

Document Revised on 9/05/2024. Changes outlined at the end of the document.

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

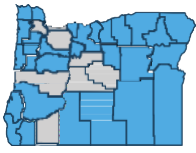
HUD COC renewal application Overview:

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

The primary purpose of the ROCC-required CoC internal application process is to provide an in-depth look at the ROCC's many projects for completing the Review and Ranking process (R&R) and provide advice to ROCC Leadership/R&R Team in prioritizing both renewal and new/reallocated projects in the annual HUD CoC funding competition's Tier 1 and Tier 2 divisions.

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 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



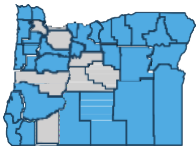
APPLICATION OVERVIEW:

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

The following are steps to complete the ROCC Rating and Ranking Score Sheet for all CoC-Funded Projects.

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.
- 2) 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?
- 3) Project Name.
- 4) Application Type. Responses are in a dropdown box and include:
 - a) Renewal
 - b) Reallocation
 - c) Coordinated Entry
- 5) 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 update of the project is needed later in the application.
- 6) Grant Amount Requested.



SECTION 1: THRESHOLD REQUIREMENTS

All renewal projects must meet threshold criteria. To be scored in the 2024-26 competition, renewal projects must meet certain thresholds. Please certify each one by selecting either 'yes' or 'no' and 'true' or 'false' when asked. If any of the responses are "no" or "false", the application does not meet the required threshold.

Signatures: The Agency Director, Program Manager and Staff completing the renewal application need to sign and date approving submission of the renewal application.

SECTION 2: SUPPLEMENTAL DOCUMENTATION REQUIRED CHECKLIST

Provides a checklist of all the documents that must accompany the proposal renewal. Use the dropdown choices Yes/No in beige to help track those documents.

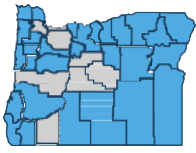
SECTION 3: PROJECT NARRATIVE

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. The template is a tool to ensure that the answers are completed and marked as Yes/No.

Please provide a complete response to the question in a clear and concise manner in the Word document provided. 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.

PROJECT CHANGES

- 1) Have you had to make programmatic changes to the project since the project was first awarded? If so, please describe. The purpose of this question is to ensure that the project operates as initially intended or if changes were made.

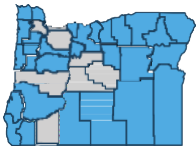


PROJECT OUTCOMES (25 POINTS)

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 retain 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 remain 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?
 - b) 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 \(hud.gov\)](#)



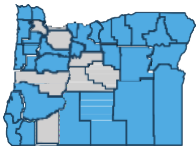
ADDRESSING RACIAL DISPARITIES - 20 Points

- 1) How has or will the project address racial disparities affect 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 \(hud.gov\)](#)

IMPROVING DATA QUALITY - 5 Points

1. Explain how the agency currently used HMIS data to determine effectiveness of the project?



SECTION 4: PROJECT DATA FOR SCORING

General Data Information Provided by the CoC-APR Report. Data is entered directly into the Excel template for scoring purposes.

Run the HMIS canned CoC-APR report on the renewal project using the start and end date that include a full year of data. Remember, when running the report, the end date is the actual last day of the grant year.

- 1) Project Start Date. This is the start date of the grant with a full year of data.
- 2) Is the COC project the only one providing this project assistance in the county? The ROCC aims to have services available across the entire COC. Extra points are given to those projects aiding in underserved counties. Note that both RRH and PSH count as a project. If either project is operating in a county, please answer NO to this question.
- 3) Run the COC-APR report on the renewal project and gather the data needed for scoring. Run the APR for the start and end date for a full year.
 - a) Add the Target Numbers in the original application. The information added here will automatically populate to the Scoring Sheet.

- | | |
|--|--|
| 1. <u>Total # Served:</u> | APR 5a #1 |
| 2. <u>Number of Adults and HH Leavers:</u> | APR 5a #7 |
| 3. <u>CH (Chronically Homeless) Served:</u> | APR 5a #11 |
| 4. <u>Number of Total HH:</u> | APR 8a Total Households |
| 5. <u>Number of HH w/Children:</u> | APR 8a W/CHILDREN AND ADULTS (<i>column 3</i>) |
| 6. <u>Target # of HH/Units Served in Application:</u> | Application: 4B. Housing Type and Location |
| 7. <u>Target # of Beds/People Served in Application:</u> | Application: 4B. Housing Type and Location |

SECTION 2: Data Quality

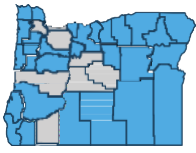
Determines the percentage of data errors based on the number of clients served. These HUD-required data elements are crucial for correct reporting.

- 1) Data Not Collected: APR 6a. HUD allows “client refused” and “client does not know.” HUD does not allow “Data Not Collected” to be used for scoring. *To calculate this number, count the number of errors in both the Information Missing and Data Issues (columns 2 – 3) only.*
- 2) Universal Data Error Count: APR 6b: Total Error Count (manually count). Each client has 5 data elements in this section. *Data errors are deducted from the total possible errors in this line item. (See example in #1.)*
- 3) Income/Housing Data Error Count: APR 6c: Total Error Count (manually count). Each client has 4 data elements in this section. *Data errors are deducted from the total possible errors in this line item. (See example in #1.)*

Determining Scores: Scores are determined by dividing the total number of errors from the APR by the total number of possible data elements for all clients. The percentage is applied to the total 25 points allowed.

SECTION 3: Grant Funds - 10 Points Amount Awarded vs Amount Spent

Grant Funds awarded and spent include the current and the previous year’s amount. This process acknowledges project spend anomalies impacting spending. The information provided here is automatically populated to the Scoring Sheet.



- | | |
|---|---|
| 1. <u>Current Grant Funds Awarded.</u> | For documentation only. Not used in scoring. |
| 2. <u>Current Grant Funds Spent:</u> | For documentation only. Not used in scoring. |
| 3. <u>Full Year Close Out: Grant Funds Awarded</u> | Use the previously completed grant year. Enter this amount in the adjacent box. |
| 4. <u>Full Year Close Out: Grant Funds Spent:</u> | Use the previously completed grant year. Enter this amount in the adjacent box. |
| 5. <u>Total Percentage:</u> | This is auto calculated based on the full year close out funding responses. |

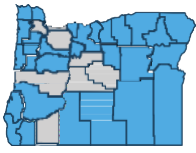
Determining Scores: Points are determined by using the percentage of funds spent in two years divided by the total number of funds awarded in two years. This percentage is applied to the total 10 points allowed.

SECTION 4 - 6: Program Success - 25 Points

Provide the following information using your original application and the numbers provided in the APR. The information provided here is automatically populated to the Scoring Sheet.

- | | |
|--|--|
| 1. Total Participants exited to permanent destination: | NOTE: You may have special considerations that allow additions to this total count for exits to permanent destinations. If so, go ahead and enter the actual number reported in the APR here. You will have the opportunity to add to this count and provide an explanation on the scoring sheet in Section 5a, Q4. An example is if a participant is now deceased. |
| 2 – 3. <u>Total Participants:</u> | Reported in the application and the number served reported in the APR report. |
| 4 – 5. <u>Total Households:</u> | Reported in the application and the number served reported in the APR report. |
| 6 – 7. <u>Total Participant Bed Count:</u> | Reported in the application and the number served reported in the APR report. |
| 8. <u>Increased earned income:</u> | APR 19a1 - % of Persons who Accomplished this Measure – last column |
| 9. <u>Increased earned income:</u> | APR 19a2 - % of Persons who Accomplished this Measure – last column |
| 10. <u>Increased non-employment cash income:</u> | APR 19a1 - % of Persons who Accomplished this Measure – last column |
| 11. <u>Increased non-employment cash income:</u> | APR 19a2 - % of Persons who Accomplished this Measure – last column |

Locating Income Changes in the APR



Increase in Income for Stayers

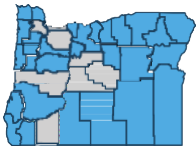
19a1 - Client Cash Income Change - Income Source - by Start and Latest Status

| Income Change by Income Category (Universe: Adult Stayers with Income Information at Start and Annual Assessment) | Had Income Category at Start and Did Not Have It at Annual Assessment | Retained Income Category But Had Less \$ at Annual Assessment Than at Start | Retained Income Category and Same \$ at Annual Assessment as at Start | Retained Income Category and Increased \$ at Annual Assessment | Did Not Have the Income Category at Start and Gained the Income Category at Annual Assessment | Did Not Have the Income Category at Start or at Annual Assessment | Total Adults (including those with No Income) | Performance Measure: Adults who Gained or Increased Income from Start to Annual Assessment, Average Gain | Performance measure: Percent of Persons who Accomplished this Measure | |
|---|---|---|---|--|---|---|---|--|---|---|
| Number of Adults with Earned Income (i.e., Employment Income) | 0 | 1 | 1 | 0 | 2 | 2 | 6 | 2 | 33% | Enter 33% for change in earned income for stayers |
| Average Change in Earned Income | | | | | | | | | | |
| Number of Adults with Other Income | 1 | 0 | 1 | 1 | 1 | 2 | 6 | 2 | 33% | Enter 33% for change in other |
| Average Change in Other Income | | | | | | | | | | |
| Number of Adults with Any Income (i.e., Total Income) | 0 | 1 | 1 | 2 | 1 | 1 | 6 | 3 | 50% | |

Increase in Income for Leavers

19a2 - Client Cash Income Change - Income Source - by Start and Exit

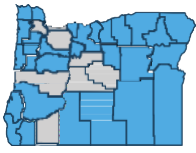
| Income Change by Income Category (Universe: Adult Leavers with Income Information at Start and Exit) | Had Income Category at Start and Did Not Have It at Exit | Retained Income Category But Had Less \$ at Exit Than at Start | Retained Income Category and Same \$ at Exit as at Start | Retained Income Category and Increased \$ at Exit | Did Not Have the Income Category at Start and Gained the Income Category at Exit | Did Not Have the Income Category at Start or at Exit | Total Adults (including those with No Income) | Performance Measure: Adults who Gained or Increased Income from Start to Exit, Average Gain | Performance measure: Percent of Persons who Accomplished this Measure | |
|--|--|--|--|---|--|--|---|---|---|--|
| Number of Adults with Earned Income (i.e., Employment Income) | 2 | 0 | 0 | 0 | 0 | 4 | 6 | 0 | 0% | Enter 0% for change in earned income for stayers |
| Average Change in Earned Income | | | | | | | | | | |
| Number of Adults with Other Income | 0 | 0 | 0 | 2 | 0 | 4 | 6 | 2 | 33% | Enter 33% for change in other |
| Average Change in Other Income | | | | | | | | | | |
| Number of Adults with Any Income (i.e., Total Income) | 1 | 1 | 0 | 1 | 0 | 3 | 6 | 1 | 17% | |



SECTION 7: BONUS POINTS - VULNERABILITY

Additional points are added for programs that assist vulnerable populations. Use the APR to gather the data of each. Each category is measured as a percentage of the total clients or HHs served, and that percentage is applied to the 5 points allowed. Chronically Homeless and Families (HH) with Children data is automatically populated from data entered in Section 2: General Data.

- 1) Chronically Homeless: The percentage of CH served divided by total assisted in the program is applied to the total possible 5 points to determine final points awarded.
- 2) Disabling Condition: APR 13a2 - Total Persons less "None" (1st line). The percentage of individuals with one or more disabilities assisted in the program divided by total served is applied to the total possible 5 points to determine final points awarded.
- 3) Families (HHs) with Children. The percentage of Families with Children divided by Total Households is applied to the 5 points allowable.
- 4) Unaccompanied Youth: APR 27a - Youth - 18-24
- 5) HH - Place not meant for habitation: APR 15 - Place not meant for habitation. The percentage of HH entering the program from "place not meant for habitation" divided by Total Households is applied to the 5 points allowable.
- 6) Persons Fleeing Domestic Violence: APR 14b - Persons Fleeing DV = 'Yes'



PERFORMANCE SCORING – TAB 2

The Renewal Application provides scoring information along with additional information required. In most instances, the information provided on the application is automatically populated to the scoring sheet. The following are those sections of the scoring sheet that need to be addressed to calculate a final score.

1. **Application Information:** Please use the dropdown in yellow to select if the renewal project is PSH or RRH. This step determines which of the components below are scored or how they may be scored differently based on that project type.
2. **Section 5a: PERMANENT SUPPORTIVE HOUSING ONLY:** By selecting PH in the Project Type, this section of the template opens for scoring. Four of the five responses have been automatically populated from the application. Please enter a response to question 4
 - a. **Leavers to PSH:** This number is specifically those who exited to Permanent Destinations found in the first portion in Section 1: Program Data:

At times you may have a deceased individual (or another special circumstance) that will not show up in your exit count. If this is true, add the individual to your total number of positive exits on the application. In Sections 5-Q7, Program Success, a note has been added:

NOTE: You may have special considerations that allow additions in this total count for exits to permanent destinations. In the application, you entered the number reported in the APR. Now you may add to this total in the yellow box and provide an explanation for the change on the scoring sheet in Section 5a, Q4 in the blue box. An example is if a participant is now deceased.

- b. Scoring Sheet: Section 5a, Q4 has the option to explain any special considerations placed in the blue box.
- c. Scoring Sheet: Section 6a – 6B requests target numbers by quarter. In the quarter where this special consideration occurred, make sure the number reflects the positive exit. Each line has a blue box with a dropdown simply to acknowledge the quarter and to refer to the previous question for an explanation. If no special occurrence, then this blue box is not necessary.

Determining Scores: The percentage of total leavers is applied to the total 25 points allowed.

3. **Section 5b: RAPID REHOUSING ONLY:** By selecting RRH in the Project Type, this section of the template is scored.
 - a. **RRH ONLY: % Total Exit to Positive Destination:** Using the APR report, enter the percentage of total leavers found in Section 23 in the Totals Portion located at the end of the section.

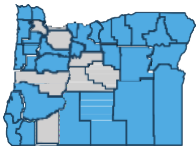
Determining Scores: The percentage of total leavers is applied to the total 25 points allowed.

SECTION 6: TARGETS MET (10 POINTS)

- 1) Section 6a: TARGET # HH SERVED – ACTUAL (5 Points): Using the APR Section 8b, enter the HH counts for each quarter.
 - a. Q1
 - b. Q2
 - c. Q3
 - d. Q4

Final Average: The final average is the average number of HHs served for the year.

Determining Scores. The final average is divided by the target number of HHs stated in the application (Section 1: 6) and is applied to the total allowable 5 points.



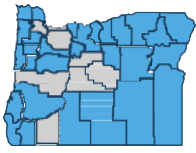
- 2) Section 6b: TARGET # PERSONS (Beds) SERVED – ACTUAL (5 Points): Using the APR Section 8b, enter the HH counts for each quarter.
- a. Q1
 - b. Q2
 - c. Q3
 - d. Q4

Final Average: The final average is the average number of persons served for the year.

Determining Scores. The final average is divided by the target number of HHs stated in the application (Section 1: 7) and is applied to the total allowable 5 points.

SCORING POINTS

- 1) TOTAL POINTS BEFORE BONUS: This is the total number of points scored in each previous section. The maximum allowable score is 100 points.
- 2) TOTAL SCORE PSH: The final total of points scored including bonus points. Points will only be calculated on this line of the Project Type in Section 1 was PSH.
- 3) TOTAL SCORE RRH: The final total of points scored including bonus points. Points will only be calculated on this line of the Project Type in Section 1 was RRH.



SECTION 8: VULNERABILITY

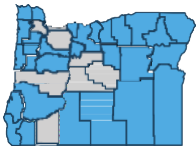
Additional points are added for programs that assist vulnerable populations. Data is automatically populated from the application.

FINAL APPLICATION SCORE: Application points and bonus points totaled is the final application score on the renewal grant.

REQUIRED DOCUMENTS TO ATTACH

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

| |
|--|
| Completed CSBG Fiscal Analysis Risk Assessment |
| Completed Housing First Assessment |
| Agency Diversity, Equity and Inclusion Statement |
| Agency Domestic Violence Safety Plan. |
| Agency Board roster highlighting individuals with lived homeless experience. |
| Agency Staff Training Requirements. |
| ELOCCS as stated in PART 1 - Supplemental Documents |
| Draft e-snaps project application relevant to proposed project type(s) |
| HUD Monitoring Letter and correspondence about outstanding findings/sanctions (if applicable) |
| Full canned APR in PDF format for the start and end date of grant period. (HMIS Lead will compare for accuracy.) |



SCORING

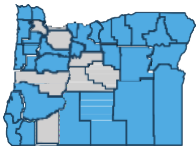
For the 2024-26 Continuum of Care Program Competition, the ROCC standardized the new/bonus/DV application process including a new scoring procedure that offers clear guidance on how to evaluate individual responses to each question.

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:

- high utilization 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.



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 BOC CoC Competition Timeline

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

Revisions

Revised: 8/30/2024

Section 3: Grant Funds – 10 Points

Changed current year funds awarded and spent to be for documentation only. This is no longer used for scoring.

Changed the Remaining Funds to Total Percentage. Total percentage only uses the final full-year grant closeout data for scoring.

Previous version:

- | | |
|---|--|
| 1. Current Grant Funds Awarded. | Use the most recently completed grant year. Enter this amount in the adjacent box. |
| 2. Current Grant Funds Spent: | Use the most recently completed grant year. Enter this amount in the adjacent box. |
| 3. Previous Year Grant Funds Awarded. | Use the previously completed grant year. Enter this amount in the adjacent box. |
| 4. Previous Year Grant Funds Spent: | Use the previously completed grant year. Enter this amount in the adjacent box. |
| 5. Remaining Funds: | This is auto calculated based on the funding responses. |

Revised: 9/05/2024

Section 1: Threshold Requirements

Original: Please certify each one by selecting either 'yes' or 'no'. If any of the responses are "no", the application does not meet the required threshold.

Updated: Please certify each one by selecting either 'yes' or 'no' and 'true' or 'false' when asked. If any of the responses are "no" or "false", the application does not meet the required threshold.