**2016 Arizona**

**Balance of State Continuum of Care**

**Renewal Applications**

**Please note this document provides information for renewal applications. There is a separate application for reallocation/bonus projects that can be found at** [**www.azhousing.gov**](http://www.azhousing.gov)**.**

**Introduction:**

The 2016 HUD Continuum of Care Notice of Funding Availability (NOFA) has been released. The Arizona Department of Housing (ADOH), as the Collaborative Applicant, will submit the full BOSCOC Application by the due date of September 14, 2016.

A project is considered eligible for renewal in the 2016 COC NOFA competition if the current contract with HUD expires in calendar year 2017, has been included and confirmed on the final Grant Inventory Worksheet (GIW) and has met all performance spending and capacity requirements.

The BOSCOC 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.

Applicants are strongly encouraged to read in its entirety the 2016 NOFA and this local application packet.

* Again there is a requirement to rank applications in Tier 1 and Tier 2. This year, it is required Tier 1 represent ninety-three percent (93%) of the BOSCOC Annual Renewal Demand (ARD) with the remaining seven percent (7%) ranked in Tier 2.
* The NOFA is a competitive process and the BOSCOC uses an objective process to rank all applications.
* HMIS is required for the COC and must be funded; therefore, the HMIS grant will be included in Tier 1.
* HUD priorities include:

1) Create a systematic response to homelessness.

2) Strategically allocate resources.

3) End chronic homelessness.

4) End family homelessness.

5) End youth homelessness.

6) End veteran homelessness.

7) Use a Housing First Approach.

* HUD has directed all COCs to again review the use of transitional housing as a strategy and consider reallocation of transitional housing projects to rapid re-housing or some other type of project.

**Governance Advisory Board:**

The Governance Advisory Board met July 14, 2016 and established the following:

* Permanent Housing Renewal projects (PSH or RRH) will receive bonus points for being permanent housing.
* Reallocation may be made by each Transitional Housing Project in order for funds to remain in geographic area.
* Reallocation projects will not automatically be ranked in Tier 2.
* Bonus application will be open to entire BOSCOC geographic area. Any agency applying must be currently involved in local or regional Continuum of Care meetings to apply. The bonus project is for permanent housing only (PSH or RRH or both) and will focus on housing those who meet the HUD definition of chronically homeless.

**Evaluation Criteria:**

For all applications:

* Sub-recipients’ overall participation and contribution to the BOSCOC
* Match
* Spending rate
* Administrative capacity
* Housing First Model Assessment
* Performance – must provide evidence the agency is meeting or has in place the plan to meet the performance standards

For Renewal Projects:

* Sub-recipients’ progress in furthering the achievement of HUD’s goals as articulated in the 2016 COC NOFA and the Opening Doors: Federal Strategic Plan to Prevent and End Homelessness.
* ADOH monitoring letters on each project
* Agency fiscal audits
* Self-score

**FY2016 Funds Available:**

There is $**3,883,936** ARD available to the BOSCOC for FY2016

Tier 1: 93% of ARD $3,612,060

Tier 2: 7% of ARD $ 271,876

Housing Bonus: 5% of FPRN: ($3,340,318) $ 167,016

$**4,050,952\***

**\***Pending HUD verification

**Ranking Projects in Tier 1 and Tier 2:**

Projects submitted to HUD in Tier 1 are expected to be funded, provided 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 FY2016 application competitive score;
* the rank the COC gives the project;
* the project type (maximum points for Permanent Supportive Housing; centralized/coordinated assessment system); and
* 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; no later than August 26, 2016.

**Local Renewal Application/Form:**

For the 2016 BOSCOC NOFA Competition, there are two (2) forms that must be completed locally:

* The 2016 Renewal Application provides information about the agency’s participation in the Continuum and activities that take place to align the agency in support of the BOSCOC. Complete only one (1) of these for each sub-recipient.
* The form for each applicant to self-score each of its projects based on the criteria required by HUD. Complete a project questionnaire for ***each project*** currently under contract with the BOSCOC.

**Additional Documents Required:**

* For the FY2016 application, documentation of leverage is no longer required.
* Match documentation is required for each project. Prepare match letters in accordance with requirements. Match at twenty-five percent (25%) is required for pertinent activities. Please send each letter with the project name and 2016 as the identifier. Please do not scan the match letters as a packet with other documents as they have to be uploaded individually by project so they must be sent as individual files! Match must be cash or in-kind and be equal to twenty-five percent (25%) of the entire budget, excluding admin and leasing. Leasing is not required to be matched. Costs incurred by a partner organization to provide “in kind” service to program participants must be documented by a Memorandum of Understanding (MOU) prior to grant agreement execution.

**Reminders**: 1) If your project is rental assistance and not leasing - those funds must be matched. 2) For 2016, program income can be used as match. *A template for Match Letters is attached to this e-mail.*

* A Certification of Consistency with the Consolidated Plan must be provided by the local jurisdiction when applicable. Projects that serve households in Yuma, Prescott, Sierra Vista, Douglas, Casa Grande and Flagstaff are required to have a local certification. *The template for the Certification is attached to this e-mail.*

**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(s) must be labeled **AZ500Renewal – (Project Name)**. 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 Michele Meyerkorth at (602) 771-1020 if you have questions about submitting through the portal.

**Timelines for Document Submittal:**

**Meeting these timelines will be included in the scoring process.**

|  |  |  |
| --- | --- | --- |
| **Document** | **Due Date** | **Process** |
| **Match Letters** | **8/19/16** |  |
| **Certification of Consistency with Consolidated Plan** | **8/19/16** |  |
| **Renewal Application Agency and Project Questions including Self Scoring Sheet** | **8/15/16** |  |
| **Bonus Project Applications** |  |  |

**2016 Arizona**

**Balance of State Continuum of Care**

**Renewal Application**

**Section 1: Agency Responses**

|  |  |
| --- | --- |
| **Name of Agency:** | **Number of Projects in the COC under contract with ADOH (if any):** |
| **Contact Person:** | **Phone Number:** |
| **(Check one):**   * **PSH** * **RRH** * **TH** | **Total Amount Requested:** *(cannot exceed renewal amount)*  **$** |

**I. Are there sub-recipient organizations for this project? If yes, please list agency name.**

**II. Coordinated Entry and Case Conferencing**

1. Explain how Coordinated Entry is working in your community. *(500 words max)*
   1. Has everyone who has scored with high needs been engaged in services in the local community?
   2. Describe interaction with partners and how referrals occur.
   3. If Coordination is occurring without the use of HMIS, explain.
2. Is case conferencing occurring in your community? If so, describe. *(200 words max)*
3. Does your agency participate?
4. How is it determined which households are addressed as a part of case conferencing?
5. Does case conferencing occur on an ad hoc basis or on a scheduled basis.
6. If it is scheduled, how often?
7. What agencies in your local community(ies) participate with you in case conferencing?

**III. Mainstream Resources**

1. Describe how you coordinate and interact with each of the following mainstream resources or activities. If you do not interact with one (1) of these resources, please state why.

1. HOPWA
2. TANF/SNAP
3. Runaway and Homeless Youth Programs
4. Veterans
5. Head Start
6. School Districts
7. ESG
8. Child Welfare
9. Law Enforcement
10. Jails/Prisons
11. Behavioral Health Agencies/RBHA
12. Domestic Violence

**IV. Insurance and SSI/SSDI**

1. How do you help participants connect to AHCCCS or the Insurance Marketplace?

2. How are you coordinating services for participants provided by Medicaid?

3. How are you coordinating or obtaining SSI/SSDI for participants?

4. Do you currently have staff who is SOAR trained?

If not, anyone on staff enrolled in SOAR training? When will it be completed?

5. If no staff are trained in SOAR, do you have a SOAR contact? With which agency?

6. Does every participant in your program get connected to your SOAR contact? If not, why?

**V. Homelessness and Criminalization**

1. Provide information about your communities’ policies and/or ordinances related to homelessness and criminalization.

2. What is your involvement with educating elected officials, city and county officials and law enforcement about the impact of criminalization and alternative processes that are effective?

3. What interactions do you have with jails and prisons in your communities?

1. How do you outreach to jails and prisons to ensure that individuals released do not become homeless? How does the community reach out and serve those recently released offenders?

**VI. Employment**

1. What agencies do you work with to help participants become employed?

2. What specifically do you do to support participants in becoming employed, if appropriate?

**VII. Education**

1. How does the agency ensure children are enrolled in school and receive educational services, as appropriate? *(Answer N/A* ***only*** *if you do not serve families with children or unaccompanied youth.)*

**VIII. Consolidated Plan**

1. If you are in one (1) of the following counties, there are entitlement cities within the jurisdiction: Yuma (Yuma), Cochise (Douglas and Sierra Vista), Pinal (Casa Grande), Yavapai (Prescott) and Coconino (Flagstaff). How do you participate with the Consolidated Plan jurisdiction?

**IX. Domestic Violence Survivors**

1. Describe how coordination occurs with victim service providers and non-victim service providers to ensure survivors of domestic violence are provided housing and services that provide and maintain safety and security.

**X. Performance Measure**

1. Describeyour efforts to reduce the length of time individuals and familiesremain homeless. Specifically describe how your agency or local network of agencies has reduced the average length of time homeless and provide supporting data.

**Agency Renewal Application**

**Self -Scored Questions**

**For each of the following questions self-score your activities related to the specific area**

| **Question** | **Response** | **Self-Score** |
| --- | --- | --- |
| **1. Housing First** | | |
| 5 points: We implement Housing First with one-hundred percent (100%) of new households.  3 points We implement Housing First with fifty percent (50%) of new households.  0 points We do not adhere to the Housing First philosophy. | | **Score** |
| Describe your Housing First approach and score your agency based on the scale above. How quickly are participants moved into permanent housing? How is Housing First institutionalized within your agency? Attach any pertinent documentation (i.e. policies and procedures *not including ADOH Housing Manual*.) | | |
| 1. **Chronic Homeless as Priority** | | |
| 5 points One-hundred percent (100%) of households housed in last twelve (12) months met the chronic homeless definition  3 points Seventy-five percent (75%) of households housed in last twelve (12) months met the chronic homeless definition.  0 points Less than seventy-five percent (75%) of those housed met the chronic homeless definition. | | **Score** |
| **3a. Participation in Continuum of Care**  **Based on participation starting with statewide meeting at ACEH conference in October 2015 through July 2016 Regional Meeting.** | | |
| 5 points The agency had a representative at all four (4) BOSCOC meetings  3 points The agency had a representative at two (2) or three (3) of the BOSCOC meetings.  0 points The agency had a representative at zero (0) or one (1) of the BOSCOC meetings. | | **Score** |
| Document the dates of the BOSCOC meetings attended between October 2015 and July 2016. | | |
| **3b. Participation in Continuum of Care Committees** | | |
| 3 points The agency has a representative on one (1) or more BOSCOC standing committees.  0 points The agency does not have representatives on any BOSCOC standing committees. | | **Score** |
| **3c. Participation in Local COC/Networking Activities** | | |
| 5 points The agency is the (or one of the) convener(s) of the local COC/networking meetings in the community/county.  4 points The agency participates in seventy-five percent (75%) or more of the local COC/networking meetings in the community/county.  3 points The agency participates in fifty percent (50%) of the local COC/networking meetings in the community/county.  0 points The agency does not participate in local COC/networking meetings in the community/county. | | **Score** |
| If applicable, name the local meeting attended and the town it was held. | | |
| **4. Unsheltered Point In Time (PIT) Count-January 2016** | | |
| 5 points Agency staff coordinated all aspects of the local unsheltered PIT count.  3 points Representatives from the agency actively participated in unsheltered PIT count (administer multiple surveys, coordinated volunteers, distributed incentives)  0 points Agency representatives did not participate in the local unsheltered count. | | **Score** |
| **5. (NOT SCORED) Provide an example of how the agency has promoted the use of PIT count information from this year or previous years to inform the community(ies) about the issue.** | | |
| **6. (NOT SCORED) Provide an example about how the agency has used the PIT count information from this year or previous years to contribute to local planning activities to eliminate homelessness in the community(ies).** | | |

**2016 BOSCOC**

**Project Questionnaire**

**Complete a form for each project the agency has under contract with ADOH through the COC.**

**Copy this form for each project as needed.**

|  |  |
| --- | --- |
| **Name of Agency:** | **Number of Projects in the COC under contract with ADOH:** |
| **Contact Person:** | **Phone Number:** |
| **Date Completed:** | **Name of Project:** |
| **Project is (check all that apply)**  **PSH**  **RRH**  **Leased Units**  **Tenant Based Rental**  **Project Based Units**  **Transitional Housing** | **At a point in time when fully occupied:**  **Number of Units: \_\_\_\_\_\_\_\_\_\_**  **Number of Beds: \_\_\_\_\_\_\_\_\_\_**  **Number of beds dedicated to CH based on project contract: \_\_\_\_\_\_\_\_\_\_**  **Number of beds dedicated to veterans based on project contract: \_\_\_\_\_\_\_\_\_\_** |
|  |  |
| 1. Review your current project description in the 2015 project application. Provide an updated description, limited to 1,000 characters, based on changes such as projects that have been combined, changes in services, new community partnerships, etc. | |
| Provide updated project description here (required) | |

**Refer to your most recent APR and HMIS data to calculate score.**

**Self-score each project based on the following criteria/attributes:**

| **Criteria/Attribute** | **Scale/Points** | **Self-Score** |
| --- | --- | --- |
| **1. HMIS Data Quality** | **2 Data Quality is 100%**  **1 Data Quality is 80% or above**  **0 Data Quality is 79% or below** |  |
| **2. Occupancy Rate for the year beginning January 2016** | **7 101% and above**  **6 91%-100%**  **4 80-90%**  **0 79% or below** |  |
| **3. APR information submitted to HUD correctly and on time** | **1 Submitted on time and correct**  **0 Not submitted on time** |  |
| **4. Request for payment submitted to ADOH on time for the previous twelve (12) months. *(Submitted within thirty (30) days for the previous month.)*** | **2 100% of payment requests submitted on time**  **1 80%-99% of payment requests submitted on time**  **0 79% or below of payment requests submitted on time** |  |
| **5. For PSH, households that remained or exited to other PH or positive exits during the operating year** | **3 Zero turnover or 100% positive exits**  **2 50 %-99% positive exits**  **0 49% or less positive exits** |  |
| **6. For TH, households that exited to PH during the operating year** | **3 100% of HHs exited to PH and did not reenter homeless system per HMIS since exit**  **2 100% of HHs exited to PH but 75%-99% reentered homeless system**  **1 75%-99% of HHs exited to PH**  **0 74% or less of HHs exited to PH** |  |
| **7. For RRH, measure of housing stability** | **3 100% of HHs no longer receiving financial assistance are stable**  **2 75%-99% of HHs remained stable**  **1 50% - 74% of HHs remained stable**  **0 49% or less of HHs remained stable** |  |
| **8. PSH persons that maintained or increased employment income** | **3 25%-or more of HHs served**  **2 10%-24% of HHs served**  **0 9% or less of HHs served** |  |
| **9. RRH persons that maintained or increased employment income** | **3 75%-100% of HHs served**  **2 50%-74% of HHs served**  **1 25% - 49% of HHs served**  **0 24% or less of HHs served** |  |
| **10. TH persons that maintained or increased employment income** | **3 75%-100% of HHs served**  **2 50%-74% of HHs served**  **1 25% - 49% of HHs served**  **0 24% or less of HHs served** |  |
| **11. PH, TH, persons that maintained or increased benefit income** | **3 85%-100% of HHs served**  **2 45%-84% of HHs served**  **1 15% - 44% of HHs served**  **0 14% or less of HHs served** |  |
| **12. Case Conferencing (as defined in Definitions)** | **5 Involved with formal case conferencing (attach documentation)**  **0 Not involved with formal case conferencing** |  |
| **13. This is a PH project** | **3 If PH**  **0 If TH** |  |
| **Total Score** |  |  |