

**San Francisco Local Homeless Coordinating Board**

**HUD CONTINUUM OF CARE HOMELESS  
ASSISTANCE GRANTS**

**Bidders' Conference  
2018 NOFA Competition**

**2018 Local Materials Packet  
For Agencies Applying for Renewal Projects  
That Are Direct HUD Grantees**

**July 16, 2018**

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## 2018 LOCAL NEW & RENEWAL PROJECTS REVIEW PROCESS

### STATEMENT OF POLICY:

While all decisions about the San Francisco Continuum of Care (CoC) Project Review Process are subject to review and approval by the Local Homeless Coordinating Board (LHCB), our community values public input and community discussion around all aspects of the CoC. In the event of requirements or policy directives in the Notice of Funding Availability (NOFA) that necessitate changes to the scoring process, LHCB staff will endeavor to provide a public process for discussion and community input.

- CoC designs a project review process and LHCB approves it prior to NOFA release.
- HomeBase collects Annual Performance Reviews (APRs) and supplemental information as needed.
- HomeBase completes assessment and review of renewal projects and prepares project evaluations.
- After the NOFA is released, application and project review documents are updated to address any unexpected elements of the NOFA. If feasible, the Funding Committee will meet to discuss proposed changes to the application and project review process. All changes are approved by LHCB at next meeting.
- Projects receive preliminary scores with their project evaluations and are invited to provide a narrative response to be considered by the Priority Panel. The Priority Panel will review only those scoring factors identified by the projects and other factors may remain at the pre-scaled score. Panelists have the discretion – but are not required – to review other scores to maintain consistency across all projects.
- Applicants attend a Bidders’ Conference, receive application materials, and have time to complete and submit their applications.
- LHCB staff will recruit Priority Panel members, prioritizing members who have served as Priority Panelists in the past or who have other relevant experience. Priority Panel members will sign “no conflict of interest” and confidentiality statements.
- All projects will submit applications to DSHS, including a HUD Project Application, required local application materials, and match documentation. All documents should be submitted electronically in separate PDF files via the instructions on the Proposal Submission Checklist.
  - Late applications received within 48 hours of the due date/time will receive a 15-point score reduction. A 5-point reduction will be applied to any project that fails to submit either the electronic or paper copy of the application by the application deadline. Incomplete applications cannot be cured for Priority Panel scoring, but, if selected for funding by the Priority Panel, must be corrected prior to HUD submission.
- Priority Panel members are trained, as appropriate, and receive applications. Panelists review applications.
- LHCB staff and HomeBase review project applications and provide technical feedback. DSHS/LHCB staff determines whether project thresholds are met.

- If an agency has a grant for a program that it would like to transfer to another program in the agency, perhaps because the original project is not meeting HUD performance expectations or is no longer as needed in the community, that agency may “reallocate to itself.”
  - Agencies considering this option should consult with DSHS and/or HomeBase, as grant amendment may be a better option. There are some requirements involved in changing a program via reallocation, including the populations that must be served under the 2018 NOFA.
  - In the competition, only that agency may apply for the earmarked funding as long as the reallocated project application is reasonably strong and is compliant with HUD requirements. The reallocated project application will be scored with the other new projects. The application must score at least on a comparable level with the other new project applications.
    - If the application is reasonably strong, an extra 5 points (parallel to the bonus points for renewal permanent housing) will be added to the final score and the project will be placed in rank order with the renewal projects. The project may be in Tier 1 or Tier 2, depending on its score.
    - If the application is not reasonably strong, the Panel may use the funding for another new project, rank the new project at the bottom of Tier 2, or suggest the agency revert to the old program.
- Priority Panel meets to review and discuss applications together, identify technical assistance needs, and to continue to individually score them. Priority Panel members then finalize individual scores. Scores are added and applications are ranked and placed into either Tier 1 or Tier 2.
  - Renewal projects that are for permanent supportive housing for leasing, rental assistance, or operations will receive 4 bonus points in scoring and will be ranked, and placed in Tiers, with that preference.
  - Renewal projects that are for permanent supportive housing for leasing, rental assistance, or operations and commit all turnover units to housing chronically homeless individuals or families will receive 1 bonus point in scoring and will be ranked, and placed in Tiers, with that preference.
  - Renewal projects that do not yet have performance data for a full year of operation will be held harmless and awarded full points on all scoring factors that cannot be evaluated. Second-time or older renewal projects that do not have performance data for a full year of operation will be required to submit an explanation as to why they have not started spending out project funds and provide a plan for doing so within the HUD-mandated period. In extreme cases where community funding is at risk, panelists may exercise discretion, including recommending reallocation or placement into Tier 2.
    - First-time renewal housing projects that propose to apply for fewer than 90% of the units in their original New Project application will not be held harmless, and will receive two-thirds points on all scoring factors that cannot be evaluated.
  - Renewal HMIS and Support Services for Coordinated Entry projects will be ranked at the bottom of Tier 1.

- New HMIS and Support Services for Coordinated Entry project applications will be ranked at the top of Tier 2.
- If the HUD tier rules allow for projects to “straddle” the tiers, i.e. to fall partially in Tier 1 and partially in Tier 2, then the top-scoring non-HMIS, non-Coordinated Entry project in Tier 2 will be moved to straddle the tiers.
- New projects will be scored and ranked based on the New Project Scoring Tool.
  - The San Francisco CoC prioritizes projects with established track records in enhancing system performance. To promote system performance by increasing housing stability, preventing returns to homelessness, and shortening episodes of homelessness, new projects that are not “reallocating to themselves” will not be ranked above projects that meet community performance benchmarks for housing stability or increase in income.
  - Except that new projects may be ranked above other projects in Tier 2 according to their scores, to encourage reallocation based on performance.
- The Priority Panel may also identify projects that should be reallocated, in whole or in part, in favor of a new project. Before making a reallocation recommendation, the Panel must review the project’s past performance for the prior three years.
  - The Panel must review the following materials:
    - The project’s current year performance assessment and application materials,
    - The project’s position on the Panel’s preliminary ranked list for the current year,
    - The San Francisco CoC Priority Listing for the prior two years, and
    - The Project Evaluation Reports compiled by HomeBase for the prior two years.
- Preliminary scoring results are delivered to applicants with a reminder about the appeals process.
- All applicants that are eligible to appeal will receive all Priority Panelist scores in advance of the appeals deadline. Projects facing reallocation will have additional appeal rights (see separate Appeals Policy for more detail). In addition, Priority Panel score sheets will be made available upon written request after the competition closes on **August 16, 2018**. All applicants can also report any discrepancies in their score sheet, although this is not considered an official appeal.
  - If a panelist assigns a score, for any scoring factor, that is *lower* than the project’s pre-scored points for that factor, that panelist will be asked to explain their decision. Relevant Priority Panel comments on that factor will be provided along with the project’s Priority Panel score sheet.
- Appeals, if any, are reviewed by the Appeals Panel of non-conflicted LHCB Members.
- LHCB meets to consider and approve a final CoC ranked funding list. If any renewal project does not apply for funding or is identified by the Priority Panel as in need of reallocation, that funding may be reallocated to a new project. **The LHCB will make all final decisions about reallocating funding from any project.**

- If funding becomes available after approval of the final ranked list, through reallocation or budget corrections, LHCB staff will offer the excess funding to new project applicants in order of project ranking.
- Projects will submit copies of letters or documentation for all match resources listed in their application.
- Applications will be submitted with the City-wide application and applicants will be invited to attend the 2018 NOFA Debrief.

The process is welcoming to persons with disabilities, persons who have experienced homelessness, and persons with limited English proficiency. If you need any accommodations, please contact Charles Minor at [Charles.Minor@sfgov.org](mailto:Charles.Minor@sfgov.org) or 415-557-6007.

2018 APPEALS POLICY AND PROCESS

Applicants may appeal if: (1) the project is not funded or receives less funding than the amount in the application; (2) the project is ranked in Tier 2 of the CoC application (in which the applicants funding may be at risk); or (3) the project falls into the bottom portion of Tier 1, as described below. All notices of appeal must be based on the information submitted by the application due date. No new or additional information will be considered, unless the project is facing reallocation. Omissions to the application cannot be appealed. The decision of the Appeal Committee will be final.

The Appeal Committee will be made up of three (3) members of the Local Homeless Coordinating Board, along with one non-voting representative from the Priority Panel. The voting members will not have participated on the original Priority Panel or have a conflict of interest with any of the agencies applying for McKinney funding. The role of the Appeal Committee is to read and review only those areas of the application that are being appealed.

PROCESS

- A preliminary ranked CoC Program funding list is posted.
- Each agency will have one (1) business day to request copies of their score sheets, including relevant panel comments. Programs will contact HomeBase at [sfNOFA@homebaseccc.org](mailto:sfNOFA@homebaseccc.org) to request score sheets. Once requested, score sheets will be emailed to programs.
- Eligible Appeals: Any project that is 1) not funded or receives less funding than the amount in the application; 2) a renewal project that is ranked in Tier 2 of the CoC application (in which the applicant's funding may be at risk); or 3) falls into the bottom portion of Tier 1 that equals the Tier 2 amount may appeal the application's score based on their score sheets. The preliminary CoC Program project funding list will indicate which applications fall into these categories at the time it is posted.
- Any sponsor agency may report any discrepancies in their score sheet to Charles Minor at (415) 557-6007 for the purpose of avoiding such errors in scoring in future years, and such report will not constitute an appeal.
- Any and all appeals must be received in writing within the two (2) and a half business-day appeal period; therefore, all written appeals for applications that are eligible to appeal at the time the preliminary McKinney project priority list is posted must be received by **12:00pm on August 23, 2018 via email**.
- All notices of appeal must be submitted electronically to HomeBase at [sfNOFA@homebaseccc.org](mailto:sfNOFA@homebaseccc.org) **AND** Charles Minor at [Charles.Minor@sfgov.org](mailto:Charles.Minor@sfgov.org) . Please note that appeals sent only to [Charles.Minor@sfgov.org](mailto:Charles.Minor@sfgov.org) will not be considered.
- The notice of appeal must include a written statement specifying in detail each and every one of the grounds asserted for the appeal. The appeal must be signed by an individual authorized to represent the sponsor agency (i.e., Executive Director) and must include (highlight and/or cite) the specific sections of the application on which the appeal is based. The appealing agency must specify facts and evidence sufficient for the Appeal Committee to determine the validity of the appeal. That is, the notice of appeal must have attached the specific areas of the application being appealed and must also clearly explain why

the information provided is adequate to gain additional points. The Appeals Panel may take notice of the fact that issues are being raised that could and should have been raised in final submissions and may use their discretion in reviewing those and other factors during the Appeals Process.

- If a program is facing reallocation, in part or in whole, the appealing agency may submit a more robust appeal. These appeals can include any information the agency feels is relevant, whether or not it was included in the project's original application. The program will also be given the opportunity to make a brief in-person presentation to the Appeal Committee.
- The Appeal Committee will review and evaluate all notices of appeal and decide whether or not the appeal has any validity based on the appeal policy.
- All valid appeals will be read, reviewed and evaluated by the Appeal Committee.
- The Appeal Committee will hear any in-person presentations by projects facing reallocation. The appealing agency can send up to two staff members to the presentation. The presentation is limited to 5 minutes. Following the presentation, the Appeal Committee will have the opportunity to ask questions of the appealing agency. The results of the in-person presentation will not have an effect on the project's rank; it can only be used to reverse a decision to reallocate funds. The decision of the Appeal Committee will be released after deliberation.
- Appeal Committee deliberates.
- Agencies will receive, in writing, the decision of the Appeal Committee within 2 business days.
- **Appeals Panel List is submitted for consideration and approval by LHCB.**

**THRESHOLD CRITERIA**

**(Required but not scored. If “no” for any threshold criteria, the project is ineligible.)**

Item	Maximum Available Score
<b>HMIS Implementation:</b> Projects that do not participate in HMIS are not eligible for funding, unless the project is a victim-service agency, serving survivors of domestic violence, or a legal services agency.	N/A
<b>Coordinated Entry:</b> Projects that have not agreed to participate in Coordinated Entry, when it is available for the project type, are not eligible for funding. Victim-service agencies or those serving survivors of domestic violence shall participate with Coordinated Entry while protecting client data and safety to ensure fair and equal access to the coordinated entry process and housing and services opportunities.	N/A
<b>CoC Strategic Plan Compliance:</b> Project aligns with the San Francisco CoC Strategic Plan.	N/A
<b>Equal Access and Non-Discrimination:</b> The project ensures equal access to program participants regardless of their race, color, national origin, religion, sex, sexual orientation, gender identity, age, familial status or disability. The project complies with all federal and state civil rights and fair housing laws including the Fair Housing Act, Title VI of the Civil Rights Act and the Equal Access Rule.	N/A
<b>Match:</b> The agency has committed to match 25% of the grant except for leasing funds.	N/A
<b>Training and Technical Assistance:</b> All projects must agree to be responsive to training and technical assistance from the Collaborative Applicant and the Local Homeless Coordinating Board (LHCB).	N/A
<b>Substantially Changed Systems:</b> All projects agree to inform LHCB and Collaborative Applicant if they have key personnel changes or substantially changed systems (such as changes to client admissions criteria).	N/A
<b>Recent Financial Statement:</b> Projects must provide an up to date (within last 21 months) audited financial statement, and single audit (if applicable)	N/A

**STATEMENT OF POLICY**

All of the Scored Criteria in this tool measure renewal projects’ contribution to improving the San Francisco Continuum of Care’s System Performance by strengthening the overall system of care, through data collection, coordination, prioritization, and improved client outcomes. Certain scoring factors relate to specific HUD System Performance Measures, as enumerated in each factor.

## SCORED CRITERIA

Item	Maximum Available Score																				
<b>1</b>	<b>Program Performance and Client Outcomes</b>																				
<b>52</b>																					
<b>1a</b>	<p>Performance on 2017 San Francisco CoC Performance Measures compared to other similar projects.</p> <p><i>HUD System Performance Measures 1, 2, 3, 4, 7</i></p>																				
17 points.**																					
<b>1b</b>	<b>Projects may receive points under any one of the following criteria based on outcomes reported in the APR:</b>																				
<b>1b1</b>	<p>If <b><i>Permanent Supportive Housing or Services to Persons in PSH project:</i></b> Percentage of project participants* that achieve housing stability in an operating year, by remaining in permanent housing or exiting to permanent housing, is at least 80%.</p> <p><i>HUD System Performance Measures 1, 3, 7</i></p>																				
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<b>1b2</b>	<p>If <b><i>Rapid Rehousing or Services to Rapid Rehousing project:</i></b> The percentage of project participants* that achieve housing stability in an operating year, by exiting to permanent housing, is at least 80%.</p> <p><i>HUD System Performance Measures 1, 3, 7</i></p>																				
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<b>1b3</b>	<p>If <b><i>Transitional Housing for Youth:</i></b> The percentage of project participants* that achieve housing stability in an operating year, by exiting to permanent housing, is at least 70%.</p> <p><i>HUD System Performance Measures 1, 3, 7</i></p>																				
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1b4	<p>If <b>Other Services-Only project</b>: The percentage of leavers in all CoC-funded projects that obtained or maintained non-cash mainstream benefits at project exit is at least 56%.</p> <p><i>HUD System Performance Measure 4</i></p>	<table border="0"> <tr><td>10 pts.**</td><td>92-100%</td></tr> <tr><td>9 pts.</td><td>83-91.9%</td></tr> <tr><td>8 pts.</td><td>74-82.9%</td></tr> <tr><td>7 pts.</td><td>65-73.9%</td></tr> <tr><td>6 pts.</td><td>56-64.9%</td></tr> <tr><td>5 pts.</td><td>47-55.9%</td></tr> <tr><td>4 pts.</td><td>38-46.9%</td></tr> <tr><td>3 pts.</td><td>29-37.9%</td></tr> <tr><td>2 pts.</td><td>20-28.9%</td></tr> <tr><td>1 pts.</td><td>1-19.9%</td></tr> <tr><td>0 pts.</td><td>0%</td></tr> </table>				10 pts.**	92-100%	9 pts.	83-91.9%	8 pts.	74-82.9%	7 pts.	65-73.9%	6 pts.	56-64.9%	5 pts.	47-55.9%	4 pts.	38-46.9%	3 pts.	29-37.9%	2 pts.	20-28.9%	1 pts.	1-19.9%	0 pts.	0%																																																	
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1c2	<p>If <b>Rapid Re-Housing, Transitional Housing for Youth, or Supportive Services Only Project</b>: The percentage of leavers that increase income from entry to exit is at least ___%.</p> <p><i>HUD System Performance Measure 4</i></p>	<table border="0"> <tr><th colspan="2">Rapid Re-Housing</th></tr> <tr><td>10 pts.**</td><td>95-100%</td></tr> <tr><td>9 pts.</td><td>85-94.9%</td></tr> <tr><td>8 pts.</td><td>75-84.9%</td></tr> <tr><td>7 pts.</td><td>65-74.9%</td></tr> <tr><td>6 pts.</td><td>54-64.9%</td></tr> <tr><td>5 pts.</td><td>44-53.9%</td></tr> <tr><td>4 pts.</td><td>34-43.9%</td></tr> <tr><td>3 pts.</td><td>24-33.9%</td></tr> <tr><td>2 pts.</td><td>10-23.9%</td></tr> <tr><td>1 pts.</td><td>1-9.9%</td></tr> <tr><td>0 pts.</td><td>0-.9%</td></tr> </table>	Rapid Re-Housing		10 pts.**	95-100%	9 pts.	85-94.9%	8 pts.	75-84.9%	7 pts.	65-74.9%	6 pts.	54-64.9%	5 pts.	44-53.9%	4 pts.	34-43.9%	3 pts.	24-33.9%	2 pts.	10-23.9%	1 pts.	1-9.9%	0 pts.	0-.9%	<table border="0"> <tr><th colspan="2">Transitional Housing for Youth</th></tr> <tr><td>10 pts.**</td><td>85-100%</td></tr> <tr><td>9 pts.</td><td>70-84.9%</td></tr> <tr><td>8 pts.</td><td>50-69.9%</td></tr> <tr><td>7 pts.</td><td>45-49.9%</td></tr> <tr><td>6 pts.</td><td>40-44.9%</td></tr> <tr><td>5 pts.</td><td>20-39.9%</td></tr> <tr><td>4 pts.</td><td>15-19.9%</td></tr> <tr><td>3 pts.</td><td>10-14.9%</td></tr> <tr><td>2 pts.</td><td>5-9.9%</td></tr> <tr><td>1 pts.</td><td>2-4.9%</td></tr> <tr><td>0 pts.</td><td>0-1.9%</td></tr> </table>	Transitional Housing for Youth		10 pts.**	85-100%	9 pts.	70-84.9%	8 pts.	50-69.9%	7 pts.	45-49.9%	6 pts.	40-44.9%	5 pts.	20-39.9%	4 pts.	15-19.9%	3 pts.	10-14.9%	2 pts.	5-9.9%	1 pts.	2-4.9%	0 pts.	0-1.9%	<table border="0"> <tr><th colspan="2">Supportive Services Only</th></tr> <tr><td>10 pts.**</td><td>95-100%</td></tr> <tr><td>9 pts.</td><td>80-94.9%</td></tr> <tr><td>8 pts.</td><td>60-79.9%</td></tr> <tr><td>7 pts.</td><td>40-59.9%</td></tr> <tr><td>6 pts.</td><td>30-39.9%</td></tr> <tr><td>5 pts.</td><td>20-29.9%</td></tr> <tr><td>4 pts.</td><td>15-19.9%</td></tr> <tr><td>3 pts.</td><td>10-14.9%</td></tr> <tr><td>2 pts.</td><td>5-9.9%</td></tr> <tr><td>1 pts.</td><td>2-4.9%</td></tr> <tr><td>0 pts.</td><td>0-1.9%</td></tr> </table>	Supportive Services Only		10 pts.**	95-100%	9 pts.	80-94.9%	8 pts.	60-79.9%	7 pts.	40-59.9%	6 pts.	30-39.9%	5 pts.	20-29.9%	4 pts.	15-19.9%	3 pts.	10-14.9%	2 pts.	5-9.9%	1 pts.	2-4.9%	0 pts.	0-1.9%
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<b>1d</b>	<b>Projects may receive points under any one of the following criteria based on outcomes reported in the APR:</b>	
1d1	If <b><i>Permanent Supportive Housing Project</i></b> : The percentage of participants that obtained or maintained mainstream cash income sources at follow-up or project exit is at least 56%.  <i>HUD System Performance Measure 4</i>	<b>Mainstream Cash Income Sources at Follow-up or Exit:</b> 5 pts.** 83-100% 4pts. 65-82.9% 3 pts. 47-64.9% 2 pts. 29-46.9% 1 pts. 1-28.9% 0 pts. 0%
1d2	If <b><i>Transitional Housing for Youth, Rapid Re-Housing, or Supportive Services Only Project</i></b> : The percentage of leavers that obtained or maintained mainstream cash income sources at project exit is at least 56%.  <i>HUD System Performance Measure 4</i>	<b>Mainstream Cash Income Sources at Exit:</b> 5 pts.** 83-100% 4pts. 65-82.9% 3 pts. 47-64.9% 2 pts. 29-46.9% 1 pts. 1-28.9% 0 pts. 0%
<b>1e</b>	<b>Projects may receive points under any one of the following criteria based on outcomes reported in the APR:</b>	
1e1.i	If <b><i>Permanent Supportive Housing Project</i></b> : The percentage of participants that obtained or maintained non-cash mainstream resources at follow-up or project exit.	<b>Non-Cash Mainstream Resources at Follow-up/Exit:</b> 2 pts.** 60-100% 1 pt. 30-59.9% 0 pts. 0-29.9%
1e1.ii	If <b><i>Permanent Supportive Housing Project</i></b> : The percentage of participants that obtained or maintained health insurance at follow-up or project exit.	<b>Health Insurance at Follow-up/Exit:</b> 3 pts.** 83-100% 2 pts. 60-82.9% 1 pts. 30-59.9% 0 pts. 0-29.9%
1e2.i	If <b><i>Transitional Housing, Rapid Re-Housing, or Supportive Services Only Project</i></b> : The percentage of leavers that obtained or maintained non-cash mainstream resources at project exit.	<b>Non-Cash Mainstream Resources at Exit:</b> 2 pts.** 60-100% 1 pt. 30-59.9% 0 pts. 0-29.9%
1e2.ii	If <b><i>Transitional Housing, Rapid Re-Housing, or Supportive Services Only Project</i></b> : The percentage of leavers that obtained or maintained health insurance at project exit.	<b>Health Insurance at Exit:</b> 3 pts.** 83-100% 2 pts. 60-82.9% 1 pts. 30-59.9% 0 pts. 0-29.9%
<b>1f</b>	<b>Projects may receive points under any one of the following criteria based on outcomes reported in the APR:</b>	

1f1	<p>If <b>Permanent Supportive Housing, Transitional Housing for Youth or Rapid Re-Housing project</b>: The project maintained an average unit utilization rate of at least 90%</p> <p><i>HUD System Performance Measure 1, 3</i></p>	<p><b>Average Unit Utilization Rate:</b></p> <p>5 pts.** 90-100%</p> <p>4 pts. 75-89.9%</p> <p>3 pts. 70-74.9%</p> <p>2 pts. 65-69.9%</p> <p>1 pts. 60-64.9%</p> <p>0 pts. 0-59.9%</p>
<b>2</b>	<b>Budget and Administrative Efficiency</b>	<b>44</b>
2a	<p><b>Client Feedback Process:</b></p> <p>1) Does the project have a Resident Advisory Board, Client Advisory Board, or a client member of the agency's Board of Directors?</p> <ul style="list-style-type: none"> <li>• Yes = 1 point</li> <li>• No = 0 points</li> </ul> <p>2) Does the project have a formal process for collecting client or resident feedback?</p> <ul style="list-style-type: none"> <li>• Yes = 2 points</li> <li>• No = 0 points</li> </ul> <p>3) Give one example of a time the project responded to client or resident feedback, in the past 2 years, by making a change to the program. (500 characters)</p> <ul style="list-style-type: none"> <li>• Example = 2 points</li> <li>• No example = 0 points</li> </ul>	5
2b	<p>Project has been responsive to outstanding or pending HUD monitoring findings, HSH findings, City-wide joint fiscal monitoring findings, financial audit findings, and has no other indication of major capacity issues. Projects must provide an up to date (within last 21 months) audited financial statement, and single audit (if applicable) in order to document this criteria.</p> <ul style="list-style-type: none"> <li>• Projects with outstanding monitoring findings from the past year (or most recent financial audit) received 3 points.</li> <li>• Projects with outstanding monitoring findings that have remained unresolved for more than 1 year receive 1 point.</li> <li>• Projects that do not provide requested documentation of audit(s) and/or monitoring receive 0 points.</li> </ul>	<p><i>No outstanding findings: 6pts</i></p> <p><i>Outstanding findings: 3pts</i></p> <p><i>Findings unresolved for more than one year: 1pt</i></p> <p><i>Requested documentation not provided: 0pts</i></p>
2c	<p><b>Grant Utilization:</b></p> <p>3 points: The project drew down or invoiced at least quarterly</p> <p>3 points: The project used at least 90% of grant funds.</p>	6
2d	Agency/collaborative participates in Continuum of Care planning meetings.	<p>5 pts. 12 mtgs.</p> <p>4 pts. 10-12</p> <p>3 pts. 7-9</p>

		2 pts. 4-6 1 pt. 1-3 0 pts. 0
2e	<p><b>HMIS Data Quality</b> Data quality is calculated as the percentage of data fields that are complete (there is a response entered in that field).</p> <p>If more than 5% of responses for a given data element are “Don’t Know/Refused”, then all “Don’t Know/Refused” responses for that data element will count as ½ of a complete data field. Otherwise, “Don’t Know/Refused” responses will count as a complete data field. This factor will be scored based on data in Question 6 the project’s APR.</p> <p><i>Contributes to System Performance on HUD System Performance Measures 1, 2, 3, 4, 5, 7 by improving data quality.</i></p>	<p>8 pts. 100% 7 pts. 90-99.9% 6 pts. 80-89.9% 5 pts. 70-79.9% 4 pts. 60-69.9% 3 pts. 50-59.9% 2 pts. 40-49.9% 1 pt. 30-39.9% 0 pts. &lt;30%</p>
2f	<p><b>Low Barrier:</b> 3 points: The project does not drug test participants on site or require drug testing in the community. 2 points: The project will not disqualify applicants for having too little or no income. 2 points: The project will not disqualify applicants based on information discovered through a credit check or a check for eviction history. 3 points: The project will not disqualify applicants for active or history of substance abuse. 2 points: The project will not disqualify applicants for reasons related to experience of domestic violence (lack of a protective order, period of separation from abuser, law enforcement involvement, etc). 2 points: The project does not conduct criminal background checks for applicants or participants. Projects may be awarded one point if they conduct background checks due to a demonstrated legal requirement from one of the agency’s funding sources.</p> <p><i>HUD System Performance Measures 1, 3</i></p>	14
<b>3</b>	<b>Community Priority for Housing Types</b>	<b>5</b>
3a1	<p>If program is a Permanent Supportive Housing project, award full points. (Please note 3a1 and 3a2 are mutually exclusive).</p> <p><i>HUD System Performance Measures 1, 3, 7</i></p>	4
3a2	<p>If program is a Transitional Housing program serving youth clients. (Please note 3a1 and 3a2 are mutually exclusive).</p> <p><i>HUD System Performance Measures 1, 3, 7</i></p>	3
3b	<p>If a program is a Permanent Supportive Housing project and commits <b>all</b> units made available through turnover to housing chronically homeless</p>	1

	individuals or families, award full points. <i>HUD System Performance Measure 1</i>	
<b>Total Points Available:</b>		<b>101</b>

\*Project participants for all housing stability measures exclude deceased clients.

\*\*For criteria based on performance outcomes data, information is collected from the most recent APRs from grant years ending in 2017. For APRs that were due in 2017 through March 2018 and received an extension beyond their deadline, the APRs will be pulled from HMIS. Additionally, projects are evaluated based on a minimum household count of 20 households. If the project did not serve 20 households in a one-year period, each scoring factor from Section 1 will be compared to the average scores from the three prior NOFA competitions. If the average score is higher, the scoring factor will be reviewed by panelists. Panelists may change those scores to match the averages based on their discretion.

**2018 McKinney-Vento Continuum of Care Homeless Assistance Grants  
RENEWAL PROJECT DIRECT RECIPIENT SUBMISSION CHECKLIST**

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**Renewal Direct Recipient Projects**

<b>AGENCY:</b>
<b>PROJECT NAME:</b>

**ON OR BEFORE 5:00pm ON AUGUST 3, 2018:**

Email the documents requested below (PDF format preferred) to the following address:  
[sfnofa@homebaseccc.org](mailto:sfnofa@homebaseccc.org)

<b>PDF Emailed</b>	
<input type="checkbox"/>	This Proposal Submission Checklist
<input type="checkbox"/>	Applicant Profile in e-snaps (one per applicant, NOT one per project)
<input type="checkbox"/>	HUD Project Application
<input type="checkbox"/>	Local Project Narrative
<input type="checkbox"/>	2880 Applicant/Recipient Disclosure/Update Report
<input type="checkbox"/>	Most recent audited financial statement
<input type="checkbox"/>	Documentation of match resources

Contact person's name:
Phone:
E-mail:

## 2018 PROJECT NARRATIVE RENEWAL PROJECTS

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The Priority Panel will use this form to guide its review of your PRESTO Project Evaluation Report. ***The Priority Panel will review only those scoring factors identified in this form*** and other factors may remain at the pre-scaled score. Panelists have the discretion – but are not required – to review other scores to maintain consistency across all projects.

<b>AGENCY NAME:</b>	<b>PROJECT NAME:</b>
<b>CONTACT PERSON NAME:</b>	
<b>TELEPHONE:</b>	<b>EMAIL:</b>
Please state yes or no as to whether the project meets the threshold requirement of equal access for program participants regardless of race, color, national origin, religion, sex, age, familial status or disability, sexual orientation or gender identity, in compliance with state and federal law and the 2018 CoC Program NOFA. If necessary, you may explain. <b>Your response <u>should not exceed 150 words.</u></b>	

### Instructions

1. Fill out the information section above.
2. Carefully review your **PRESTO Project Evaluation Report** and **Preliminary Scorecard**. You may also want to review the **Renewal Project Scoring Tool**, which contains the factors on which your project is scored.
3. **If you would like the Priority Panel to review any of your scores:**

Identify which scoring factors the Priority Panel should review for your project. For each scoring factor you identify, include a specific request with respect to score adjustments in the corresponding box below, and the basis for the request. (e.g. “Our score on Factor 2a should increase by 2 points.”) Clearly explain any inaccuracies or additional information panelists should take into account when reviewing your score.

**Your responses should not exceed two pages in total.**

**NOTE:** Projects that are held harmless will not have full reports. For those projects, section 1 will not be applicable.

1a. Performance on San Francisco 2017 CoC Performance Measures (1a)

1a1	
1a2	
1a3	
1a4	
1a5	
1a6	
1a7	
1a8	
1a9	
1a10	
1a11	
1a12	

1b. Program Performance and Client Outcomes: Housing Stability

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1c. Increased Income

--

1d. Mainstream Cash Income Sources

--

1e1. Non-Cash Mainstream Resources

--

1e2. Health Insurance

--

1f. Unit Utilization

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2a. Client Feedback Process

2b. Outstanding HUD/Agency Monitoring & Audit Findings

2c. Grant Utilization

2d. LHCB Meeting Attendance

2e. HMIS Data Quality

2f. Low Barrier

3. Community Priority for Housing Types

**2018 McKinney-Vento Continuum of Care Homeless Assistance Grants  
LOCAL RENEWAL APPLICATION MATERIALS  
WHERE TO GET THE DOCUMENTS YOU MAY NEED**

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**Timeline:** Please refer to the Submission Checklist ([page 16](#)) and the Timeline (separate document) to see when these documents are due.

**1. Applicant Profile (SF-424 Application for Federal Assistance)**

Attachments included in applicant profile that must be submitted:

- *Code of Conduct* (not required if listed on HUD website, see Technical Assistance Handbook for more information about this requirement in 2018)
- *Nonprofit Documentation of Applicant Eligibility* (for nonprofits only; e.g. 501(c)(3) letter)
- *Survey on Equal Employment Opportunity* (if applicable, for nonprofits only)
- *Approved Indirect Cost Rate proposal* (only if applicant is requesting indirect costs AND has an approved federally negotiated indirect cost rate)
- *More information can be found here:*  
<https://www.hudexchange.info/resource/2958/instructions-for-updating-the-project-applicant-profile/>

**2. Project Application**

Visit e-snaps to update or submit application without changes:

<https://esnaps.hud.gov/grantium/frontOffice.jsf>

Training Modules can be found at: <https://www.hudexchange.info/programs/e-snaps/guides/coc-program-competition-resources/>

**3. Local Project Narrative (for Renewal Projects)**

Available above (page 17) or online at: <http://hsh.sfgov.org/lhcb/2018-continuum-of-care-funding-competition/>

**4. HUD 2880 – Applicant/Recipient Disclosure/Update Report**

Available below (page 22) or online at:

<https://portal.hud.gov/hudportal/documents/huddoc?id=2880.pdf>

**5. Most recent audited financial statement**

**6. Match letters**

Available below (page 22) or online at: <http://hsh.sfgov.org/lhcb/2018-continuum-of-care-funding-competition/>

**Trouble downloading?**

**Contact Charles Minor at 415-355-5209 or [Charles.Minor@sfgov.org](mailto:Charles.Minor@sfgov.org).**

## A. FORM OF MATCH LETTER (REVISED IN 2018)

[This must be on the letterhead of the entity providing the resource.]

In the chart below is information regarding the resource being provided by this agency.

Name of organization providing the resource	
Type of contribution and use*	
Value of the contribution**	
Name of project	
Specific grant contribution will support	
Fiscal year contribution will support	
Name of grant recipient and/or subrecipient	
Date the contribution will be available***	[____], 2019 <u>OR</u> [____], 2020
Name of person authorized to commit these resources	
Title of person authorized to commit these resources.	
Signature of person authorized to commit these resources.	
Date	Must be dated between May 1 and September 18, 2018

\* E.g., cash, childcare, case management, health care, etc. If cash, also state allowable activities to be funded by match.

\*\* For in-kind, identify method used to determine the value of the donation.

\*\*\* **For renewals, this date must be within your 2019-2020 operating year.**

# Applicant/Recipient Disclosure/Update Report

U.S. Department of Housing and Urban Development

OMB Approval No. 2510-0011 (exp. 11/30/2018)

**Instructions.** (See Public Reporting Statement and Privacy Act Statement and detailed instructions on page 2.)

## Applicant/Recipient Information

Indicate whether this is an Initial Report  or an Update Report

1. Applicant/Recipient Name, Address, and Phone (include area code):	2. Social Security Number or Employer ID Number:
3. HUD Program Name	4. Amount of HUD Assistance Requested/Received
5. State the name and location (street address, City and State) of the project or activity:	

## Part I Threshold Determinations

1. Are you applying for assistance for a specific project or activity? These terms do not include formula grants, such as public housing operating subsidy or CDBG block grants. (For further information see 24 CFR Sec. 4.3). <input type="checkbox"/> Yes <input type="checkbox"/> No	2. Have you received or do you expect to receive assistance within the jurisdiction of the Department (HUD), involving the project or activity in this application, in excess of \$200,000 during this fiscal year (Oct. 1 - Sep. 30)? For further information, see 24 CFR Sec. 4.9 <input type="checkbox"/> Yes <input type="checkbox"/> No.
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If you answered "No" to either question 1 or 2, **Stop!** You do not need to complete the remainder of this form. **However**, you must sign the certification at the end of the report.

## Part II Other Government Assistance Provided or Requested / Expected Sources and Use of Funds.

Such assistance includes, but is not limited to, any grant, loan, subsidy, guarantee, insurance, payment, credit, or tax benefit.

Department/State/Local Agency Name and Address	Type of Assistance	Amount Requested/Provided	Expected Uses of the Funds

(Note: Use Additional pages if necessary.)

## Part III Interested Parties. You must disclose:

1. All developers, contractors, or consultants involved in the application for the assistance or in the planning, development, or implementation of the project or activity and
2. any other person who has a financial interest in the project or activity for which the assistance is sought that exceeds \$50,000 or 10 percent of the assistance (whichever is lower).

Alphabetical list of all persons with a reportable financial interest in the project or activity (For individuals, give the last name first)	Social Security No. or Employee ID No.	Type of Participation in Project/Activity	Financial Interest in Project/Activity (\$ and %)

(Note: Use Additional pages if necessary.)

## Certification

**Warning:** If you knowingly make a false statement on this form, you may be subject to civil or criminal penalties under Section 1001 of Title 18 of the United States Code. In addition, any person who knowingly and materially violates any required disclosures of information, including intentional non-disclosure, is subject to civil money penalty not to exceed \$10,000 for each violation.

I certify that this information is true and complete.

Signature:  X	Date: (mm/dd/yyyy)
---------------------	--------------------

**Public reporting burden** for this collection of information is estimated to average 2.0 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection information unless that collection displays a valid OMB control number.

**Privacy Act Statement.** Except for Social Security Numbers (SSNs) and Employer Identification Numbers (EINs), the Department of Housing and Urban Development (HUD) is authorized to collect all the information required by this form under section 102 of the Department of Housing and Urban Development Reform Act of 1989, 42 U.S.C. 3531. Disclosure of SSNs and EINs is voluntary. HUD is authorized to collect this information under the Housing and Community Development Act of 1987 42 U.S.C.3543 (a). The SSN or EIN is used as a unique identifier. The information you provide will enable HUD to carry out its responsibilities under Sections 102(b), (c), and (d) of the Department of Housing and Urban Development Reform Act of 1989, Pub. L. 101-235, approved December 15, 1989. These provisions will help ensure greater accountability and integrity in the provision of certain types of assistance administered by HUD. They will also help ensure that HUD assistance for a specific housing project under Section 102(d) is not more than is necessary to make the project feasible after taking account of other government assistance. HUD will make available to the public all applicant disclosure reports for five years in the case of applications for competitive assistance, and for generally three years in the case of other applications. Update reports will be made available along with the disclosure reports, but in no case for a period generally less than three years. All reports, both initial reports and update reports, will be made available in accordance with the Freedom of Information Act (5 U.S.C. §552) and HUD's implementing regulations at 24 CFR Part 15. HUD will use the information in evaluating individual assistance applications and in performing internal administrative analyses to assist in the management of specific HUD programs. The information will also be used in making the determination under Section 102(d) whether HUD assistance for a specific housing project is more than is necessary to make the project feasible after taking account of other government assistance. You must provide all the required information. Failure to provide any required information may delay the processing of your application, and may result in sanctions and penalties, including imposition of the administrative and civil money penalties specified under 24 CFR §4.38.

**Note:** This form only covers assistance made available by the Department. States and units of general local government that carry out responsibilities under Sections 102(b) and (c) of the Reform Act must develop their own procedures for complying with the Act.

## Instructions

### Overview.

**A. Coverage.** You must complete this report if:

- (1) You are applying for assistance from HUD for a specific project or activity **and** you have received, or expect to receive, assistance from HUD in excess of \$200,000 during the during the fiscal year;
- (2) You are updating a prior report as discussed below; or
- (3) You are submitting an application for assistance to an entity other than HUD, a State or local government if the application is required by statute or regulation to be submitted to HUD for approval or for any other purpose.

**B. Update reports (filed by "Recipients" of HUD Assistance):**

**General.** All recipients of covered assistance must submit update reports to the Department to reflect substantial changes to the initial applicant disclosure reports.

### Line-by-Line Instructions.

#### Applicant/Recipient Information.

All applicants for HUD competitive assistance, must complete the information required in blocks 1-5 of form HUD-2880:

1. Enter the full name, address, city, State, zip code, and telephone number (including area code) of the applicant/recipient. Where the applicant/recipient is an individual, the last name, first name, and middle initial must be entered.
2. Entry of the applicant/recipient's SSN or EIN, as appropriate, is optional.
3. Applicants enter the HUD program name under which the assistance is being requested.
4. Applicants enter the amount of HUD assistance that is being requested. Recipients enter the amount of HUD assistance that has been provided and to which the update report relates. The amounts are those stated in the application or award documentation. NOTE: In the case of assistance that is provided pursuant to contract over a period of time (such as project-based assistance under section 8 of the United States Housing Act of 1937), the amount of assistance to be reported includes all amounts that are to be provided over the term of the contract, irrespective of when they are to be received.
5. Applicants enter the name and full address of the project or activity for which the HUD assistance is sought. Recipients enter the name and full address of the HUD-assisted project or activity to which the update report relates. The most appropriate government identifying number must be used (e.g., RFP No.; IFB No.; grant announcement No.; or contract, grant, or loan No.) Include prefixes.

#### Part I. Threshold Determinations - Applicants Only

Part I contains information to help the applicant determine whether the remainder of the form must be completed. **Recipients filing Update Reports should not complete this Part.**

If the answer to **either** questions 1 or 2 is No, the applicant need not complete Parts II and III of the report, but must sign the certification at the end of the form.

#### Part II. Other Government Assistance and Expected Sources and Uses of Funds.

**A. Other Government Assistance.** This Part is to be completed by both applicants and recipients for assistance and recipients filing update reports. Applicants and recipients must report any other government assistance involved in the project or activity for which assistance is sought. Applicants and recipients must report any other government assistance involved in the project or activity. Other government assistance is defined in note 4 on the last page. For purposes of this definition, other government assistance is expected to be made available if, based on an assessment of all the circumstances involved, there are reasonable grounds to anticipate that the assistance will be forthcoming.

Both applicant and recipient disclosures must include all other government assistance involved with the HUD assistance, as well as any other government assistance that was made available before the request, but that has continuing vitality at the time of the request. Examples of this latter category include tax credits that provide for a number of years of tax benefits, and grant assistance that continues to benefit the project at the time of the assistance request.

The following information must be provided:

1. Enter the name and address, city, State, and zip code of the government agency making the assistance available.
2. State the type of other government assistance (e.g., loan, grant, loan insurance).
3. Enter the dollar amount of the other government assistance that is, or is expected to be, made available with respect to the project or activities for which the HUD assistance is sought (applicants) or has been provided (recipients).
4. Uses of funds. Each reportable use of funds must clearly identify the purpose to which they are to be put. Reasonable aggregations may be used, such as "total structure" to include a number of structural costs, such as roof, elevators, exterior masonry, etc.

**B. Non-Government Assistance.** Note that the applicant and recipient disclosure report must specify all expected sources and uses of funds - both from HUD **and any other source** - that have been or are to be, made available for the project or activity. Non-government sources of

funds typically include (but are not limited to) foundations and private contributors.

### Part III. Interested Parties.

This Part is to be completed by both applicants and recipients filing update reports. Applicants must provide information on:

1. All developers, contractors, or consultants involved in the application for the assistance or in the planning, development, or implementation of the project or activity and
2. any other person who has a financial interest in the project or activity for which the assistance is sought that exceeds \$50,000 or 10 percent of the assistance (whichever is lower).

**Note:** A financial interest means any financial involvement in the project or activity, including (but not limited to) situations in which an individual or entity has an equity interest in the project or activity, shares in any profit on resale or any distribution of surplus cash or other assets of the project or activity, or receives compensation for any goods or services provided in connection with the project or activity. Residency of an individual in housing for which assistance is being sought is not, by itself, considered a covered financial interest.

The information required below must be provided.

1. Enter the full names and addresses. If the person is an entity, the listing must include the full name and address of the entity as well as the CEO. Please list all names alphabetically.
2. Entry of the Social Security Number (SSN) or Employee Identification Number (EIN), as appropriate, for each person listed is optional.
3. Enter the type of participation in the project or activity for each person listed: i.e., the person's specific role in the project (e.g., contractor, consultant, planner, investor).
4. Enter the financial interest in the project or activity for each person listed. The interest must be expressed both as a dollar amount and as a percentage of the amount of the HUD assistance involved.

**Note** that if any of the source/use information required by this report has been provided elsewhere in this application package, the applicant need

not repeat the information, but need only refer to the form and location to incorporate it into this report. (It is likely that some of the information required by this report has been provided on SF 424A, and on various budget forms accompanying the application.) If this report requires information beyond that provided elsewhere in the application package, the applicant must include in this report all the additional information required.

Recipients must submit an update report for any change in previously disclosed sources and uses of funds as provided in Section I.D.5., above.

#### Notes:

1. All citations are to 24 CFR Part 4, which was published in the Federal Register. [April 1, 1996, at 63 Fed. Reg. 14448.]
2. Assistance means any contract, grant, loan, cooperative agreement, or other form of assistance, including the insurance or guarantee of a loan or mortgage, that is provided with respect to a specific project or activity under a program administered by the Department. The term does not include contracts, such as procurements contracts, that are subject to the Fed. Acquisition Regulation (FAR) (48 CFR Chapter 1).
3. See 24 CFR §4.9 for detailed guidance on how the threshold is calculated.
4. "Other government assistance" is defined to include any loan, grant, guarantee, insurance, payment, rebate, subsidy, credit, tax benefit, or any other form of direct or indirect assistance from the Federal government (other than that requested from HUD in the application), a State, or a unit of general local government, or any agency or instrumentality thereof, that is, or is expected to be made, available with respect to the project or activities for which the assistance is sought.
5. For the purpose of this form and 24 CFR Part 4, "person" means an individual (including a consultant, lobbyist, or lawyer); corporation; company; association; authority; firm; partnership; society; State, unit of general local government, or other government entity, or agency thereof (including a public housing agency); Indian tribe; and any other organization or group of people.