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<tr>
<td>July 3, 2019</td>
<td>HUD releases Notice of Funding Availability</td>
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<td>Supplemental Questions for CoC renewal projects due in PRESTO</td>
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<tr>
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<td>TA Workshop: Information is provided about the local competition and HUD guidelines</td>
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<td>New and Renewal eSNAPs Project Applications and All Attachments Due</td>
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<td>July 26, 2019</td>
<td>CoC Board Meeting: Meet to consider amendments to scoring tools</td>
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<tr>
<td>August 13, 2019</td>
<td>Review and Rank Panel Training: Review and Rank Panel provided orientation on the CoC Program and the local competition and training to complete the review and ranking of applicants</td>
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<td>August 15, 2019</td>
<td>Review and Rank Panel Meetings: Rank &amp; Review Panel meet to review and discuss proposals, finalize scoring, and determine recommendations on how projects will be ranked in the 2019 application</td>
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<tr>
<td>August 26, 2019</td>
<td>Notice of intent to appeal due: Any agencies seeking to appeal must submit their intent to appeal</td>
</tr>
<tr>
<td>August 27, 2019</td>
<td>Appeals due: All appeals must be submitted to HomeBase by August 30, 2019 by 12:00 pm</td>
</tr>
<tr>
<td>August 28, 2019</td>
<td>Appeal Committee meets: Review submitted appeals and determine if any changes are required</td>
</tr>
<tr>
<td>August 30, 2019</td>
<td>Review and Rank Panel Meetings: Rank &amp; Review Panel meet to review and discuss proposals, finalize scoring, and determine recommendations on how projects will be ranked in the 2019 application</td>
</tr>
<tr>
<td>September 2, 2019</td>
<td>Distribution of Preliminary Priority List: HomeBase will distribute the list</td>
</tr>
<tr>
<td>August 31, 2019</td>
<td>CoC Board Approval of Priority List is distributed to CoC Board and HomeBase distributes the list</td>
</tr>
<tr>
<td>September 4, 2019</td>
<td>Recommended Priority List is distributed to CoC Board and HomeBase distributes the list</td>
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<tr>
<td>September 5, 2019</td>
<td>Recommended Priority List is distributed to CoC Board and HomeBase distributes the list</td>
</tr>
<tr>
<td>September 9, 2019</td>
<td>Project Applicants notified of final decisions on whether their applications were accepted and will be Ranked on the Priority Listing or were Rejected or Reduced, or pending competitive funding.</td>
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<tr>
<td>September 12, 2019</td>
<td>All Project Applications must be finalized in E-snaps</td>
</tr>
<tr>
<td>September 13, 2019</td>
<td>Consolidated Application and Priority Listing must be submitted to HUD</td>
</tr>
<tr>
<td>September 18, 2019</td>
<td>By 5:00 PM Consolated Application and Priority Listing must be submitted to HUD</td>
</tr>
<tr>
<td>September 27, 2019</td>
<td>By 5:00 PM Consolidated Application and Priority Listing must be submitted to HUD</td>
</tr>
<tr>
<td>September 30, 2019</td>
<td>By 5:00 PM PST Consolidated Application and Priority Listing must be submitted to HUD</td>
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## ELIGIBLE RENEWAL PROJECTS

<table>
<thead>
<tr>
<th>Agency</th>
<th>Project</th>
<th>Project Type</th>
<th>Total Amount Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>PATH</td>
<td>PATH Santa Barbara Rapid Rehousing</td>
<td>RRH</td>
<td>$112,433</td>
</tr>
<tr>
<td>Good Samaritan</td>
<td>Marks House Transitional Housing &amp; RRH Project</td>
<td>TH-RRH</td>
<td>$114,197</td>
</tr>
<tr>
<td>Good Samaritan Shelter</td>
<td>Casa de Familia</td>
<td>PH-PSH</td>
<td>$76,556</td>
</tr>
<tr>
<td>Good Samaritan Shelter</td>
<td>Northern SB County Rapid Rehousing</td>
<td>PH-PSH</td>
<td>$91,836</td>
</tr>
<tr>
<td>Housing Authority of the City of Santa Barbara</td>
<td>Shelter Plus Care PRA for Artisan Bradley Consolidated</td>
<td>PH-PSH</td>
<td>$105,655</td>
</tr>
<tr>
<td>Housing Authority of the City of Santa Barbara</td>
<td>Shelter Plus Care, A Santa Barbara Partnership Serving the Homeless</td>
<td>PH-PSH</td>
<td>$846,288</td>
</tr>
<tr>
<td>New Beginnings Counseling Center</td>
<td>New Beginnings</td>
<td>RRH</td>
<td>$103,787</td>
</tr>
<tr>
<td>Santa Barbara Community Housing Corporation</td>
<td>Hotel de Riviera Permanent Supportive Housing</td>
<td>PH-PSH</td>
<td>$79,444</td>
</tr>
<tr>
<td>Santa Barbara County ADMHS</td>
<td>Casa de Mural</td>
<td>PH-PSH</td>
<td>$115,315</td>
</tr>
<tr>
<td>Santa Barbara County HCD</td>
<td>HMIS Consolidated Renewal 2018</td>
<td>HMIS</td>
<td>$169,050</td>
</tr>
<tr>
<td>Santa Barbara County HCD</td>
<td>Coordinated Entry</td>
<td>CE</td>
<td>$130,675</td>
</tr>
</tbody>
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**GRAND TOTAL ANNUAL RENEWAL DEMAND:** $1,945,236
OVERVIEW

The federal Department of Housing and Urban Development (HUD) typically provides over $2 billion per year in funding for homeless housing and services. This funding is distributed through Continuums of Care (CoCs), which are regional organizations that meet regularly to improve project performance and build community support for responding to homelessness.

Each year, HUD requires each CoC to review the performance of homelessness projects within that CoC’s region, and to use their performance to rank those projects in order of their funding priority. Projects that pass eligibility and quality review and that rank near the top of the list or in the middle of the list (known as “Tier 1”) are very likely to receive federal funding. Projects that are near the bottom of the list (known as “Tier 2”) at some risk of not being funded, depending on the exact size of the Congressional budget, their project’s design and on how the CoC as a whole performs relative to other CoCs in the national competition. Projects that are excluded from the list altogether will not receive federal funding.

Project performance is evaluated by an independent Review and Rank Panel. Using a variety of objective and subjective data, the Panel prepares a Recommended Ranked List showing the recommended ranking for of all of the projects in Santa Barbara County.

The Recommended Ranked List may be subject to minor edits if a project files a successful technical appeal or if the non-conflicted members of the CoC Board determine that edits are required based on urgent community needs. Then, the CoC officially adopts the Approved Ranked List and submits it to HUD as part of the annual Notice of Funding Availability (NOFA) competition.

The Santa Maria/Santa Barbara County Continuum of Care (CoC) has adopted the following procedure to review both renewal projects and proposed new projects as part of the Continuum of Care Program competition. The substantive provisions of this policy are subject to change annually depending on the Department of Housing and Urban Development’s specific requirements in that year’s NOFA.

I. PRIOR TO THE NOFA RELEASE

A. After the conclusion of the previous year’s Continuum of Care competition, the CoC Review and Rank committee will evaluate the Review and Rank policies utilized during the competition. The Committee shall make recommendations regarding improvements to the Review and Rank process. The Committee shall also make recommendations regarding improvements to the scoring tools utilized during the competition for all project types. Those recommendations shall be reviewed and approved by the CoC Board.
B. When the CoC receives its score and debriefing document from HUD, the Review and Rank Committee shall review the policies again in light of that new information. The Review and Rank committee shall make recommendations to revise the Review and Rank policies in alignment with HUD policies and priorities as evidenced by the CoC scoring document and debrief. The Committee shall also make recommendations regarding changes to the scoring tools utilized during the competition for all project types. Those recommendations shall be reviewed and approved by the CoC Board.

GATHERING DATA FOR REVIEW AND RANK

I. SOURCES OF DATA

All projects will be required to submit information so that the Review and Rank Panel can evaluate project performance. This information shall be compiled into the HomeBase Program and Evaluation Scoring Tool (PRESTO) report. The Review and Rank Panel will evaluate projects based on the PRESTO report, completed eSNAPs project application materials, and supplemental documentation. Threshold factors, which represent basic HUD compliance and can disqualify an applicant in both the local and national competition, will be verified by the Competition Facilitator and Lead Agency Staff prior to Review and Rank. The Competition Facilitator or Lead Agency Staff will notify an applicant of any issues with threshold factors, and the applicant will have 72 hours to provide evidence of compliance.

The sources of data for the Review and Rank process include:

A. **Annual Performance Reports** (APR) are generated automatically from the data that each project enters into the Homeless Management Information System (HMIS) database during the course of the year. For example, an APR would include statistical data on the percent of clients in each project who have increased their income, who have obtained permanent housing, and who have obtained health insurance.

B. **Supplemental Questions** are short-answer essay questions that help fill in the gaps in the APR. Supplemental Questions allow applicants to describe their successes in their own words. For example, a Supplemental Question might ask a provider to talk about what kinds of supportive services they offer, or about how they respond to the needs of challenging clients.

C. The **eSNAPS Application** is a federal application form that HUD requires all projects to complete in order to apply for HUD funding. Some of the information in the eSNAPS application may be considered and reviewed by the Panel. For example, the Panel might look at the number of beds listed in the eSNAPS application to help evaluate the budget.

D. **Other Attachments**, such as a budget, a job description, or a copy of one of a program’s policies, may be requested by the instructions for an application. Any attachments submitted during the Review and Rank process become part of a project’s application. The entire application will be made available to the Panel.
E. **A Phone Call** may be conducted at the Review and Rank Panel’s discretion if they have questions that they want to ask about a particular project in order to understand the application’s budget (i.e. the housing first answer, budget submission, new project design).

### 2. HOW DATA IS USED

In order to streamline the data collection process and ensure a fair competition, all APR data will be treated as final and authoritative. Projects may use their Supplemental Questions and Oral Interviews to explain the context for their data, but not to suggest that some other data would be more appropriate. For example, suppose a project’s APR shows that it only filled 60 out of its 100 beds. The project would be allowed to explain why it was difficult to fill those beds, but the project would not be allowed to argue that the true number of beds filled was really closer to 75 out of 100 beds. The data in the final APR that is sent to the Panel is binding on both the projects and the Panel.

Because the APR is treated as authoritative, the HMIS Lead will work with all applicants to help them clean and verify their APR data in advance of the competition. By April 15, 2019, all projects will receive an APR report from the HMIS Lead, along with a “mini-PRESTO” report shortly thereafter that helps visually illustrate the information in the APR. Projects can also generate an unlimited number of APRs for themselves, at any time, using the Reports screen of the Homeless Management Information System (HMIS). Ultimately, it is each project’s responsibility to read their APRs, confirm that the data is correct, and fix any incorrect data by making the appropriate changes in HMIS.

Projects are responsible for obtaining and correcting their own APR data in a timely fashion. The Review & Rank Panel is not permitted to accept a project’s assertion that the APR data is incorrect. Instead, the project must officially correct its APR data in HMIS within the competition deadlines. The project is responsible for communicating with and ensuring that the HMIS Administrator has sufficient time to run any new reports.

Note that APRs are only used for renewal housing project applications that have a full 12 months of data during the competition period (see the next section, below). New projects, projects with less than 12 months of data, coordinated entry projects, and HMIS projects do not use APRs as part of the competition.

**Final APRs are due on May 15, 2019 at 5:00 pm Pacific time.** On the evening of May 15th, the HMIS Lead will generate an APR for all renewal projects that will be used as the official APR for this year’s NOFA competition. A project that needs to modify its APR after this date is considered to have missed a competition deadline, and may lose points in the competition as a result.

### 3. THE COMPETITION PERIOD

This is the period of time that will be measured and evaluated during the NOFA competition is the official “competition period”. The official competition period is January 1, 2018 through December 31, 2018. Unless otherwise specified, all Supplemental Questions are referring to
events and outcomes that took place during the official competition period. All APRs will be generated using January 1, 2018 as their start date and December 31, 2018 as their end date.

One key exception is that measuring Coordinated Entry Participation will be adjusted because the System did not start operating fully until January 2018. The time period used for Coordinated Entry factors (both reporting of vacancies and acceptance of referrals) will be 2/1/18-1/31/19.

For financial drawdowns from eLOCCs, the measurement period is the HUD contract that has most recently been completed. For example, if a project had an FY2015 contract that ran from 2/1/16 – 1/31/17, an FY2016 contract that ran from 2/1/17 – 1/31/18, and an FY2017 contract that started on 2/1/18 and that is still ongoing as of the date of the FY2018 competition, then the FY2018 competition would use the FY2016 contract, and would measure drawdowns that took place between 2/1/17 and 1/31/18. If a renewal project has not yet completed any HUD contracts, then the project’s eLOCCs drawdowns will be measured on an ad hoc basis that attempts to provide the fairest possible measurement period.

If a project had not yet started operations as of January 1, 2018, then it will not have 12 full months of data for the competition period, and so it will not be scored in this year’s competition. Instead, the project will be automatically ranked at the bottom of Tier 1. A project has “started operations” if it has signed a contract with HUD, drawn down funding from eLOCCs, or housed at least one client. The fact that a project may still be “ramping up” does not mean that the project has not yet started operations.

DESIGN OF SCORING TOOLS

The Review and Rank Panel will be guided in their scoring by a series of Scoring Tools that summarize the priorities and targets chosen by HUD and by the local community. To help cope with the fast pace of the competition, these Scoring Tools are typically drafted before HUD releases the final rules of each year’s competition.

Upon publication of the CoC Program NOFA, the Competition Facilitator will review the currently adopted scoring tools for all project types and ensure they comply with the NOFA. In the event the scoring tools do not comport with the NOFA, changes will be made and adopted prior to the use of the tools in the competition. All changes will be presented to and approved by the CoC in accordance with the Governance Charter, with input from the Review and Rank Committee members and project applicants encouraged.

NOFA TECHNICAL ASSISTANCE WORKSHOP

Upon publication of the CoC NOFA, the Collaborative Applicant will schedule and announce a time and date for a Technical Assistance Workshop where details about the funding opportunity and the process are provided. These details will be distributed to the entire CoC
and broader community via listserv, email, posting, and any other method appropriate to ensure a broad distribution to potential interested applicants.

All applicants/potential applicants are **required** to participate in the **NOFA Technical Assistance Workshop**.

A. At the workshop, attendees will receive an overview of the HUD CoC Program NOFA, including details about available funding and any major changes in the application from previous years.

B. Applicants will also be oriented to the process for reviewing and ranking applications.

C. Applicants will also have the opportunity to ask any questions they have about both the local and HUD application processes.

D. A portion of the Workshop will be dedicated to orienting potential new applicants to the funding opportunity to prepare them for the application process and provide all necessary information about the Continuum of Care program.

All Applicants must attend the Technical Assistance Workshop; however, if emergent circumstances arose that prevented a potential applicant and staff from attending that they felt were compelling, they must contact the Competition Facilitator immediately for consideration.

THE REVIEW AND RANK PANEL

1. REVIEW AND RANK MEMBER QUALIFICATIONS

Review and Rank Panel members shall be:

- Knowledgeable about homelessness and housing;
- “Neutral,” meaning that they are not employees, staff, or otherwise have a business/financial or specific personal conflict of interest with the applicant organizations;
- Familiar with grants and/or grant management; and
- Willing to review projects with the best interest of homeless persons in mind.

Review and Rank Panel members agree to:

- Dedicate time for individual application review and Review and Rank Panel meetings;
- Sign a statement declaring that they have no conflict of interest and a confidentiality/non-disclosure agreement; and
- Abstain from any communication with any applicant about the CoC or CoC Competition for the duration of the Competition.

2. REVIEW AND RANK PANEL SELECTION

Review and Rank Panel members shall be recruited by Competition Facilitator subject to the membership qualifications above and according to the Governance Charter’s provisions. The
Panel shall be announced to the Continuum of Care Competition applicants no later than two weeks before the Review and Rank meeting.

The Review and Rank Panel selected will be composed of five members. However, in emergency circumstances the review and ranking may proceed with as few as 3.

3. EMERGENCY REPLACEMENTS

If one or two of the selected, announced, approved, and trained Panel members are unable to attend the Review and Rank meeting or otherwise unable to discharge their duties, then the Competition Facilitator may appoint one or more suitable emergency replacements, or, if unable to do so due to timing or availability, may continue the Review and Rank process with a smaller Review and Rank Panel (3 or 4), at their discretion.

4. CONFLICTS OF INTEREST

If a person or an organization believes there is a conflict of interest that would exclude a Review and Rank Panel Member, it needs to be brought to the attention of the Competition Facilitator within 2 calendar days of the announcement of the Review and Rank Panel membership. The concerned person/organization would need to provide specific and substantial information regarding the alleged conflict to allow the Facilitator to conduct a fair evaluation.

5. THE PANEL'S PREPARATION

A. The Panel shall receive a training from HomeBase on the use of the PRESTO system, the CoC Program and local competition, and their responsibilities as Review and Rank panelists. This training may be conducted via videoconference at the convenience of the Panel.

B. The Panel shall review the PRESTO reports and supplemental project information prior to the scheduled Review and Rank meeting.

C. Each Panelist shall review and individually score each application prior to meeting as a group.

6. THE REVIEW AND RANK MEETING

A. The Panel shall conduct its business in accordance with the Code of Conduct provisions in the Santa Maria/Santa Barbara County CoC Governance Charter.

B. The Panel shall meet in person to discuss the application materials submitted as part of the Continuum of Care Competition. This meeting shall be closed to the public.
7. PANEL INTERVIEWS

All CoC projects who submitted an application will be required to be on call on the day of the Review and Rank Meeting in order to answer questions from the Panel as required. Failure to make a knowledgeable staff person available by phone on the scheduled day may force the Panel to rely solely on written application materials, which could in some cases result in a lower score and/or in a loss of funding.

ASSIGNING SCORES TO PROJECTS

1. INTRODUCTION

The Review and Rank Panel will use the information it receives to decide on a score for each project for each of the scoring factors listed in the Scoring Tools. Panelists are encouraged to keep track of questions that they have in the PRESTO scoring tool and information that they would like to discuss when they meet as a group. Panelists are encouraged to candidly share their reasoning with each other and to respectfully listen carefully to each other’s reasoning, but each Panel member is entitled to his or her own opinion and individual scores will not be viewed at the Ranking meeting or shared with applicants. One Panelist may have a tendency to score projects more harshly or more leniently than others, which is okay as long as that tendency is consistently applied to all projects. After scoring is over, the scores assigned by each Panelist will be averaged to calculate the program’s final score.

Except as specifically indicated, all scoring factors have a minimum of 0 points. Panelists may not assign a project a negative number of points. Similarly, Panelists may not assign “extra credit” that goes above the maximum score listed for a scoring factor in the Scoring Tool. Panelists may use decimal scores (e.g., 2.5 points) when necessary.

2. SCALED SCORES

Some scoring factors in the scoring tools include “scales” that translate performance into points. For example, PSH projects that place at least [95%] of their clients into permanent housing should receive [24 points], and projects that place between [90% and 95%] of their clients into permanent housing receive [18 points]. The performance factors in the scoring tool align with HUD and community performance measures and provide an annual uniform standard for measuring performance. The PRESTO system automatically takes the data and applies the scales and will pre-score all objective scoring factors. Each Panelist should verify that the data is being applied correctly and that the scaled score being displayed is correct. Absent extraordinary circumstances that impacted a program, a Panelist should not adjust objective scores. However, Panelists may adjust objective scores based on the narrative information provided in PRESTO. The scoring tool provides examples. Note that the scoring for the Continuum of Care in the national competition is impacted by the extent to which the Continuum utilizes objective performance data in the review and ranking process.
3. NORMALIZING NEW PROJECT SCORES WITH RENEWAL PROJECT SCORES

In general, there is no reason to expect new project applications to be of higher quality than renewal project applications. The primary difference is that new projects do not have performance data for the new project that they are proposing. To avoid inadvertently favoring new project applications, new project scores will be "normalized" after the Panel finishes scoring so that the median score of a new project is the same as the median score of a renewal project. First, the median renewal project score (not including projects automatically ranked at the bottom of Tier 1) will be calculated. Similarly, the standard deviation of the renewal projects' scores will be calculated. Then, the median new project will be identified. If there are an odd number of new projects, the new project in the exact center of the new project rankings will be manually assigned to have the median score of the renewal project. If there are an even number of new projects, the two projects in the center of the new project rankings will be manually assigned new scores so that the average of their new scores is the same as the median renewal project score. Projects that are ranked higher or lower in the new project rankings will have their scores proportionally adjusted using the standard deviation so that a new project that scores unusually well will receive the same score as a renewal project that scores unusually well, and so that a new project that scores unusually poorly will receive the same score as a renewal project that scores unusually poorly. By policy, in case of an exact tie, the renewal project will be ranked in the higher slot.

3. MISSING, LATE, OR INCOMPLETE APPLICATIONS

If the Competition Facilitator receives part or all of an application up to 72 hours late, this fact will be noted in the competition documents so that the Review and Rank Panel can assign an appropriate penalty (up to 5 points out of 100) using the detailed scoring factor in the Scoring Tool.

If an application is missing, is more than 72 hours late, or is seriously incomplete as of the date that the Review and Rank Panel would begin reviewing applications, then at its discretion, the Review and Rank Panel may choose to automatically exclude the project from the competition, and to reject that application without assigning it a score.

4. UNSCORED PROJECTS

Certain projects are not assigned scores in the competition. As explained in the next section, these projects will be automatically assigned a place in the Recommended Ranked List based on community policies.
# ASSIGNING RANKS TO PROJECTS

After all projects have been scored, the Review and Rank Panel will assemble a list of their recommendations for how each project should be ranked in order of funding priority. The list will be guided by the scores that the Panel has already assigned.

## 1. TIER 1

Most projects will be ranked in “Tier 1.” In a typical competition, Tier 1 includes roughly 90% of the funding available to the CoC. Projects that pass eligibility and quality review that are ranked in Tier 1 are expected to receive federal funding unless there is some kind of federal budget crisis or the project is deemed legally ineligible by HUD. CoC staff work closely with all applicants to help review their applications and ensure that their projects will not be disqualified by HUD.

Although HUD requires each project to be assigned a unique place in the Ranked List, it typically makes no practical difference to an agency whether they are ranked, e.g., first or sixth in the list – all projects in Tier 1 can reasonably expect to receive funding.

## 2. TIER 2

Some projects will be ranked in “Tier 2.” This means that the community would like those projects to receive funding, but that it is unclear whether HUD will allocate enough money to the community to fund those projects. If the community performs well in the national competition, or if Congressional appropriations stretch further than expected, then most of Tier 2 will be funded. However, it is possible that a portion of the projects in Tier 2 will lose their federal funding. Projects that are ranked toward the top of Tier 2 are at somewhat greater risk.

## 3. STRADDLING PROJECT

Because of the way HUD structures the NOFA competition, there is almost always one project that “straddles” the line between Tier 1 and Tier 2. The way the straddling project is treated is that the portion in Tier 1 is treated as a Tier 1 project and portion in Tier 2 is treated as a Tier 2 project. However, in the years since the Tiering were introduced, Santa Barbara has always had the straddling projects fully funded.

## 4. UNSCORED PROJECTS

A. HMIS and Coordinated Entry projects are not scored. Instead, they are automatically placed at the bottom of Tier 1, just above the ‘straddling’ project. This reflects the community’s commitment to ensuring that it can continue to provide mandatory HMIS and Coordinated Entry services, without which other CoC programs would not be eligible to receive funding. The Coordinated Entry project will be ranked higher than the HMIS project.
B. Renewal projects with less than one year of operating data will be automatically ranked near the bottom of Tier 1, immediately above the HMIS and Coordinated Entry projects. The relative ranking of these projects will be alphabetical.

C. Housing projects that consist of a combination of a renewal project and an expansion project with less than one year of operating data will be combined and scored normally, as if they were a single renewal project. For scoring factors that are inapplicable to the expansion project, only data from the older renewal project will be used.

D. Housing projects that consist are a consolidation of two renewal projects that had data for at least one year will be treated as a renewal project and scored normally as if they were a single renewal project with data combined.

5. VOLUNTARY AND INVOLUNTARY REALLOCATION

Some agencies may decide to voluntarily reallocate part or all of one of their projects, i.e., to release that funding back into the common pool for the entire CoC. Agencies might choose to reallocate their funding because they are no longer able or willing to continue their program, because they have more funding than they need to operate the program, or because they believe that the funding could be better spent on alternative uses. A project that is entirely reallocated will not receive a place in the Ranked List. A project that is partially reallocated can still receive a spot in the Ranked List; that project’s place will simply reflect that the project is now applying for a reduced amount of money.

Alternatively, the Review and Rank Panel has the discretion to recommend projects for involuntary reallocation. The Review and Rank Panel determines if any renewal project should receive a decrease in funding (or an elimination of funding) due to the level of performance in outcomes and/or utilization of funds. Any funding captured from an existing project will be made available for reallocation to a new project that meets the requirements in the NOFA.

All projects must meet certain threshold requirements (as detailed on the scoring tool) in order to be included in the ranked list. All applicants who have threshold issues will be given an opportunity to provide evidence of compliance (as listed above) – 72 hours to provide documentation to Competition Facilitator. All threshold criteria are required by HUD for funding. Special consideration will be made in reviewing New Project applications for eligibility determinations to provide technical assistance prior to the Review and Rank convening in order to encourage successful applications by new projects. Nevertheless, it is ultimately each applicant’s responsibility to ensure that their application meets all threshold criteria. If the Review and Rank Panel is concerned that a project may not be able and willing to meet threshold criteria even after receiving short-term technical assistance, then the Review and Rank Panel should reallocate that project’s funding.

HUD expects CoCs to reallocate funds from non- and/or under-performing projects to higher priority community needs that align with HUD priorities and goals. Reallocation involves using funds in whole or part from existing eligible renewal projects to create one or more new projects. In the recent competitions, HUD encouraged CoCs to use reallocation to create:
• New permanent supportive housing projects that serve chronically homeless individuals and families, including unaccompanied youth.
• New rapid rehousing projects for homeless individuals and families, including unaccompanied youth, coming directly from the streets or emergency shelter or fleeing domestic violence.
• New projects for dedicated HMIS.
• New Supportive Services Only projects for coordinated entry systems.

HUD expects that CoCs will use performance data to decide how to best use the resources available to end homelessness within the community. CoCs should reallocate funds to new projects whenever reallocation would reduce homelessness. Communities should use CoC approved scoring criteria and selection priorities to determine the extent to which each project is still necessary and address the policy priorities listed in the NOFA.

Previous NOFAs stated that HUD would prioritize those CoCs that “have demonstrated a capacity to reallocate funding from lower performing projects to higher performing projects through the local selection process” and that HUD’s homeless assistance programs are “measured by the objective to ‘end chronic homelessness and to move the homeless individuals and families to permanent housing,’ based on system performance, and the ability of CoCs that have the capacity to reallocate funds from lower performing projects to higher performing projects.”

The Santa Maria/Santa Barbara County CoC has identified the need for additional permanent housing options within Santa Barbara County. The lowest performing projects may be reallocated to support new permanent supportive housing that emphasizes serving chronically homeless or dedicated plus individuals and families and/or Transition Aged Youth.

6. NOTIFICATION OF RANKINGS

Project applicants will be notified as to whether they were recommended for funding (and, if so, in what tier) within 72 hours of the Review and Rank Meeting. Project applicants will receive the recommended priority listing along with a scoring breakdown for their own project.

TECHNICAL APPEALS

The Review and Rank Panel reviews all applications and ranks them for funding recommendations to HUD. Applicants may appeal the decision on technical grounds by following the process set forth below.
1. MEMBERS OF THE APPEALS PANEL

The Appeal Panel shall consist of three members. These members may be selected from non-profits, foundations, consumers, government, and private agencies with familiarity with grant administration and homelessness or projects.

The Appeal Panel will be selected by the neutral facilitator of the Review and Rank process.

Appeal Panel members must not have a conflict of interest with any of the agencies or parties applying for CoC Program funding as defined by the existing Review and Rank Panel conflict of interest rules.

2. APPEAL ELIGIBILITY

A project may appeal if:

1. The Review and Rank Panel recommends the project for full or partial reallocation;
2. The project is placed in Tier 2; or
3. The project is straddling Tier 1 and Tier 2.

If the project was submitted by a collaboration of agencies, only one joint appeal may be made.

3. SUBJECTS FOR APPEAL

Appeals may be made on the following bases:

- Inaccuracy in information provided to the Review and Rank Panel (by entities other than the applicant) resulting in a reduced score
- A failure to follow the Review and Rank process resulting in a reduced score

NOTE: Appeals based on policy considerations, funding priorities, or other subjective criteria will not be considered and are not eligible for technical appeal.

4. APPEALS PROCESS

Any Project Applicant seeking to appeal must adhere to the included timeline. Failure to meet a deadline in the timeline voids the Project Applicant’s appeal.

A. Project Applicants must provide notice to the CoC of an intent to appeal. The due date for this notice will be contained in the official CoC Competition Timeline. This notice must include:

i. A statement as to why the project is eligible to appeal.

ii. The basis for the appeal
iii. A brief statement of the facts upon which the Project Applicant bases its appeal. These facts need not be complete, but must give the CoC a sufficient understanding for the basis of the appeal.

B. The Competition Facilitator will contact the appealing Project Applicant in an attempt to clarify the scoring decision and determine if the appeal can be resolved without requiring a formal hearing.

C. If a resolution is not possible, the Project Applicant will submit a formal appeal pursuant to the official CoC Competition Timeline.
   i. The Formal Appeal must consist of a short, clear, written statement no longer than two pages of the basis for the Project Applicant’s appeal of the Review and Rank Panel’s decision.
   ii. The Formal Appeal must be sent as an attachment to the Competition Facilitator.

D. Upon timely receipt of the Formal Appeal, the Competition Facilitator will convene the Appeal Panel and set a time and date for the Appeal Hearing.

E. The Appeal Hearing shall be conducted according to the following procedure:
   i. The Appeal Hearing will be conducted telephonically.
   ii. The Appeal Panel will join the call with the neutral facilitator and a representative of the Review and Rank Panel.
   iii. The neutral facilitator will explain the facts of the appeal and answer any procedural questions.
   iv. The Appeal Panel may ask the Review and Rank Panel member questions about the Review and Rank Process to clarify what occurred during Review and Rank and what information the Panel considered in evaluating the Project Applicant.
   v. The appealing Project Applicant will then join the phone call. The appealing Project Applicant will be allotted a few minutes to explain their appeal. The Appeal Panel may then ask any questions of the appealing Project Applicant. The appealing Project Applicant then leaves the phone call.
   vi. The Appeal Panel asks any follow up questions of the Review and Rank member and then they leave the call.
   vii. The Appeal Panel conducts a discussion of the appeal and takes a formal vote.

F. The Appeal Panel may consider the effect of its decision on other Project Applicants and may include those project applicants in the appeals discussion.

The decision of the Appeal Panel is the final one of the Review and Rank process and will be transmitted to the CoC Board without further debate.
SUPPLEMENTAL PROJECT FUNDING

In some circumstances, there may be an opportunity after the application deadline for programs to submit application materials for additional funding. The CoC will issue a Supplemental Project Application when:

1. After receiving all project applications, it appears there is additional funding available; or,
2. After conducting the threshold review of the submitted project applications, it appears there is additional funding available; or,
3. After conducting the review and rank, the Panel has recommended a program for reallocation and there are not adequate new project applications for those funds.

In the event that Supplemental Applications are required, the Collaborative Applicant will:

- Email the CoC and other interested parties (all homeless service and housing providers in the CoC area) with specifics regarding how much money is available and which type of programs qualify.
- The Collaborative Applicant will provide technical assistance and guidance, as needed, to ensure applicants understand the funding requirements.
- Any additional applications for these funds will be due as soon as possible after this email is distributed, as determined by the NOFA submission deadline.
- The Review and Rank Panel will reconvene either via telephone, video conference, or in person depending on availability and convenience to evaluate the applications.

For this type of process, the timeline will be extremely short and may make an application burdensome; however, expanding an already submitted application, applying in collaboration, and a community consensus on how to spend the funds are also viable options.

APPROVAL OF THE RANKED LIST AND SUBMISSION TO HUD

A. All technical appeals shall be concluded within one week of the Review and Rank Panel Meeting.

B. Once the technical appeals are complete and the Supplemental Competition (if any) is concluded, the Recommended Priority List will be submitted to the non-conflicted members of the CoC Board for review and approval.

C. The non-conflicted members of the CoC Board have the discretion to alter the Recommended Priority List in order to meet urgent community needs, but alterations are strongly discouraged because they tend to result in a lower score for the Santa Barbara County CoC in the national competition, which means that less funding will be available for the entire community.

D. Once the non-conflicted membership of the CoC Board approves the Recommended Priority List, the Review and Rank Process is complete.
E. The Approved Priority List shall be publicly posted on the CoC website in accordance with the timeline stated in the Continuum of Care Program NOFA, and shall be used to fill in the appropriate application forms for the Collaborative Application to submit to HUD as part of the national competition.

STATEMENT OF SUPPORT FOR VICTIM SERVICE PROVIDERS

The Santa Maria/Santa Barbara Continuum of Care is **committed to fully including** projects submitted by Victim Service Providers (VSPs) on an equal basis in the local competition for HUD CoC NOFA funding. The CoC will provide support as necessary to ensure that VSPs have access to all of the tools, data, and assistance they need in order to compete fairly, and that VSPs are **not** disadvantaged in any way by their need to protect the privacy and safety of survivors of domestic violence, dating violence, sexual assault, stalking, and/or sex trafficking.

SPECIFIC METHOD FOR EVALUATING VICTIM SERVICE PROVIDERS

The Santa Maria/Santa Barbara Continuum of Care will use the following **specific method for evaluating projects submitted by victim service providers**:

1) Victim service providers will be encouraged to track client-level data throughout the year in a database that is comparable to HMIS. The data must be segregated from HMIS so that it is not inadvertently disclosed to unauthorized personnel, but the underlying tracking system should be as similar as possible to HMIS.

2) Victim service providers will be asked to generate an Annual Performance Report (APR) or an APR-like report using the client-level data in their comparable database. If the VSP’s software is not able to automatically create such a report, then the VSP will be assisted to tabulate its records so as to manually create a report on project-level outcomes.

3) The VSP’s APR or APR-like report will be submitted to the neutral facilitator of the local competition (e.g., HomeBase) after being carefully stripped of any client-level data or other potentially identifiable personal information.

4) The neutral facilitator will use the VSP’s project-level data to help the independent Review and Rank Panel evaluate the performance of the VSP’s on most of the same performance measures as ordinary CoC housing projects, such as placement in permanent housing, ability to maintain or increase client income and benefits, ability to spend down the full amount of the CoC grant, and compliance with all applicable regulations. In addition, the Review and Rank Panel will award **additional credit to domestic violence service providers based on the degree to which they improve safety** for the populations they serve.

5) It was instructed by HUD in debrief calls that VSPs applying for Domestic Violence Bonus funding should be placed in ranked order.
IMPROVING SAFETY FOR THE POPULATIONS BEING SERVED

The Santa Maria/Santa Barbara Continuum of Care will award additional credit in the local competition based on the degree to which projects focused on serving victims of domestic violence, dating violence, sexual assault, stalking, and/or sex trafficking are able to **improve safety for the populations they serve**. For renewal housing projects, this additional credit will be included in the project’s quality of services scoring factor. For new housing projects applying for Domestic Violence Bonus Funding, the additional credit will be included in the form of an alternate scoring category that recognizes the ways in which serving the needs of domestic violence survivors can reflect the CoC’s prioritization goals.

DE-IDENTIFIED AGGREGATE DATA

The Santa Maria/Santa Barbara Continuum of Care uses de-identified aggregate data from comparable databases to assess project-level performance, identify gaps in coverage for domestic violence survivors in the community, assess the specialized needs related to domestic violence and homelessness, and prepare to better meet those needs. Technical assistance is always available to victim service providers to help them:

- Collect client-level data that is responsive to the community’s targets
- De-identify client-level data to protect client privacy and safety
- Aggregate de-identified data so that it becomes project-level data
- Ensure that project-level data is incorporated into system performance measures and other community-wide “dashboards” or indicators
- Engage in strategy discussions about how data from victim service providers can best be used to end homelessness among domestic violence survivors.
All of the scoring factors in this tool measure a project's contribution to improving Santa Maria/Santa Barbara CoC's System Performance by strengthening the overall system of care, through data collection, coordination, prioritization and increasing resources available to end homelessness in Santa Barbara County. Certain scoring factors relate to specific System Performance Measures, as enumerated in each factor. Projects will be scored based on data in the CoC’s HMIS, except for projects operated by victim service providers which will be scored based on data from the victim service provider’s comparable database.

### 1. **Threshold Factors** *(required but not scored)*

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<tr>
<th>Name</th>
<th>Description</th>
<th>Status</th>
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| Policies Are Compliant    | A renewal project must have HUD compliant policies and procedures that comply with the following:  
- maintaining adequate internal financial controls, record maintenance and management, and confidentiality  
- the Americans with Disabilities Act, VAWA Act protections, and Fair Housing requirements  
- CoC-required policies for termination of assistance and appeals                                                                                                                                                                                                                      | Pass / Fail    |
| Housing First             | The project’s policies and practices are aligned with Housing First; OR, after notification, the project changes program policies to align with Housing First, including a commitment to identify and lower barriers to housing and remove service participation requirements and overly punitive policies.                                           | Pass/Fail      |
| Coordinated Entry         | The project participates in Coordinated Entry by attending case conferencing and training and notifying the Coordinated Entry Operator of any program openings and accepting CE referrals to fill those openings.                                                                                                            | Pass / Fail    |
| HMIS                      | The project enters data for all CoC-funded beds into HMIS (or parallel database for domestic violence services), and will continue to do so.                                                                                                                                                                                      | Pass / Fail    |
| Eligible Participants     | The project will only accept new participants if they can be documented as eligible for this project’s program type based on their housing and disability status.                                                                                                                                                             | Pass / Fail    |
| Consumer Input            | The agency engages homeless and formerly homeless clients in program design and policy making by including them on its board of directors or staff, by having a consumer advisory board that meets regularly, by administering consumer satisfaction surveys, and/or by convening client focus groups.                                      | Pass / Must Fix|
| Equal Access              | The project provides equal access and fair housing without regard to sexual orientation, gender identity, local residency status, or any other protected category.                                                                                                                                                                      | Pass / Must Fix|
| Match                     | The project demonstrates 25% match per grant using match letters that specify the kind and amount of resources to be used or donated. These letters do not have to be signed at the time of application submission for the local competition.                                                                                                               | Pass / Must Fix|
# 2. COMPLIANCE (17 pts.)

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
<th>Sources</th>
<th>Score</th>
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</thead>
</table>
| Audit and/or Monitoring Findings from any Source – (i.e. agency financial audit or program monitoring) | Award **full points** if  
- the project was audited and/or monitored, but there were no negative findings,  
- the project does not have any history of sanctions imposed by HUD, including – but not limited to – suspending disbursements (freezing LOCCS), requiring repayment of grant funds, or de-obligating grant funds due to performance issues, or  
- if the project was not audited or monitored by any source this year  
Award **partial credit** if:  
- the project received negative audit and/or monitoring findings, but the project adequately demonstrates how the findings are being addressed.  
- the project has a history of sanctions imposed by an agency but adequately demonstrates that they have addressed the cause of those issues.  
Award **no points** if:  
- the project’s audits and/or monitoring revealed negative findings that have not been corrected.  
- the project has a history of sanctions imposed by an agency and does not demonstrate adequately that it is resolved. | All audits and/or monitoring from any source from the last 2 years.  
RFI | Up to 5 points |
| Coordinated Entry | Award 4 points if all the clients enrolled in the program during the Competition period of 2/1/18-1/31/19 were referred from the Coordinated Entry System (CES). If some clients came from outside the CES, but there is a permissible explanation, partial points may be awarded. | APR QS  
RFI | Up to 4 points |
Accurate Data
The fraction of data points that are recorded as missing, don’t know, client refused to answer, and/or unable to calculate. Lower percentages are better.

APR Q6a

<table>
<thead>
<tr>
<th>Error Percentage</th>
<th>Score</th>
</tr>
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<tbody>
<tr>
<td>&lt; 5% error</td>
<td>3</td>
</tr>
<tr>
<td>5% - 10% error</td>
<td>2</td>
</tr>
<tr>
<td>10% - 15% error</td>
<td>1</td>
</tr>
<tr>
<td>&gt; 15% error</td>
<td>0</td>
</tr>
</tbody>
</table>

Timely Data
The average length of time between when a client enters or exits the project, and when the project records the entry or exit in HMIS. Note that APRs only record the approximate time range for each client, e.g., “1 to 3 Days delay.” PRESTO will automatically average these ranges, e.g. “2 Days delay.”

APR Q6e

<table>
<thead>
<tr>
<th>Time Range</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>≤ 5 days</td>
<td>2</td>
</tr>
<tr>
<td>5 days – 8 days</td>
<td>1</td>
</tr>
<tr>
<td>&gt; 8 days</td>
<td>0</td>
</tr>
</tbody>
</table>

Compliance with HMIS Annual Assessment Requirement
Percent of clients who are required to have HMIS annual assessments and do not have them.
- Panelists may exercise discretion based on factors including but not limited to small project size and circumstances beyond the project’s sphere of influence.

HMIS RFI

<table>
<thead>
<tr>
<th>Percentage Range</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>≤ 20%</td>
<td>3</td>
</tr>
<tr>
<td>21% - 40%</td>
<td>2</td>
</tr>
<tr>
<td>41% - 60%</td>
<td>1</td>
</tr>
<tr>
<td>&gt; 60%</td>
<td>0</td>
</tr>
</tbody>
</table>

3. COMMUNITY (12 pts.)

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
<th>Sources</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participation in CoC Activities</td>
<td>Award points for the agency’s participation and leadership at CoC events, meetings, committees, forums, and projects, with a focus on activities that took place since the last NOFA. Typically, each point will require about 4 hours of effort, so full credit should be awarded if the agency has provided 12 person-hours of voluntary meaningful effort. This could be events, trainings, initiatives, PIT Count, etc.</td>
<td>RFI</td>
<td>Up to 3 points</td>
</tr>
</tbody>
</table>
| Voluntary Reallocation | Award points if the agency voluntarily chose to reallocate funding from at least one project this year. Award at least 1 point for any voluntary reallocation. Before awarding more points, consider:  
  - The amount of funds reallocated compared to the funds being requested by the agency  
  - The reason stated for the reallocation  
  - Whether the agency is submitting new project proposals that would rely on reallocated funds | GIW RFI | Up to 2 points |
Local Competition Deadlines

Award full points if the project met all local competition deadlines, including deadlines for turning in supporting documents and attachments.
- Award 2 points if any portion of the local application was turned in up to 24 hours late*
- Award no points if any portion of the local application was turned in 24 to 72 hours late*
- If any portion of the local application was turned in more than 72 hours late, award no points, and, the Panel’s may choose to exclude the project from the competition entirely.

*Please note that the competition facilitator must notify the Panel of any materials that are turned in past the deadline in order for this factor to be scored equitably.

Local Competition Attachments

Award full points if the project submitted relevant, properly formatted versions of all required attachments. For maximum credit, each project should submit exactly one PDF file that includes a table of contents.

Facilitator analysis

<table>
<thead>
<tr>
<th>Score</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>≥ 95% = 18</td>
<td>≥ 95% = 18</td>
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<tr>
<td>90% - 94.9% = 15</td>
<td>90% - 94.9% = 15</td>
</tr>
<tr>
<td>85% - 89.9% = 12</td>
<td>85% - 89.9% = 12</td>
</tr>
<tr>
<td>80% - 84.9% = 9</td>
<td>80% - 84.9% = 9</td>
</tr>
<tr>
<td>75% - 79.9% = 6</td>
<td>75% - 79.9% = 6</td>
</tr>
<tr>
<td>70% - 74.9% = 3</td>
<td>70% - 74.9% = 3</td>
</tr>
<tr>
<td>&lt; 70% = 0</td>
<td>&lt; 70% = 0</td>
</tr>
</tbody>
</table>

4. PSH/RRH/TH HOUSING PERFORMANCE (24 pts.)

This section focuses on whether the project has been performing satisfactorily and effectively addressing the needs for which it was designed. Note that outcomes will naturally be lower in a population with more severe needs, including persons with low or now income, current or past substance use, a history of victimization, criminal histories, and chronic homelessness. Panelists may exercise discretion in limited cases and adjust scores slightly based on factors including but not limited to project size, population served, and circumstances beyond the project’s sphere of influence.

Permanent Supportive Housing (PSH)

Count each person who either remained in the project at the end of the measurement period or exited to permanent housing. These are the successes.

Then, count the total number of people who participated in the project during the measurement period, not including people who passed away.

Divide the number of successes by the number of living participants, and apply the scale to the right.

Approved by the Santa Maria/Santa Barbara Continuum of Care on July 17, 2019
SANTA MARIA/SANTA BARBARA CONTINUUM OF CARE

2019 RENEWAL PROJECT SCORING TOOL

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
<th>Sources</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Rapid Re-Housing (RRH)</strong></td>
<td>Count the number of people who exited to permanent housing during the measurement period, not including people who died. These are the successes. Then, count the number of people who left the project during the measurement period, not including people who passed away. Divide the number of successes by the number of living leavers, and apply the scale to the right. Projects with no leavers will receive full points.</td>
<td>APR Q5 APR Q23</td>
<td>≥ 85% = 12</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>80% - 84.9% = 9</td>
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<tr>
<td></td>
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<td></td>
<td>75% - 79.9% = 6</td>
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<td></td>
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<td></td>
<td>70% - 74.9% = 3</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>&lt; 70% = 0</td>
</tr>
<tr>
<td><strong>Length of Stay</strong></td>
<td>The average (mean) length of stay in the project in days, including all participants, as reported in APR Q22b based on project move-in dates. Projects serving transition-aged youth, families with children, and/or domestic violence survivors may be awarded additional points here based on their essay.</td>
<td>APR Q22b</td>
<td>≤ 180 days = 6</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>181 – 240 days = 5</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>241 – 300 days = 4</td>
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<td></td>
<td></td>
<td></td>
<td>301 – 365 days = 3</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>366 – 425 days = 2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>426 – 480 days = 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>&gt; 480 days = 0</td>
</tr>
<tr>
<td><strong>Returns to Homelessness – PSH and RRH</strong></td>
<td>The percentage of leavers to permanent housing destinations in the year prior to the competition period, 1/1/17 – 12/31/17, who returned to a homeless project in HMIS within 12 months. Panelists may exercise discretion based on factors including but not limited to project size, household size, and the number of persons who exited the prior year. Projects with no leavers in the prior year and projects without at least 2 years of performance data will receive full points.</td>
<td>HMIS</td>
<td>&lt; 10% = 6</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>10% - 19.9% = 5</td>
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<tr>
<td></td>
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<td></td>
<td>20% - 29.9% = 4</td>
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<td></td>
<td></td>
<td></td>
<td>30% - 39.9% = 3</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>40% - 49.9% = 2</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>50% - 60% = 1</td>
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<td></td>
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<td></td>
<td>&gt; 60% = 0</td>
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</table>

Approved by the Santa Maria/Santa Barbara Continuum of Care on July 17, 2019
## 5. PSH/RRH SERVICES PERFORMANCE (12 pts.)

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
<th>Sources</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash Income</td>
<td>Count each adult who had any cash income (from employment or otherwise) at exit or at a timely annual follow-up interview. These are the successes. Divide the number of successes by the number of living adults (minus the number of adult stayers not yet due for an annual assessment) and apply the scale to the right.</td>
<td>APR Q5, APR Q16</td>
<td>≥ 90% = 4</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>80% - 89.9% = 2</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>70% - 79.9% = 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>&lt; 60% = 0</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>Count each participant who had at least one form of health insurance at exit or at a timely annual follow-up interview. These are the successes. Divide the number of successes by the number of living participants (minus the number of stayers not yet due for an annual assessment) and apply the scale to the right.</td>
<td>APR Q5, APR Q21</td>
<td>≥ 95% = 2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>90% - 94.9% = 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>&lt; 90% = 0</td>
</tr>
<tr>
<td>Other Mainstream Benefits</td>
<td>Count each adult who had any non-cash, non-health care benefits (such as a housing subsidy, WIC, food stamps, CalWORKs, or bus passes) at exit or at a timely annual follow-up interview. These are successes. Divide the number of successes by the number of living adults (minus the number of adult stayers not yet due for an annual assessment) and apply the scale to the right.</td>
<td>APR Q5, APR Q20a</td>
<td>≥ 90% = 2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>80% - 89.9% = 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>&lt; 80% = 0</td>
</tr>
<tr>
<td>Quality of Services</td>
<td>Award points based on the project’s narrative based on the quality of the program’s supportive services. You may consider the extent to which services:  • are thoughtfully matched to the needs of the target population  • are comprehensive and well-coordinated  • are delivered by an adequate number of staff with appropriate training, including conferences, peer learning, CoC training, and/or on-the-job experience  • are supporting positive outcomes that are not accounted for by other scoring factors  • improve safety for survivors of domestic violence, dating violence, sexual assault, stalking, and/or human trafficking (for projects submitted by victim service providers).</td>
<td>RFI</td>
<td>Up to 4 points</td>
</tr>
</tbody>
</table>
## 6. PSH/RRH/TH FULL UTILIZATION (16 pts.)

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<th>Name</th>
<th>Description</th>
<th>Sources</th>
<th>Score</th>
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</table>
| **Bed Utilization**   | Count the average number of people enrolled in the project on the last Wednesday of each quarter, and divide it by the number of beds promised in e-snaps to get the bed utilization rate. Then, award points based on the scale on the right. You may add up to 2 points based on the project’s narrative if the project:  
  - Faced circumstances beyond its control that made it difficult or impossible to fully utilize grant resources, including taking into consideration the project size and population served  
  - Has a concrete, plausible plan to improve utilization of grant resources for future years | HUD System Performance Measures 3, 7 | ≥ 95% = 7  
  80% - 94.9% = 5  
  65% - 79.9% = 3  
  < 65% = 0 |
| **Grant Spenddown**   | The amount of money drawn down from e-LOCCs during the project’s most recently completed contract, divided by the amount of CoC funding shown for that project on the corresponding GIW. Then, award points based on the scale on the right. You may add up to 2 points (to a maximum of 8) based on the project’s narrative if the project:  
  - Faced circumstances beyond its control that made it difficult or impossible to fully utilize grant resources, including taking into consideration the project size and population served  
  - Has a concrete, plausible plan to improve grant spenddown in future years | e-LOCCs GIW RFI | ≥ 95% = 8  
  85% - 94.9% = 6  
  75% - 84.9% = 4  
  65% - 74.9% = 2  
  < 65% = 0 |
| **Quarterly Drawdowns** | Award 1 point if the program successfully drew down from e-LOCCs at least once per quarter.                                                                                                                                                                        | e-LOCCs RFI | At least quarterly = 1  
  Less often = 0 |
### 7. PSH/RRH/TH PRIORITIZATION (18 pts.)

<table>
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<tr>
<th>Name</th>
<th>Description</th>
<th>Sources</th>
<th>Score</th>
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</table>
| **Housing First**     | Award up to 8 points if all of application materials submitted, including the project’s narrative and policies show that the project:  
  - Checked all “Housing First” boxes in e-snaps  
  - Ensures clients are not screened out based on having little or no income; active or history of substance use disorder; having a criminal record (with exceptions for state-mandated requirements); physical or mental health issues; history of domestic violence, or for being a member of a protected class.  
  - Does not require clients to participate in mandatory classes, therapy, job training, or interventions.  
  - Does not impose restrictions on clients that go beyond what is typically covered in an ordinary lease agreement  
  - Is able to address disruptive client behavior without exiting or evicting those clients  
  Does the project take proactive steps to minimize barriers to entry to the program and to maximize retention? How so?  
  
  Note: The Panel has the discretion to adjust this score up or down based on an optional phone call with the program if the submitted materials are inadequate to make a determination or raise concerns that need further inquiry. | RFI     | Up to 8 points |
| **Chronic Homeless**  | Award up to 4 points based on the project’s narrative regarding the projects chronic homeless status:  
  - Award 2 points if they checked the box for DedicatedPLUS or 100% Dedicated in e-snaps.  
  - Award up to 2 points if the project demonstrates that they are well-equipped to meet the needs of chronically homeless clients.  
  
  APR Q26a E-snaps RFI |        | Up to 4 points |
| **Special Populations** | Award up to 2 points if the project targets one or more of the following specialized populations:  
  (a) Youth, (b) Domestic Violence survivors, (c) Families with Children, (d) Chronically Homeless Individuals or Families, (e) Veterans, (f) Seniors  
  
  RFI |        | Up to 2 points |
<table>
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<th>Name</th>
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<th>Score</th>
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</table>
| Consider Severity of Needs and Vulnerabilities of Program Participants | Award up to 3 points if there are at least 2 severe needs or vulnerabilities identified in the APR per 3 households in the project (67%) and if the project clearly demonstrates that they have a plan in place to meet those needs and address the vulnerabilities of those clients, including:  
  - individuals with low/no income,  
  - individuals with active or past substance use,  
  - individuals with criminal records,  
  - survivors of domestic violence, sexual assault and stalking,  
  - individuals who are LGBTQ,  
  - individuals who resist receiving services,  
  - individuals with significant challenges to their behavioral or medical health,  
  - individuals who heavily utilize public services,  
  - individuals who have been sleeping outdoors, and  
  - individuals who are unusually vulnerable to illness, death, or victimization.                                                                                                      | RFI     | Up to 3 points |
| Fair Housing                              | Award up to 2 points if the project demonstrates that it affirmatively markets housing and supportive services to eligible persons regardless of  
  - race, color, ancestry, or national origin  
  - religion  
  - mental or physical disability  
  - sex, gender, or sexual orientation  
  - marital or familial status, including pregnancy, children, and custody arrangements  
  - genetic information  
  - source of income  
  - other arbitrary characteristics not relevant to a person’s need or suitability for housing and engages people who are least likely to apply in the absence of special outreach.                                                                                                                                  | RFI     | Up to 2 points |
THRESHOLD INFORMATION

1. (Please answer with Yes or No) Do you certify that your policies and procedures comply with all federal regulations, including:
   a. Maintaining adequate internal financial controls, record maintenance and management, and confidentiality
   b. Complying with the Americans with Disabilities Act
   c. Providing all Violence Against Women Act protections
   d. Meeting all Fair Housing Act requirements
   e. Complying with CoC-required policies for termination of assistance and appeals?

2. (Please answer with Yes or No) Are your project’s policies and practices currently aligned with Housing First?

3. (Please answer with up to 200 characters) If you answered “no” to Question #2, will you change your program policies to align with Housing First and make a commitment to identify and lower barriers to housing and remove service participation requirements and overly punitive policies?

4. (Please answer with up to 200 characters) Do you participate in Coordinated Entry by attending case conferencing and training and notifying the Coordinated Entry Operator of any program openings and accepting CE referrals to fill those openings?

5. (Please answer with Yes or No) Do you enter data for all CoC-funded beds into HMIS (or a parallel database for domestic violence services), and will you continue to do so?

6. (Please answer with Yes or No) Will you only accept new participants if they can be documented as eligible for your project’s program type based on the clients’ housing and disability status?

7. (Please answer with up to 200 characters) Do you engage homeless and formerly homeless clients in program design and policy making by, e.g., including them on your board of directors or staff, by having a consumer advisory board that meets regularly, by administering consumer satisfaction surveys, and/or by convening client focus groups? If so, how?

8. (Please answer with Yes or No) Have you completed a set of match letter(s) that add up to at least 25% of the federal funding requested for your project, and specifying the kind and amount of resources to be used or donated? Note that these letters may be unsigned.
**COMPLIANCE**

9. (Please answer with N/A, or up to 1,000 characters) Have you received any negative audit findings, sanctions, or concerns in the past 2 years as part of any HUD audits or financial audits? If so, please briefly describe those findings. If you were not audited or did not receive any such findings, please type “N/A”.

10. (Please answer with N/A, or with up to 3,000 characters) What has been your agency’s response to negative audit findings, sanctions, or concerns over the past 2 years? Please focus on findings related to housing quality or financial mismanagement. If you were not audited or did not receive any such findings, please type “N/A”.

11. (Please answer with Yes, or with up to 1,000 characters) Were all of the clients enrolled in the program during the Competition period of 1/1/18 – 12/31/18 referred from the Coordinated Entry System? If not, why not?

12. (Please answer with Yes, or with up to 1,000 characters) Did at least 80% of your clients who were required to have HMIS annual assessments complete those assessments? If not, why not?

13. (You may answer with up to 3,000 characters) If you have any comments that would help the Review and Rank Panel understand your success at compliance, including audit findings, Coordinated Entry, and HMIS data quality, you may type them here. This question is optional. If you do not wish to answer this question, please type “pass”.

**COMMUNITY**

14. (Please answer with up to 1,000 characters) Please briefly describe your agency’s attendance, participation, and leadership at CoC events, meetings, committees, forums, and projects, with a focus on activities that took place since last year’s NOFA.

15. (Please answer with N/A or with up to 200 characters) Have you voluntarily reallocated funding from any projects this year? If so, why did you reallocate this funding? If not, please type “N/A”.

16. (You may answer with up to 3,000 characters) If you have any comments that would help the Review and Rank Panel understand your success at participating in the CoC community, you may type them here. This question is optional. If you do not wish to answer this question, please type “pass”.
**HOUSING PERFORMANCE**

17. *(You may answer with up to 1,000 characters)* If you are a RRH and/or TH project that primarily serves families with children, domestic violence survivors, and/or youth or transitional-age youth (18 to 25 years old), you may use this space to explain why your project has a relatively longer length of stay. This question is optional. If you do not primarily serve these populations, if you have a short length of stay, if you are a PSH program, or if you do not wish to answer this question, please type “pass”.

18. *(Please answer with Yes, or with up to 1,000 characters)* Did fewer than 10% of your clients who exited to permanent housing destinations in the prior competition year (1/1/17 – 12/31/17) return to a homeless project in HMIS within 12 months of their exit? If not, why not? You may wish to comment on your project size, household size, and/or the number of persons who exited during the prior year. If you had no leavers in the prior year, or if you do not have at least 2 years of performance data, please so state, and you are expected to receive full credit for this factor. *(This question is unnecessary this year because all providers achieved 0% returns to homelessness.)*

19. *(You may answer with up to 3,000 characters)* If you have any comments that would help the Review and Rank Panel understand your housing performance, you may type them here. This question is optional. If you do not wish to answer this question, please type “pass”.

**SERVICES PERFORMANCE**

20. *(Please answer with up to 3,000 characters)* Please describe the quality of your supportive services. Please make sure that your response includes: (a) what services you offer, (b) why those services are thoughtfully matched to the needs of your target population, (c) what kind of training your supportive services staff has, (d) why your staff-to-client ratio is appropriate for your program, and (e) how your supportive services help create positive outcomes for your clients. Bulleted lists, short phrases, and summary are appropriate.

21. *(You may answer with up to 3,000 characters)* If you have any comments that would help the Review and Rank Panel understand your services performance, including your clients’ cash income, health insurance, and mainstream benefits, you may type them here. This question is optional. If you do not wish to answer this question, please type “pass”.

**FULL UTILIZATION**

22. *(Please answer with a number)* During your most recently completed HUD contract, what is the total amount of money you have drawn down from e-LOCCs for this project? For example, if your most recently completed contract ran from 10/1/17 to
9/30/18, you would count only the money drawn down from 10/1/17 through 9/30/18. If you have never completed a HUD contract for this project, please state the total amount of money you have drawn down from e-LOCCs since the project started.

23. (Please answer with a list of months) Please list every month during which you made at least one drawdown during your most recently completed HUD contract. For example, if you drew down six times during your most recently completed contract, you might answer: “Feb 2017, Apr 2017, May 2017, Aug 2017, Oct 2017, Jan 2018.”

24. (You may answer with up to 3,000 characters) Have you faced any circumstances that made it difficult or impossible for you to fully utilize your beds? If so, please briefly explain your situation. If you have a plan to improve bed utilization in future years, please describe that plan. This question is optional. If you do not wish to answer this question, please type “pass”.

25. (You may answer with up to 3,000 characters) Have you faced any circumstances that made it difficult or impossible for you to draw down all of your HUD funding? If so, please briefly explain your situation. If you have a plan to improve grant spenddown in future years, please describe that plan. This question is optional. If you do not wish to answer this question, please type “pass”.

PRIORITIZATION

26. (Please answer with Yes or No.) Will you leave any of the Housing First boxes unchecked on your 2019 e-snaps application?

27. (Please answer with up to 1,000 characters.) How do you decide which types of clients are a good fit for your program? Are there any types of clients that you will not accept? Why or why not?

28. (Please answer with up to 1,000 characters.) Do you require clients to participate in supportive services, classes, therapy, job training, or other mandatory interventions? Why or why not?

29. (Please answer with up to 1,000 characters.) What kinds of restrictions are included in your program’s lease agreements and/or program agreements?

30. (Please answer with up to 1,000 characters.) How do you respond to situations where clients are disturbing neighbors or behind on their share of rent?

31. (Please answer with up to 1,000 characters.) Does your project take proactive steps to minimize barriers to entry to the program and to maximize retention? How so? (Note that the Panel has the discretion to adjust the score for Housing First up or down based on an optional phone call with your program if the submitted materials are inadequate
for the Panel to make a determination or if they raise concerns that need further inquiry.)

32. (Please answer with Yes or No.) Does your e-snaps application for this year show that you selected the drop-down menu option for either DedicatedPLUS or 100% Dedicated to serving the chronically homeless population?

33. (Please answer with up to 1,000 characters.) Is your project well-equipped to meet the needs of chronically homeless clients? If so, why?

34. (Please answer with up to 200 characters.) Will your project focus on serving one or more of the following specialized populations: youth, transition-aged youth, domestic violence survivors, families with children, chronically homeless individuals or families, veterans, and/or seniors? If so, which population(s)?

35. (Please answer with up to 1,000 characters.) What types of severe needs are your potential clients likely to have? What is your plan to meet those needs and address the vulnerabilities of your clients? Severe needs can include:

   a. Low/no income
   b. Active or past substance use
   c. Criminal records
   d. Survivors of domestic violence, sexual assault, or stalking
   e. LGBTQ orientation
   f. Resistance to receiving services
   g. Significant challenges to behavioral or medical health
   h. Heavy utilization of public services
   i. A history of sleeping outdoors
   j. Unusual vulnerability to illness, death, or victimization

36. (Please answer with up to 1,000 characters.) Will you affirmatively market housing and supportive services to eligible persons regardless of race, color, ancestry, national origin, religion, mental disability, physical disability, sex, gender, sexual orientation, marital status, family status, pregnancy, genetic information, source of income, or other arbitrary characteristics not relevant to a person’s need or suitability for housing? If so, how? Will you also engage people who are least likely to apply in the absence of special outreach? If so, how?

37. (You may answer with up to 3,000 characters) If you have any comments that would help the Review and Rank Panel understand your success at prioritizing participants with the highest needs, you may type them here. This question is optional. If you do not wish to answer this question, please type “pass”.

**GENERAL**
38. (Please answer with up to 200 characters) **Please provide a brief summary of your project.** This summary is for identification purposes only and will not be scored. The summary will help panelists confirm that they have accurately identified your program. You might briefly describe your program’s age, location, size, the populations your project serves, and any distinguishing characteristics of your program.

39. (You may answer with up to 3,000 characters) If you have any further comments that would help the Review and Rank Panel understand any aspect(s) of your program’s performance, you may type them here. This question is optional. If you do not wish to answer this question, please type “pass”.

**VICTIM SERVICE PROVIDERS ONLY**

This question is only for dedicated victim service providers. If your project is not primarily focused on serving survivors of domestic violence, please type “pass.”

40. (Please answer with up to 1,000 characters) How will your project’s services improve safety for survivors of domestic violence, dating violence, sexual assault, stalking, and/or human trafficking?

**BUDGET**

*HomeBase has pre-filled this question with your Annual Renewal Amount from the 2018 GIW Report. If your most recently completed HUD contract does not correspond to the 2018 GIW, then you should replace this value with your Annual Renewal Amount from a different GIW. You may not type in a number of your choice; you must use a number taken from the GIW that matches your most recently completed HUD contract.*

53. (Please answer with a number) If necessary, you can use this question to enter a more accurate GIW amount to help measure your grant spend-down percentage.
### 1. THRESHOLD FACTORS

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
<th>Met/Not Met</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing First</td>
<td>The project’s policies and practices are aligned with Housing First, including a commitment to identify and lower barriers to housing and remove service participation requirements and overly punitive policies.</td>
<td>Met/Not Met</td>
</tr>
<tr>
<td>Coordinated Entry</td>
<td>If funded, the project will receive all referrals for housing from Santa Barbara County’s Coordinated Entry System.</td>
<td>Met/Not Met</td>
</tr>
<tr>
<td>HMIS</td>
<td>The project will enter data for all CoC-funded beds into HMIS (or parallel database for domestic violence services).</td>
<td>Met/Not Met</td>
</tr>
<tr>
<td>Equal Access</td>
<td>The project will provide equal access and fair housing without regard to sexual orientation, gender identity, or local residency status.</td>
<td>Met/Not Met</td>
</tr>
<tr>
<td>Formerly Homeless Input</td>
<td>The agency will engage homeless and formerly homeless clients in program design and policy making by including them on its board of directors or staff, by having a consumer advisory board that meets regularly, by administering consumer satisfaction surveys, and/or by convening client focus groups.</td>
<td>Met/Not Met</td>
</tr>
<tr>
<td>Eligible Clients</td>
<td>The project will only accept new participants if they can be documented as eligible for this project’s program type based on their housing and disability status.</td>
<td>Met/Not Met</td>
</tr>
<tr>
<td>Eligible Applicant</td>
<td>Neither the applicant nor the sub-recipients (if any) are for-profit entities.</td>
<td>Met/Not Met</td>
</tr>
<tr>
<td>Match</td>
<td>Agency will be able to provide 25% match per grant.</td>
<td>Met/Not Met</td>
</tr>
<tr>
<td>Budget</td>
<td>Project has made a good faith effort to complete the budget template provided, showing both CoC and non-CoC funding sources for the project.</td>
<td>Met/Not Met</td>
</tr>
<tr>
<td>Connection to Mainstream Resources</td>
<td>Project has a specific plan to coordinate and integrate with other mainstream health, social services, and employment programs and ensure that program participants are assisted to obtain benefits. If the agency has any current clients, the plan must mention the percentage of current clients who have obtained at least one mainstream benefit while enrolled in the agency’s program(s).</td>
<td>Met/Not Met</td>
</tr>
<tr>
<td>DV Only: Trauma-Informed</td>
<td>Housing projects that are applying for DV Bonus funding must demonstrate that they use trauma-informed, victim-centered approaches.</td>
<td>Met / Not Met / Inapplicable</td>
</tr>
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</table>

Required but not assigned a point value
2. **COMPLIANCE (12 pts.)**

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<th>Name</th>
<th>Description</th>
<th>Sources</th>
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</table>
| Audit and/or Monitoring Findings    | **Award full points** if  
  - the agency did not require audits and/or monitoring from any sources within the last 2 years, or  
  - if the agency was audited and/or monitored, but there were no sustained or final negative findings relating to housing quality or financial mismanagement.  

**Award up to 3 points** if:  
- the agency received negative audit and/or monitoring findings, but the agency adequately explains how the findings are being addressed or have been addressed.  

**Award no points** if:  
- the agency’s audit and/or monitoring revealed negative findings that have not been corrected.                                                                                                                                                                                                                     | All government & financial audits and or monitoring visits from last 2 years. | Up to 5 points |
| Experience with Federal Grants      | **Award full points** if the agency has successfully handled at least one other federal grant or other major grant of this size and complexity, either in or out of the CoC.  

Consider awarding full points if the agency can otherwise demonstrate that it can successfully manage complex reporting requirements.                                                                                                                                                                                                                      | RFI                          | Up to 3 points |
| HMIS                                | **Award points** if the agency has either a history of high data quality (less than 5% errors or missing data), or convincingly explains how this project will maintain data with less than 5% errors and an average timeliness of 5 days or less.                                                                                                                                                                                                 | RFI                          | Up to 2 points |
| Coordinated Entry                   | **Award points** if the project convincingly explains how it will communicate open beds to CES, participate meaningfully in case conferences, and use referrals from CES to fill all of its openings.                                                                                                                                                                                                                                      | RFI                          | Up to 2 points |

Approved by the Santa Maria/Santa Barbara Continuum of Care on July 17, 2019
# 3. COMMUNITY (14 pts.)

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<th>Name</th>
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<tbody>
<tr>
<td>Participation in CoC Activities</td>
<td>Award points for the agency’s attendance, participation, and leadership at CoC events, meetings, committees, forums, and projects, with a focus on activities that took place since the last NOFA. Typically, full points should be awarded if the agency meaningfully participated in at least 4 voluntary events over the course of the year, or if the agency led at least 1 successful event, training, or initiative over the course of the year. If an applicant has no participation in CoC activities because they are new to working on homeless housing and services in Santa Barbara County and had no opportunity to participate in the CoC, then the applicant should provide information about comparable similar work and collaboration, including objective examples, and the Panel may consider awarding full points. This allows an opportunity for new applicants to avoid being penalized on the basis of being new.</td>
<td>RFI</td>
<td>Up to 4 pts</td>
</tr>
<tr>
<td>Voluntary Reallocation</td>
<td>Award points if the agency voluntarily chose to reallocate funding from at least one project this year. Award at least 1 point for any voluntary reallocation. Before awarding more points, consider: • The amount of funds reallocated compared to the funds being requested by the agency • The reason stated for the reallocation</td>
<td>GIW, RFI</td>
<td>Up to 3 pts</td>
</tr>
<tr>
<td>Name</td>
<td>Description</td>
<td>Sources</td>
<td>Score</td>
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| **Local Competition Deadlines**           | Award full points if the project met all local competition deadlines, including deadlines for turning in supporting documents and attachments.  
  • Award 2 points if any portion of the local application was turned in up to 24 hours late*  
  • Award no points if any portion of the local application was turned in 24 to 72 hours late*  
  • If any portion of the local application was turned in more than 72 hours late, award no points, and, the Panel’s may choose to exclude the project from the competition entirely.  
  *Please note that the competition facilitator must notify the Panel of any materials that are turned in past the deadline in order for this factor to be scored equitably.                                                                 | Facilitator Analysis | Up to 5 points or Excluded from competition |
| **Local Competition Attachments**         | Award full points if the project submitted relevant, properly formatted versions of all required attachments. For maximum credit, each project should submit exactly one PDF file that includes a table of contents.                                             | Facilitator analysis | Up to 2 points          |
## 4. HOUSING DESIGN (24 pts.)

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<th>Name</th>
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<tbody>
<tr>
<td><strong>Single-Site Housing ONLY</strong></td>
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<tr>
<td><strong>Site Control</strong></td>
<td>Award full credit if the agency already has a deed, master lease, or binding option for a specific property that will accommodate all of the program’s clients. There may be a contingency on receiving the funding. Award up to 5 points if the agency offers another credible explanation for how it will obtain control of its housing site.</td>
<td>RFI</td>
<td>Up to 8</td>
</tr>
<tr>
<td><strong>Housing Meets Client Needs</strong></td>
<td>Award points for a housing design that:   • has a layout, location, and/or features that are thoughtfully matched to the target population   • is accessible to people with disabilities   • provides rare or unique options, e.g., pet-friendly housing, housing with parking, housing near services   • strategically located to meet the needs of the population.</td>
<td>RFI</td>
<td>Up to 8</td>
</tr>
<tr>
<td><strong>Scattered-Site Housing ONLY</strong></td>
<td>Award full credit if the project will employ housing navigator(s) with special skill or experience and has attached a job description for the housing navigator position. Award up to 5 points if the agency offers another credible explanation for how it will provide housing locator services.</td>
<td>RFI</td>
<td>Up to 8</td>
</tr>
<tr>
<td><strong>Landlord Incentives</strong></td>
<td>Award full credit if the agency has already secured its own non-HUD-restricted funds that it will use to offer significant and appropriate incentives to landlords. Note that merely referencing funds or programs available through other community-funded projects is not worth points. Award up to 5 points if the agency offers another credible explanation for how it will incentivize landlords to rent to clients.</td>
<td>RFI</td>
<td>Up to 8</td>
</tr>
<tr>
<td><strong>ALL Housing Types</strong></td>
<td>Award points if the project adequately explains:   • Who will inspect client housing?   • When the housing will be inspected, and   • How the project will respond when housing fails to meet minimum quality standards</td>
<td>RFI</td>
<td>Up to 4</td>
</tr>
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# 2019 NEW PROJECT SCORING TOOL

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</table>
| Projected Outcomes        | Award points if the project sets suitably challenging, measurable goals that meet minimum CoC-adopted targets, including:  
  • > 85% of clients will experience positive housing outcomes  
  • > 55% of adults will maintain or increase total income                                                                                           | RFI     | Up to 4 points |

## 5. SERVICES DESIGN (14 pts.)

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<th>Name</th>
<th>Description</th>
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<th>Score</th>
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| Appropriate Supportive Services | Award points for services that:  
  • offer ongoing support to stay in permanent housing,  
  • are thoughtfully matched to the target population;  
  • and will individually assist each client to obtain the benefits of mainstream employment, health, and social programs for which they are eligible to apply.  
If the agency is a victim service provider, also award points based on the extent to which the project will improve safety for survivors of domestic violence, dating violence, sexual assault, stalking, and/or trafficking. | RFI     | Up to 3 points |
| Project Staffing          | Award points if staff is:  
  • Large enough to handle the expected client case load, with no more than a 25:1 ratio for PSH or 40:1 ratio for RRH;  
  • Able to list at least 3 specific trainings they have completed in innovative or evidence-based practices; and  
  • Demonstrably experienced in meeting the needs of the population to be served                                                                 | RFI     | Up to 6 points |
| Community Coordination    | Award points if the project provides details about how they have specific partnerships with other agencies to refer their clients for specific outside services, giving examples of:  
  • Who will be referred;  
  • The agencies that will accept referrals;  
  • The types of services to be provided; and  
  • The logic behind the agency’s referral scheme  
Do not award points for a general statement that the project is well-connected in the community. | RFI     | Up to 3 points |
# Relevant Experience

Award points if the agency submitting this application has demonstrated, through objective evidence of past performance, the ability to successfully carry out the work proposed and has successfully served individuals and/or families experiencing homelessness previously, specifically the population being proposed in this application. The agency must include specific facts and figures to support its claim of relevant experience, or you should not award points for this factor.

<table>
<thead>
<tr>
<th>Relevant Experience</th>
<th>RFI</th>
<th>Up to 2 points</th>
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## 6. FULL UTILIZATION (18 pts.)

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<tr>
<th>Name</th>
<th>Description</th>
<th>Sources</th>
<th>Score</th>
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</table>
| **Budget** | Award points based on the following factors:  
- The budget is complete, unambiguous and easy to read.  
- The budget does not attempt to use HUD funding on ineligible expenses.  
- The budget clearly identifies the source and nature of non-HUD resources such as funding, staff, building space, and/or volunteers, and these resources equal at least 25% of the funds requested from HUD.  
- The project provides a reasonable balance between providing high-quality, reliable services to the target population and taking appropriate measures to contain costs. | Budget, RFI | Up to 10 points |
| **Fiscal Capacity** | Award points if the agency has sufficient fiscal capacity to manage the grant, including:  
- internal financial controls  
- grant match tracking  
- well-maintained records  
- oversight by a board of directors  
- a strategy for documenting eligible costs  
- a strategy for ensuring adequate grant drawdown | e-LOCCs, E-Snaps | Up to 6 points |
### Ready to Start

Award points if the project will be ready to begin housing clients within 3 months of receiving HUD funding. Consider:

- Whether the project site has convincingly explained how it will solve regulatory obstacles such as tenant displacement, environmental issues, and zoning issues;
- Whether the agency’s current staff has already completed specific tasks to help prepare for this project;
- Whether the agency has given examples of specific policies and procedures that can be used as-is or easily adapted for use in a CoC-funded project

| RFI | Up to 2 points |

### 7. STANDARD PRIORITIZATION (18 pts.)

If the project will be dedicated to serving victims of domestic violence, dating violence, sexual assault, stalking, and/or trafficking, use 7b instead of 7 for scoring.

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<th>Name</th>
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</table>
| Housing First | Award up to 8 points if the project’s e-snaps application and narrative submissions demonstrate the following:  
- The project checks all “Housing First” boxes in e-snaps  
- Will admit new clients without barriers based on income, sobriety, criminal records, or mental health  
- Will not require clients to participate in mandatory classes, therapy, job training, or interventions.  
- Will not impose restrictions on clients that go beyond what is typically covered in an ordinary lease agreement  
- Will able to address disruptive client behavior without exiting or evicting those clients  

The Panel has discretion to adjust this score up or down based on an optional interview of the program and/or an optional review of the project’s policies and procedures. | RFI     | Up to 8 points   |
### 2019 NEW PROJECT SCORING TOOL

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<tr>
<th>Name</th>
<th>Description</th>
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<th>Score</th>
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</table>
| **Chronic Homeless**      | Award up to 4 points if the project:  
  - Checks the box for DedicatedPLUS or 100% Dedicated in e-snaps.  
  - Demonstrates it is well-equipped to meet the needs of chronically homeless clients.  
  In the case of TH-RRH projects, award up to 4 points if the project:  
  - Demonstrates it is well-equipped to meet the needs of clients within the highest range that would be referred from the Coordinated Entry System | E-snaps  | Up to 4 points |
| **Special Populations**   | Award up to 2 points if the project targets one or more of the following specialized populations:  
  (a) Youth, (b) Domestic Violence survivors, (c) Families with Children, (d) Chronic Homeless, (e) Veterans (f) Seniors | RFI     | Up to 2 points |
| **Severity of Needs and Vulnerabilities** | HUD has recognized the following subpopulations as having specific needs and higher vulnerability: people with low/no income, active or past substance use, criminal records, survivors of domestic violence, LGBTQ, people who resist receiving services, people with significant challenges to their behavioral or medical health, people who heavily utilize public services, people who have been sleeping outdoors, and people who are unusually vulnerable to illness, death, or victimization.  
  Award up to 2 points if the project’s narrative adequately explains what types of severe needs and vulnerabilities its clients are likely to have, how the project will avoid screening out these clients with severe needs, and if the project clearly demonstrates that they have a plan in place to meet the needs and address the vulnerabilities of those clients. | RFI     | Up to 2 points |
| **Fair Housing**          | Award up to 2 points if the project will affirmatively market housing and supportive services to eligible persons regardless of: race, color, ancestry, or national origin; limited English proficiency; religion; mental or physical disability; sex, gender identity, or sexual orientation; age; marital or familial status; genetic information; source of income; and/or other arbitrary characteristics not relevant to a person’s need or suitability for housing to engage people who are least likely to apply in the absence of special outreach. | RFI     | Up to 2 points |

Approved by the Santa Maria/Santa Barbara Continuum of Care on July 17, 2019
7b. PRIORITIZATION FOR DV BONUS HOUSING (18 pts.)

*Use this section instead of the previous two pages* if the project will be dedicated to serving victims of domestic violence. For all scoring purposes, “domestic violence” also includes dating violence, sexual assault, stalking, and/or trafficking.

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</table>
| **Summary of Local Needs** | Award points if the project adequately summarizes all four of the following:  
   - A description of the local **need** for DV-related housing and services, e.g., how many people need support;  
   - The local **resources** for DV-related housing and services, e.g., what services are already offered;  
   - A quantitative estimate of the size of the **gap** between local resources and local need;  
   - A quantitative estimate of how the proposed project will reduce that gap. | RFI | Up to 8 points |
| **Trauma-Informed, Victim-Centered Approaches** | As a threshold factor, all DV Bonus housing projects must explain how the services that will be offered are trauma-informed and victim-centered. To earn additional points, projects should include a description of how the project’s services will differ from ordinary supportive services for the general homeless population, and an estimate of the number of hours and/or the level of training that the program’s staff have received in delivering trauma-informed, victim-centered services. | RFI | Up to 3 points |
| **Previous Performance** | Award points based on the previous performance of the applicant in serving survivors of domestic violence, dating violence, sexual assault, and/or stalking. | RFI | Up to 2 points |
| **Ability to Meet Safety Outcomes** | Award points if the project:  
   - Articulates a specific plan for ensuring that its residents will be safe from further domestic violence.  
   - Uses facilities with specialized features that will enhance the safety of domestic violence survivors.  
   - Uses staff who have been specially trained in promoting the safety of domestic violence survivors.  
   - The project sets quantitative safety targets that are appropriate and realistic.  
   - The project explains why it is likely to be able to achieve the targeted safety outcomes. | RFI | Up to 5 points |
100. (If and only if you are a **DV Bonus project**, please answer this question with up to 1,000 characters. Otherwise, please type “N/A.”) How will the services you offer be trauma-informed and victim-centered?

101. (Please answer with Yes or No) Do you promise that your project will do **ALL** of the following?
   a. Adopt a Housing First approach that includes a commitment to identify and lower your barriers to housing.
   b. Receive all referrals for housing from Santa Barbara County’s Coordinated Entry System.
   c. Enter data for all CoC-funded beds into HMIS. If you are a victim services provider, you will instead enter all data for CoC-funded beds into a parallel database.
   d. Provide equal access and fair housing without regard to sexual orientation, gender identity, or local residency status.
   e. Have a specific plan to coordinate and integrate with other mainstream health, social services, and employment programs and ensure that program participants are assisted to obtain benefits from the mainstream programs for which they may be eligible.

102. (Please answer with 200 to 1,000 characters.) Will you engage homeless and formerly homeless clients in your program design and policy making? If so, how? For example, will you include formerly homeless clients on your staff or board of directors? If you are unable to do so, will you have a consumer advisory board that meets regularly and provides input to your Board on policy and makes changes based on the advisory board’s advice?

103. (Please answer with 200 to 1,000 characters.) Will entry into your program be limited to eligible clients? Please briefly explain what type of housing history and/or disability status is required for your clients’ eligibility and how you will check to make sure that your clients meet these eligibility criteria.

104. (Please answer with Yes or No) Are you a for-profit business?

105. (Please answer with Yes or No) Have you completed a set of match letter(s) that add up to at least 25% of the federal funding requested for your project, and specifying the kind and amount of resources to be used or donated? Note that these letters may be unsigned.
106. **(You may answer with up to 3,000 characters)** If you have any comments that would help the Review and Rank Panel understand your performance on **threshold factors**, you may type them here. This question is optional. If you do not wish to answer this question, please type “pass.”

**COMPLIANCE**

107. **(Please answer with N/A, or with up to 200 characters)** Have you received any **audit or monitoring findings** or concerns in the past 2 years as part of any HUD audits, financial audits, or other sources? If so, please briefly describe those findings. If you were not audited or did not receive any such findings, please type “N/A.”

108. **(Please answer with N/A, or with up to 3,000 characters)** What has been your agency’s **response to any audit or monitoring findings** or concerns over the past 2 years? Please focus on findings related to housing quality or financial mismanagement. Please ensure that you attach copies of any such findings, including correspondence with the monitoring agency or source during or after the monitoring took place. If you were not audited or did not receive any such findings, please type “N/A.”

109. **(Please answer with 200 to 1,000 characters)** Has your agency **successfully handled at least one other federal grant** or other major grant of this size and complexity? If so, please identify that grant. If not, please explain why your agency will be able to successfully manage complex reporting requirements.

110. **(Please answer with 200 to 1,000 characters)** Does your agency **have a track record of maintaining accurate and timely data**? If so, please briefly summarize that track record, including your error rate and your average data timeliness. If not, how do you plan to gather accurate and timely data in the future? Please be specific.

111. **(Please answer with 200 to 1,000 characters)** Please briefly summarize your **plan for communicating open beds** to the Coordinated Entry System, participating in Coordinated Entry case conferences, and using referrals from the Coordinated Entry System to fill bed openings.

112. **(You may answer with up to 3,000 characters)** If you have any comments that would help the Review and Rank Panel understand your success at **compliance**, including audit findings, Coordinated Entry, and HMIS data quality, you may type them here. This question is optional. If you do not wish to answer this question, please type “pass.”

**COMMUNITY**

113. **(Please answer with 500 to 3,000 characters)** Please **describe your agency’s attendance, participation, and leadership at CoC events**, meetings, committees, forums, and
projects, with a focus on activities that took place since last year’s NOFA. Please include enough information to give a sense of how many person-hours of work or volunteer effort your agency has invested in the CoC. If you have not participated in the CoC because you are new to working on homeless housing and services in Santa Barbara County, then please provide information about comparable similar work and collaboration, including objective examples.

114. **(Please answer with N/A or with up to 200 characters)** Have you voluntarily reallocated funding from any projects this year? If so, why did you reallocate this funding? If not, please type “N/A”.

115. **(You may answer with up to 3,000 characters)** If you have any comments that would help the Review and Rank Panel understand your success at participating in the CoC community, you may type them here. This question is optional. If you do not wish to answer this question, please type “pass”.

**HOUSING DESIGN (SINGLE-SITE ONLY)**

116. **(Please answer with 200 to 1,000 characters.)** Do you already have a deed, master lease, or binding option on enough units of housing to house all of your clients? If so, please briefly explain. If not, how will you ensure that you obtain control of a suitable housing site? *This question is only for single-site projects.*

117. **(Please answer with 500 to 3,000 characters.)** Please describe how your housing will meet client needs. Where will you house people? In what type of housing? How will the layout and/or features of your proposed housing match the needs of the population that you plan to serve? How will your location be accessible to people with disabilities? Will your housing help maximize client choice in the Continuum of Care by providing new types of housing options that are not currently available? If so, how? *This question is only for single-site projects.*

**HOUSING DESIGN (SCATTERED-SITE ONLY)**

118. **(Please answer with 200 to 1,000 characters and an attachment.)** Will you employ at least one housing navigator with specialized experiences or skills? If so, please briefly summarize those skills, and then attach a job description for the housing navigator position(s) to your e-mail when you submit your local application. If not, how will you help your clients locate suitable housing? *This question is only for scattered-site projects.*

119. **(Please answer with 200 to 1,000 characters.)** Have you already secured a source of non-HUD funding that you will use to offer significant and appropriate financial incentives for landlords to encourage them to rent to your clients? If so, please briefly describe the source of this funding and how you plan to spend it. If not, how will you encourage landlords to rent to your clients? *This question is only for scattered-site projects.*
HOUSING DESIGN (ALL HOUSING PROJECT TYPES)

120. (Please answer with 200 to 1,000 characters.) To be eligible for HUD funding, homes must meet minimum Housing Quality Standards (HQS). Who will inspect your clients’ homes? When will they perform these inspections? How will your project respond when a client’s home fails to meet minimum HQS?

121. (Please answer with a whole number, e.g., 85. Do not type the “%” character.) What percent of clients in your program are projected to experience positive housing outcomes?

122. (Please answer with a whole number, e.g., 55. Do not type the “%” character.) What percent of adult clients in your program are expected to maintain or increase their total income?

123. (You may answer with up to 3,000 characters.) If you have any comments that would help the Review and Rank Panel understand your housing design, you may type them here. This question is optional. If you do not wish to answer this question, please type “pass.”

SERVICES DESIGN

124. (Please answer with 500 to 3,000 characters.) Please describe the supportive services you will offer. How will your project provide services that offer clients ongoing support to stay housed? Why are the services you plan to provide a good match for your target population? How will you individually assist each client to apply for and obtain mainstream benefits like health care, social activities, and employment programs? If you are a dedicated victim services provider, please also indicate how your project will improve safety for survivors of domestic violence, dating violence, sexual assault, stalking, and/or trafficking.

125. (Please answer with a number.) How many full-time equivalent staff are expected to work on your project? Include only the time that staff will spend on this project in particular. For example, if your agency employs 6 full-time staff, and they will each spend half of their time on this project, then please type “3.”

126. (Please answer with a number.) How many clients do you expect to be serving on any given night?

127. (Please answer with 200 to 1,000 characters.) Will your staff be large enough to handle the expected client case load? Why?
128. (Please answer with 200 to 1,000 characters.) Please describe your staff’s familiarity with innovative and/or evidence-based practices. Please include at least 3 specific trainings that your staff have completed in this area.

129. (Please answer with 200 to 1,000 characters.) Does your staff include at least one person trained to meet the needs of the population to be served? If so, please briefly describe that training and/or education.

130. (Please answer with 200 to 1,000 characters.) Do you have a concrete plan for referring specific types of clients to specific outside services? If so, please explain (a) who will be referred, (b) which agencies will accept those referrals, (c) what types of services will be provided as a result of those referrals, and (d) why you have chosen to set up your referrals in this way.

131. (Please answer with 200 to 1,000 characters.) Please summarize your agency’s relevant past experience in handling projects that served similar populations and/or provided similar types of services. Has your agency’s past performance demonstrated an ability to successfully carry out the work proposed? If so, how?

132. (You may answer with up to 3,000 characters.) If you have any other comments that would help the Review and Rank Panel understand any aspect of your services design, you may type them here. This question is optional. If you do not wish to answer this question, please type “pass.”

FULL UTILIZATION

133. (Please answer with an e-mail attachment, and then type “sent.”) Please attach a complete budget to your e-mail when you submit your local application to sb@homebaseccc.org. The budget should be clear, complete, and easy to read. It must include information about how you will spend the CoC funds you are requesting, and information about how you will spend matching funds that you are raising from non-CoC sources (state, local, private, HHS, etc.). It must include both a revenue section (showing where your funding will come from) and an expenses section (showing how your money will be spent).

If necessary, you may use this space to clarify any ambiguous or questionable items in your budget. If the budget you have attached does not need any clarification, then please type “sent” as your answer to this question.

134. (Please answer with up to 3,000 characters.) Please describe your fiscal capacity. What kinds of internal financial controls does your agency use? How do you ensure that money is not wasted or diverted to private uses? How does your agency track the use of match funding? In other words, how do you know when you have spent some or all of your match? Please briefly describe your financial recordkeeping system. What kinds of
financial records do you maintain, and for how long? Do you have a board of directors? If so, how does the board oversee your operations? Do you have a strategy for keeping documentation to show that each of your major expenses corresponds to an eligible cost? What is your strategy for ensuring adequate grant drawdowns?

135. (Please answer with 200 to 1,000 characters.) Please help the Review and Rank Panel understand how and why your project will be ready to start operations within 3 months of receiving HUD funding. Does your proposed project face any regulatory obstacles such as tenant displacement, environmental issues, or zoning issues? If so, how will you overcome them? Does your agency’s current staff have the capacity to begin preparing for this project even before funding is received? If so, please briefly explain. Does your agency have policies and/or procedures that can be used as-is or easily adapted for use in a CoC-funded project? If so, please briefly indicate which policies.

136. (You may answer with up to 3,000 characters.) If you have any other comments that would help the Review and Rank Panel understand any aspect of your full utilization, you may type them here. This question is optional. If you do not wish to answer this question, please type “pass.”

PRIORITIZATION

Note: if your agency is a victim service provider and your project is primarily focused on serving domestic violence survivors, you should not answer any of the questions in this section. Instead, please answer the “Domestic Violence Bonus Questions” at the end of this document.

137. (Please answer with Yes or No.) Will you leave any of the Housing First boxes unchecked on your 2019 e-snaps application?

138. (Please answer with up to 1,000 characters.) How do you decide which types of clients are a good fit for your program? Are there any types of clients that you will not accept? Why or why not?

139. (Please answer with up to 1,000 characters.) Do you require clients to participate in supportive services, classes, therapy, job training, or other mandatory interventions? Why or why not?

140. (Please answer with up to 1,000 characters.) What kinds of restrictions are included in your program’s lease agreements and/or program agreements?

141. (Please answer with up to 1,000 characters.) How does your agency respond to situations where clients are disturbing neighbors or behind on their share of rent?

142. (Please answer with up to 1,000 characters.) Does your project take proactive steps to minimize barriers to entry to the program and to maximize retention? How so? (Note
that the Panel has the discretion to adjust the score for Housing First up or down based
on an optional phone call with your program if the submitted materials are inadequate
for the Panel to make a determination or if they raise concerns that need further
inquiry.)

143. (Please answer with Yes or No.) Does your e-snaps application for this year show that
you selected the drop-down menu option for either DedicatedPLUS or 100% Dedicated
to serving the chronically homeless population?

144. (Please answer with 200 to 1,000 characters.) Is your project well-equipped to meet the
needs of chronically homeless clients? If so, why?

145. (Please answer with up to 200 characters.) Will your project focus on serving one or
more of the following specialized populations: youth, transition-aged youth, domestic
violence survivors, families with children, chronically homeless individuals or families,
veterans, and/or seniors? If so, which population(s)?

146. (Please answer with 200 to 1,000 characters.) What types of severe needs are your
potential clients likely to have? What is your plan to meet those needs and address the
vulnerabilities of your clients? How will you avoid screening out clients with severe
needs? Severe needs can include:

   a. Low/no income
   b. Active or past substance use
   c. Criminal records
   d. Survivors of domestic violence, sexual assault, or stalking
   e. LGBTQ orientation
   f. Resistance to receiving services
   g. Significant challenges to behavioral or medical health
   h. Heavy utilization of public services
   i. A history of sleeping outdoors
   j. Unusual vulnerability to illness, death, or victimization

147. (Please answer with 200 to 1,000 characters.) Will you affirmatively market housing
and supportive services to eligible persons regardless of race, color, ancestry, national
origin, religion, mental disability, physical disability, sex, gender, sexual orientation,
marital status, family status, pregnancy, genetic information, source of income, or other
arbitrary characteristics not relevant to a person’s need or suitability for housing? If so,
how? Will you also engage people who are least likely to apply in the absence of special
outreach? If so, how?

148. (You may answer with up to 3,000 characters.) If you have any comments that would
help the Review and Rank Panel understand your success at prioritizing participants
with the highest needs, you may type them here. This question is optional. If you do not
wish to answer this question, please type “pass.” (Do not answer if you are a DV Bonus project.)

GENERAL

149. (Please answer with 200 to 1,000 characters) Please provide a brief summary of your project. This summary is for identification purposes only and will not be scored. The summary will help panelists confirm that they have accurately identified your program. You might briefly describe your program’s age, location, size, the populations your project serves, and any distinguishing characteristics of your program.

150. (You may answer with up to 3,000 characters.) If you have any further comments that would help the Review and Rank Panel understand any aspect(s) of your program’s design, you may type them here. This question is optional. If you do not wish to answer this question, please type “pass.”

VICTIM SERVICE PROVIDERS ONLY

These questions are only for dedicated victim service providers. If your project is not primarily focused on serving survivors of domestic violence, please type “pass” for all of these questions.

151. (Please answer with 200 to 1,000 characters) What kinds of services and housing do survivors of domestic violence need in this CoC’s geographic area? How many people need these resources? Please be specific and include quantitative estimates.

152. (Please answer with 200 to 1,000 characters) What kinds of services and housing are currently being offered to survivors of domestic violence in this CoC’s geographic area? How many people are receiving these resources? Please provide a quantitative estimate of the size of the gap between local resources and local need. Please be specific and include quantitative estimates.

153. (Please answer with 200 to 1,000 characters) How much of the region’s unmet need for services and housing for survivors of domestic violence will be addressed by your project? Please be specific and include quantitative estimates.

154. (Please answer with 200 to 1,000 characters) How will your project’s services be trauma-informed and victim centered? Please explain how your project’s services will differ from ordinary supportive services or the general homeless population. Please include an estimate of the number of hours and/or the level of training that the program’s staff have received in delivering trauma-informed, victim-centered services.

155. (Please answer with 200 to 1,000 characters) Does your agency have previous experience in serving survivors of domestic violence, dating violence, sexual assault, and/or stalking? If so, please briefly summarize that experience.
156. **(Please answer with 200 to 1,000 characters)** Do you have a specific plan for ensuring that clients in your project will be safe from further domestic violence? If so, what is that plan?

157. **(Please answer with 200 to 1,000 characters)** Will your project use one or more facilities that have specialized physical or geographical features that will enhance the safety of domestic violence survivors? If so, what are these features?

158. **(Please answer with 200 to 1,000 characters)** Will your project make use of staff who have been specially trained in promoting the physical and emotional safety of domestic violence survivors? If so, please briefly summarize that training.

159. **(Please answer with 200 to 1,000 characters)** Does your project have quantitative safety targets, i.e., predictions about how much safer your clients will be while using your project or because of using your project? If so, please describe these targets and explain why they are appropriate and realistic.

160. **(You may answer with up to 3,000 characters.)** If you have any comments that would help the Review and Rank Panel understand your success at promoting safety among domestic violence survivors, you may type them here. This question is optional. If you do not wish to answer this question, please type “pass.”
### Threshold Factors

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<tr>
<th>Name</th>
<th>Description</th>
<th>Met/Not Met</th>
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<tbody>
<tr>
<td>Housing First</td>
<td>The project’s policies and practices are aligned with Housing First, including a commitment to identify and lower barriers to housing and remove service participation requirements and overly punitive policies.</td>
<td>Met/Not Met</td>
</tr>
<tr>
<td>HMIS</td>
<td>The project will enter data for all CoC-funded clients into HMIS (or parallel database for domestic violence services).</td>
<td>Met/Not Met</td>
</tr>
<tr>
<td>Equal Access</td>
<td>The project will provide equal access and fair housing without regard to sexual orientation, gender identity, or local residency status.</td>
<td>Met/Not Met</td>
</tr>
<tr>
<td>Formerly Homeless Input</td>
<td>The agency will engage homeless and formerly homeless clients in program design and policy making by including them on its board of directors or staff, by having a consumer advisory board that meets regularly, by administering consumer satisfaction surveys, and/or by convening client focus groups.</td>
<td>Met/Not Met</td>
</tr>
<tr>
<td>Eligible Clients</td>
<td>The project will only accept new participants if they can be documented as eligible for this project’s program type based on their housing and disability status.</td>
<td>Met/Not Met</td>
</tr>
<tr>
<td>Eligible Applicant</td>
<td>Neither the applicant nor the sub-recipients (if any) are for-profit entities.</td>
<td>Met/Not Met</td>
</tr>
<tr>
<td>Match</td>
<td>Agency will be able to provide 25% match per grant.</td>
<td>Met/Not Met</td>
</tr>
<tr>
<td>Budget</td>
<td>Project has made a good faith effort to complete the budget template provided, showing both CoC and non-CoC funding sources for the project.</td>
<td>Met/Not Met</td>
</tr>
<tr>
<td>Connection to Mainstream Resources</td>
<td>Project has a specific plan to coordinate and integrate with other mainstream health, social services, and employment programs and ensure that program participants are assisted to obtain benefits. If the agency has any current clients, the plan must mention the percentage of current clients who have obtained at least one mainstream benefit while enrolled in the agency’s program(s).</td>
<td>Met/Not Met</td>
</tr>
<tr>
<td>DV Only: Trauma-Informed</td>
<td>Projects that are applying for DV Bonus funding for Coordinated Entry must demonstrate that they will utilize trauma-informed, victim-centered approaches.</td>
<td>Required but not assigned a point value</td>
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### CONNECTIONS TO HOUSING (20 points)

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<tr>
<th>Assessment Process</th>
<th>Description</th>
<th>Score</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Award points if the housing assessment process will align with the coordinated entry system design envisioned by the CoC.</td>
<td>Up to 8 points</td>
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|                    | • Will the project use community-approved assessment tools such as the VI-SPDAT?  
• Will the project use standardized, objective, transparent rules to determine each household’s priority for housing?  
• Will the assessment process be easily accessible by all people within the CoC's geographic area?  
• Does the agency have a plan for diverting clients who might be able to self-resolve? Evaluate how the agency will connect clients to self-help resources when appropriate. | |

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<tr>
<th>Referral Process</th>
<th>Description</th>
<th>Score</th>
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<tbody>
<tr>
<td></td>
<td>Award points if the housing referral process will align with the coordinated entry system design envisioned by the CoC.</td>
<td>Up to 6 points</td>
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</tbody>
</table>
|                   | • Will the program use case conferencing to ensure that program participants are directed to appropriate housing?  
• Will the program rapidly identify a variety of housing opportunities for high-priority households?  
• Will the program help ensure that high-priority households are document ready? | |

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<tr>
<th>Projected Outcomes</th>
<th>Description</th>
<th>Score</th>
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<td></td>
<td>Award points if the project’s goals are realistic and sufficiently challenging given the scale of the project. For full credit, outcomes should be measurable and appropriate to the population being served and must meet any applicable minimum targets adopted by the CoC.</td>
<td>Up to 6 points</td>
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### CONNECTIONS TO SERVICES (16 points)

<table>
<thead>
<tr>
<th>Assessment Process</th>
<th>Description</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Award points if the services assessment process will align with the coordinated entry system design envisioned by the CoC.</td>
<td>Up to 6 Points</td>
</tr>
<tr>
<td></td>
<td>• Will the program actively evaluate which services a client would benefit from while waiting to be matched with housing?</td>
<td></td>
</tr>
</tbody>
</table>
| Community Connections | Award points if the program will have adequate connections to the broader homeless Continuum of Care. Consider:  
  - The extent to which the agency has existing relationships with other services or agencies.  
  - The detail to which service linkages are described. Award fewer points for general statements, more points for concrete descriptions of service linkages and delivery. | Up to 6 Points |
|-----------------------|-------------------------------------------------------------------------------------------------|----------------|
| Agency Resource Training | Award points if the program will conduct or provide access to training for staff on available mainstream resources for which clients may qualify. Consider:  
  - Agency plans for staff training on benefits eligibility  
  - Agency capacity to provide mainstream benefits, such as SOAR training | Up to 4 Points |
### FULL UTILIZATION (20 points)

<table>
<thead>
<tr>
<th>Amount of Budget</th>
<th>Award points based on the following factors:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• The budget is complete, unambiguous and easy to read.</td>
</tr>
<tr>
<td></td>
<td>• The budget does not attempt to use HUD funding on ineligible expenses.</td>
</tr>
<tr>
<td></td>
<td>• The budget clearly identifies the source and nature of non-HUD resources such as funding, staff, building space, and/or volunteers, and these resources equal at least 25% of the funds requested from HUD.</td>
</tr>
<tr>
<td></td>
<td>• The project provides a reasonable balance between providing high-quality, reliable services to the target population and taking appropriate measures to contain costs.</td>
</tr>
<tr>
<td>Fiscal Capacity</td>
<td>Award points if the agency has sufficient fiscal capacity to manage the grant, including:</td>
</tr>
<tr>
<td></td>
<td>• internal financial controls</td>
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<td></td>
<td>• grant match tracking</td>
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<tr>
<td></td>
<td>• well-maintained records</td>
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<tr>
<td></td>
<td>• oversight by a board of directors</td>
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<tr>
<td></td>
<td>• a strategy for documenting eligible costs</td>
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<tr>
<td></td>
<td>• a strategy for ensuring adequate grant drawdowns</td>
</tr>
<tr>
<td>Ready to Start</td>
<td>Award points if the project will be ready to begin serving clients within 1-3 months of receiving HUD funding. Consider:</td>
</tr>
<tr>
<td></td>
<td>• Whether the agency’s current staff has the capacity to begin preparing for this project;</td>
</tr>
<tr>
<td></td>
<td>• Whether the agency has demonstrated secure commitments from other providers in implementing the Coordinated Entry System;</td>
</tr>
<tr>
<td></td>
<td>• Whether the agency already has policies and procedures that can be used as-is or easily adapted for use in a CoC-funded project.</td>
</tr>
</tbody>
</table>

Up to 8 Points

Up to 6 Points

Up to 6 Points
## PRIORITIZATION (15 points)

| Housing First | Does the project proposal describe a plan to prevent screening people out of the coordinated entry process due to perceived barriers related to housing or services? Consider whether any of the following are requirements for being assessed or referred:  
|               | • Detox treatment and/or days of sobriety  
|               | • Willingness to leave family members behind  
|               | • Proof of medication use and/or compliance with mental health treatment  
|               | • No past (non-violent) rule infractions  
|               | • Conventional sexual orientation or gender identification  
|               | • Earned income and/or work history | Up to 6 Points |

### Fair Housing

Award points if the project will specifically seek out and serve clients who are unlikely to be able to access the system on their own. Consider:

- Is there a strategy for advertising the program that is designed specifically to reach homeless persons with the highest barriers within the CoC’s geographic area?
- Will all participants have fair and equal access to the Coordinated Entry System, including people with disabilities or Limited English Proficiency?
- Will the staff administering assessments use culturally and linguistically competent practices and incorporate cultural and linguistic competency training into the required annual training protocols for participating projects and staff members? | Up to 4 Points |

### Special Populations

Award points if the project targets one or more of the following specialized populations while complying with HUD regulations on providing open access to the Coordinated Entry System:

- Youth
- Domestic Violence survivors
- Families with Children
- Chronic Homeless
- Veterans
- Seniors | Up to 3 Points |
| Severity of Needs | HUD has recognized the following subpopulations as having specific needs and higher vulnerability: people with low/no income, active or past substance use, criminal records, survivors of domestic violence, LGBTQ, people who resist receiving services, people with significant challenges to their behavioral or medical health, people who heavily utilize public services, people who have been sleeping outdoors, and people who are unusually vulnerable to illness, death, or victimization. Award up to 2 points if the project’s narrative adequately explains what types of severe needs and vulnerabilities its clients are likely to have, how the project will avoid screening out these clients with severe needs, and if the project clearly demonstrates that they have a plan in place to meet the needs and address the vulnerabilities of those clients. | Up to 2 Points |
**Use this section instead of the previous two pages** if the project primarily serves victims of domestic violence. For all scoring purposes, “domestic violence” also includes dating violence, sexual assault, stalking, and/or trafficking.

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
<th>Source</th>
<th>Score</th>
</tr>
</thead>
</table>
| **Ability to Quantify Need** | Award 1 points for each of the following items, for a total of up to 5 points:  
- Project provides statistics estimating the number of domestic violence survivors who encounter the CoC’s Coordinated Entry System each year  
- Project describes the currently available resources intended to meet the needs of domestic violence survivors as they engage with the Coordinated Entry System  
- Project identifies at least one specific need that is unique to survivors of domestic violence who are attempting to use the Coordinated Entry System  
- Project identifies at least one specific difficulty or obstacle currently experienced by survivors of domestic violence who might use the Coordinated Entry System  
- Provider estimates the total size, cost, staffing, or scope of the resources that would be needed to fully address the obstacles or difficulties faced by survivors of domestic violence survivors in Coordinated Entry. | RFI | Up to 5 points |
| **How Project will Address Need** | Award 1 point for each of the following items, for a total of up to 5 points:  
- Project explains how it proposes to meet the unmet needs of domestic violence survivors.  
- Project makes quantitative predictions about how the project will reduce unmet need among domestic violence survivors.  
- Project provides examples showing how the experience of domestic violence survivors will be improved after the project’s launch  
- Project draws specific connections between the resources being requested and the needs of the CoC  
- Project articulates a convincing vision for how to build a stronger coordinated entry system that can better meet the needs of domestic violence survivors. | RFI | Up to 5 points |
| **Trauma Informed, Victim Centered Approach** | Award points if the project explains how the services that will be offered are trauma-informed and victim-centered. A good explanation should include a description of how the project’s services will differ from ordinary supportive services for the general homeless population, and an estimate of the number of hours and/or the level of training that the program’s staff have received in delivering trauma-informed, victim-centered services. | RFI | Up to 5 points |
## COMPLIANCE (15 points)

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Points</th>
</tr>
</thead>
</table>
| **Audit and/or Monitoring Findings** | Award **full points** if  
• the agency did not require audits and/or monitoring from any sources within the last 2 years, or  
• if the agency was audited and/or monitored, but there were no sustained or final negative findings relating to housing quality or financial mismanagement.  
Award **up to 3 points** if:  
• the agency received negative audit and/or monitoring findings, but the agency adequately explains how the findings are being addressed or have been addressed.  
Award **no points** if:  
• the agency’s audit and/or monitoring revealed negative findings that have not been corrected.                                                                                                         | **Up to 5 Points** |
| **Experience with Federal Grants** | Award full points if the agency has successfully handled at least one other federal grant or other major grant of this size and complexity, either in or out of the CoC.  
Consider awarding full points if the agency can otherwise demonstrate that it can successfully manage complex reporting requirements.                                                                                   | **Up to 3 Points** |
| **HMIS**                        | Award points based on project’s plan for maintaining accurate & timely data, and/or based on agency’s history of high data quality.                                                                                       | **Up to 3 Points** |
| **Coordinated Entry**           | Award points based on the project’s demonstrated capacity for successfully administering a Coordinated Entry project in compliance with all HUD requirements and for operating in conjunction or alignment with the existing Coordinated Entry System.                             | **Up to 2 Points** |
| **Including Consumers**         | Award points if the agency shows its commitment to including consumers in the decision-making process by:  
• having at least one homeless or formerly homeless person on its staff or board,  
• having a consumer advisory board and making changes based on the board’s advice, or  
• administering consumer satisfaction surveys and making changes based on the results.                                                                                                                   | **Up to 2 Points** |
**COMMUNITY (14 points)**

| Participation in CoC Activities | Award points for the agency’s attendance, participation, and leadership at CoC events, meetings, committees, forums, and projects, with a focus on activities that took place since the last NOFA. Typically, full points should be awarded if the agency meaningfully participated in at least 4 voluntary events over the course of the year, or if the agency led at least 1 successful event, training, or initiative over the course of the year. If a new applicant has no participation in CoC activities because they are new to the CoC and had no opportunity to participate, then the applicant should provide information about comparable similar work and collaboration, including objective examples, and the Panel may consider awarding full points. This allows an opportunity for new applicants to avoid being penalized on the basis of being new. | Up to 4 Points |
| Voluntary Reallocation | Award points if the agency voluntarily chose to reallocate funding from at least one project this year. Award at least 1 point for any voluntary reallocation. Before awarding more points, consider:  - The amount of funds reallocated compared to the funds being requested by the agency  - The reason stated for the reallocation  - Whether the agency is submitting new project proposals that would rely on reallocated funds | Up to 3 Points |
| Local Competition Deadlines | Award full points if the project met all local competition deadlines, including deadlines for turning in supporting documents and attachments.  - Award 2 points if any portion of the local application was turned in up to 24 hours late*  - Award no points if any portion of the local application was turned in 24 to 72 hours late*  - If any portion of the local application was turned in more than 72 hours late, award no points, and, the Panel’s may choose to exclude the project from the competition entirely.  *Please note that the competition facilitator must notify the Panel of any materials that are turned in past the deadline in order for this factor to be scored equitably. | Up to 5 Points or Excluded from competition |
| Local Competition Attachments | Award full points if the project submitted relevant, properly formatted versions of all required attachments. For maximum credit, each project should submit exactly one PDF file that includes a table of contents. | Up to 2 Points |
(New Coordinated Entry)
SANTA MARIA / SANTA BARBARA Supplemental Questions
FY2019

GENERAL

38. **Please provide a brief summary of your project.** This summary is for identification purposes only and will not be scored. The summary will help panelists confirm that they have accurately identified your program. You might briefly describe your program’s age, location, size, the populations your project serves, and any distinguishing characteristics of your program. Typically, three sentences or 100 words are plenty of detail for this question.

39. If you have any **further comments** that would help the Review and Rank Panel understand any aspect(s) of your program’s performance, you may type them here. This question is optional. If you do not wish to answer this question, please type “pass”.

THRESHOLD INFORMATION

100. *(If and only if you are a **DV Bonus project**, please answer this question with up to 1,000 characters. Otherwise, please type “N/A.”)* How will the services you offer be trauma-informed and victim-centered?

101. *(Please answer with Yes or No)* **Do you promise that your project will do **ALL** of the following?**
   a. Adopt a Housing First approach that includes a commitment to identify and lower your barriers to housing.
   b. Receive all referrals for housing from Santa Barbara County’s Coordinated Entry System
   c. Enter data for all CoC-funded beds into HMIS. If you are a victim services provider, you must instead enter all data for CoC-funded beds into a parallel database.
   d. Provide equal access and fair housing without regard to sexual orientation, gender identity, or local residency status.
   e. Have a specific plan to coordinate and integrate with other mainstream health, social services, and employment programs and ensure that program participants are assisted to obtain benefits from the mainstream programs for which they may be eligible

102. *(Please answer with 200 to 1,000 characters.)* **Will you engage homeless and formerly homeless clients in your program design and policy making?** If so, how? For example, will you include formerly homeless clients on your staff or board of directors? If you are
unable to do so, will you have a consumer advisory board that meets regularly and provides input to your Board on policy and makes changes based on the advisory board’s advice?

103. **(Please answer with 200 to 1,000 characters.)** Will entry into your program be limited to eligible clients? Please briefly explain what type of housing history and/or disability status is required for your clients’ eligibility and how you will check to make sure that your clients meet these eligibility criteria.

104. **(Please answer with Yes or No)** Are you a for-profit business?

105. **(Please answer with Yes or No)** Have you completed a set of match letter(s) that add up to at least 25% of the federal funding requested for your project, and specifying the kind and amount of resources to be used or donated?

106. **(You may answer with up to 3,000 characters)** If you have any comments that would help the Review and Rank Panel understand your performance on threshold factors, you may type them here. This question is optional. If you do not wish to answer this question, please type “pass.”

**COMPLIANCE**

107. **(Please answer with N/A, or with up to 200 characters)** Have you received any audit or monitoring findings or concerns in the past 2 years as part of any HUD audits, financial audits, or other sources? If so, please briefly describe those findings. If you were not audited or did not receive any such findings, please type “N/A”.

108. **(Please answer with N/A, or with up to 3,000 characters)** What has been your agency’s response to any audit or monitoring findings or concerns over the past 2 years? Please focus on findings related to housing quality or financial mismanagement. Please ensure that you attach copies of any such findings, including correspondence with the monitoring agency or source during or after the monitoring took place. If you were not audited or did not receive any such findings, please type “N/A”.

109. **(Please answer with 200 to 1,000 characters)** Has your agency successfully handled at least one other federal grant or other major grant of this size and complexity? If so, please identify that grant. If not, please explain why your agency will be able to successfully manage complex reporting requirements.

110. **(Please answer with 200 to 1,000 characters)** Does your agency have a track record of maintaining accurate and timely data? If so, please briefly summarize that track record, including your error rate and your average data timeliness. If not, how do you plan to gather accurate and timely data in the future?
111. Please skip this question.

112. (You may answer with up to 3,000 characters) If you have any comments that would help the Review and Rank Panel understand your success at compliance, including audit findings, Coordinated Entry, and HMIS data quality, you may type them here. This question is optional. If you do not wish to answer this question, please type “pass”.

**COMMUNITY**

113. (Please answer with 500 to 3,000 characters) Please describe your agency’s attendance, participation, and leadership at CoC events, meetings, committees, forums, and projects, with a focus on activities that took place since last year’s NOFA. Please include enough information to give a sense of how many person-hours of work or volunteer effort your agency has invested in the CoC. If you have not participated in the CoC because you are new to working on homeless housing and services in Santa Barbara County, then please provide information about comparable similar work and collaboration, including objective examples.

114. (Please answer with N/A or with up to 200 characters) Have you voluntarily reallocated funding from any projects this year? If so, why did you reallocate this funding? If not, please type “N/A”.

115. (You may answer with up to 3,000 characters) If you have any comments that would help the Review and Rank Panel understand your success at participating in the CoC community, you may type them here. This question is optional. If you do not wish to answer this question, please type “pass”.

**NEW PROJECT – FULL UTILIZATION**

133. (Please answer with an e-mail attachment, and then type “sent.”) Please attach a complete budget to your e-mail when you submit your local application to sb@homebaseccc.org. The budget should be clear, complete, and easy to read. It must include information about how you will spend the CoC funds you are requesting, and information about how you will spend matching funds that you are raising from non-CoC sources (state, local, private, HHS, etc.). It must include both a revenue section (showing where your funding will come from) and an expenses section (showing how your money will be spent).

If necessary, you may use this space to clarify any ambiguous or questionable items in your budget. If the budget you have attached does not need any clarification, then please type “sent” as your answer to this question.

134. (Please answer with up to 3,000 characters.) Please describe your fiscal capacity. What kinds of internal financial controls does your agency use? How do you ensure that
money is not wasted or diverted to private uses? How does your agency track the use of match funding? In other words, how do you know when you have spent some or all of your match? Please briefly describe your financial recordkeeping system. What kinds of financial records do you maintain, and for how long? Do you have a board of directors? If so, how does the board oversee your operations? Do you have a strategy for keeping documentation to show that each of your major expenses corresponds to an eligible cost? What is your strategy for ensuring adequate grant drawdowns?

135. (Please answer with 200 to 1,000 characters.) Please help the Review and Rank Panel understand how and why your project will be ready to start operations within 3 months of receiving HUD funding. Does your agency’s current staff have the capacity to begin preparing for this project? If so, please briefly explain. Does your agency have policies and/or procedures that can be used as-is or easily adapted for use in a CoC-funded project? If so, please briefly indicate which policies. Do you have agreements in place with other providers and collaborative partnerships in place for operating or expanding the Coordinated Entry System?

136. (You may answer with up to 3,000 characters.) If you have any other comments that would help the Review and Rank Panel understand any aspect of your full utilization, you may type them here. This question is optional. If you do not wish to answer this question, please type “pass.”

CONNECTIONS TO HOUSING

201. Please explain how you will assess clients for housing. Will you use community-approved assessment tools such as the VI-SPDAT? How will you ensure that your rules for determining priority for housing are standardized, objective, and transparent? What geographic areas will be reached by your assessments? How will you connect clients who might be able to self-resolve to self-help resources?

202. Please explain how you will refer clients for housing. How will you use case conferencing? How will you rapidly identify a variety of opportunities for high-priority households? How will you help ensure that high-priority households are document-ready?

203. Please set specific, realistic, quantitative goals for connecting clients to housing that are sufficiently challenging given the scale of your project. What will you accomplish? How will you measure these accomplishments?

204. If you have any comments that would help the Review and Rank Panel understand your connections to housing, you may type them here. This question is optional. If you do not wish to answer this question, please type “pass.”

CONNECTIONS TO SERVICES
205. Please describe how your program will assess clients for services. How will you determine what services a client would benefit from while waiting to be matched with housing? How do your policies take client needs and choice into consideration? How will you evaluate client eligibility for mainstream resources?

206. Please explain your agency’s connections to the broader homeless Continuum of Care. What kinds of relationships do you have with other services or agencies? Please provide specific, concrete details explaining how you will provide service linkages.

207. Please summarize the training you will have available for staff on mainstream resources. How will you train staff on benefits eligibility? To what extent can you provide mainstream benefits such as SOAR training?

208. If you have any other comments that would help the Review and Rank Panel understand any aspect of your connections to services, you may type them here. This question is optional. If you do not wish to answer this question, please type “pass”.

PRIORITIZATION – ORDINARY NEW COORDINATED ENTRY

209. How will you avoid screening people out of the coordinated entry process based on sobriety, family relationships, mental health, non-violent rule infractions, sexual orientation or gender identification, income, and/or work history? (Do not answer if you are a DV Bonus project.)

210. Please explain how you will specifically seek out and serve clients who are unlikely to be able to access the system on their own. For example, will you target advertisements toward people who face unusually high barriers? Do you have a plan to ensure access for people with disabilities or Limited English Proficiency? How will you incorporate culturally and linguistically competent practices? (Do not answer if you are a DV Bonus project.)

211. Will your project focus on serving one or more of the following specialized populations: youth, transition-aged youth, domestic violence survivors, families with children, chronically homeless individuals or families, veterans, and/or seniors? If so, which population(s)? (Do not answer if you are a DV Bonus project.)

212. Does your project have a specific plan to serve participants with severe needs? (Do not answer if you are a DV Bonus project.) What is your plan to meet those needs and address the vulnerabilities of your clients? Severe needs can include:

   a. Low/no income
   b. Active or past substance use
   c. Criminal records
d. Survivors of domestic violence, sexual assault, or stalking

e. LGBTQ orientation

g. Resistance to receiving services

f. Significant challenges to behavioral or medical health

h. Heavy utilization of public services

i. A history of sleeping outdoors

j. Unusual vulnerability to illness, death, or victimization

213. If you have any comments that would help the Review and Rank Panel understand your success at prioritizing participants with the highest needs, you may type them here. This question is optional. If you do not wish to answer this question, please type “pass”. (Do not answer if you are a DV Bonus project.)

PRIORITIZATION -- DOMESTIC VIOLENCE BONUS COORDINATED ENTRY

214. **Please quantify the need for DV-specific Coordinated Entry Services.** Your answer should provide statistics estimating the number of domestic violence survivors who encounter the CoC’s Coordinated Entry System each year, describe the currently available resources intended to meet the needs of domestic violence survivors as they engage with the Coordinated Entry System, identify at least one specific need that is unique to survivors of domestic violence who are attempting to use the Coordinated Entry System, identify at least one specific difficulty or obstacle currently experienced by survivors of domestic violence who might use the Coordinated Entry System, and estimate the total size, cost, staffing, or scope of the resources that would be needed to fully address the obstacles or difficulties faced by survivors of domestic violence survivors in Coordinated Entry.

215. **Please explain how your project will address the need for DV-specific Coordinated Entry Services.** Your answer should explain how your project proposes to meet the unmet needs of domestic violence survivors, make quantitative predictions about how the project will reduce unmet need among domestic violence survivors, provide examples showing how the experience of domestic violence survivors will be improved after the project’s launch, draw specific connections between the resources being requested and the needs of the CoC, and articulate a convincing vision for how to build a stronger coordinated entry system that can better meet the needs of domestic violence survivors.

216. Please explain how the services you will offer are trauma-informed and victim-centered. A good explanation should include a description of how the project’s services will differ from ordinary supportive services for the general homeless population, and an estimate of the number of hours and/or the level of training that the program’s staff have received in delivering trauma-informed, victim-centered services.
217. If you have any comments that would help the Review and Rank Panel understand your proposal for **promoting the safety of survivors** of domestic violence, you may type them here. This question is optional. If you do not wish to answer this question, please type “pass”. (DV Bonus only)

**COORDINATION WITH OTHER PROJECTS**

218. Please summarize any previous experience your agency has that would be relevant to your ability to successfully comply with all HUD requirements for this project type. In particular, how will you synchronize your project so that it **operates in conjunction or alignment with the existing Coordinated Entry System**?
# FY 2019 Continuum of Care Program Competition

## Submission Checklist

<table>
<thead>
<tr>
<th>AGENCY:</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>PROJECT NAME:</td>
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<tr>
<td>CONTACT PERSON’S NAME:</td>
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<td>PHONE:</td>
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<td>E-MAIL:</td>
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**New Project ☐ Renewal Project ☐**

**Due before August 13, 2019 at 12:00pm (PST)**

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</thead>
<tbody>
<tr>
<td>☐</td>
<td>Confirm that your agency has an active <strong>DUNS number</strong> from <a href="http://www.sam.gov">www.sam.gov</a></td>
</tr>
<tr>
<td>☐</td>
<td>Fill out a HUD Project <strong>Applicant Profile</strong> in e-snaps, including Form 2880, Nonprofit Documentation, SF-424, and your Code of Conduct. When you are done, export the HUD Profile as a PDF.</td>
</tr>
<tr>
<td>☐</td>
<td>Fill out a HUD <strong>Project Application</strong> (also known as Exhibit 2) in e-snaps, including Form HUD-50070, Form SF-LLL, and Match Documentation. When you are done, export the HUD Application as a PDF.</td>
</tr>
<tr>
<td>☐</td>
<td>Use <a href="http://www.prestoevals.org">www.prestoevals.org</a> to answer the <strong>Supplemental Questionnaire</strong>.</td>
</tr>
</tbody>
</table>

**PDF Created:** ☐

- **No audit findings:** ☐

If you have any HUD or other Funder **audit or monitoring findings** or financial audit findings from the past 2 years, create a PDF of all of the written communications between you and that entity.

**PDF Created:** ☐

- **Renewal Project:** ☐

If you are a new project, create a PDF of your **proposed project budget (please use sample template)**, adding up both CoC funding and non-CoC funding to get your total budget.

**PDF Created:** ☐

- **Renewal Project:** ☐

If you are a new project, create a PDF of any **policies or procedures** you have drafted, including policies to ensure compliance with the Fair Housing Act.

**PDF Created:** ☐

- **Renewal Project:** ☐

If you are a new project that has received a HUD grant previously, or for another project, create a PDF of **summary printout from e-LOCCs** or other similar documentary proof confirming that you made at least one draw-down from e-LOCCs during the previous grant year.

**PDF Created:** ☐

- **Renewal Project:** ☐

If you are a new project, create a PDF of your **chronic homeless eligibility forms** that reflect the current definition of chronic homelessness.

**PDF Created:** ☐

- **No Indirect Cost Rate Agreement:** ☐

If your agency has negotiated an indirect cost rate with the federal government, create a PDF of the approved **Indirect Cost Rate agreement**.
| PDF Created: ☐ | If you are still waiting on some of your match documentation, create a PDF showing when you expect to receive each **missing match letter**. |
| No Missing Match: ☐ | Create a PDF copy of this checklist with all of the boxes checked off. |

When you have finished checking off all of the items above, please e-mail PDF copies of all of the above documents to **sb@homebaseccc.org**.


---

*I attest that the information my agency is providing in the FY 2019 CoC Competition is accurate and complete.*

______________________________  ______________________________

Date  

Signature of Responsible Party

______________________________  ______________________________

Printed Name of Responsible Party  

Title of Responsible Party