

**2018 Arizona
Balance of State Continuum of Care
Overview of Process
For the Submittal of the Application
In Response to the 2018 HUD Continuum of Care NOFA**

The U.S. Department of Housing and Urban Development’s 2018 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 renewal information including CoC scoring and ranking materials that will be part of the HUD NOFA application; and
- New agencies and existing sub-recipients may submit applications for bonus funding made available through the NOFA which are also included in the overall NOFA submission to HUD. (Please note that applications for new bonus projects may be submitted by any eligible entity).

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

As of August 18, 2018, HUD has not confirmed total amounts available in this year’s NOFA but based on existing information, we estimate the follow amounts will be available in the 2018 NOFA.

FY2018 Funds Available:

AZBoSCoC 2018 Estimated Annual Renewal Demand (ARD)-	\$3,880,375
Estimated Tier 1: (94% of ARD)	\$3,647,553
Estimated Tier 2: (6% of ARD)	\$ 232,822
 Estimated CoC Bonus Funding: (6% of FPRN*):	 \$ 232,823
 Estimated DV Bonus Project Funding (10% of PPRN*)	 \$ 388,037

** - 2018 HUD Final Pro Rata Need (FPRN) and Preliminary Pro Rata Need (PPRN) have not been announced –estimates here are based upon the 2017 ARD.*

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 2018 NOFA process is contracted by HUD with ADOH as the AZBoSCoC Collaborative



Applicant. ADOH will establish a separate sub-recipient agreements based upon the applications and HUD awards with HUD approved projects.

Information and Communication

There are numerous local and federal processes and deadlines involved in the 2018 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 2018 NOFA. All notices, FAQ updates, 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/news/fy-2018-coc-program-competition-opening-and-updates/>

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.

AZBoSCoC 2018 NOFA Frequently Asked Questions (FAQ) will be posted regularly through the ADOH bulletins and website to ensure everyone has the same information. **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 David Bridge, Continuum of Care Coordinator, by e-mail at David.Bridge@azhousing.gov or by phone at 602-771-1039. 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 but points may be deducted from project scoring if the RFI is not submitted by the due date.	8/10/18
	Renewal Project Self Scoring Tool (Tool must be completed for each current project being renewed)	Sub-Recipients must self-score each of their projects and submit a separate score sheet for each project. The scoring is based on data from the last APR that was submitted for the project <i>Note: Proposed Renewal Consolidations – Certain renewal projects have already received prior approval to be consolidated into a single grant under an existing Sub-Recipient. Sub-Recipient must still complete Scoring Tool for each project being consolidated and each project will still be scored and ranked individually.</i>	8/10/18

APPLICANT TYPE (Who Must Complete)	Document	Information about Documents	Due Date Submittal By 5:00 pm through ADOH Portal
	APR	The last APR for each renewal project must be submitted as a part of the Renewal Project Self-Scoring process.	8/10/18
RENEWAL APPLICANTS (CONTINUED) (Current Sub-recipients only.)	Match letters for renewal projects	All renewing Sub-Recipients must submit a match letter for projects that are accepted for renewal. The format 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. The Match worksheet will be provided by 8/10/18 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.	8/27/18
	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, Prescott, Yuma, Douglas, Sierra Vista and Casa Grande. The form is available at the ADOH website	8/17/18
BONUS PROJECT APPLICANTS INCLUDING DV BONUS APPLICANTS (Any eligible new agency or current Sub-Recipients may	Letter of Intent	All CoC and CoC DV Bonus project applicants must submit a notice of intent via e-mail to AZBoSCoC NOFA consultant Candee Stanton at candee.stanton@gmail.com . Ms. Stanton can clarify eligible activities, provide assistance with application process and answer questions. <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. 	7/27/18

APPLICANT TYPE (Who Must Complete)	Document	Information about Documents	Due Date Submittal By 5:00 pm through ADOH Portal
apply for Bonus funding		<ul style="list-style-type: none"> • Eligible BoS CoC Bonus Project activities include: <ul style="list-style-type: none"> ○ PSH Projects for Chronically Homeless Individuals and Families ○ Rapid Re-Housing Projects for individuals and families experiencing homelessness including AZBoSCoC priority populations. • Eligible DV Bonus Project Activities <ul style="list-style-type: none"> ○ Rapid Re-Housing (RRH) for Victims of Domestic Violence ○ Joint TH-RRH Projects for Victims of Domestic Violence 	
BONUS PROJECT APPLICANTS INCLUDING DV BONUS APPLICANTS (CONTINUED)	2018 BONUS PROJECT APPLICATION	<p>All eligible applicants requesting either CoC Bonus funding and/or DV Bonus funding through the 2018 AZBoSCoC NOFA process must complete the 2018 Bonus Project Application.</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>	8/14/18
RE-ALLOCATION - TRANSITION APPLICANTS	2018 BONUS PROJECT APPLICATION	<p>Existing Sub-Recipients may elect to re-allocate their current award to a new project type through the NOFA transition process. Existing Sub-Recipients requesting transition/reallocation will complete the Bonus Project Application.</p>	8/14/18

APPLICANT TYPE (Who Must Complete)	Document	Information about Documents	Due Date Submittal By 5:00 pm through ADOH Portal
RE-ALLOCATED FUNDS	2018 BONUS PROJECT APPLICATION	<p>The CoC will have approximately \$28,622 of re-allocated funds available. Eligible applicants including new and existing Sub-Recipients should complete the 2018 Bonus Project Application. Eligible activities for Re-Allocation fund applications include:</p> <ul style="list-style-type: none"> • PSH Projects for Chronically Homeless • Rapid Re-Housing Projects for individuals and families experiencing homelessness including AZBoSCoC priority populations. • Coordinated Entry Expansion 	8/14/18

OVERALL NOFA SUBMISSION PROCESS AND TIMELINE

		Other Process Activities and Due Dates	
ACTIVITY	CONTACT	DESCRIPTION	DUE DATE
AZBoSCoC NOFA Applications Released	Candee Stanton David Bridge	Bulletin posted on ADOH website and e-mailed announcing opening of NOFA application process. AZBoSCoC NOFA local applications and materials released on ADOH website.	7/19/18
New/Bonus Project Letters of Intent	Candee Stanton	Applicants for CoC, DV Bonus Funds or Reallocated funds submit letter of intent via e mail to Candee Stanton	7/27/18
Renewal Applications Submitted	Candee Stanton David Bridge	Renewal Applications including RFI and project scoring tools submitted through ADOH Special Needs Portal.	8/10/18
CoC, DV Bonus Project and Reallocation Applications Submitted	Candee Stanton David Bridge	CoC and DV Bonus Projects and Reallocation New Project Applications submitted through ADOH Special Needs Portal.	8/14/18

		Other Process Activities and Due Dates	
Notification of project acceptance renewal applications	David Bridge 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).	8/17/18
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.	8/20/18 -8/24/18
Notification of acceptance of new or bonus/reallocation projects for HUD submittal	David Bridge 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).	8/24/18
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.	Documents are due to Candee by 8/31/18
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.	8/31/18
All Project Ranking is Announced	David Bridge ADOH Bulletin	Final Governance Advisory Board Approve Ranking and Review published in ADOH Bulletin and posted on website.	8/31/18
AZBoSCoC 2018 NOFA Submitted to HUD	David Bridge ADOH as Collaborative Applicant	ADOH will submit final 2018 HUD NOFA Application with all attachment and materials as collaborative applicant on behalf of AZBoSCoC.	9/14/18

ADDITIONAL NOFA INFORMATION

All HUD 2018 NOFA Rules, standards, requirements and priorities are available on the HUD Exchange website at: <https://www.hudexchange.info/news/fy-2018-coc-program-competition-opening-and-updates/>

This section includes a summary of additional HUD and AZBoSCoC background documentation regarding the 2018 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 2018 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 2018 NOFA priority activities
 - Consolidation of identified renewal projects with HUD local office approval
 - Allow/approve transition/reallocation of identified TH renewal project
 - Approval of reallocated funding
 - Approval of Bonus Project proposed priority activities including
 - New PSH projects for chronically homeless populations
 - New PH-RRH projects for all populations including families
 - New SSO-CE re-allocation/bonus proposal for geographical expansion of Coordinated Entry to rural communities
 - Approval of DV Bonus Projects for:
 - TH-RRH for Victims of Domestic Violence
 - 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 2018 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 self-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.

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, 2018 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

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 2018 application competitive score (includes self-scores based on APR 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 BOSCOG 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 Work Place 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 18, 2018, per HUD's instructions in e-SNAPS and/or the NOFA.

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>. The name of the file must be labeled **AZ500NEW – (Agency Project Name) or AZ500Reallocation (Agency Project Name)** (i.e. AZ500NEW XYZ, Inc. Morningstar). The Application needs to be a Word Document; Project Certification(s) and match letters may be PDF's.

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

Please call David Bridge at (602) 771-1039 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.
- TH and PH-RRH: A new project type consisting of two program components—transitional housing and permanent housing-rapid rehousing in a single project. The purpose of these project is to serve individuals and families experiencing homeless. Refer to the 2018 NOFA for additional information.

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 18, 2018. ADOH completes the full CoC NOFA application as required in the ESNAPS portal including all renewal and bonus application materials.