS promote services for those who are unsheltered?

3. How does HMIS work with a broad array of stakeholders, including traditional partners such as housing and service agencies as well as non-traditional partners (e.g., affordable housing developers, the business community, and healthcare providers)?

4. How does HMIS use data to advance racial equity in the CoC?

5. Explain how HMIS promotes a system-wide Housing First or Low Barriers model or approach.

6. How will HMIS consider perspectives from individuals with lived experience?

7. How does/will HMIS work to improve assistance to LGBTQ+ individuals by ensuring privacy, respect, safety, and access for LGBTQ+ individuals and partnering with organizations with expertise in serving LGBTQ+ populations?

8. How does HMIS encourage evaluation within the CoC and how does it evaluate its own performance?

9. Provide any additional notes on Project Approach and Alignment with Policy Priorities you would like evaluators to know.

IV. Program Finances and Grant Expenditure

1. Has the applicant secured AND documented a match of at least 25%?
   ☐Yes*
   ☐ No**

   *1.a. If yes, please explain what kind of match and if the applicant has ensured that the match source has no stipulations on spending that could affect project funding.

   **1.b. If the applicant has not secured AND documented a match, please explain why.

2. Provide any additional notes on Program Finances and Grant Expenditure that you would like evaluators to know.

V. Agency Information

1. Has your agency been financially audited in the last three years?
   ☐ Yes
   ☐ No*

   *1.a. If not, why not?

2. Describe any findings or exceptions found in your most recent agency financial audit. Please explain them and any corrective action being taken and whether they have been resolved.

3. Describe the agency's efforts to advance racial equity within the organization, including
   a. having under-represented individuals in leadership and managerial positions and
   b. having reviewed internal policies and procedures from an equity lens and developing a plan to ensure that policies do not impose undue barriers on certain groups.

4. Describe the agency's efforts to incorporate the perspectives of people with lived experience into organizational policies and practices, including
   a. having representation from multiple individuals with lived experience on the Board of Directors and
   b. having a process for receiving and incorporating feedback from individuals with lived experience.

5. Provide additional notes on Agency Information you would like evaluators to know.

SSO-CE Projects
(Renewal & New/Expansion Projects)
Narrative Questions

I. Project Background

1. Application Type
   ☐ Renewal Project Application
   ☐ Renewal-New Project Application
   ☐ HMIS Project Application (Renewal & New/Expansion)
   ☐ SSO-CE Project Application (Renewal & New/Expansion)
   ☐ New/Expansion Project Application

2. Please check if your project is either of the following:
   ☐ DV Bonus Project
   ☐ Youth Homeless Demonstration Program Project (YHDP)

3. Project Type & Name
   ☐ Permanent Housing—Permanent Supportive Housing: _____
   ☐ Permanent Housing—Rapid Re-Housing: _____
   ☐ Joint Transitional Housing & Permanent Housing—Rapid Rehousing Housing:
   ☐ Transitional Housing: _____
   ☐ Supportive Services Only: _____
   ☐ Supportive Services Only—Coordinated Entry: _____
   ☐ Homeless Management Information System (HMIS): _____
   ☐ Other (please specify): _____

II. Program Description

1. How does CES ensure accessibility to all individuals and families seeking homeless and homeless prevention services on Oʻahu?

2. How does CES reach people who are least likely to apply in the absence of special outreach?

3. How does CES ensure access points for sub-populations (including individuals living with disabilities), and how are these access points integrated into the overall CES?

4. How is CES advertised to families and individuals seeking services, particularly those who have the highest barriers?

5. Explain policies and procedures for ensuring that the CES process is available to all eligible persons regardless of race, color, national origin, religion, sex, age, familial status, disability, actual or perceived sexual orientation, gender identity, or marital status?

IIA. New-Expansion Project Description (New-Expansion Projects only)

1. *Briefly describe the project, including the project's main goals.*

2. *Describe the CoC system needs that this project will address.*

3. *Describe the plan for rapid implementation if funded. Be sure to provide a detailed schedule of proposed activities for 60 days, 120 days, and 180 days after grant award.*

III. Assessment, Prioritization, & Referrals

1. Please describe the standardized assessment process and how it is used to direct clients to appropriate housing and services that best fit their needs.

2. How does CES prioritize individuals and families who are most in need of assistance and ensure that they receive it in a timely manner?

3. Describe the referral process, including steps taken to serve clients who fall out of housing or who have an unsuccessful referral.

IV. Data Management

1. Describe the CES data management system.

2. Describe how CES works with HMIS to ensure high quality system performance.

V. Project Approach and Alignment with Policy Priorities

1. How will CES use this funding opportunity to collect more comprehensive data on people experiencing unsheltered homelessness in this geographic area and to link unsheltered individuals and families to housing services?

2. How does CES work with a broad array of stakeholders, including traditional partners (e.g., housing and service agencies) as well as non-traditional partners (e.g., affordable housing developers, the business community, and healthcare providers)?

3. How does CES work to advance racial equity in the CoC and within its referral process?

4. Explain how CES promotes a system-wide Housing First approach.

5. How will CES consider perspectives from individuals with lived experience?

6. How does CES work to improve assistance to LGBTQ+ individuals by ensuring privacy, respect, safety, and access for LGBTQ+ individuals and partnering with organizations with expertise in serving LGBTQ+ populations?

7. Provide any additional notes on Project Approach and Alignment with Policy Priorities you would like evaluators to know.

VI. Evaluation

1. Please describe how CES evaluates the CE process at system and programmatic levels (e.g., meeting with projects regarding intake, assessment, and referral processes AND soliciting feedback from projects and participants regarding the CES process).

VII. Program Finances and Grant Expenditure

1. Has the applicant secured AND documented a match of at least 25%?
    ☐Yes*
    ☐ No**

    *1.a. If yes, please explain what kind of match and if the applicant has ensured that the match source has no stipulations on spending that could affect project funding.

    **1.b. If the applicant has not secured AND documented a match, please explain why.

2. Provide any additional notes on Program Finances and Grant Expenditure that you would like evaluators to know.

VIII. Agency Information

1. Has your agency been financially audited in the last three years?
    ☐ Yes
    ☐ No*

    *1.a. If not, why not?

2. Describe any findings or exceptions found in your most recent agency financial audit. Please explain them and any corrective action being taken and whether they have been resolved.

3. Describe the agency's efforts to advance racial equity within the organization, including
    a. having under-represented individuals in leadership and managerial positions and
    b. having reviewed internal policies and procedures from an equity lens and developing a plan to ensure that policies do not impose undue barriers on certain groups.

4. Describe the agency's efforts to incorporate the perspectives of people with lived experience into organizational policies and practices, including
    a. having representation from multiple individuals with lived experience on the Board of Directors and
    b. having a process for receiving and incorporating feedback from individuals with lived experience.

5. Provide additional notes on Agency Information you would like evaluators to know.

Appendix C: Budget Outline

The following information summarizes the funding request for the total term of the project. However, administrative costs can be entered in 8. Admin field below.

Eligible Costs	Annual Assistance Requested (Applicant)	Grant Term (Applicant)	Total Assistance Requested for Grant Term (Applicant)
1a. Acquisition			$0
1b. Rehabilitation			$0
1c. New Construction			$0
2a. Leased Units	$0		
2b. Leased Structures	$0		
3 Rental Assistance	$0		
4. Supportive Services	$0		$0
5. Operating	$0		$0
6. HMIS	$0		$0
7. Sub-total Costs Requested			$0
8. Admin (Up to 10%)			
9. Total Assistance Plus Admin Requested			$0
10. Cash Match			
11. In-Kind Match			
12. Total Match			$0
13. Total Budget			$0

Appendix D: Scorecards

FY22 NOFO Scorecards:

Renewal Project Scorecard

Renewal-New Project Scorecard

New/Expansion Project Scorecard

SSO-CE Project Scorecard

HMIS Project Scorecard