

Application due no later than Thursday, September 26 by 5:00 PM to meet HUD Requirements

HUD COC NOFO OVERVIEW:

On July 31, 2024, HUD released their Notice of Funding Opportunity (NOFO) for the Fiscal Year (FY) 2024 – FY 2025 Continuum of Care Competition.

To learn more about the HUD CoC guidelines on allowable projects, go to: [CoC Program Competition | HUD.gov / U.S. Department of Housing and Urban Development \(HUD\)](#). For information about ROCC expectations for completing a project proposal, timelines, and to access to the application, please follow this link to the following documents on the [ROCC website](#).

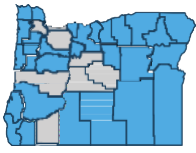
- 2024 NEW/BONUS/DV Application
- 2024 OR-505 BOS CoC HOW-TO-APPLY
- 2024 New and DV Bonus Projects Announcements
- 2024 OR-505 BOS CoC Competition Timeline

NEW PROJECT APPLICATION OVERVIEW:

For the Continuum of Care Program Competition, ROCC uses a standardized new/bonus/DV application process and that includes (1) an application checklist and (2) a new scoring procedure. The purpose of this document is to give agencies guidance in applying for a new project and to explain the scoring criteria that is listed at the end of this document.

Instructions: Using the application template provided. (Can be found the [ROCC website](#).)

1. Application Information.
 - a. Contact information. If the agency does not have a contact, please note that in the associated box.
 - b. SAM Registration Date.
 - c. UEI (Unique Entity Identifier) Number.
2. Project Name.
3. Application Type. Responses are in a dropdown box and include:
 - a. New – Permanent Supporting Housing
 - b. New – Rapid ReHousing
 - c. New – Support Services Only
 - d. New – DV Project
4. Application Training Date. Attendance at one of the new application trainings is required.
 - a. What date did a representative of your agency attend this training?
 - b. Who attended the new application training?
5. Is this the only CoC project in the county served? This is a yes/no question. The purpose of this



question is to ensure that CoC projects expand across the ROCC service area and are not focused on those areas already served. Projects serving one county are given 1 point during scoring. This is not a requirement for applying.

6. Total Amount Requested.
7. Provide a brief description of your project, defining who it serves and how it achieves its goals. This should be a one or two paragraph high-level description of the overall project. A thorough description of the project is needed later in the application.

SECTION 1: THRESHOLD REQUIREMENTS

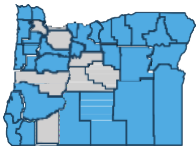
Threshold requirements must be met to apply. Respond to each question as yes/no in the application template. If all requirements are met, continue with the application.

1. Eligible Applicant. Non-profit organizations, States, local governments, and instrumentalities of state and local governments.
2. Eligible New Project Types. Types are listed in the application template.
3. Agency HMIS Participation Agreement. Applicants must provide client information through a Homeless Management Information System (HMIS). The HMIS Agency Agreement needs to be reviewed and approved by the agency executive director. The agreement is available at: [ROCC website](#).
4. ROCC Coordinated Entry Agreement. HUD requires that all CoC-funded projects take part in the ROCC Coordinated Entry (CE) Process. The coordinated entry process is systematically contributing to the process of listing and prioritizing those experiencing homelessness in the community. The Coordinated Entry Agreement is available at: [ROCC website](#) and must be reviewed and approved by the agency executive director.

SECTION 2: PROPOSAL DOCUMENTATION

This section verifies that the applicant provides the required documents when submitting a proposal. This includes the application narrative, a draft budget and other supporting documents that may be provided as a supplement to the application narrative.

The Agency Director, the Project Manager and the staff or application writer need to sign off on the application.



SECTION 3: APPLICATION QUESTIONS

This section's questions need a response in the application narrative document. Questions are broken into categories with points scored in each of those categories.

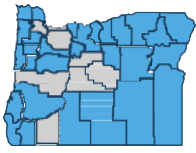
Please provide a complete response to the question in a clear and concise manner. Though the ROCC does not have a word limit, scores are based on content and clarity. The text areas in the application where narrative is entered will automatically expand to fit your text, just click where it states to enter text. The evaluators scoring responses have instructions to weigh the response based on direct responses vs. searching for the answer.

CoC PARTICIPATION (5 POINTS)

1. Is the agency an active CoC Participant? If so, describe how the agency currently takes part in the CoC. If not, describe what steps you will take to take part and describe specifically how you will participate. Note: Active CoC Participation is needed for agencies with CoC-funded projects.

PROJECT DETAILS (TOTAL POINTS - 45)

1. Community Needs. Does the project address an unmet need figured out by utilizing CoC/regional priorities? Please provide a copy of the agency's current Community Needs Assessment and a brief description of the need based on that. If a Community Needs Assessment is not available, provide specific information documenting gaps/needs as decided by the local community. Include any documents referenced in the description of need.
2. Describe the Project.
 - a. Population and Eligibility
 - i. Population to be Served: Specify the target population (e.g., low-income families, homeless individuals, veterans).
 - ii. Eligibility Requirements: Outline the criteria for eligibility (e.g., income level, residency status, specific needs).
 - b. Prioritization Method:
 - i. Describe the process for prioritizing eligible individuals (e.g., first-come, first-served, needs-based assessment, vulnerability index).
 - c. Expected Assistance:
 - i. Individuals: Estimate the number of individuals to be assisted annually.
 - ii. Households: Estimate the number of households to be assisted annually.
 - d. Addressing Severe Barriers:
 - i. Detail any specific components designed to overcome significant barriers to housing and services.



** See end of instructions for examples of severe barriers defined by HUD.*

3. How has or will the project address racial disparities be affecting individuals and families experiencing homelessness? Please respond to the following:
 - a. Experience the agency has promoting racial equity.
 - i. How has the agency collaborated with underserved communities, particularly Black and Brown communities, to design or operate programs that equitably benefit them? Alternatively, what is the agency’s experience in successfully advancing racial equity through other initiatives.
 - b. Ways you have analyzed whether racial disparities are present in the project and the results.
 - i. What measures and/or tools has the agency used to continuously track progress on preventing or eliminating racial disparities in the provision or outcomes of homeless assistance?
 - c. Plans for ongoing evaluation of your processes, policies, and procedures for racial equity.
 - i. What is the agency’s plan to prevent or eliminate racial disparities in the project? Addresses processes, policies, and procedures; and includes ongoing evaluation of the plan.

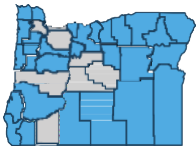
For guidance, refer to the Application Detailed Instructions document (link below), searching “racial equity.” Link → [FY-2024-CoC-Application-Detailed-Instructions-07-31-24.pdf \(hud.gov\)](#)

4. Describe current or new staffing positions that support the project, including what supportive services will be provided and the expected time spent on those services.
5. Explain how the project was designed. The project must show steps taken to include involvement of clients in designing and running the project.
6. What relationships do you have to other service providers in your community serving the same population? List those agencies and services provided. Letters of recommendations recommended.

Project Outcomes (20 Points)

The first four questions address HUD-required project system performance. Responses need to be focused on HUD-specific outcome measures that are needed for all CoC-funded projects.

1. Decrease the length of time people remain homeless once they enter your agency.
 - a. What is the strategy to reduce the length of time individuals and persons in families remain homeless?
 - b. What is the process to identify and house individuals and persons in families with the longest lengths of time homeless?

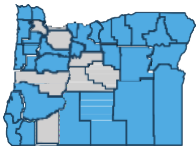


2. Increase the success of those that have secure housing can remain housed after exiting the project. Describe your housing stability plan used to assist clients and provide examples.
 - a. What strategy is in place to enhance the rate at which individuals and families in emergency shelters, transitional housing, and rapid rehousing programs move to permanent housing destinations?
 - b. What strategy is in place to improve the rate at which individuals and families in permanent housing projects keep their housing?
 - c. Note: The housing stability plan is a process used with program participants to ensure that steps are taken to better ensure they have what is needed to still be housed after exiting the program.
3. Ensure that those exiting to permanent housing remain permanently housed after 6-months, 12-months, and 24-months.
 - a. What is the strategy to identify individuals and families who experience repeated episodes of homelessness?
 - b. What is the process in place to reduce the rate of returns to homelessness?
4. Increase access to employment income and access other non-cash sources of income such as SSDI, TANF, etc.
 - a. What is the strategy to enhance access to employment and cash income sources, as well as non-cash income sources?
5. How does the agency collaborate with mainstream employment organizations to help individuals and families experiencing homelessness increase their employment cash income?

For guidance, refer to the Application Detailed Instructions document - Section 2C. System Performance (pg. 52) Link → [FY-2024-CoC-Application-Detailed-Instructions-07-31-24.pdf \(hud.gov\)](#)

Project Readiness (5 Points)

Response should include a projected project start date and how the project will be implemented on time.



AGENCY INFORMATION (25 Points):

Data Quality / HMIS Participation (5 Points):

Two questions aimed to describe how the agency has used data to measure past project performance and the data quality improvement plan the agency uses to do this.

Past Performance (10 Points):

Three questions. Responses require information on projects like the one proposed and past performance. Information should include the funds awarded and expenses over the course of the project. The applicant may provide other documentation that reflects the performance of those projects.

Agency Experience / Risk (10 Points):

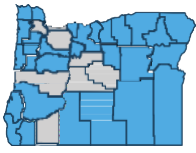
Four questions. Responses provide information that highlights agency strengths and any risks for implementing the CoC-funded project. Topics include experience with other federally funded projects, fiscal procedures, and audit information.

VULNERABLE POPULATIONS (UP TO 5 BONUS POINTS)

The ROCC gives extra points for COC-funded projects that serve vulnerable populations. The list includes:

- Chronically homeless.
- Disabling conditions.
- Families with children.
- Unaccompanied youth.
- Individuals and families living in places not meant for habitation.
- Persons fleeing from domestic violence.

If the project intends to serve one or more of these populations, provide an explanation on how the project does so. Applicants do not have to serve vulnerable populations.



REQUIRED DOCUMENTS TO ATTACH

(Subtract 1/2 point for each missing document.)

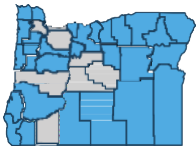
Community Needs Assessment
Completed Fiscal Assessment Form - Final
Completed Housing-First-Assessment - TOOL
Copy of SNAPs Application.
Agency Diversity, Equity and Inclusion Statement
Agency Domestic Violence Safety Plan.
Agency Board roster highlighting individuals with lived homeless experience.
Agency Staff Training Requirements.
Signed HMIS Agency Participation Agreement
Signed ROCC Coordinated Entry Agreement
Project Budget Draft. Include staff, non-employee costs, and other expenses related to the project.

SCORING

For the 2024-26 Continuum of Care Program Competition, the ROCC standardized the new/bonus/DV application process including a new scoring procedure that offers clear guidance on how to evaluate individual responses to each question.

The readers of the proposal will evaluate each question using a four-point grading scale on how well the applicant answered the question. Points for each section are calculated automatically by percentage based on the reader’s response. The four-point scale:

- 1 = 100%** - Clearly responds to every detail of the question. Communicates each explanation clearly. Explanations are supported with details.
- 2 = 75%** - Clearly responds to most of the details of the question. Provides explanations but not clearly and specifically. Explanations are supported with few details.
- 3 = 50%** - Responds to only a few of the details of the question. Provides minimal explanations with unsupported or minimal details.
- 4 = 0%** - Provides only irrelevant information to the question. Indicates a misunderstanding of the question. The applicant does not answer the question.



*** Examples of severe barriers include**

- high use of crisis or emergency services to meet basic needs, including but not limited to emergency rooms, jails, and psychiatric facilities.
- history of victimization/abuse including domestic abuse, sexual assault, and childhood abuse
- length of time homeless
- low income
- no income
- risk of continued homelessness
- significant challenges or functional impairments, including physical, mental, developmental or behavioral health disabilities regardless of the type of disability, which require a significant level of support to maintain permanent housing (focuses on the level of support needed not disability type)
- substance abuse—current or past
- unsheltered homelessness—especially youth and children
- vulnerability to illness or death
- vulnerability to victimization, including physical assault, trafficking or sex work.

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To receive help on the application process, please send an email to ROCC@caporegon.org or contact.