

**REQUEST FOR PROPOSALS
FY 2023 HUD Continuum of Care Program Competition**

HI-501 Honolulu City and County



Proposals Due: Tuesday, August 15th, 2023, 12:00 p.m. HST

REQUEST FOR PROPOSALS

FY 2023 HUD: Continuum of Care Program Competition

HI-501 Honolulu City and County
Homeless Assistance Programs

Serving as the Collaborative Applicant (CA) for the O'ahu Continuum of Care (CoC), [Partners In Care](#) (PIC) is pleased to issue this Request for Proposals (RFP) to be included in the O'ahu 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, Sara Ironhill. 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

Sara Ironhill, Operations and Planning Manager

Phone: 808-436-2908

Email: sarai@partnersincareoahu.org

Timeline

Timeline is subject to change

All times are in HST

O'ahu CoC Planning Committee Approves RFP	Wednesday, July 19, 2023
O'ahu CoC Advisory Board Approves RFP	Wednesday, July 19, 2023
PIC issues RFP	Wednesday, July 19, 2023
MANDATORY RFP Information & Q&A Sessions <i>*applicant attendance required at only one session*</i>	Thursday, July 20, 2023 3-4pm Friday, July 21, 2023 10-12pm
Deadline for applicants to submit questions on RFP	Monday, July 31, 2023 4:30pm
Deadline for applicants to request assistance with APR from PIC's HMIS team	Monday, July 31, 2023 4:30pm
Answers to RFP questions published on PIC's website	Tuesday, August 1, 2023 4:30pm
PROPOSALS DUE to PIC office	Tuesday, August 15, 2023, 12pm
Evaluation Committee project evaluation and ranking	Wednesday, August 16, 2023- Tuesday, September 5, 2023
<i>Optional (highly recommended)</i> - Project presentations to Evaluation Committee (PIC will contact applicants to schedule)	Wednesday, August 23, 2023 12:00- 2:30 pm & Thursday, August 24, 2023, 12- 2:30 pm
Evaluation Committee Final Meeting	Tuesday, September 5, 2023
Unconflicted Planning Committee and CoC Advisory Board review and approve of project ranking	Wednesday, September 6, 2023
PIC sends Intent to Award notifications to applicants	Wednesday, September 6, 2023
Applicant appeals due to PIC office	Thursday, September 7, 2023, 5:00pm
Appeals, if any, to be heard by CoC Advisory Board	Friday, September 8, 2023
CoC consolidated application draft & project rankings posted on PIC website for public review & comment	Friday, September 8, 2023
PIC final review and revision of CoC application	Week of September 11, 2023

Final consolidated application and priority listing posted on PIC website	Week of September 11, 2023
Form HUD-2991 (Certification of Consistency with the Consolidated Plan)—submit project listing and descriptions to the City & County for signature	Week of September 11, 2023
PIC submits final application on e-snaps	Friday, September 28, 2023

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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 Continuum 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 O'ahu CoC's local funding competition. The CoC's Collaborative Applicant—Partners In Care (PIC)—along with O'ahu'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.

The O'ahu 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 2023 HUD Continuum of Care (CoC) Program Competition HI-501 Honolulu City and County, Homeless Assistance Programs.

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 O'ahu.

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) and the activation of the Coordinated Entry System (CES). 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.

O'ahu'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 O'ahu.

C. Collaborative Applicant

The O'ahu CoC has designated Partners In Care O'ahu (PIC) as the Collaborative Applicant (CA) for the 2023 NOFO process. As the CA, PIC will submit the CoC consolidated application to HUD in partnership with the O'ahu 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 2023 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 O'ahu's CoC. PIC also assists in developing new programs, while working to preserve or expand effective existing programs.

II. Changes From 2022 NOFO

[\[see section I.A.3.a-f\]](#)

1. YHDP Special Activities. YHDP renewed applicants may continue to select previously approved Special YHDP Activities in their project application; however, YHDP Renewal applicants may also request to add new Special YHDP Activities through their renewal applicant [see sections I.B.3.n and III.B.4.b.(6) of this NOFO for more details.
2. CoC Planning Increase. HUD allows for up to 5% of the total FPRN to be dedicated to the Planning Grant.
3. VAWA Costs Budget Line Item. New eligible activity based on the 2022 Reauthorization of the Violence Against Women Act (VAWA). Facilitating and coordinating activities to ensure compliance with [the emergency transfer plan requirement in 34 U.S.C. 12491(e)] and monitoring compliance with the confidentiality protections of [the confidentiality requirement in 34 U.S.C. 12491(c)(4)];
4. Federal Relay Service's Text Telephone (TTY) service. The Federal Relay Service contract expired in February 2022 and is no longer available. The NOFO is updated to include the use of Federal Communications Commission (FCC) relay services for individuals who are deaf or hard of hearing, or who have speech or communication disabilities [see [TTY service](#)].
5. Amendment to criteria for qualifying as "homeless." For purposes of the CoC Program and other HUD programs authorized by the McKinney-Vento Homeless

Assistance Act, section 605 of VAWA 2022 amended section 103(b) of the McKinney-Vento Homeless Assistance Act to require HUD to consider as homeless, any individual or family who:

- a. 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;
- b. has no other safe residence; and
- c. lacks the resources to obtain other safe permanent housing. This statutory change took effect on October 1, 2022. Rulemaking will be needed to require Continuums of Care (CoCs) and CoC Program recipients and subrecipients to make corresponding changes to the applicable written standards, coordinated entry policies, and documentation policies used to qualify individual and families as homeless under the CoC Program. That said, because HUD must recognize as “homeless” families and individuals who Page 6 of 124 meet the new statutory criteria in section 103(b) of the McKinney-Vento Homeless Assistance Act as of October 1, 2022, CoC recipients may implement the new definition prior to HUD rulemaking, provided that CoCs update the relevant written standards and policies as needed to reflect the new statutory criteria. For further information, please see “The Violence Against Women Act Reauthorization Act of 2022: Overview of Applicability to HUD Programs” which HUD published in the Federal Register on January 4, 2023. This qualification of HUD’s understanding and use of the “homeless” definition applies for purposes of all references to the “homeless” definition in this NOFO, including all references to specific paragraphs of the “homeless” definition in 24 CFR 578.3.

III. 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 2023 before making any adjustments to rental assistance, leasing, and operating line items due to changes in Fair Market Rent (FMR).

Based on its [2023 ARD](#) Honolulu City and County has an estimated \$13,858,866 in funding for New and Renewal Project types for the FY 2023 CoC Program Competition. The O’ahu CoC may reallocate up to 5% of the ARD for New Projects.

An additional \$970,121 may be available in CoC Bonus projects. An additional \$795,453 may be available for DV Bonus Projects, making the CoC potentially eligible for a total of \$15,624,440.

2023 Funding Estimates

*Renewal Projects	\$13,858,866
**Potential Reallocation	\$692,943
DV Bonus Projects	\$795,453
Bonus Projects	\$970,121
Total	\$15,624,440

*Renewal Project amount includes CoC Planning amount of \$692,943 which is 5% of the total [see CFR 578.39].

**Potential Reallocation amount is included in Renewal Projects amount. [see section I.B.24.]

The guaranteed funding for Tier 1 total amount is \$11,143,842.

B. Funding Priorities

Based on priorities listed in [Section I.A.4.b](#); and on CoC priorities and goals, PIC will prioritize projects that:

1. Work towards ending homelessness for all persons, based on the United States Interagency Council on Homelessness’ six pillars: Three foundations – equity, data and evidence, and collaboration – and three solutions – housing and supports, crisis response, and prevention;
2. Use a Housing First Approach prioritizing rapid placement and stabilization thereby reducing the length of time people experience homelessness, adopt client-centered service methods, have low barriers to entry, etc.;
3. Reduce Unsheltered Homelessness by exploring all available resources, including CoC and ESG funded assistance, housing subsidies, and supportive services, and by working with law enforcement and government partners to eliminate policies and practices that criminalize homelessness.
4. Improve System Performance through objective data outcomes (e.g., exits to positive housing, recidivism, length of homelessness, and cost-effectiveness) and utilization of the Coordinated Entry process to promote participant choice, coordinate homeless assistance and mainstream services and ensure that homelessness assistance is open, inclusive and transparent;

5. Partner with housing, health, and service agencies by working closely with public and private healthcare organizations, state and local public housing authorities, and workforce development centers;
6. Promote Racial equity through programs that address the racial disparities within the homeless service system to ensure successful outcomes for all persons experiencing homelessness using proven approaches and assessment tools that recognize and address racial disparities;
7. Improve assistance to LGBTQ+ individuals by addressing the needs of the LGBTQ+, transgender, gender non-conforming, and non-binary individuals and families in their planning processes. CoC's will ensure privacy, respect, safety, and access for LGBTQ+ individuals and partnering with organizations with expertise in serving LGBTQ+ populations;
8. Centralize Persons with lived experience in program design, implementation, and evaluation as well as prioritizing the hiring of persons with lived experience in areas where their expertise is needed; and
9. Increase affordable housing supply by educating local leaders and stakeholders about the importance of increasing the supply of affordable housing and by being involved in the planning and development of plans and regulations focused on the production of affordable housing.
10. Recognize the importance of consistency in case management to building relationships and providing care and coordination through efforts to recruit and retain staff.

HUD Strategic Goals (from HUD's Strategic Plan)

The U.S. Department of Housing and Urban Development (HUD) Strategic Plan sets the direction and focus of our programs and staff to create strong, sustainable, inclusive communities and quality, affordable homes for all. The following HUD strategic goals and objectives are applicable to this NOFO:

Strategic Goal 1: Support Underserved Communities

Fortify support for underserved communities and support equitable community development for all people.

Strategic Goal 2: Ensure Access to and Increase the Production of Affordable Housing

Ensure housing demand is matched by adequate production of new homes and equitable access to housing opportunities for all people.

Strategic Goal 3: Promote Homeownership

Promote homeownership opportunities, equitable access to credit for purchase and improvements, and wealth-building in underserved communities.

Strategic Goal 4: Advance Sustainable Communities

Advance sustainable communities by strengthening climate resilience and energy efficiency, promoting environmental justice, and recognizing housing's role as essential to health.

Project applicants are expected to align their applications to the strategic goals and objectives above. For information on relevant definitions, please see [Section I.B.1.](#)

For this competition, the O'ahu CoC will prioritize Permanent Supportive Housing based on evidence showing the system needs. There will be up to \$692,943 available for New Projects, and \$795,453 is available for DV Bonus Projects. 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 [see Sections [I.B.3.n](#) and [III.B.3.c](#) for more information on renewal projects].

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 [see Section I.B.2. (18); page 17]
- 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 2021 and 2022 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 Information System lead may apply for HMIS and SSO-CE monies.*

***Replacement YHDP Project. The Consolidated Appropriations Act of 2023 permits the renewal or replacement of YHDP projects under the CoC Program; therefore, 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. CoCs*

may replace a renewing YHDP project to create one or more YHDP Replacement projects. YHDP Renewal project applicants may submit renewal applications [see Section [I.b.\(32\)](#) of the NOFO]. YHDP projects cannot use the expansion process.

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 \$692,943 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, SSO-CES, SSO, HMIS). YHDP projects cannot use the expansion process. HUD will allow project applicants to apply for a new Expansion Project [see [Section I.B.10](#)] 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 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 \$795,453 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 I. B.o.\(3\)](#) 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.](#)

** The Reauthorization Act of 2022 reauthorizes, amends, and strengthens VAWA. VAWA 2022 added to, and did not replace, the existing VAWA housing protections for survivors. Therefore, housing providers should implement changes immediately. New criteria and rules must be included in the CoC written standards and Policies & Procedures for providers [see notice [here](#)]

For new projects the CoC indicates it would like considered as part of the DV Bonus, HUD will award a point value to each project application using a 100-point scale [see Section [I.b.3.i](#)] The CoC can only submit one DV SSO-CE project,;

CoC Bonus Project. Collaborative Applicants may include New Project applications of up to 7 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 [III.C.5.b and c](#) . 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 [III.C.5.b and c](#). This amount represents \$970,121 in possible funding for New Projects. The applicant must demonstrate its CoC ranks project based on how they improve system performance [see section [V.B.2.b](#)]

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.

E. Eligible Costs

Project applicants must adhere to HUD eligible costs based on the type of project being applied for [see [24 CFR 578.37 through 578.63](#)].

IV. Application and Evaluation Process

HUD expects each CoC to implement a thorough review of project applications submitted to HUD in the FY 2023 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 1, 2022 and May 31, 2023. See Section [IV.E.4](#) 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 III.B.1](#) of the NOFO. If a project does not meet these requirements, it will not be scored or included in the rankings. Detailed information on each requirement to be considered eligible is found in the “Eligibility Requirements for Applicants of HUD’s Competitive Programs” document on [HUD’s Funding Opportunities page](#). For criteria on applications that will not be considered eligible [[see Section III. B.1](#)].

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:

**Thursday, July 20th, 2023, 3:00 p.m. to 4:00 p.m. HST – [Click here to join-](#)
Friday, July 21st, 2023, 10:00am -11:00 am HST– [Click here to join-](#)**

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 Sara Ironhill sarai@partnersincareoahu.org by the RFP Questions Deadline: Friday, July 28th, 4:30 pm.

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 website](#) by Saturday, July 29th, 4:30pm.

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 [O'ahu CoC Scorecards](#). 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;
- Partnering with Housing, Health, and Service Agencies; 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 O'ahu 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 FY21 and FY22, 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. [[see Section I.B.3.j](#)]

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 [I.B.3.j](#) 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 [I.B.3.j](#) of the NOFO. For full explanation of this process, please refer to Section [I.B.3.j](#) of the NOFO.

Tier 1 and 2 Available Funding. Tier 1 is equal to 93% of the CoC's Annual Renewal Demand (ARD) [See NOFO [Section I.B.3.j](#)] minus the Annual Renewal Amounts (ARAs) of YHDP Renewal and YHDP Replacement projects. HUD will conditionally select project applications in Tier 1 from the highest scoring CoC application to the lowest scoring CoC application and according to the rank assigned by the CoC on the FY 2023 CoC priority listing, provided the project application s pass both project eligibility and project quality threshold review, and if applicable, project renewal threshold. CoC Planning will be reviewed separately from these tiers. DV Bonus funding is also being awarded separately from the tiers as described in NOFO [Section I.B.j.1](#) 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. III.B.4.b(4).

C. CoC Approval Process

The O'ahu CoC will review all project applications in accordance with [Section I.B.3.i. 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 O'ahu CoC Advisory Board by **5:00 PM on Thursday, September 7th** 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 O'ahu CoC Advisory Board who did not serve on the initial Evaluation Committee. The decision of the appeals panel is final.

V. 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 (June 1, 2022 - May 31, 2023)
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. HUD required forms must be completed in e-snaps before project applicants will have access to the project application [see [Section IV.f.2.d.](#) of the NOFO] Project applicants experiencing technical difficulty should notify HUD immediately for assistance and document all attempts to obtain assistance. Requests for assistance must be sent to CoCNOFO@hud.gov. HUD will not provide assistance directly related to content, only to troubleshoot submission issues.

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 Subpart F – Program Requirements, [24 CFR 578.73](#) Matching requirements.

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 June 1, 2022 – May 31, 2023. Applicants are expected to pull their own reports. A training video for how to pull the APR is available on the PIC [website](#). If assistance is necessary, please contact HMIS at hmis@partnersincareoahu.org. **Applicants only have until Monday, July 31st, 2023 at 4:30 p.m. to ask HMIS any related questions.** 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.

VI. Submission Instructions

Completed proposals must be received by PIC no later than Tuesday, August 15th, 2023 12:00 pm.

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_FY23) 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 O'ahu 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 2023 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/>
- 2023 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://www.hudexchange.info/homelessness-assistance/hearth-act/#:~:text=The%20Homeless%20Emergency%20Assistance%20and,of%20HUD's%20competitive%20grant%20programs>
- 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>
- 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:
<https://www.partnersincareoahu.org/pit>
- 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>
- 2023 PIT Unsheltered Map:
Unsheltered Heat Map <https://www.partnersincareoahu.org/pit>
- 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)
- SSO- YHDP (Renewal)

Renewal Projects

Instructions for Applicants:

Beginning on page 3, applicants should read each numbered question carefully and provide answers in the box provided below.

Instructions for Evaluators:

Beginning on page 3, please read applicants' responses to each question and provide a score in the bolded box beneath the text. Feel free to leave notes or questions on the application.

**PIC will verify participation in CoC and HUD monitoring findings reported by applicants.

CoC Use only

CoC Threshold Requirements

- | | | |
|--|-----------------------------|------------------------------|
| 1. Program participates in CES. | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 2. Project utilizes a Housing First and/or Low Barrier approach. | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 3. Project has documented minimum match. | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 4. Project provided a budget and budget narrative. | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 5. Agency has provided an organizational audit/financial review. | <input type="checkbox"/> No | <input type="checkbox"/> Yes |

If answered "yes" to all of the above, continue to the rating section below.

Submission Requirements

I.1. Timely submission of project application packets in accordance with RFP requirements. (0-1 point)

I.2. Timely submission of project application and all attachments in e-snaps. (0-1 point)

CoC Monitoring

II.1. Timely drawdown of the most recent grant expenditures with time expense ratio is $\leq 10\%$ (% of term expired minus % funds dispersed). (0-5 points)

II.2. $\geq 90\%$ of program entries and exits were entered into HMIS within 3 days. (0-3 points)

External Evaluator Scoring & Project Narrative

Project Description

1. Describe the project, including **target population, services provided**, and the project's main **goals**. Include how many people and households the projects estimate serving in the next funding year.

III.1. Describes project including goals, services provided, and target population. (0-5 points)

Project Alignment with Policy & CoC Priorities

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

IV.1. Degree to which project implements a Housing First approach or philosophy. (0-3 points)

2. Describe how this program has/will advance racial equity in homelessness service provision. Please also provide the percentage of clients that identify as each racial group. You may use the table provided. Note that percentages should add up to 100%.

Race Group	Number	Percent
Native Hawaiian or 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		

IV.2. Program advances racial equity in homelessness service provision (including degree to which program racial demographics reflect overall homeless population racial breakdown). (0-3 points)

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

IV.3. Program considers individuals with lived experience in program design, planning, implementation, evaluation, etc. (0-3 points)

- 4. 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.

IV.4. Program works to improve assistance to LGBTQ+ individuals. (0-3 points)

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

IV.5. Program demonstrates cost-effectiveness. (0-3 points)

6. Explain how the program works/will work with a broad array of stakeholders, including housing, health, and service agencies. In particular, describe if and how this project a) will work with public and private healthcare organizations/agencies; b) partner with PHAs and state and local housing organizations; and/or c) Partner with local workforce development centers to improve employment opportunities.

IV.6. Program works with stakeholders from health, housing, and social services to meet client needs. (0-3 points)

7. Explain how the project fits within HUD's six pillars to end homelessness for all persons--including three foundations (equity, data, collaboration) and at least one solution (housing & supports, crisis response, and prevention).

IV.7. Project addresses HUD's six pillars--including three foundations (equity, data, collaboration) and will employ at least one solution (housing & supports, crisis response, and prevention). (0-3 points)

8. Describe how this program will address unsheltered homelessness if applicable.

IV.8. Degree to which program addresses unsheltered homelessness. (0-3 points)

9. Please describe how the agency will ensure project staff retention.

IV.9. Describes how the agency will ensure project staff retention (e.g., paying a living wage, offering mental health supports, etc.). (0-3 points)

10. Any additional notes on Program Alignment with Policy & CoC Priorities that you would like evaluators to know.

Performance Measures

Applicants: In this section, please provide data on program implementation for the period of 6/1/2022 – 5/1/2023.

Time to Placement

1. What is the average time (in days) from program entry to residential placement for clients in your program?

V.1. On average, time from project entry to residential placement is 15 days (RRH), 30 days (DV RRH), or 180 days (PSH & TH). (0-8 points)

Exits to Permanent Housing

2. What percentage of program leavers exited to permanent housing? 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 or exited to permanent housing

V.2. ≥90% of participants remain in or move to permanent housing. (0-8 points)

Recidivism

- 3. 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.

V.3. ≤15% of participants who exited to permanent housing return to homelessness within 12 months of exit. (0-5 points)

New or Increased Income

- 4. What percentage of adult leavers gained or increased income (from any source)? What percentage of adult stayers gained or increased income (from any source)?

V.4a. At least 8% of project leavers received new or increased income (from any source). (0-1 point)

V.4b. At least 8% of project stayers received new or increased income (from any source). (0-1 point)

Cost-effectiveness

- 5. 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.)?

V.5. Describes how the project has assessed and will assess project outcomes. (0-4 points)

- 6. How many individuals did the program estimate serving? [This number should match the previous application]? How many individuals has the program served?
 - a. What is the cost per person (total number of participants divided by the total budget, including match)?
 - b. What is the cost per positive exit/retention (Number of stayers + leavers who exited to permanent destinations divided by total budget including match)?

VI.6. Costs per positive housing exit (total budget with match/#persons exited to positive locations or still in program) is reasonable for program type. (0-4 points)

Bed Utilization Rate

- 7. Bed utilization rate—what was the program’s bed utilization rate at each quarter?

VI.7. Bed/utilization rate has been at or above 90% each quarter. (0-3 points)

- 8. Provide any additional notes on Project Performance that you would like evaluators to know.

Equity Factors

Agency Factors

1. 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.

VI.1.a. Agency has under-represented individuals (BIPOC, LGBTQ+, etc.) in managerial and leadership positions). (0-1 point)

VI.1.b. Agency has reviewed internal policies and procedures with an equity lens and has a plan for implementing equitable policies that do not impose undue barriers. (0-1 point)

2. 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.

VI.2.a. Agency's Board of Directors includes representation from at least one person with lived experience. (0-1 point)

VI.2.b. Agency has relational process for receiving and incorporating feedback from persons with lived experience. (0-1 point)

Program Factors

3. 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.

VI.3.a. Program has reviewed participant outcomes with an equity lens, including the disaggregation of data by race, ethnicity, gender identity, age, etc. (0-1 point)

VI.3.b. Program has identified programmatic changes needed to make participant outcomes more equitable and has developed a plan to make those changes. (0-1 point)

HUD Monitoring

1. Are there any unresolved HUD monitoring or audit findings related to this HUD CoC Program project or other HUD funded projects within your agency since 1/1/2019?
 - a. If yes, was your agency on a Corrective Action Plan and was the HUD Corrective Action Plan resolved by the deadline?
 - b. If the Corrective Action Plan was not resolved by the deadline, why not and what is the current status?
 - c. Are you currently on a Corrective Action Plan with HUD or the CoC?

VII.1. Any HUD monitoring findings and corrective action were minimal. (0-5 points)

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

CoC Participation and Contribution to System Performance

Participation

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

- a. Besides General PIC meetings, what other meetings does your agency attend? (e.g., committee meetings).
- b. How many committee meetings has your agency attended in the last 12 months?

VIII.1. Agency participates in PIC—e.g., serving on the Board of Directors, committees, and/or workgroups—and collaborates with PIC members. (0-4 points)

System Needs & Impact

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

VIII.2. Describes how project fits system needs and fits with CoC and HUD policy priorities. (0-3 points)

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

Financial Performance

- 1. Has your agency been financially audited in the last three years? If not, why not? 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.

IX.1. Most recent agency financial audit found no exceptions or findings. (0-3 points)

2. What is the project's average cost per person? Please explain if any costs fall outside the average cost for project type (e.g., serving a high needs population, etc.).

IX.2. Budget costs are within local average for project type. (0-3 points)

Project Application Total Points (out of 100 Points)

Renewal-New Projects

Instructions for Applicants:

Beginning on page 3, applicants should read each numbered question carefully and provide answers in the box provided below.

Instructions for Evaluators:

Beginning on page 3, please read applicants' responses to each question and provide a score in the bolded box beneath the text. Feel free to leave notes or questions on the application.

**PIC will verify participation in CoC and HUD monitoring findings reported by applicants.

CoC Use only

CoC Threshold Requirements

- | | | |
|--|-----------------------------|------------------------------|
| 1. Program participates in CES. | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 2. Project utilizes a Housing First and/or Low Barrier approach. | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 3. Project has documented minimum match. | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 4. Project provided a budget and budget narrative. | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 5. Agency has provided an organizational audit/financial review. | <input type="checkbox"/> No | <input type="checkbox"/> Yes |

If answered "yes" to all of the above, continue to the rating section below.

Submission Requirements

I.1. Timely submission of project application packets in accordance with RFP requirements. (0-1 point)

I.2. Timely submission of project application and all attachments in e-snaps. (0-1 point)

CoC Monitoring

II.1. Timely drawdown of the most recent grant expenditures with time expense ratio is $\leq 10\%$ (% of term expired minus % funds dispersed). (0-5 points)

II.2. $\geq 90\%$ of program entries and exits were entered into HMIS within 3 days. (0-2 points)

External Evaluator Scoring & Project Narrative

Project Description

1. Describe the project, including **target population**, **services provided**, and the project's main **goals**. Include how many people and households the projects estimate serving in the next funding year.

III.1. Describes project including goals, services provided, and target population. (0-5 points)

Project Alignment with Policy & CoC Priorities

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

IV.1. Degree to which project implements a Housing First approach or philosophy. (0-3 points)

2. Describe how this program has/will advance racial equity in homelessness service provision. Please also provide the percentage of clients that identify as each racial group. You may use the table provided. Note that percentages should add up to 100%.

Race Group	Number	Percent
Native Hawaiian or 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		

IV.2. Program advances racial equity in homelessness service provision (including degree to which program racial demographics reflect overall homeless population racial breakdown). (0-3 points)

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

IV.3. Program considers individuals with lived experience in program design, planning, implementation, evaluation, etc. (0-3 points)

4. 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.

IV.4. Program works to improve assistance to LGBTQ+ individuals. (0-3 points)

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

IV.5. Program demonstrates cost-effectiveness. (0-3 points)

6. Explain how the program works/will work with a broad array of stakeholders, including housing, health, and service agencies. In particular, describe if and how this project a) will work with public and private healthcare organizations/agencies; b) partner with PHAs and state and local housing organizations; and/or c) Partner with local workforce development centers to improve employment opportunities.

IV.6. Program works with stakeholders from health, housing, and social services to meet client needs. (0-3 points)

- 7. Explain how the project fits within HUD's six pillars to end homelessness for all persons--including three foundations (equity, data, collaboration) and at least one solution (housing & supports, crisis response, and prevention).

IV.7. Project addresses HUD's six pillars--including three foundations (equity, data, collaboration) and will employ at least one solution (housing & supports, crisis response, and prevention). (0-3 points)

- 8. Describe how this program will address unsheltered homelessness if applicable.

IV.8. Degree to which program addresses unsheltered homelessness. (0-3 points)

- 9. Please describe how the agency will ensure project staff retention.

IV.9. Describes how the agency will ensure project staff retention (e.g., paying a living wage, offering mental health supports, etc.). (0-3 points)

- 10. Any additional notes on Program Alignment with Policy & CoC Priorities that you would like evaluators to know.

Performance Measures

Applicants: In this section, please provide data on program implementation for the period of 6/1/2022 – 5/1/2023.

Time to Placement

1. What is the average time (in days) from program entry to residential placement for clients in your program? If program has not enrolled any participants, please provide reason for low or no enrollment.

V.1. On average, time from project entry to residential placement is 15 days (RRH), 30 days (DV RRH), or 180 days (PSH & TH). If program has not enrolled participants, applicant provides reasonable explanation for low or no enrollment. (0-8 points)

Exits without Move-in

2. What percentage of participants exited without move-in? If program has not enrolled participants, please provide a detailed schedule or proposed activities at 60, 120, and 180 days after grant award.

V.2. Less than 5% of clients exited without move-in. If program has not enrolled participants, applicant provides detailed schedule of proposed activities at 60, 120, and 180 days after grant award. (0-8 points)

Cost-effectiveness

3. 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.)?

V.3. Describes how the project has assessed and will assess project outcomes. (0-5 points)

- 4. How many individuals & households did the program estimate serving? [This number should match the previous application]? How many individuals & households has the program served?
 - a. What is the cost per household (total number of households divided by the total budget, including match)?

V.4. Costs per household is reasonable for program type. (0-5 points)

- 5. Provide any additional notes on Project Performance that you would like evaluators to know.

Equity Factors

Agency Factors

- 1. 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.

VI.1.a. Agency has under-represented individuals (BIPOC, LGBTQ+, etc.) in managerial and leadership positions). (0-1 point)

VI.1.b. Agency has reviewed internal policies and procedures with an equity lens and has a plan for implementing equitable policies that do not impose undue barriers. (0-1 point)

2. 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.

VI.2.a. Agency's Board of Directors includes representation from at least one person with lived experience. (0-1 point)

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Program Factors

3. 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.

VI.3.a. Program has reviewed participant outcomes with an equity lens, including the disaggregation of data by race, ethnicity, gender identity, age, etc. (0-1 point)

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HUD Monitoring

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- c. Are you currently on a Corrective Action Plan with HUD or the CoC?

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 - a. Besides General PIC meetings, what other meetings does your agency attend? (e.g., committee meetings).
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VIII.1. Degree to which agency participates in PIC--e.g., serving on the Board of Directors, committees, and /or workgroups--and collaborates with PIC members. (0-3 points)

System Needs & Impact

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

VIII.2. Describes how project fits system needs and fits with CoC and HUD policy priorities. (0-3 points)

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

Financial Performance

1. Has your agency been financially audited in the last three years? If not, why not? 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.

IX.1. Most recent agency financial audit found no exceptions or findings. (0-3 points)

2. What is the project's average cost per person? Please explain if any costs fall outside the average cost for project type (e.g., serving a high needs population, etc.).

IX.2. Budget costs are within local average for project type. (0-3 points)

Project Application Total Points (out of 100 Points)

New/Expansion Projects

Instructions for Applicants:

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**PIC will verify participation in CoC and HUD monitoring findings reported by applicants.

CoC Use only

CoC Threshold Requirements

- | | | |
|--|-----------------------------|------------------------------|
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| 2. Project utilizes a Housing First and/or Low Barrier approach. | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 3. Project has documented minimum match. | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 4. Project provided a budget and budget narrative. | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 5. Agency has provided an organizational audit/financial review. | <input type="checkbox"/> No | <input type="checkbox"/> Yes |

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I.2. Timely submission of project application and all attachments in e-snaps. (0-1 point)

II. CoC Monitoring

II.1. Timely drawdown of the most recent grant expenditures with time expense ratio is $\leq 10\%$ (% of term expired minus % funds dispersed). (0-5 points)

II.2. $\geq 90\%$ of program entries and exits were entered into HMIS within 3 days. (0-3 points)

External Evaluator Scoring & Project Narrative

III. Program Description

1. Describe the project, including **target population, services and house type provided**, and the project's main **goals**. Include how many people and households the projects estimate serving in the next funding year.

III.1. Provides description of proposed project, including target population, type of housing provided, and types of services offered. (0-4 points)

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

III.2. Demonstrates understanding of the needs of the clients to be served and shows that the proposed housing (including the number and configuration of units) and services will fit those needs. (0-4 points)

- 3. How will the program assist clients to rapidly secure and maintain permanent housing that is safe, affordable, accessible, and acceptable to their needs?
 - a. For TH-PH-RRH projects: how will the project provide enough rapid rehousing assistance to ensure that at any given time a participant may move from transitional to permanent housing?

III.3. Explains how program will assist clients to rapidly secure and maintain permanent housing that is safe, affordable, accessible, and acceptable to their needs. (For TH-PH-RRH projects: project will provide enough rapid rehousing assistance to ensure that at any given time a participant may move from transitional to permanent housing). (0-4 points)

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

III.4. Explains how program will help clients access mainstream benefits, increase employment and/or income, and maximize ability to live independently. (0-4 points)

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

III.5. The project will use evidenced-based and/or culturally-based practices. (0-4 points)

6. Please explain how the project will work to reduce returns to homelessness and/or first-time homelessness as well as will increase employment and income for clients.

III.6. Project will work to reduce returns to homelessness, first-time homelessness, and increase employment and income. (0-4 points)

7. 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.

III.7. Describes the plan for rapid implementation, with a reasonable and detailed schedule of proposed activities at 60, 120, and 180 days after grant award. (0-4 points)

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

IV. Project Alignment with Policy & CoC Priorities

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

IV.1. Degree to which program will implements a Housing First approach or philosophy. (0-3 points)

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

IV.2. Program advances racial equity in homelessness service provision (including degree to which program racial demographics reflect overall homeless population racial breakdown). (0-3 points)

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

IV.3. Program considers individuals with lived experience in program design, planning, implementation, evaluation, etc. (0-3 points)

4. 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.

IV.4. Program has plan for improving assistance to LGBTQ+ individuals. (0-3 points)

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

IV.5. Application demonstrates program will be cost-effective. (0-3 points)

6. Explain how the program will work with a broad array of stakeholders, including housing, health, and service agencies. In particular, describe if and how this project a) will work with public and private healthcare organizations/agencies; b) partner with PHAs and state and local housing organizations; and/or c) Partner with local workforce development centers to improve employment opportunities.

IV.6. Program works with stakeholders from health, housing, and social services to meet client needs. (0-3 points)

7. Explain how the project fits within HUD's six pillars to end homelessness for all persons--including three foundations (equity, data, collaboration) and at least one solution (housing & supports, crisis response, and prevention).

IV.7. Project addresses HUD's six pillars--including three foundations (equity, data, collaboration) and will employ at least one solution (housing & supports, crisis response, and prevention). (0-3 points)

8. Describe how this program will address unsheltered homelessness if applicable.

IV.8. Degree to which program addresses unsheltered homelessness. (0-3 points)

9. Please describe how the agency will ensure project staff retention.

IV.9. Describes how the agency will ensure project staff retention (e.g., paying a living wage, offering mental health supports, etc.). (0-3 points)

10. Any additional notes on Program Alignment with Policy & CoC Priorities that you would like evaluators to know.

V. Project Performance and Evaluation

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

V.1. Describes objective program outcomes and how the program will assess those outcomes. (0-3 points)

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.?

V.2. Program has a plan to review participant outcomes with an equity lens, including the disaggregation of outcome data by race, ethnicity, gender identity, age, etc. (0-3 points)

VI. Equity Factors

1. 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.

VI.1.a. Agency has under-represented individuals (BIPOC, LGBTQ+, etc.) in managerial and leadership positions). (0-1 point)

VI.1.b. Agency has reviewed internal policies and procedures with an equity lens and has a plan for implementing equitable policies that do not impose undue barriers. (0-1 point)

2. 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.

VI.2.a. Agency's Board of Directors includes representation from at least one person with lived experience. (0-1 point)

VI.2.b. Agency has relational process for receiving and incorporating feedback from persons with lived experience. (0-1 point)

VII. CoC Participation and Contribution to System Performance

Participation

1. Please describe how this program collaborates with other agencies within the CoC and within the larger community.
 - a. Besides General PIC meetings, what other meetings does your agency attend? (e.g., committee meetings).
 - b. How many committee meetings has your agency attended in the last 12 months?

VII.1. Degree to which agency participates in PIC--e.g., serving on the Board of Directors, committees, and workgroups--and collaborates with PIC members. (0-4 points)

System Needs & Impact

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

VII.2. Describes how project fits system needs and fits with CoC and HUD policy priorities. (0-3 points)

3. Please explain how this project will participate in HMIS and CES.

VII.3. Ensures the program will participate in HMIS and CES. (0-2 points)

4. Provide any additional notes on CoC Participation & Contribution to System Performance that you would like evaluators to know.

VIII. Financial Performance

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

VIII.1. Average cost per household served is reasonable and consistent with the population to be served. (0-3 points)

2. Has your agency been financially audited in the last three years? If not, why not? 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.

VIII.2. Most recent agency financial audit found no exceptions or findings. (0-3 points)

IX. 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.

IX.1. Applicant and sub-recipients (if any) have experience working with proposed population and the proposed housing type. (0-3 points)

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

IX.2. Applicant has experience in utilizing a Housing First approach. (0-3 points)

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?

IX.3. Applicant has experience in effectively utilizing federal funds, including HUD grants and other public funding (e.g., regular drawdowns, timely reimbursement of subrecipients, timely resolution of monitoring findings, and timely submission of reports for existing grants). (0-4 points)

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

Project Application Total Points (out of 100 Points)

Renewal HMIS Projects

Instructions for Applicants:

Beginning on page 3, applicants should read each numbered question carefully and provide answers in the box provided below.

Instructions for Evaluators:

Beginning on page 3, please read applicants' responses to each question and provide a score in the bolded box beneath the text. Feel free to leave notes or questions on the application.

**PIC will verify participation in CoC and HUD monitoring findings reported by applicants.

CoC Use only

CoC Threshold Requirements

- | | | |
|--|-----------------------------|------------------------------|
| 1. Program participates in CES. | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 2. Project utilizes a Housing First and/or Low Barrier approach. | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 3. Project has documented minimum match. | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 4. Project provided a budget and budget narrative. | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 5. Agency has provided an organizational audit/financial review. | <input type="checkbox"/> No | <input type="checkbox"/> Yes |

If answered "yes" to all of the above, continue to the rating section below.

Submission Requirements

I.1. Timely submission of project application packets in accordance with RFP requirements. (0-1 point)

I.2. Timely submission of project application and all attachments in e-snaps. (0-1 point)

CoC Monitoring

II.1. Timely drawdown of the most recent grant expenditures with time expense ratio is $\leq 10\%$ (% of term expired minus % funds dispersed). (0-5 points)

External Evaluator Scoring & Project Narrative

Project Description

1. Describe current HMIS activities within the CoC (e.g., training, monitoring and evaluation, data management, and reporting).

III.1. Describes current HMIS activities within the CoC (e.g., training, monitoring and evaluation, data management, and reporting). (0-9 points)

2. Describe HMIS current data standards and abilities, including ability to un-duplicate records and disaggregate race data.

III.2. Describe HMIS current data standards and abilities, including ability to un-duplicate records and disaggregate race data. (0-9 points)

3. Describe how HMIS works with the CoC's CES.

III.3. Describes how HMIS works with the CoC's CES. (0-9 points)

4. Describe how HMIS uses data to review performance for the entire CoC geographic area as well as to provide information to project subrecipients and applicants for needs analysis and funding priorities.

III.4. Describe how HMIS uses data to review performance for the entire CoC geographic area as well as to provide information to project subrecipients and applicants for needs analysis and funding priorities. (0-9 points)

Project Alignment with Policy & CoC Priorities

1. Explain how HMIS promotes a system-wide Housing First philosophy.

IV.1. Explains how HMIS promotes a system-wide Housing First philosophy. (0-4 points)

2. Describe how HMIS uses data to advance racial equity in the CoC (e.g., disaggregating race, identifying racial disparities, etc.).

IV.2. Describes how HMIS uses data to advance racial equity in the CoC. (1-4 points)

3. How does HMIS consider perspectives from individuals with lived experience in data collection, analysis, and reporting?

IV.3. Explains how HMIS considers individuals with lived experience when designing reports and data collection. (0-4 points)

4. Explain how HMIS works to improve assistance to LGBTQ+ individuals across the CoC.

IV.4. Explains how HMIS works to improve assistance to LGBTQ+ individuals across the CoC. (0-4 points)

5. How does HMIS promote cost-effectiveness in the CoC?

IV.5. Describes how HMIS works to promote cost-effectiveness in the CoC. (0-4 points)

6. Explain how HMIS works/will work with a broad array of stakeholders, including housing, health, and service agencies. In particular, describe if and how this project a) works with public and private healthcare organizations/agencies; b) partners with PHAs and state and local housing organizations; and/or c) Partners with local workforce development centers.

IV.6. HMIS works with healthcare, housing, and social services to meet client and system needs. (0-4 points)

7. Explain how HMIS promotes and supports HUD's six pillars to end homelessness for all persons--including three foundations (equity, data, collaboration) and solutions (housing & supports, crisis response, and prevention).

IV.7. HMIS promotes and supports HUD's six pillars--including three foundations (equity, data, collaboration) and solutions (housing & supports, crisis response, and prevention). (0-4 points)

8. Describe how HMIS assists the CoC in addressing unsheltered homelessness.

IV.8. Describes how HMIS assists the CoC in addressing unsheltered homelessness. (0-4 points)

9. Please describe how the HMIS lead agency will ensure project staff retention.

IV.9. Describes how the lead agency will ensure project staff retention (e.g., paying a living wage, offering mental health supports, etc.). (0-4 points)

10. Any additional notes on Program Alignment with Policy & CoC Priorities that you would like evaluators to know.

Equity Factors

Agency Factors

1. 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.

V.1.a. Agency has under-represented individuals (BIPOC, LGBTQ+, etc.) in managerial and leadership positions). (0-1 point)

V.1.b. Agency has reviewed internal policies and procedures with an equity lens and has a plan for implementing equitable policies that do not impose undue barriers. (0-1 point)

2. 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.

V.2.a. Agency's Board of Directors includes representation from at least one person with lived experience. (0-1 point)

V.2.b. Agency has relational process for receiving and incorporating feedback from persons with lived experience. (0-1 point)

HUD Monitoring

1. Are there any unresolved HUD monitoring or audit findings related to this HUD CoC Program project or other HUD funded projects within your agency since 1/1/2019?
 - a. If yes, was your agency on a Corrective Action Plan and was the HUD Corrective Action Plan resolved by the deadline?
 - b. If the Corrective Action Plan was not resolved by the deadline, why not and what is the current status?
 - c. Are you currently on a Corrective Action Plan with HUD or the CoC?

VI.1. Any HUD monitoring findings and corrective action were minimal. (0-5 points)

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

CoC Participation and Contribution to System Performance

Participation

1. Please describe how HMIS collaborates with stakeholders within and across the CoC.

VII.1. Describes how HMIS collaborates with stakeholders within and across the CoC. (0-3 points)

System Needs & Impact

2. Please describe how this project fits system needs within the CoC and meets its and HUDs' priorities for this RFP.

VII.2. Describes how project fits system needs and fits with CoC and HUD policy priorities. (0-3 points)

3. Provide any additional notes on CoC Participation & Contribution to System Performance that you would like evaluators to know.

Financial Performance

1. Has your agency been financially audited in the last three years? If not, why not? 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.

VIII.1. Most recent agency financial audit found no exceptions or findings. (0-3 points)

2. What is the project's average cost per person? Please explain if any costs fall outside the average cost for project type.

VIII.2. Budget costs are reasonable. (0-3 points)

Project Application Total Points (out of 100 Points)

Renewal SSO-CE Projects

Instructions for Applicants:

Beginning on page 3, applicants should read each numbered question carefully and provide answers in the box provided below.

Instructions for Evaluators:

Beginning on page 3, please read applicants' responses to each question and provide a score in the bolded box beneath the text. Feel free to leave notes or questions on the application.

****PIC will verify participation in CoC and HUD monitoring findings reported by applicants.**

CoC Use only

CoC Threshold Requirements

- | | | |
|--|-----------------------------|------------------------------|
| 1. Program participates in CES. | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 2. Project utilizes a Housing First and/or Low Barrier approach. | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 3. Project has documented minimum match. | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 4. Project provided a budget and budget narrative. | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 5. Agency has provided an organizational audit/financial review. | <input type="checkbox"/> No | <input type="checkbox"/> Yes |

If answered "yes" to all of the above, continue to the rating section below.

Submission Requirements

I.1. Timely submission of project application packets in accordance with RFP requirements. (0-1 point)

I.2. Timely submission of project application and all attachments in e-snaps. (0-1 point)

CoC Monitoring

II.1. Timely drawdown of the most recent grant expenditures with time expense ratio is $\leq 10\%$ (% of term expired minus % funds dispersed). (0-5 points)

External Evaluator Scoring & Project Narrative

Project Description

Planning & Access

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

III.1. CES ensures accessibility to all individuals and families seeking homeless services on Oahu. (0-3 points)

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

III.2. CES has a plan to reach people who face certain barriers and are least likely to apply to programs in absence of special outreach. (0-3 points)

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?

III.3. CES ensures access points for sub-populations. (0-3 points)

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

III.4. CES advertises effectively to individuals and families seeking services. (0-3 points)

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?

III.5. CES has policies and procedures to ensure equitable access to the CES process by all eligible persons regardless of race, color, nationality, religion, sex, age, familial status, disability, actual or perceived sexual orientation, gender identity, or marital status. (0-3 points)

- 6. Explain policies and procedures for ensuring that the CES process is available to individuals fleeing domestic violence.

III.6. CES has policies and procedures for serving individuals fleeing domestic violence. (0-3 points)

- 7. Describe how CES collaborates with stakeholders within and across the CoC.

III.7. Describes how CES collaborates with stakeholders within and across the CoC. (0-3 points)

Assessment, Prioritization, & Referrals

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

III.8. CES has a standardized assessment process to direct individuals and families to appropriate housing to meet their needs. (0-3 points)

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

III.9. CES has a process for prioritizing individuals and families who are most in need. (0-3 points)

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

III.10. CES has a process in place for serving clients who fall out of housing or who have unsuccessful referrals. (0-3 points)

Data Management

11. Describe the data system used by CES.

III.11. CES has a robust data management system. (0-3 points)

Evaluation and Performance

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).

IV.1. CES regularly evaluates its process at a systems and programmatic level. (0-3 points)

2. Describe how CES ensures that racial equity is achieved at all stages of the CES process.

IV.2. CES has a process in place to ensure that racial equity is achieved at all stages of the CES process. (0-6 points)

3. Please explain how CES works with HMIS to promote high-quality system performance.

IV.3. CES works with HMIS to ensure an overall high-quality system performance. (0-3 points)

Project Alignment with Policy & CoC Priorities

1. Explain how CES promotes a system-wide Housing First philosophy.

V.1. Explains how CES promotes a system-wide Housing First philosophy. (0-3 points)

2. Describe how CES works to advance racial equity in the CoC.

V.2. Describes how CES works to advance racial equity in the CoC. (0-3 points)

- 3. How does CES consider perspectives from individuals with lived experience (e.g., in determining prioritization, developing prioritization tools, etc.)?

V.3. Explains how CES considers individuals with lived experience. (0-3 points)

- 4. Explain how CES works to improve assistance to LGBTQ+ individuals across the CoC.

V.4. Explains how CES works to improve assistance to LGBTQ+ individuals across the CoC. (0-3 points)

- 5. How does CES promote cost-effectiveness in the CoC?

V.5. Describes how CES works to promote cost-effectiveness in the CoC. (0-3 points)

6. Explain how CES works with stakeholders, including housing, health, government, and service agencies, to coordinate access to appropriate services.

V.6. CES works with healthcare, housing, government, and social services to coordinate access to appropriate services. (0-3 points)

7. Explain how CES promotes and supports HUD's six pillars to end homelessness for all persons--including three foundations (equity, data, collaboration) and solutions (housing & supports, crisis response, and prevention).

V.7. CES promotes and supports HUD's six pillars--including three foundations (equity, data, collaboration) and solutions (housing & supports, crisis response, and prevention). (0-3 points)

8. Describe how CES assists the CoC in addressing unsheltered homelessness.

V.8. Describes how CES assists the CoC in addressing unsheltered homelessness. (0-3 points)

9. Please describe how the CES lead agency will ensure project staff retention.

V.9. Describes how the lead agency will ensure project staff retention (e.g., paying a living wage, offering mental health supports, etc.). (0-3 points)

10. Any additional notes on Program Alignment with Policy & CoC Priorities that you would like evaluators to know.

Equity Factors

1. 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.

VI.1.a. Agency has under-represented individuals (BIPOC, LGBTQ+, etc.) in managerial and leadership positions). (0-1 point)

VI.1.b. Agency has reviewed internal policies and procedures with an equity lens and has a plan for implementing equitable policies that do not impose undue barriers. (0-1 point)

2. 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.

VI.2.a. Agency's Board of Directors includes representation from at least one person with lived experience. (0-1 point)

VI.2.b. Agency has relational process for receiving and incorporating feedback from persons with lived experience. (0-1 point)

HUD Monitoring

1. Are there any unresolved HUD monitoring or audit findings related to this HUD CoC Program project or other HUD funded projects within your agency since 1/1/2019?
 - a. If yes, was your agency on a Corrective Action Plan and was the HUD Corrective Action Plan resolved by the deadline?
 - b. If the Corrective Action Plan was not resolved by the deadline, why not and what is the current status?
 - c. Are you currently on a Corrective Action Plan with HUD or the CoC?

VII.1. Any HUD monitoring findings and corrective action were minimal. (0-5 points)

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

CoC Participation and Contribution to System Performance

System Needs & Impact

1. Please describe how this project fits system needs within the CoC and meets its and HUD's priorities for this RFP.

VIII.1. Describes how project fits system needs and fits with CoC and HUD policy priorities. (0-6 points)

2. Provide any additional notes on CoC Participation & Contribution to System Performance that you would like evaluators to know.

Financial Performance

1. Has your agency been financially audited in the last three years? If not, why not? 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.

IX.1. Most recent agency financial audit found no exceptions or findings. (0-3 points)

2. What is the project's average cost per person? Please explain if any costs fall outside the average cost for project type.

IX.2. Budget costs are reasonable for project. (0-3 points)

Project Application Total Points (out of 100 Points)

Renewal YHDP SSO (Support Services Only) Projects

Instructions for Applicants:

Beginning on page 3, applicants should read each numbered question carefully and provide answers in the box provided below.

Instructions for Evaluators:

Beginning on page 3, please read applicants' responses to each question and provide a score in the bolded box beneath the text. Feel free to leave notes or questions on the application.

**PIC will verify participation in CoC and HUD monitoring findings reported by applicants.

CoC Use only

CoC Threshold Requirements

- | | | |
|--|-----------------------------|------------------------------|
| 1. Program participates in CES. | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 2. Project utilizes a Housing First and/or Low Barrier approach. | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 3. Project has documented minimum match. | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 4. Project provided a budget and budget narrative. | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 5. Agency has provided an organizational audit/financial review. | <input type="checkbox"/> No | <input type="checkbox"/> Yes |

If answered "yes" to all of the above, continue to the rating section below.

Submission Requirements

I.1. Timely submission of project application packets in accordance with RFP requirements. (0-1 point)

I.2. Timely submission of project application and all attachments in e-snaps. (0-1 point)

CoC Monitoring

II.1. Timely drawdown of the most recent grant expenditures with time expense ratio is $\leq 10\%$ (% of term expired minus % funds dispersed). (0-5 points)

II.2. $\geq 90\%$ of program entries and exits were entered into HMIS within 3 days. (0-3 points)

External Evaluator Scoring & Project Narrative

Project Description

1. Describe the project, including **target population**, **services provided**, and the project's main **goals**. Include how many people and households the projects estimate serving in the next funding year.

III.1. Describes project including goals, services provided, and target population. (0-5 points)

Project Alignment with Policy & CoC Priorities

1. Explain how this project has/will adhere to a Housing First or Low Barriers model or approach.

- a. Explain what rules your project has/will have for participants and what happens if clients break these rules.
- b. Explain the project’s process for terminating participants from the program.
- c. How does/will the project ensure client choice in housing and services?

IV.1. Degree to which project implements a Housing First approach or philosophy. (0-3 points)

- 2. Describe how this program has/will advance racial equity in homelessness service provision. Please also provide the percentage of clients that identify as each racial group. You may use the table provided. Note that percentages should add up to 100%.

Race Group	Number	Percent
Native Hawaiian or 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		

IV.2. Program advances racial equity in homelessness service provision (including degree to which program racial demographics reflect overall homeless population racial breakdown). (0-3 points)

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

IV.3. Program considers individuals with lived experience in program design, planning, implementation, evaluation, etc. (0-3 points)

- 4. 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.

IV.4. Program works to improve assistance to LGBTQ+ individuals. (0-3 points)

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

IV.5. Program demonstrates cost-effectiveness. (0-3 points)

- 6. Explain how the program works/will work with a broad array of stakeholders, including housing, health, and service agencies. In particular, describe if and how this project a) will work with public and private healthcare organizations/agencies; b) partner with PHAs and state and local housing organizations; and/or c) Partner with local workforce development centers to improve employment opportunities.

IV.6. Program works with stakeholders from health, housing, and social services to meet client needs. (0-3 points)

7. Explain how the project fits within HUD's six pillars to end homelessness for all persons--including three foundations (equity, data, collaboration) and at least one solution (housing & supports, crisis response, and prevention).

IV.7. Project addresses HUD's six pillars--including three foundations (equity, data, collaboration) and will employ at least one solution (housing & supports, crisis response, and prevention). (0-3 points)

8. Describe how this program will address unsheltered homelessness if applicable.

IV.8. Degree to which program addresses unsheltered homelessness. (0-3 points)

9. Please describe how the agency will ensure project staff retention.

IV.9. Describes how the agency will ensure project staff retention (e.g., paying a living wage, offering mental health supports, etc.). (0-3 points)

10. Any additional notes on Program Alignment with Policy & CoC Priorities that you would like evaluators to know.

Performance Measures

Applicants: In this section, please provide data on program implementation for the period of 6/1/2022 – 5/1/2023.

Exits to Permanent Housing

1. What percentage of all program participants moved into permanent housing?

V.1. ≥10% or more of participants moved into permanent housing. (0-8 points)

Exits to Homelessness

2. What percentage of program participants who exited, exited to homelessness?

V.2. ≤20% of participants who exited, exited to homelessness. (0-6 points)

3. What percentage of participants served were connected to needed social services and/or a mentor if applicable (for Guide on the Side projects).

V.3. >90% of participants were connected to needed services and/or mentor. (0-10 points)

New or Increased Income

4. What percentage of adult leavers gained or increased income (from any source)? What percentage of adult stayers gained or increased income (from any source)?

V.4a. At least 8% of project leavers received new or increased income (from any source). (0-1 point)

V.4b. At least 8% of project stayers received new or increased income (from any source). (0-1 point)

Cost-effectiveness

- 5. 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.)?

V.5. Describes how the project has assessed and will assess project outcomes. (0-4 points)

- 6. How many individuals did the program estimate serving? [This number should match the previous application]? How many individuals has the program served?
 - a. What is the cost per person (total number of participants served divided by the total budget, including match)?

V.6. Costs per person (total budget with match/total persons served) is reasonable for program type. (0-4 points)

- 7. Provide any additional notes on Project Performance that you would like evaluators to know.

Equity Factors

Agency Factors

1. 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.

VI.1.a. Agency has under-represented individuals (BIPOC, LGBTQ+, etc.) in managerial and leadership positions). (0-1 point)

VI.1.b. Agency has reviewed internal policies and procedures with an equity lens and has a plan for implementing equitable policies that do not impose undue barriers. (0-1 point)

2. 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.

VI.2.a. Agency's Board of Directors includes representation from at least one person with lived experience. (0-1 point)

VI.2.b. Agency has relational process for receiving and incorporating feedback from persons with lived experience. (0-1 point)

Program Factors

3.
 - a. How has your agency reviewed client outcomes through a racial equity lens?
 - b. 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.

VI.3.a. Program has reviewed participant outcomes with an equity lens, including the disaggregation of data by race, ethnicity, gender identity, age, etc. (0-1 point)

VI.3.b. Program has identified programmatic changes needed to make participant outcomes more equitable and has developed a plan to make those changes. (0-1 point)

HUD Monitoring

1. Are there any unresolved HUD monitoring or audit findings related to this HUD CoC Program project or other HUD funded projects within your agency since 1/1/2019?
 - a. If yes, was your agency on a Corrective Action Plan and was the HUD Corrective Action Plan resolved by the deadline?
 - b. If the Corrective Action Plan was not resolved by the deadline, why not and what is the current status?
 - c. Are you currently on a Corrective Action Plan with HUD or the CoC?

VII.1. Any HUD monitoring findings and corrective action were minimal. (0-5 points)

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

CoC Participation and Contribution to System Performance

Participation

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

- a. Besides General PIC meetings, what other meetings does your agency attend? (e.g., committee meetings).
- b. How many committee meetings has your agency attended in the last 12 months?

VIII.1. Agency participates in PIC--e.g., serving on the Board of Directors, committees, and /or workgroups--and collaborates with PIC members. (0-4 points)

System Needs & Impact

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

VIII.2. Describes how project fits system needs and fits with CoC and HUD policy priorities. (0-3 points)

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

Financial Performance

- 1. Has your agency been financially audited in the last three years? If not, why not? 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.

IX.1. Most recent agency financial audit found no exceptions or findings. (0-3 points)

2. What is the project's average cost per person? Please explain if any costs fall outside the average cost for project type (e.g., serving a high needs population, etc.).

IX.2. Budget costs are within local average for project type. (0-3 points)

Project Application Total Points (out of 100 Points)

Appendix C: Budget Outline

The following information summarizes the funding request for the 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

FY 23 NOFO Scorecards:

[Renewal Project Scorecard](#)

[Renewal-New Project Scorecard](#)

[New/Expansion Project Scorecard](#)

[Renewal SSO Project Scorecard](#)

[SSO CE Project Scorecard](#)

[HMIS Project Scorecard](#)