



Three County Continuum of Care, MA-507

2023 Continuum of Care Competition

& Noncompetitive Award of Youth Homelessness Demonstration Program (YHDP) Grants

REQUEST FOR PROPOSALS (RFP)

For Three County CoC Renewal Projects, Expansion Projects & New Projects and YHDP Renewal Projects & YHDP Replacement Projects providing the following programs/services in Berkshire, Franklin & Hampshire County:

- Permanent Supportive Housing (PSH)
- Rapid Rehousing (RRH)
- Joint Transitional Housing-Rapid Rehousing (TH-RRH)
- Supportive Service/Coordinated Entry (SSO-CE)

TOTAL Possible Competition Funding Available: \$3,000,852 (includes:)

\$209,457 = CoC Bonus Funds

\$206,371 = Domestic Violence Project Bonus Funds

[Per HUD Annual Renewal Demand (ARD) Report]

RFP Appendices:

- A. 2023 Three County CoC Renewal Project Outcomes, Measures, & Scoring Tool
- B. 2023 Three County CoC New Project Scoring tool
- C. 2023 Three County CoC Renewal Project Listing
- D. 2023 Three County CoC YHDP Project Listing
- E. HUD Categories of Homelessness – Definitions
- F. 2023 New Project Application
- G. CoC Reallocation and Transition Plan
- H. Esnaps & Document Submissions
- I. Ranking and Evaluation Committee Roles and Responsibilities

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I. OVERVIEW OF COC COMPETITION

The U.S. Department of Housing and Urban Development (HUD) Community Planning and Development Notice of Funding Opportunity (NOFO) for Fiscal Year 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants was released on July 5, 2023. The complete NOFO and all supporting documents are available on the [FY23 Competition Page](#).

HUD's annual NOFO establishes practices by which each Continuum of Care, through its designated Recipient, will submit a single collaborative application to fund CoC operations and eligible projects that advance local, state and federal goals to end homelessness. Community Action Pioneer Valley (CAPV) is the designated Recipient (also called the Collaborative Applicant) for the Three County CoC and is therefore responsible for submitting the CoC's collaborative application. CAPV is the sole recipient of CoC-awarded funds and administers grants for all awarded projects in the region.

The consolidated application will be submitted by CAPV and will include a CoC application, renewal, expansion and new CoC projects, as well as renewal and replacement YHDP projects. The Three County CoC is seeking proposals from service providers in Berkshire, Franklin and Hampshire Counties for renewal projects, expansion projects or new projects that provide Permanent Supportive Housing (PSH), Rapid Rehousing (RRH), and joint Transitional Housing-Rapid Rehousing (Joint TH-RRH). Additionally, the CoC is seeking proposals from regional service providers for a bonus pool of funds targeted at serving survivors of domestic violence, dating violence, sexual assault or stalking who are experiencing homelessness. Applications for "DV Bonus Projects" can be submitted for RRH or Joint TH-RRH.

Entities eligible to apply for the CoC funds outlined above include non-profits, local and state government entities, Indian Tribes or Tribally Designated Housing Entities (TDHE), and housing authorities. For more information about eligible applicants, please see section V.A & B. of the NOFO. *For-profit entities are ineligible, and applications submitted from these entities will not be reviewed.*

II. 2023 FUNDING OPPORTUNITY

Available Funding

Current projects listed in Appendix C of this RFP are eligible to submit a renewal application for the amount listed for each grant. New or expansion projects may be selected to receive funding in place of renewal programs.

In addition to the pool of renewal funds, the CoC is eligible to apply for CoC Bonus Project funds in the amount of \$209,457 and DV Bonus Project funds in the amount of \$206,371.

Funding for new projects is determined by using the amounts available through the bonus processes, making funds available through reallocation, or a combination of the two. Reallocation is the process of shifting funds in whole or in part from renewal projects to create one or more new projects without decreasing the CoC's Annual

Renewal Demand (ARD). CoCs may also apply to expand renewal projects if they fall within the eligible new bonus project types. The Reallocation Plan is found in Appendix G.

Program Components & Application Types

For the FY2023 CoC Competition, the Three County CoC is accepting the following application types:

A) RENEWAL Projects:

Current CoC-funded Projects are eligible to apply for renewal funding. These projects are listed in Appendix C of this RFP. Renewal projects may not request an increase or redistribution of funds for any line item but may apply for a reduction in funds.

B) Youth Homelessness Demonstration Projects (YHDP):

Current YHDP projects, listed in Appendix D, are eligible to apply for renewal or replacement. For renewal projects, applicants may not apply for an increase or redistribution of funds. For projects seeking to make significant changes (i.e., increased capacity, service type, etc.) should submit a replacement application. YHDP projects are not ranked and will be selected for funding provided that they demonstrate project eligibility and quality threshold review.

C) NEW or EXPANSION Projects:

Providers may apply to fund a new program or to expand a current project; these applications will be considered for available Bonus funds or reallocation from non-renewed programs. New and Expansion Applications will be accepted for following project types:

- **Permanent Supportive Housing (PSH)**
- **DedicatedPLUS** (PSH programs with 100% of beds dedicated to serving individuals with disabilities and/or families in which any member has a disability)
- **Rapid Rehousing (RRH)**
- **Joint Transition Housing-Rapid Rehousing (TH-RRH)**

D) NEW DV Bonus Projects:

Funds available through the DV Bonus are available to programs dedicated to serving survivors of domestic violence, dating violence, sexual assault or stalking and who are defined as homeless. Specifically, funds can be used to enable a provider to begin offering or to expand services available to this population. DV Bonus projects that are awarded funding will be eligible for annual renewals through the regular CoC Competition. The following project components are eligible to apply for the DV Bonus:

- **Rapid Rehousing (RRH)***
- **Joint Transition Housing-Rapid Rehousing (TH-RRH)***

** Eligibility is also dependent on the program serving survivors of domestic or dating violence, sexual assault or stalking and are defined as homeless*

Modification for DV Bonus Projects

The CoC competition and operations are modified for projects designed to serve victims of domestic violence, to accommodate the particular need for privacy and safety required by these programs. The following modifications apply:

- While all CoC-funded programs are required to participate in coordinated entry into housing and services, the CoC adapts these policies and procedures to address privacy, confidentiality and safety for victims of domestic violence.
- The performance of CoC programs is evaluated annually, and part of the performance evaluation includes review of measures in reports pulled directly by the CoC from the Homeless Management Information System (HMIS). Domestic violence entities are prohibited from using the CoC's HMIS, but must use a comparable data system. To accommodate the different data-keeping requirements, the CoC will request that DV programs submit their own aggregated data reports for the performance evaluation.

III. ELIGIBLE COSTS & FISCAL MANAGEMENT

The CoC Program interim rule sets forth the costs eligible for each program component in § 578.37(a) of HUD's COC regulations. Not all costs are eligible in each program component, and in some cases, certain costs cannot be combined in a single unit or structure. The eligible costs for contributing data to the HMIS designated by the Continuum of Care are eligible under all components. <https://www.hudexchange.info/programs/coc/coc-program-eligibility-requirements/> The eligible costs are summarized below.

Acquisition, Rehabilitation, New Construction

(for PSH projects only)

Acquisition funds may be used to pay up to 100 percent of the acquisition cost of real property for the purpose of providing housing (PSH or TH) or supportive services to homeless persons. **Rehabilitation** funds may be used to pay up to 100 percent of the cost to rehabilitate an existing structure that is owned (not leased) by the recipient or subrecipient, and that is used to provide housing (PSH or TH) or supportive services to homeless persons. These costs may include installing cost-effective energy measures or bringing an existing structure to State and local government health and safety standards. **New Construction** funds may be used to pay up to 100 percent of the cost of new construction ([§ 578.43](#)).

Rental Assistance

Rental assistance for homeless individuals and families, including tenant-based rental assistance. Grant funds may be used for security deposits in an amount not to exceed one month's rent, as well as first and last month's rent. When rental assistance funds are used to pay rent on units, the lease must be between the program participant and the landowner. Each program participant, on whose behalf rental assistance payments are made, must pay a contribution toward rent consistent with the requirements of the interim rule.

Leasing

The costs of leasing individual/scattered site units or all/part of structures. Rents paid must be reasonable in relation to comparable space or units, and may not be more than the owner charges others for comparable units. Rents for residential units cannot exceed the HUD Fair Market Rent (FMR). When leasing funds are used to pay rent on units, the lease must be between the recipient or the sub-recipient and the landowner, with a sublease or occupancy agreement with the program participant. Grant funds may be used to pay security deposits, in an amount not to exceed one month's rent, as well as last month's rent.

**Utilities are not a leasing line item. If utilities are not provided by the landlord, utility costs are an operating cost.*

Operating Costs

Operating costs may be used to pay the day-to-day operating costs in a single structure or individual housing units, including maintenance (such as scheduled replacement of major systems), repair, building security (when CoC Program funds pay for more than 50 percent of the facility by unit or area), electricity, gas, water, furniture, equipment, property insurance, and taxes.

**These costs may not be combined with rental assistance costs within the same unit or structure, and operating costs are not eligible under the SSO program component.*

HMIS Costs

Costs related to contributing client data to or maintaining data in the CoC's HMIS or a comparable database for victim services providers or legal services providers are eligible costs under the PH (PSH & RRH), TH, & SSO program components. Eligible HMIS costs include hardware, equipment and software costs; training and overhead; and staffing costs associated with contributing data to the HMIS designated by the CoC for its geographic area.

Supportive Services Costs

Supportive services are eligible costs under the PH, TH, and SSO program components. The CoC Program interim rule specifies all eligible services and clarifies that any cost not listed in the rule is ineligible. As in the past, services must be offered to residents of PSH and TH for the full period of their residence. RRH programs must require program participants to meet with a case manager at least monthly.

Services may be provided to formerly homeless individuals for up to six months after their exit from homelessness, including the six months following exit from a transitional housing project. Recipients and sub-recipients are required to perform an annual assessment of the service needs of their program participants and to adjust services accordingly. Eligible costs include the cost of providing services, the salary and benefits of staff providing services, and materials and supplies used in providing services.

Client Specific Supportive Services Costs:

- Reasonable one-time moving costs
- Case management
- Food—meals or groceries for program participants
- Housing search and counseling services
- Life skills training
- Outreach services
- Transportation
- Utility deposits
- Direct provision of services: 1) costs of labor, supplies, and materials; and 2) salary and benefit packages of service delivery staff

** CoC supportive services provided must help program participants to obtain and maintain housing.*

Project Administration Costs

These costs include expenses related to the overall administration of the grant (24 CFR part 578.59), such as management, coordination, monitoring, and evaluation activities and environmental review. **Sub-recipient projects awarded funds may use up to 50% of the HUD-allowed administrative funds associated with the project – CAPV will retain the other half to administer the grant funds & the CoC Program.**

The HUD-allowed administrative costs for new grants are 10% and for renewal grants is the amount previously set by HUD in the grant inventory worksheet and shown in the attached renewal project listing. New projects are encouraged to use the full 10% administrative costs.

New Budget Line Items

For the FY2023 Competition, HUD has added two new eligible CoC activities as potential Budget Line Items (BLI):

- VAWA Costs BLI (costs related to facilitating or following the Violence Against Women Act)
- Rural Costs BLI (costs related to addressing specific barriers for homeless individuals in rural areas)

**For more information, see Section I, A.3.d. of the NOFO*

Grant Terms/Contracts

All successful applicants in the Three County CoC annual competition will become sub-recipients of CAPV and the agency will enter into a reimbursement contract with the CoC, once the CoC has executed a grant agreement with HUD. Community Action Pioneer Valley is the sole recipient of the grant funds. The sub-recipient policy can be found [here](#).

Renewal projects may only apply for one-year grant terms. HUD will allow new projects to request a longer initial grant term not to exceed 18 months (See page 35 of the NOFO for more detail).

New projects may request funds for an initial grant term of 1 year, 2 years, 3 years, 4 years, or 5 years, depending on project type and line items. The grant term may be extended consistent with 2 CFR 200.308 and 2 CFR 200.309 (See page 34 of the NOFO for exceptions.). Most projects are for 1 year grant terms, which will begin in 2023.

For information regarding fiscal responsibilities, please see the sub-recipient policy and the following:
[https://www.hudexchange.info/homelessness-assistance/coc-esg-virtual-binders/coc-esg-financial-management/overview/?utm_source=HUD+Exchange+Mailing+List&utm_campaign=28471fc51e-CoC ESG VB Financial Management 9 8 21&utm_medium=email&utm_term=0_f32b935a5f-28471fc51e-19524653](https://www.hudexchange.info/homelessness-assistance/coc-esg-virtual-binders/coc-esg-financial-management/overview/?utm_source=HUD+Exchange+Mailing+List&utm_campaign=28471fc51e-CoC+ESG+VB+Financial+Management+9+8+21&utm_medium=email&utm_term=0_f32b935a5f-28471fc51e-19524653)

IV. HUD & CoC Project Requirements:

Match Requirements

HUD requires all project applicants to contribute a 25% match on all budget items, except leasing dollars. Match is actual cash or in-kind resources (or a combination of the two) contributed to the grant. Guidance regarding cash and in-kind match is at 24 CFR 578.73 and can be found in the Three County CoC's sub-recipient policy at <https://www.threecountycoc.communityaction.us/three-county-coc-documents>.

All costs paid for with matching funds must be for activities that are eligible under the CoC Interim Rule or the NOFO, even if the recipient is not receiving CoC grant funds for that activity. In-kind match is the value of any real property, equipment, goods, or services contributed to the project that would have been eligible costs if the recipient/sub-recipient was required to pay for such costs with these Federal grant funds. Match may be from public or private resources, as long as they are not statutorily prohibited from being used as match and not otherwise leveraged. Cash match with state funding may require pre-approval from the state agency administering the respective funds. Rental income received from program participants may be used as match and must be spent on eligible activities.

All projects will be required to submit letters providing match detail and MOUs for in-kind services. Match letters should include the following information and should be addressed to Katie Dwan, Three County CoC Community Action Pioneer Valley, Greenfield MA 01301. (Letters should be emailed to kdwan@communityaction.us for approval prior to attaching to esnaps applications.) Match letters must include:

- Name of the organization providing the match contribution
- Type of contribution (cash or in-kind match)
- Value of the contribution
- Specific services to be provided
- Number of participants the contribution will support
- Value of the contribution per participant

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- Name and the grant number of the project and the name of the organization and program to which the contribution will be given;
- Date the contribution will be available and the grant term;

In total match documentation should demonstrate 25% of the full grant amount/amount applied for.

HMIS Cash Match

In addition to the required 25% match for an individual grant, all grant sub-recipients *may* be required to support match funding for the Region's HMIS grant which supports the CoC in meeting HUD's data collection and reporting requirements. If needed, each Project will contribute funding amounts based on the percentage of the overall award they receive. The total HMIS grant is \$80,079.00 (25% of that is \$20,019.75- which could be divided amongst the sub-recipients). IF this is expected for the FY23 grant terms, CAPV will provide written notice to subrecipients.

Reporting and Evaluation Requirements

Applicants are responsible for complying with all HUD Continuum of Care and YHDP reporting requirements. Projects may be required to track additional information inside and outside of our HMIS data tracking system. Recipients must collect and report data on their use of CoC Program funds in an Annual Performance Report (APR) and any additional reports required by HUD. For more information on the APR, see [HUD's APR Training Materials \(link\)](#). Ongoing technical assistance will be available for all funded projects throughout project implementation within the CoC structure, by program staff.

Homeless Management Information System (HMIS)

CoC sub-recipients, with the exception of entities that are victim service providers, must participate in the CoC's Homeless Management Information System (HMIS). Access to the HMIS is made available to CoC grantees and the CoC provides training in the use of the system. *Applicants should not include costs for use of HMIS in project budgets, costs included in project budgets for HMIS should be for data collection activities and other eligible costs under HMIS line item.*

Victim services providers are required to use a comparable data collection system for recording client-level data and may include HMIS costs in program budgets. These service providers MUST provide the CoC with de-identified information & aggregated data to utilize to review performance and complete required reporting.

Coordinated Entry System

The CoC oversees a collaborative coordinated entry (CE) system for equitable access to housing for persons experiencing homelessness. Persons are assessed using a local assessment tool, and then placed on a By-Names-List where they are prioritized by a number of factors including length of time homeless, vulnerability, and assessment score. All CoC subrecipients are required to participate in the CoC's coordinated entry system by attending case conferencing when needed, informing CoC staff when vacancies occur, and filling vacancies through the CE system.

The coordinated entry system recognizes the unique challenges faced by survivors of domestic violence, and actively maintains safety and confidentiality with providers. Survivors and others concerned with their name being listed can participate in the coordinated entry process by coding names & personally identifying information. The CoC is also actively working with victim service providers and consultants to create a robust and equitable system of access specifically for this population.

Housing First

Housing First is a model of housing assistance that is offered without preconditions (such as sobriety or a minimum income threshold) or service participation requirements, and rapid placement and stabilization in permanent housing are primary goals. Project applications should demonstrate that: housing & services are offered without pre-conditions or background checks, programs work to screen-in rather than screen out, and eligibility documentation protocols are streamlined. In addition, CoC Program funded projects should help individuals and families move quickly into permanent housing.

Racial Equity

In nearly every community, Black, Indigenous and other people of color are substantially overrepresented in the homeless population. HUD is emphasizing system and program changes to address racial equity within CoCs. Policies, procedures and processes should incorporate how to address racial disparities affecting individuals and families experiencing homelessness. The Three County CoC has a specific racial equity action plan and requires subrecipient agencies to adhere to an anti-discrimination and equal access policy.

Persons with Lived Experience

Including persons with lived expertise in all levels of program development, monitoring, and assessment is a foundational element of the CoC. The project narrative must include the ways in which the project will include the voices of people with lived experience as collaborative partners in meaningful and ongoing ways, including input for project design, rules, service practices and policies; as well as a formal grievance policy that all participants are informed of. All funding recipients will need to have more than one person with lived experience on their board or equivalent governing body, or have an avenue for homeless or formerly homeless neighbors to provide feedback. Applications will be reviewed for information regarding how agencies and programs do or plan to incorporate this in their program and system development.

Trauma Informed Care

Trauma Informed Care is a strengths-based framework that is grounded in an understanding of and responsiveness to the impact of trauma experienced by people experiencing homelessness. Project applications should demonstrate that supportive services will include this perspective.

V. APPLICATION PROCESS



Applications for the FY23 CoC Competition are open to eligible renewal and new projects, which will be scored competitively. All project applications must be completed in HUD’s electronic grant management system, esnaps. Three County CoC staff will provide guidance to all providers on esnaps access, navigation and use.

New Project Applications

New projects must complete a two-step process to submit their applications. First, providers will submit the Three County CoC’s New Project Application form, found in Appendix F of this RFP. Once completed, this application form must be submitted to Katie Dwan at kdwan@communityaction.us. The CoC will then create the project’s profile in esnaps and provide guidance to the provider on completing the electronic application. **This must be completed by August 29th, 2023, 8:00pm.**

Renewal Project Applications

As soon as the function is made available by HUD, the CoC will create renewal application files in esnaps for all existing projects. The CoC will notify existing projects by email once these files are prepared in esnaps. Projects are then responsible for completing their renewal applications within esnaps, including uploading any required attachments. **Once complete, applicants must notify Katie Dwan at kdwan@communityaction.us that they have completed their renewal application in *esnaps* and provided all attachments needed – prior to including match documentation, these must be sent to the CoC for approval. DO NOT HIT SUBMIT. This must be completed by August 29th, 2023, 8:00pm.**

Expansion & YHDP Replacement Project Applications

Providers submitting applications for any EXPANSION PROJECT or REPLACEMENT PROJECT (YHDP) must contact Katie Dwan at kdwan@communityaction.us to ensure that the correct esnaps application is created. Applicants for Expansion projects will be assigned a New Program Application in esnaps. **Once complete, applicants must notify the CoC that they have completed their renewal application in *esnaps* and provided all attachments needed – prior to including match documentation, these must be sent to the CoC for approval. DO NOT HIT SUBMIT. This must be completed by August 29th, 2023, 8:00pm.**

See Appendix H. Esnaps & Document Submissions for instructions on submission/use of esnaps.

Scoring criteria for new, renewal and expansion CoC projects are attached as **Appendix A. & Appendix B.**

VI. 2023 PRIORITIES & APPLICATION REVIEW

Each year, HUD and local CoCs select prioritized project criteria which, if met in a project’s application, allow applicants to earn additional points for the scoring and ranking processes (described in Section VII below). Additionally, projects must meet minimum threshold requirements for both HUD and the local CoC in order for their applications to be part of the review and selection process.

HUD Priorities

For the FY2023 NOFO, HUD has placed high priority for new projects on the leveraging of housing and healthcare resources provided by community entities. As such, the CoC will give greater weight to projects meeting these priorities through the application scoring process. Points are awarded in the competition for the following:

Leveraged housing: New PSH or RRH projects that utilize housing subsidies or subsidized housing units not funded through the CoC or ESG programs. These subsidies/subsidized units may be funded by private organizations, state or local government (including HOME funding), public housing agencies, faith-based organizations or other federal programs. housing subsidies or subsidized housing units not funded through the CoC or ESG programs. The housing units which not funded by the CoC or ESG programs must:

- *(For PSH projects)* Provide at least 25 percent of the units included in the project
- *(For RRH projects)* Serve at least 25 percent of the program participants anticipated to be served by the project

Selected projects must provide a written commitment of the housing resources with their application. Documentation may include letters of commitment, contracts, or other formal written documents that demonstrate the number of subsidies or units being provided to support the project.

Leveraged healthcare: New PSH or RRH projects that utilize healthcare resources to help individuals and families experiencing homelessness. These healthcare resources may come from direct contributions to the program from a public or private health insurance provider, or from the provision of healthcare services to project participants by an external organization or provider. Eligibility for the project must comply with HUD program and fair housing requirements, and eligibility criteria cannot be restricted by the eligibility requirements of the health care service provider.

To be awarded points for this category, a project must include the following written commitment from the identified healthcare provider:

- *(For substance abuse treatment or recovery provider)* Commitment to provide access to treatment or recovery services for all program participants who qualify and choose those services
- *(For contributions being provided)* Commitment that the amount being given is equivalent to 25% of the project's requested funding

Three County CoC Priorities

The Three County CoC staff and Board of Directors have determined the following factors to be emphasized when evaluating new, expansion and renewal project applications:

- Increasing the supply of project units/beds (i.e., New or Expansion projects that own or have a secure lease with properties) for both **PSH** and **RRH**. (*While this is a goal for all counties, a particular emphasis is being placed on increasing service capacity in Berkshire County)

- Addressing the specific barriers that arise when serving individuals and families in rural areas (i.e., transportation, property repairs & staff retention)
- Providing robust, multi-disciplinary Supportive Services within the program and in partnership with regional providers; this includes the documenting of services and goal progression for all participants
- Incorporation of client/participant voice and feedback in program operations; for renewal projects, this will include specific examples of new or improved program practices as a result of participant involvement
- Implementation of discharge/“Moving On” procedures that include transition preparation support and follow-up planning.
- Demonstrated commitment to Diversity and Equity practices, including racial & social equity, equitable treatment of LGBTQIA+ communities, immigrant populations, etc. (This may include policy development, corrective actions implemented as needed, staff training, participation in Equity & Inclusion Committee survey, etc.)

Minimum Threshold Requirements

To be considered for funding through this RFP, projects must meet or be prepared to meet the following requirements (*Applications that do not meet this expectation will not move forward to the ranking and evaluation committee.*)

1. Submit a fully completed application with consistent data, on time;
2. Be an eligible applicant serving/planning to serve an eligible population as described in the Act, including any additional eligibility criteria for certain types of projects contained in the NOFO;
3. Be located and/or provide services in The Three County CoC’s geographic area and serve people who are experiencing homelessness, demonstrate that the project is consistent with Jurisdictional Consolidated Plans;
4. Meet the threshold requirements of the FY23 CoC NOFO for new or renewal projects (see sections III.A & III.B.3 for threshold requirements), including any required certifications & the following:
 - A. Applicant & Project eligibility
 - B. Project eligibility
 - C. Project quality
5. Demonstrate Commitment to Housing First/Low Barrier access to housing;
6. Not debarred from receiving federal funds and in good standing with all government and funding contracts;
7. Demonstrate that the project is financially feasible;
8. Provide documentation of organizational financial stability. (This is a review of audits or financial statements. For renewal projects, this review has been completed as part of program monitoring.);
9. Document secured minimum match;
10. Some applicants may be required to have an active SAM Registration & valid DUNs Number;
11. Demonstrate due process to participants, comply with Fair Housing, Civil Rights, VAWA, and equal access Laws;
12. Has an updated Code of Conduct compliant with 2 CFR Part 200.
13. Compliant with any lobbying –

Section 1352, Title 31, US Code.

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Local CoC Requirements

1. Agree to work with The CoC Board & Staff on project design and implementation once selected, within 30 days of selection, including the application submission to eSNAPS office, as approved by the Ranking and Evaluation Committee and Selection team. This will include finalizing project scope and proposed budget;
2. Be prepared to begin project implementation at time of funding availability;
3. Agree to adhere to Community Action Pioneer Valley's fiscal expectations;
4. Participate in evaluation by the CoC and the Project Ranking and Evaluation committee and demonstrate a commitment to Continuous Quality Improvement;
5. Participate in and coordinate all program referrals through the Three County CoC Coordinated Entry Process as defined by the CoC Written Standards and policy manuals.
6. Comply with program requirements as per the Three County Continuum of Care & YHDP Policies and Procedures & HUD Continuum of Care Interim Rule;
7. Participate in the Homeless Management Information System (HMIS): The HMIS is an online database that enables organizations to collect data on the services they provide to people experiencing homelessness and follow any CoC training and reporting expectations. Agencies are required to participate in HMIS and enter participant data per the HMIS data standards, elements, and procedures (VSP use a comparable database).
8. Align with screening standards for program eligibility and CoC documentation requirements
9. Adhere to Housing First practices while serving households experiencing homelessness

VII. PROJECT SCORING & RANKING, SELECTION & APPEAL

All applications that meet the threshold requirements will be forwarded to the CoC Ranking and Evaluation Committee for evaluation, selection and ranking. See **Appendix I** for the roles and responsibilities of this committee. **Appendix A** provides the scoring rubric that will be used for Renewal Project applications and **Appendix B** provides the scoring tool for New Projects.

Renewal projects may have budgets reduced or may be replaced by new projects. The CoC Competition is highly competitive, with HUD placing increasing emphasis on reallocating resources based on project performance and area gaps in resources. The FY 2023 NOFO explains that the available amount of funding may not be sufficient to fund renewal projects, and HUD requires CoCs to competitively rank all projects (*except planning projects & YHDP*) in two tiers.

Renewal Project Scoring & Ranking

Renewal Projects will be ranked according to the 2023 Three County CoC Renewal Project Outcomes, Measures, & Scoring Tool (**Appendix A**). This plan reviews past performance and is based on this year's site monitoring, equity efforts, and other evaluations. It is customized to the specific needs of a Rural

Community and the unique nature of the Three County Area (MA-507 Berkshire, Franklin, and Hampshire Counties). It incorporates both strategies identified in the FY23 NOFO and Technical Assistance suggestions. In addition, the CoC's ranking and evaluation committee, the CoC board, and regional network committees were involved in shaping the tool as approved by the Board.

This scoring methodology is intended to improve our local response to homelessness, align our response with regional needs, national policies and best practices, and enhance the competitiveness of our CoC application to HUD. Final scores will reflect the completeness of project applications, adherence to the FY23 Local Competition guidelines, and incorporate additional questions/responses as set forth in the NOFO. The Ranking and Evaluation Committee will score applications and submit their rankings to the CoC Board for final approval.

HMIS and Coordinated Entry Projects are administrative requirements for the CoC and must be funded. the **HMIS and Coordinated Entry grants** will receive the maximum score. In addition, **some projects which are eligible for renewal**, and which have not completed an initial year of operation may be placed at the top of Tier 1, below the administrative grants because they reflect HUD priorities and have not yet been able to demonstrate performance.

A total of 234 points are available for PSH, 224 for RRH, Joint Component programs – 244 points, and TH- 229. All projects are then provided with a weighted score. Between 21-24% of the points will be for contributing to systems measure outcomes; between 45-49%, depending on project type, will be for Objective Criteria.

Scores may be used to reject applications or to reduce budgets for low-scoring projects or over-funded projects. The CoC may also choose to reallocate all or part of a renewal project in order to fund a new project. See the Reallocation Plan in **Appendix G**.

New Project Scoring & Ranking

New project applications including reallocation, transition, expansion, and bonus projects will be ranked by the CoC's Ranking and Evaluation committee according to the criteria set forth in in the scoring rubric in **Appendix B**. These criteria should be addressed in your application. The scoring rubric for new projects identifies where in the application reviewers might look to find the information to score each section. *(See also Section I.A.4. in the NOFO to review HUD's Policy Priorities and Program Highlights to consider what might demonstrate how this project, if funded, might effectively support the overall goal of ending homelessness.)* The CoC's Board of Directors will determine final approval for the Project Listing submission to HUD.

A total of 185 points is available for New Project Applications. Additional priority bonus points may be awarded as described in section h of **Appendix B**.

NOTE: The Three County CoC full consolidated application scoring will partially determine HUD approval for bonus funds. The CoC is not guaranteed the availability of these funds.

Priority Listing (Tier Structure)

Project applications submitted to the CoC for inclusion on the FY23 CoC Priority Listing will be reviewed and either approved accepted and ranked, approved without ranking (i.e. YHDP renewal or replacement projects and CoC planning project), or rejected by the CoC. All project applications approved by the CoC must be listed on the FY23 CoC Priority Listing in rank order, except project applications for YHDP renewal or replacement, and CoC planning. Higher ranked projects will be assigned to Tier 1 (*93% of the Annual Renewal Demand, minus YHDP Projects*) and lower ranked projects may fall into Tier 2 (*Total Project budget – including renewal and new, minus YHDP – beyond 93% of ARD*) as described in Sections I.B.3.j of the NOFO. The purpose of this two-tiered approach is for CoCs to notify HUD which projects are prioritized for funding based on performance, local needs, and gaps.

Projects submitted to HUD in Tier 1 are expected to be funded if the project meets HUD eligibility and threshold requirements. Tier 2 projects will be awarded funds by HUD based on a comparative score computation which utilizes the CoC's FY2023 application's competitive score and project ranking.

Tier 2 is the difference between Tier 1 and the maximum amount of renewal, reallocation, and CoC Bonus funds that a CoC can apply for (but does not include YHDP renewal or YHDP replacement projects, CoC planning projects, or projects selected with DV Bonus funds). If a CoC's DV Bonus project(s) are selected under the DV Bonus selection process – by HUD, they will not be included in the calculation of Tier 1 or Tier 2. If, however, a CoC's DV Bonus project(s) is/are not selected under the DV Bonus selection process, these projects will be included in the calculation of Tier 1 and Tier 2. In this scenario, if a project is ranked lower than a DV Bonus project it may fall outside of the Tier 2 limit and not be eligible for selection. Since we will not know in advance whether a DV Bonus project submitted will be conditionally selected (under the DV Bonus selection process), the CoC will rank all projects in Tier 1 and Tier 2 based on performance and need for the project under the local ranking process.

Project Selection

Once the committee completes the scoring and ranking, the committee may consider the CoC's overall funding priorities, whether the initial scoring is likely to result in any critical service gaps, and strategy related to Tier cut offs and HUD's selection process and may adjust budgets and produce the final ranking of projects to be included in the CoC application. The Committee's rationale for any adjustments will be recorded and made public with the published rankings. Scores will determine each project's rank in the CoC's application to HUD, and rank will be the primary determinant of placement into Tier 1 and Tier 2.

Project selections, rankings and tier allocations will be provided to applicants by written notice and published on the CoC website no later than **September 13th, 2023**.

Appeals

Applicants who believe they were denied the opportunity to participate in the local CoC process or who were rejected or reallocated may appeal directly to HUD by submitting a Solo Application.

TIMELINE & IMPORTANT INFORMATION

RFP Published/Available.....Monday July 31, 2023
<https://www.threecountycoc.communityaction.us/2023-nofo>

Bidder's ConferenceFriday August 4, 2023; 11am OR Friday August 11, 2023; 2pm
(Optional- for anyone with general questions or wanting more guidance on the application process)
8/4/23: https://us02web.zoom.us/meeting/register/tZEqcOuoqTsjHNSp_Yk5eTexuE9qkWAZ_vgu

8/11/23: <https://us02web.zoom.us/meeting/register/tZYudOGrqjIjGtxL6adQoL2mbjbAnkygMUUG>

Application Deadlines

- New Projects (CoC App, Pt 1 & 2).....August 29, 2023 at 8pm
- Renewal/Expansion Projects (eSnaps)..... August 29, 2023 at 8pm

Project SelectionSeptember 13, 2023 (results will be issued; posted on CoC website)

CoC Contact Info

For project-specific questions regarding applications, esnaps or other concerns, please contact:

- ▶ Katie Dwan, CoC Director: kdwan@communityaction.us; 413-376-1184; 774-437-3620

For new esnaps accounts or technical assistance:

- ▶ Michele LaFleur, CoC Data & Evaluation Manager: mlafleur@communityaction.us

RFP Appendices:

- A. 2023 Three County CoC Renewal Project Outcomes, Measures, & Scoring Tool
- B. 2023 Three County CoC New Project Scoring tool
- C. 2023 Three County CoC Renewal Project Listing
- D. 2023 Three County CoC YHDP Project Listing
- E. HUD Categories of Homelessness – Definitions
- F. 2023 New Project Application
- G. CoC Reallocation and Transition Plan
- H. Esnaps & Document Submissions
- I. Ranking and Evaluation Committee Roles and Responsibilities

Individuals with Disabilities may contact the CoC if they are in need of alternative, accessible application formats.