

**2019 Arizona
Balance of State Continuum of Care
Overview of Process
For the Submittal of the Application
In Response to the 2019 HUD Continuum of Care NOFA**

The U.S. Department of Housing and Urban Development’s 2019 NOFA for Continuum of Care has been released. There are three parts to the HUD NOFA application that require information from applicants to the NOFA. The three parts are:

- The Arizona Department of Housing (ADOH) as the Collaborative Applicant for the AZ Balance of State Continuum of Care submits the combined application including all sections and AZBoSCoC narratives;
- Current sub-recipients with renewing projects complete information that will contribute to the scoring and ranking of the renewal projects; and
- New agencies and existing sub-recipients may submit applications for bonus funding made available through the NOFA. For 2019 both bonus and domestic violence bonus applications may be submitted.

It is very important that all agencies (sub-recipients and potential agencies) that wish to apply for funds read all of the AZ Balance of State Continuum of Care (AZBoSCoC) documents and the HUD NOFA documents to have a full understanding of the process.

GENERAL INFORMATION

FY2019 Funds Available:

AZBoSCoC 2018 Estimated Annual Renewal Demand (ARD)	\$3,912,060
Estimated Tier 1: (94% of ARD)	\$3,700,198
Estimated Tier 2: (6% of ARD)	\$ 211,862
 Estimated CoC Bonus Funding: (6% of FPRN*):	 \$ 195,603
 Estimated DV Bonus Project Funding (10% of PPRN*)	 \$ 382,146

**Final Pro Rata Need (FPRN) and Preliminary Pro Rata Need (PPRN).*

Please note that availability and amounts of all HUD Continuum of Care funding is contingent on overall AZBoSCoC performance and competitive scoring. HUD funding awarded through the 2019 NOFA process and results in a contract between HUD and Arizona Department of Housing (ADOH) as the AZBoSCoC Collaborative Applicant. ADOH will establish separate sub-recipient agreements based projects approved by HUD.

Information and Communication

There are numerous local and federal processes and deadlines involved in the 2019 AZBoSCoC NOFA process. It is important that applicants are familiar with these processes and timelines.

Failure to submit timely materials and documents not only can negatively affect project scoring, but it can negatively impact the overall AZBoSCoC Continuum of Care NOFA application.

IMPORTANT: THE ADOH BULLETINS AND WEBSITE POSTINGS ARE THE OFFICIAL METHOD FOR COMMUNICATION ABOUT THE 2019 NOFA. All notices, requests for information/applications, and other AZBoSCoC NOFA related information will be announced through the ADOH Bulletin process and posted here: <https://housing.az.gov/documents-links/publications>. If you do not currently receive the ADOH Bulletins in your e-mail, we strongly recommend that you join the mailing list through the link on this page:
<https://housing.az.gov/about/press-room/mailling-list>

All NOFA related applications, instructions, forms and other necessary materials will be posted at the Arizona Department of Housing “Special Needs-Continuum” website at: <https://housing.az.gov/documents-links/forms/special-needs-continuum>

HUD documents related to the NOFA can be found at this link:
<https://www.hudexchange.info/resource/5842/fy-2019-coc-program-nofa/>

<https://www.hudexchange.info/programs/e-snaps/fy-2019-coc-program-nofa-coc-program-competition/#nofa-and-notices>

The main contact for all questions pertaining to the AZBoSCoC documents and application is Candee Stanton. Her telephone number is 602.881.6606 and her email address is candee.stanton@gmail.com. Ms. Stanton is an Independent Contractor that provides support to the AZBoSCoC process. She will respond to all emails and phone calls within one business day to ensure timely response to all inquiries. **It is your agency’s responsibility to check the ADOH website regularly for information and to communicate your questions through Candee.**

REQUIRED DOCUMENTS AND TIMELINES FOR APPLICANTS

The following provides a summary of the documents that provide information or will need to be completed as a part of the 2018 NOFA. Document submission must be completed by 5:00 PM on the deadline day through the ADOH Special Needs Portal at <https://housing.az.gov/portals/document-upload-portals/special-needs-portal>. For questions regarding the use of the Special Needs Portal, please contact Ryan Vernick, Continuum of Care Coordinator, by e-mail at ryan.vernick@azhousing.gov or by phone at 602-771-1017. All documents referenced below are available on the ADOH “Special Needs-Continuum” web page at <https://housing.az.gov/documents-links/forms/special-needs-continuum>.

APPLICANT TYPE (Who Must Complete)	Document	Information about Documents	Due Date Submittal By 5:00 pm through ADOH Portal
All Applicants	Overview of Process	This is the document you are reading. This provides an overview of the AZBoSCoC process for both bonus (new applications) and renewal applications. All applicants are expected to be familiar with instructions and application deadlines.	Not applicable
RENEWAL APPLICANTS Current CoC Award Sub-Recipients only	Request for Information (RFI) (1 per Sub Recipient Agency)	The RFI provides background information the Collaborative Applicant uses to complete the CoC NOFA Narrative. Sub-recipients only need to complete this once as it is community focused not project focused. This document is a requirement but is not scored. This document will be finalized by 8/5/19 and posted through an ADOH Bulletin. An email to subrecipients will also be distributed as a secondary notification of its availability.	8/22/19

APPLICANT TYPE (Who Must Complete)	Document	Information about Documents	Due Date Submittal By 5:00 pm through ADOH Portal
	Renewal Project Self Scoring Tool—One per agency based on CoC participation	<p>For this year, the portion of the score that is dependent on HMIS data will be developed by Candee Stanton and Ryan Vernick. Once the data for the score is developed, the APRs and the Project score based on performance documented in the HMIS will be sent to each agency for each renewal project for review and verification. This change was approved by the Governance Advisory Board.</p> <p>In addition, to the data from HMIS, there will be questions that each subrecipient will need to complete about their participation in the CoC and related activities. As was last year, these questions will include a narrative and a self-score. This document will be available through the ADOH Bulletin by 8/5/19. The score on these questions will be added to each individual project score.</p>	8/22/19
RENEWAL APPLICANTS (CONTINUED) (Current Sub-recipients only.)	Match letters for renewal projects	<p>All renewing Sub-Recipients must submit a match letter for each projects that is accepted for renewal. The template for the match letter is available on the ADOH website and must be used. If letters are not in the required format they will be returned for revision and points will be deducted from the project's score.</p> <p>The Match worksheet will be provided by 8/12/19 so that agencies know the exact amount that the letter needs to document. As in years past ADOH Housing Trust Fund contribution for administration will reduce the match burden for the sub-recipients.</p>	8/28/19
	Match Letter for HMIS	As in past years, Subrecipients are requested to provide a match letter for the value of their time and effort related to HMIS activities. A template for the HMIS match letter is available on the ADOH website and must be used.	8/28/19

APPLICANT TYPE (Who Must Complete)	Document	Information about Documents	Due Date Submittal By 5:00 pm through ADOH Portal
	Certificate of Consistency with Consolidated Plan	Projects that serve communities that are entitlement communities must have Certifications of Consistency signed by those communities. AZBoSCoC Entitlement Communities requiring a Certification include: Flagstaff, Pinal County Prescott, Yuma, Douglas, Sierra Vista and Casa Grande. The form is available at the ADOH website	8/28/19
	Drugfree Workplace Certification	One certification should be completed for the agency	8/28/19
	Code of Conduct	<p>All project applicants must ensure their organization has a Code of Conduct that complies with the requirements of 2 CFR part 200 and is on file with HUD at https://www.hud.gov/program_offices/spm/gmomgmt/grantsinfo/conduct.</p> <p>Mohave County as a governmental entity is exempted from this requirement.</p> <p>One of two actions need to be taken:</p> <ol style="list-style-type: none"> 1. If your agency's Code of Conduct is on file—document this with a screen shot and submit through the ADOH portal. 2. If your agency's Code of Conduct is not on file, please ensure it meets the requirements described in 2CFR 200. Place a cover sheet on the document with the Agency's name and a date between May 1, 2019 and August 28, 2019 to document that this is a current document and is in use. 	8/28/19
BONUS PROJECT APPLICANTS INCLUDING DV	Pre application development call	All potential CoC and CoC DV Bonus project applicants must call Candee Stanton at 602.881.6606 to discuss the potential project prior to application development. The purpose of this call is to ensure that the project being	

APPLICANT TYPE (Who Must Complete)	Document	Information about Documents	Due Date Submittal By 5:00 pm through ADOH Portal
BONUS APPLICANTS (Any eligible new agency or current Sub-Recipients may apply for Bonus funding)		<p>considered are appropriate for CoC NOFA process. It is suggested that the agency have this discussion no later than 8/7/19 to ensure sufficient time to complete the bonus or DV bonus application, by 8/22/2019.</p> <ul style="list-style-type: none"> • Eligible applicants include existing sub-recipients with new project proposals as well as any non-profit, faith-based, private and public agencies providing eligible services for persons experiencing homelessness in the AZBoSCoC geographic area. • Eligible BoS CoC Bonus Project activities include: <ul style="list-style-type: none"> ○ PSH Projects for Chronically Homeless Individuals and Families • Eligible DV Bonus Project Activities <ul style="list-style-type: none"> ○ Rapid Re-Housing (RRH) for Victims of Domestic Violence 	
BONUS PROJECT APPLICANTS INCLUDING DV BONUS APPLICANTS (CONTINUED)	2019 BONUS PROJECT APPLICATION	<p>All eligible applicants requesting either CoC Bonus funding and/or DV Bonus funding through the 2019 AZBoSCoC NOFA process must complete the 2019 Bonus Project Application through the ADOH portal.</p> <p><i>Please note DV Bonus Projects have two additional question to answer in Bonus Project Application</i></p> <p>If approved for submission, Bonus Project Applicants will be contacted to provide additional information including match letters, for inclusion in the NOFA application</p>	8/22/19

OVERALL NOFA SUBMISSION PROCESS AND TIMELINE

		Other Process Activities and Due Dates	
ACTIVITY	CONTACT	DESCRIPTION	DUE DATE
AZBoSCoC NOFA Applications Released	Candee Stanton Ryan Vernick	Bulletin posted on ADOH website and e-mailed announcing opening of NOFA application process. AZBoSCoC NOFA local applications and materials released on ADOH website.	7/30/19-8/5/19
New/Bonus Project Pre Application Conversation	Candee Stanton	Applicants for CoC, DV Bonus Funds or Reallocated funds	8/7/19
Request for Information (RFI) and Self-Scoring Tool from current sub-recipients	Candee Stanton Ryan Vernick	Sub recipient documents including RFI and project scoring tools submitted through ADOH Special Needs Portal.	8/22/19
Sub Recipient forms	Candee Stanton Ryan Vernick	Forms including: Match letter HMIS Match Letter Drugfree Certification Code of Conduct Certification of Compliance with Consolidated Plan	8/28/19
CoC, DV Bonus Project and Reallocation Applications Submitted	Candee Stanton Ryan Vernick	CoC and DV Bonus Projects and Reallocation New Project Applications submitted through ADOH Special Needs Portal.	8/22/19
Notification of project acceptance renewal applications	Ryan Vernick ADOH Bulletin	Renewal Sub-Recipients will be notified that projects have been accepted to be submitted in either Tier One or Tier Two. Notification will be provided by EMAIL and through the ADOH Bulletin. (This is only notification of acceptance for submission –not notice of ranking).	9/9/19

		Other Process Activities and Due Dates	
New/Bonus Project Review	Independent Community Review Panel	AZBoSCoC New/Bonus Project Review Panel will review, score and rank all New/Bonus applications to determine inclusion in AZBoSCoC Ranking and Review Process.	8/26/19-8/28/19
Notification of acceptance of new or bonus/reallocation projects for HUD submittal	Ryan Vernick ADOH Bulletin	New agencies and sub-recipients who have submitted bonus or reallocation applications will be notified if those projects have been accepted (This is only notification of acceptance for submission – not notice of ranking).	8/30/19
Accepted Bonus and Reallocation applications provide additional required documentation	Candee Stanton	If a new or bonus/reallocation application has been accepted for submittal, Candee will contact the agency to coordinate that additional required information.	9/9/19
Ranking and Review of Project and GAB Approval of Tier I and Tier II Rankings	Project Review and Ranking is completed	An independent group of reviewers from the Governance Advisory Board will review both the bonus and reallocation projects as well as the self-scoring of the renewal projects. Projects will be ranked for Tier One and Two in HUD NOFA.	9/9/19
All Project Ranking is Announced	Ryan Vernick ADOH Bulletin	Final Governance Advisory Board Approve Ranking and Review published in ADOH Bulletin and posted on website.	9/11/19
AZBoSCoC 2019 NOFA Submitted to HUD	Ryan ADOH as Collaborative Applicant	ADOH will submit final 2019 HUD NOFA Application with all attachment and materials as collaborative applicant on behalf of AZBoSCoC.	9/30/19

ADDITIONAL NOFA INFORMATION

All HUD 2019 NOFA Rules, standards, requirements and priorities are available on the HUD Exchange website at: <https://www.hudexchange.info/programs/e-snaps/fy-2019-coc-program-nofa-coc-program-competition/#nofa-and-notices>

This section includes a summary of additional HUD and AZBoSCoC background documentation regarding the 2019 NOFA process and standards.

Governance Advisory Board

HUD and the HEARTH Act requires that Continuums of Care have an independent governing Board. The AZBoSCoC Governance Advisory Board is the recognized governance body for the AZBoSCoC. The AZBoSCoC Governance Advisory Board, as one of its required duties, has met, reviewed and approved the key elements, priorities, review criteria and activities of the AZBoSCoC 2019 NOFA to align with establish AZBoSCoC goals and priorities. Key decisions made regarding this year's NOFA process:

- Use of objective performance-based scoring criteria for renewal projects
- Confirmation of threshold requirements
- Affirm existing target service populations and prioritization of at risk and high acuity populations
- Requirement of Housing First in any renewal or new project
- Approval of Eligible 2019 NOFA priority activities
 - Approval of Bonus Project proposed priority activities including
 - New PSH projects for chronically homeless populations
 - Approval of DV Bonus Projects for:
 - PH-RRH for Victims of Domestic Violence
- Initial approval to maintain HMIS project in Tier 1 to ensure adequate operational funding and support.
- Approval of overall NOFA timeline, submission processes and other ranking and review processes including Board providing final approval of project ranking.

Competitive Process

The AZBoSCoC NOFA is a competitive process open to non-profit, faith-based, private and public agencies. The AZBoSCoC reserves the right to administratively disqualify or penalize any application that does not comply with the submission process. This includes answering all questions completely and meeting deadlines.

- Per HUD 2019 NOFA requirements, all project applications (except Planning Funds) must be ranked and placed into either Tier 1 and Tier 2. This year, it is required Tier 1 represent ninety-four percent (94%) of the AZBoSCoC Annual Renewal Demand (ARD) with the remaining six percent (6%) ranked in Tier 2.
- The NOFA is a competitive process and the AZBoSCoC uses an objective process to rank all applications. The renewal projects are scored based on data from HMIS, other HUD reports

(ex: APRs) or other objective criteria (ex: Coordinated Entry participation records). The scoring criteria for new/bonus/reallocation projects is outlined in the scoring sheet for new/bonus reallocation projects posted on the ADOH website and available with the applications.

- HMIS is required for the CoC to operate and manage its resources effectively. To ensure adequate funding for HMIS support, the AZBoSCoC Governance Advisory Board has recommended the HMIS grant be included in Tier 1.
- HUD's defined priorities adopted and implemented through the AZBoSCoC are:
 - 1) Ending homelessness for all persons
 - 2) Create a systematic response to homelessness.
 - 3) Strategically allocate resources.
 - 4) Use a Housing First Approach.
 - 5) Ensuring that services are low barrier

Priority populations considered in planning and resource allocation continue to be:

- 1) households with a member who meets the definition of chronically homeless. (Individuals and Families)
- 2) households (Individuals and Families) with high acuity and needs.
- 3) families
- 4) youth
- 5) Survivors of domestic violence encompasses Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors. Projects can be proposed to serve survivors who are fleeing domestic violence.
- 6) Veterans

Evaluation Criteria:

The HEARTH Act, 2019 HUD NOFA Documentation, AZBoSCoC Governance Advisory Board, and ADOH as the collaborative applicant for the AZ Balance of State Continuum of Care require that all CoC funded projects meet certain threshold standards of capacity, participation and performance in order to receive or be considered for CoC funding with the AZBoSCoC NOFA process. These threshold requirements are:

- 1) AZBoSCoC Coordinated Entry Participation
- 2) Housing First and/or Low Barrier Implementation
- 3) Documented, secured minimum HUD required match
- 4) Project is financially feasible
- 5) Sub recipient is active CoC participant
- 6) Application is complete, and data is consistent
- 7) Agency HMIS data quality at or above 98%
- 8) Bed/unit utilization at/or above 90%
- 9) Acceptable annual organizational audit/financial review
- 10) Documented organizational financial stability

- 11) If applicable, agency projects that are approved as DV Bonus project are required to have a comparable data system to HMIS.

In addition to meeting threshold requirements, AZBoSCoC funded projects are also monitored and evaluated on objective performance based criteria based on Governance Advisory Board approved performance benchmarks. These objective standards include key project appropriate standards including exits to permanent housing from RRH and PSH projects, retention in permanent housing from RRH and PSH projects, and number of program participants with increased income (both earned and other sources). These performance benchmarks are included in the renewal project scoring tool which is used to rank renewal projects for the NOFA process.

In addition to meeting threshold requirements documented above, new applications must also demonstrate:

- Project Budget is reasonable
- Scope of Services can be accomplished within the project timeframe
- Agency Capacity – must provide evidence that the agency has implemented similar projects in the past
- Project addresses or aligns with an identified AZBoSCoC service need or target population
- If your application is chosen to be included in the AZBoSCoC application, and you do not participate already, you must commit to participate in Coordinated Entry utilizing the VI-SPDAT, Case Conferencing and HMIS (Homeless Management Information System)

Ranking Projects in Tier 1 and Tier 2:

Projects submitted to HUD in Tier 1 are expected to be funded, provided that the project meets HUD eligibility and threshold requirements.

Tier 2 projects will be awarded funds by HUD based on a computed comparative score using:

- the CoC 's 2019 application competitive score (includes scores based on APR, CoC participation (self-scored) and review committee input). In addition to the self-scoring criteria, an additional 10 points is available based on ADOH monitoring findings. **In addition, 2 points will be subtracted from a specific project score if deadlines related to documents are not met or the match letter format is not used for the initial submission of the match letters.**
- the rank the CoC gives the project;
- commitment to Housing First/low-barrier entry.

Priority List (Projects Ranking-Tier 1 and Tier 2:

Project applicants will be informed via e-mail when the Priority Listings have been posted on the ADOH website.

Review Process:

An independent rating panel will review, and score all submitted applications for final approval by the Governance Advisory Board. Any bonus or reallocation project selected for submission to HUD will be included in the prioritized, ranked project list.

Match:

Bonus and reallocation projects are required to identify a twenty-five percent (25%) match. Match must meet the requirements of 24 CFR part 578. Match must be equal to or greater than twenty-five percent (25%) of the total grant request for all eligible costs including admin costs but excluding leasing costs (i.e. leased units and leased structures). Program income (such as rent) can be used as match.

In addition, if the application is ultimately approved as part of the AzBoSCoC NOFA application, prior to contract execution, a Memorandum of Understanding (MOU) will be required between the agency and partners that provide significant support. The MOUs required will be identified through discussion with ADOH staff.

Additional information that will be needed for Bonus or Reallocation Projects that are accepted for submittal:

If the bonus or reallocation project is successful in being recommended for funding, additional information will be needed to complete the HUD application in e-SNAPS. Be prepared to set aside time to work with Candee Stanton in providing that information. Items will include:

- match letters;
- Certification of Consistency with the Consolidated Plan if the project covers any of the following communities: Flagstaff, Prescott, Yuma, Douglas, Casa Grande and Sierra Vista;
- 501(c)(3);
- Full budget information;
- Drug Free Workplace Certification;
- Code of Conduct, if not already on file;
- Additional HUD information (i.e. detail on households served, housing type, etc.)

Appeals Process:

Project applicants that submitted a bonus or reallocation project will be informed via e-mail of the funding recommendations of the AZBoSCoC.

Projects wishing to file an appeal of a rejection to the AZBoSCoC must file a written appeal with the ADOH Special Needs within seventy-two (72) hours of being notified of the projects' initial rejection. Funding recommendations made by the AZBoSCoC after consideration of any local appeals shall be final.

Projects that believe they were not allowed to participate in a fair and open process and were rejected by the AZBoSCoC also may appeal the rejection directly to HUD by submitting a project application as a solo application in e-SNAPS prior to the HUD application deadline of September 30, 2019, per HUD's instructions in e-SNAPS and/or the NOFA.

Scoring Tools

The Scoring tools for both renewal applications and bonus applications will be available on the ADOH website by 8/7/19. These are provided for reference only. No action is needed from new applicants or sub-recipients.

Submittal Timelines/Process:

The process for submittal of documents has changed. Documents **must** be submitted in electronic format via the ADOH Special Needs Portal located at: <https://housing.az.gov/portals/document-upload-portals/special-needs-portal>. Each document submitted must be labeled

- **New applications NEW – (Agency Project Name)** (i.e. AZ500NEW XYZ, Inc. Morningstar). The Application needs to be a Word Document
- Match letters for renewal projects may be bundled by agency and be in a PDF format. The name of the file is **Match letters—Agency Name. The HMIS match letter should be submitted separately and be labeled Agency Name—HMIS Match**
- Drugfree Certification---**Agency Name—Drugfree**
- Code of Conduct—**Agency Name—Code of Conduct**
- Certification of Consistency with Consolidated Plan. Again, these may be bundled into a single PDF, labeled **Agency Name-Certs. Each of the projects must have a separate certification signed by the relevant local government.**

Please call Candee Stanton at (602) 881-6606 if you have any questions about how to complete the information.

Please call Ryan Vernick at (602) 771-1017 if you have questions about submitting through the portal.

Key Definitions

- **Permanent Supportive Housing:** Permanent housing with rental assistance and supportive services to help disabled, chronically homeless persons to live independently.
- **Rapid Re-housing:** Permanent housing with case management and short- or medium-term rental assistance in a unit that the program participant retains after the assistance ends.

All bonus projects must limit project administrative costs to no more than seven percent (7%) of the project budget.

The Arizona Department of Housing (ADOH), as the Collaborative Applicant, will submit the full AZBoSCoC application by the due date of September 30, 2019. ADOH completes the full CoC NOFA application as required in the ESNAPS portal including all renewal and bonus application materials.