

**NOFA Corrections (Posted December 20, 2013): Corrections to wording for this NOFA occur on pages 36, 37, and 48 (change noted in red font). Corrections to internal citations occur throughout the NOFA (change noted in red font).**

**DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
[Docket No. FR-5700-N-31B]**

**Notice of Funding Availability (NOFA) for the Fiscal Years 2013 and 2014  
Continuum of Care Program Competition**

**OVERVIEW INFORMATION**

- A. Federal Agency Name:** U.S. Department of Housing and Urban Development, Office of Community Planning and Development.
- B. Funding Opportunity Title:** Notice of Funding Availability for the Continuum of Care (CoC) Program.
- C. Announcement Type:** Initial Announcement.
- D. Funding Opportunity Number:** The funding opportunity number is **FR-5700-N-31B**. The OMB Approval number is 2506-0112.
- E. Catalog of Federal Domestic Assistance (CFDA) Number:** 14.267.
- F. Deadline:** The deadline for submitting applications to HUD for the FY 2013–FY 2014 Continuum of Care Program Competition (CoC Program Competition) will have separate deadlines for FY 2013 and FY 2014 funding requests. For FY 2013 funds, the deadline for submitting applications is **7:59:59 p.m. eastern time, February 3, 2014**. Applicants will be required to complete and submit their applications in *e-snaps* at [www.hud.gov/esnaps](http://www.hud.gov/esnaps). See Section VI of this NOFA for application submission and timely receipt requirements.
- The deadline for submitting the documentation required for FY 2014 funds will be announced in a subsequent Notice to be published by HUD, but will be no earlier than 60 days after Congress enacts an appropriation funding the Department for the balance of FY 2014. See Section I.B.2 of this NOFA for information on when and how to apply for FY 2014 funds.
- G. For Further Information:** HUD staff will be available to provide general clarification on the content of this NOFA. HUD staff cannot assist applicants in preparing their applications to submit for funding.
- 1. Local HUD CPD Field Office.** Questions regarding specific program requirements should be directed to the local HUD CPD Field Office, a directory of which can be found at [www.hud.gov/offices/cpd/about/staff/fodirectors/index.cfm](http://www.hud.gov/offices/cpd/about/staff/fodirectors/index.cfm).
  - 2. Training and Resources.** CoCs and project applicants that need assistance completing the applications in *e-snaps* or understanding the program requirements under the CoC Program may access the CoC Program interim rule, training materials, and program resources via the OneCPD Resource Exchange at [www.onecpd.info](http://www.onecpd.info).

3. **The OneCPD Ask A Question (AAQ).** CoCs, Collaborative Applicants, and project applicants that require information and technical support concerning this NOFA and the applications in *e-snaps* may submit an electronic inquiry via the OneCPD AAQ at [www.onecpd.info/ask-a-question](http://www.onecpd.info/ask-a-question). The AAQ is accessible 24 hours each day. Starting on the day prior to the application deadline for FY 2013 funds, the AAQ will respond only to emergency technical support questions up to the deadline of 7:59:59 p.m. eastern time.

**H. General Section Questions.** The Notice of FY 2013 Policy Requirements and General Section to HUD's FY 2013 NOFAs for Discretionary Programs (General Section) is applicable to both FY 2013 funding and FY 2014 funding made available under the CoC Program competition. The General Section can be found at [http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/administration/grants/fundsavail](http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/grants/fundsavail). The Notice of FY 2014 Policy Requirements and General Section to HUD's FY 2014 NOFAs for Discretionary Programs will not apply to FY 2014 funding made available under this NOFA.

Questions regarding the General Section should be directed to the Office of Strategic Planning and Management, Grants Management and Oversight Division at (202) 708-0667 (this is not a toll-free number). Persons with hearing or speech impairments may access these numbers via TTY by calling the Federal Information Relay Service at (800) 877-8339.

### **Additional Overview Information**

1. **Available Funds.** For the CoC Program Competition, approximately \$1.7 billion is available for FY 2013 after adjustments were made as a result of sequestration. HUD does not anticipate that this will be adequate to fund all existing projects eligible for renewal with FY2013 funds. HUD may add to this amount any available funds that have been carried over or recaptured from previous fiscal years. All of the requirements for applying for FY 2013 funds, including requirements for the entire CoC Consolidated Application and the total amount of funding available, are contained in this NOFA.

For FY 2014, the level of funding for the CoC Program is not yet known. The Continuing Appropriations Act, 2014 (Public Law 113-46, approved October 17, 2013) funds HUD operations and programs at FY 2013 levels, but provides such funding only through January 15, 2014. Nevertheless for purposes of expediency and efficiency, this FY 2013–FY 2014 CoC Program NOFA (CoC Program NOFA) will award funds made available for the CoC Program under FY 2013 and FY 2014. When the level of funding is known for FY 2014, HUD will announce this amount through separate notice. In this separate notice; HUD will also publish the deadlines for submitting the information required by HUD. For more information on applying for FY 2014 funds under this NOFA, see Section I.B.2.

2. **Eligible Applicants.**

- a. *CoC Consolidated Applications.* CoCs were required to designate a Collaborative Applicant to submit the CoC Consolidated Application on behalf of the CoC as part of the FY 2013 CoC Registration process. Collaborative Applicants will not be able to access the CoC Consolidated Application in *e-snaps* if the CoC does not have an

- approved Registration. The Collaborative Applicant approved by HUD during the FY 2013 registration process must be the same entity that submits the CoC Consolidated Application – which includes the CoC Application, Priority Listings that list all project applications accepted and ranked or rejected in the CoC local competition, and the Project Application – during the CoC Program Competition. CoCs should not attempt to change Collaborative Applicants during the CoC Program Competition without HUD’s prior approval. HUD will approve Collaborative Applicant changes after the FY 2013 CoC Registration process under circumstances that include:
- i. an error made by the Collaborative Applicant when entering the Collaborative Applicant’s name in the CoC Applicant Profile;
  - ii. the Collaborative Applicant chosen by the CoC is no longer in business;
  - iii. the Collaborative Applicant withdrew; or
  - iv. the CoC withdrew the Collaborative Applicant.
- b. In cases where the CoC needs to change the Collaborative Applicant approved during Registration, the CoC must notify the local HUD CPD field office in writing stating the reason for the Collaborative Applicant change. The notice to HUD must provide documentation of the CoC’s approval of the change (e.g., a copy of the meeting minutes, to include the date and attendees).
- c. *Project Applicants.* Eligible project applicants for the CoC Program are identified in Section V.A.
- d. *Amendments to FY 2013 Registration.* If a geographic area that includes projects eligible to apply for renewal funding during the CoC Program Competition was not claimed by a CoC with an approved FY 2013 CoC Registration, a contiguous CoC or the Balance of State CoC may contact HUD in writing to request that its Registration and FY 2013 Grant Inventory Worksheet (GIW) be amended to include the unclaimed geographic area and the renewal projects. Additionally, if a CoC with an approved FY 2013 CoC Registration failed to include an eligible project on the CoC’s FY 2013 GIW during the FY 2013 CoC Registration the CoC will have the opportunity to amend its FY 2013 GIW to make those changes. Projects eligible for renewal in FY 2014 should not be added to this list as there will be a separate, modified CoC Registration process, for FY 2014 funds under the CoC Program Competition (see section I.B.2 of this NOFA for more information). Any changes to the FY 2013 GIW after CoC Registration must be approved by the local HUD CPD field office, in consultation with HUD Headquarters, within 7 days after the publication of the this NOFA. The due date of final HUD-approval for FY 2013 GIW changes is **December 4, 2013 by 5:00 p.m. local time**. Collaborative Applicants will be required to attach the HUD-approved FY 2013 GIW that contains the final FY 2013 Annual Renewal Demand (ARD) to the CoC Application. No changes to the FY 2013 GIW will be considered after the 7-day grace period.
- 3. Additional Information Regarding FY 2013-FY 2014 CoC Program Competition (CoC Program Competition).** All requirements for applying for FY 2013 funds, including requirements for the entire Consolidated Application and the total amount of funding

available, are contained in this NOFA. Applicants should read this information carefully and respond to all submission requirements and deadlines as described. The **February 3, 2014** deadline established in this NOFA applies to the following (see Section **I.B.1** of this NOFA for more information):

- a. 2013/2014 CoC Application;
- b. FY 2013 Project Applications; and
- c. FY 2013 Priority Listings.

Because the amount of funding available for FY 2014 is not yet known, HUD will publish at a later date any additional application requirements and the submission deadline for FY 2014 funds. Applicants will not be required to submit a separate CoC Application for FY2014 funds. The score received for the FY 2013/FY 2014 CoC Application submitted by **February 3, 2014** will apply to funding requested for FY 2014 funds as well as FY 2013 funds. However, applicants will be required, at a minimum, to complete the following to apply for FY 2014 funds:

- a. A modified FY 2014 CoC Registration that will establish the CoC's FY 2014 Preliminary Pro Rata Need (PPRN) and FY 2014 ARD amounts, and that will allow Collaborative Applicants to be designated by HUD as Unified Funding Agencies (UFAs). During this modified registration process, changes in claimed geography will not be allowed;
- b. FY 2014 Project Applications. These will be submitted in *e-snaps* and may be for CoC planning costs, UFA costs, renewal projects eligible for FY 2014 funds, and new projects created through reallocation;
- c. FY 2014 Priority Listing that provides HUD with the projects submitted for FY 2014 funding in priority order; and,
- d. A HUD-2991 for all required projects.

The deadline for submission of documentation for FY 2014 funding as described above will be no earlier than 60 days after Congress enacts an appropriation funding the Department for the balance of FY 201 (Section **I.B.2**).

4. **Eligible Costs.** 24 CFR 578.37 through 578.63 identify the eligible costs for which funding can be requested for the CoC Program. HUD will reject any requests for ineligible costs.
5. **Match.** 24 CFR 578.73 describes match requirements.
6. **Requirements.** The following requirements apply to funding available under this NOFA:
  - a. *DUNS number and SAM.* Project applicants are required to register with Dun and Bradstreet to obtain a DATA Universal Numbering System (DUNS) number, if they have not already done so, and complete or renew their registration in the Central Contractor Registration (CCR)/System for Award Management (SAM) per the General Section, III.C.2.b. and c. HUD will not enter into a grant agreement with an entity that does not have a DUNS Number or an active SAM.

- b. *Major natural disaster areas.* HUD will award at least the minimum score, 34.5 out of 69 points for questions associated with Section VII.A.1 of this NOFA in the FY 2013/FY 2014 CoC Application for CoCs with one or more projects directly impacted by a major disaster, as declared by President Obama under Title IV of the Robert T. Stafford Act, in the 12 months prior to the deadline for submitting the application for FY2013 funds.
- 7. **Local Competition Deadlines.** 24 CFR 578.9 requires CoCs to design, operate, and follow a collaborative process for the development of an application in response to a NOFA issued by HUD. As part of this collaborative process, CoCs should implement internal competition deadlines to ensure transparency and fairness at the local level. The implementation of deadlines that meet the standards outlined below for FY 2013 Project Applications will be considered as part of scoring criteria as detailed in Section VII.A.4.f.
  - a. *Project Applications.* All project applications were required to be submitted to the CoC no later than 30 days before the application deadline.
  - b. *CoC Notification to Project Applicants.* The CoC notified all project applicants no later than 15 days before the application deadline regarding whether their project applications would be included as part of the CoC Consolidated Application submission. Any project applicants that submitted projects that were rejected by the CoC must have been notified in writing, outside of *e-snaps*, with an explanation for the decision to reject the project(s).
- 8. **CoC Transparency.** In order to receive the maximum number of points available in Section VII.A.4.f. the CoC must have in place a process to make all parts of the CoC Consolidated Application available to its community for inspection and to notify community members and key stakeholders that the application is available. If the CoC does not have a website, the CoC should post this information to a partner website within the CoC (e.g., county/city website). The process must be conducted in a manner that is accessible for persons with disabilities and persons with limited English proficiency.

## FULL TEXT OF THE ANNOUNCEMENT

### I. Funding Opportunity Description.

**Program Description:** The CoC Program is designed to promote a community-wide commitment to the goal of ending homelessness; to provide funding for efforts by nonprofit providers, States, and local governments to quickly re-house the homeless while minimizing the trauma and dislocation caused by homelessness; to promote access to and effective utilization of mainstream programs by the homeless; and to optimize self-sufficiency among those experiencing homelessness.

- A. **Authority:** The CoC Program is authorized by subtitle C of title IV of the McKinney-Vento Homeless Assistance Act, (42 U.S.C. 11381–11389) (the Act). The FY 2013 funds for the CoC Program were authorized by the Consolidated and Further Continuing Appropriations Act, 2013 (Public Law 113-6, approved March 26, 2013) (the “HUD Appropriations Act”). FY 2014 funds available, to date, for the CoC Program were authorized by the Continuing

Appropriations Act, 2014 (Public Law 113-46, approved October 17, 2013).

**B. Summary of the Application Process:** The FY 2013-FY 2014 CoC Program Competition (CoC Program Competition) is administered under the CoC Program interim rule.

Applicants should review and follow the steps as outlined below to ensure that applications are complete and submitted on time. Documents referenced in this section can be found on the OneCPD Resource Exchange at [www.onecpd.info](http://www.onecpd.info). While this NOFA applies to both FY 2013 and FY 2014 funds, the process for submitting required documentation differs according to the funding year as described below.

1. The following requirements apply to the application process for FY 2013 funds:
  - a. Collaborative Applicants must have completed the FY 2013 CoC Registration in accordance with the Notice of Fiscal Year (FY) 2013 Opportunity to Register and Other Important Information for Electronic Application Submission for Continuum of Care Program Competition (FY 2013 CoC Registration Notice) published on August 23, 2013.
  - b. Project applications submitted to the CoC for inclusion on the FY 2013 Priority Listings as part of the CoC Consolidated Application must be reviewed and either accepted or rejected by the CoC. All projects approved by the CoC must be ranked as Tier 1 or Tier 2 as described in Section II.B.10 of this NOFA. The purpose of this two-tiered approach is for CoCs to clearly indicate to HUD which projects are prioritized for funding in the event that the national total Annual Renewal Demand (ARD) exceeds the \$1.7 billion of FY 2013 funds available through this NOFA. In this case, funding will only be available for projects ranked in Tier 1. CoCs that receive a higher score have a better chance of being awarded projects ranked in Tier 2, depending on the availability of carryover or recaptured funds to be used in FY 2013 under the CoC Program Competition.
  - c. The Collaborative Applicant, including any Collaborative Applicant designated by HUD as a Unified Funding Agency (UFA), is responsible for submitting the CoC Consolidated Application in *e-snaps* on behalf of the CoC. The CoC Consolidated Application is made up of the following three parts:
    - (1) The FY 2013/FY 2014 CoC Application. The Collaborative Applicant must provide information about the CoC planning body, governance structure, overall performance, and the strategic planning process. This part of the application is scored and will determine the order in which CoCs are funded. This score will apply to funds requested under FY 2013 and FY 2014. For more information on the FY 2013/FY 2014 CoC Application, see Section VI.A.1.a. of this NOFA.
    - (2) The FY 2013 Project Applications. A project application must be completed by project applicants for CoC planning, UFA costs, new projects created through reallocation, and renewal project requests. New project applicants applying for funds through reallocation or renewal projects must provide a description of the proposed project including who the project will serve, the type of housing and services that will be provided, and what budget activities are being requested.



Project applicants applying for CoC planning or UFA costs must provide a description of the activities that will be carried out with grant funds for CoC planning or UFA costs. For more information on the Project Application, see Section **VI.A.1.b.** of this NOFA.

- (3)** The FY 2013 Priority Listings. There are four separate Project Listing forms in *e-snaps* that make up the Priority Listing, which lists the new projects created through reallocation, renewal, CoC planning, and UFA costs project applications that the CoC intends to submit. The Priority Listing ranks the projects in order of priority and identifies any project requests rejected by the CoC. The Collaborative Applicant cannot correctly complete this part of the CoC Consolidated Application until all Project Applications have been submitted to the CoC. Further, the Collaborative Applicant will be required to certify that there is a demonstrated need for all ranked permanent housing renewal projects on the applicable Project Listing. For more information on the Priority Listings, see Section **VI.A.1.c.**
- 2.** Because the amount of funding available in FY 2014 is not yet known, HUD will publish at a later date any additional application requirements and the deadline for FY 2014 funds. The deadline for the information described below will be no earlier than 60 days after Congress enacts an appropriation funding the Department for the balance of FY 2014. At a minimum, the following requirements apply to the application process for FY 2014 funds under the CoC Program Competition:

  - a.** Collaborative Applicants must have completed the FY 2013 CoC Registration as well as complete a modified FY 2014 CoC Registration process. The modified FY 2014 CoC Registration will establish the CoC's FY 2014 Preliminary Pro Rata Need (PPRN) and FY 2014 ARD amounts, and will allow Collaborative Applicants to apply to HUD for UFA designation. During this modified registration process, changes in claimed geography from the FY 2013 CoC Registration will not be allowed.
  - b.** The FY 2014 Project Applications. A project application must be completed by project applicants for CoC planning, UFA costs, new projects created through reallocation, and renewal project requests. Project applications submitted to the CoC for inclusion on the FY 2014 Priority Listings must be reviewed and either accepted or rejected by the CoC. All projects approved by the CoC must be ranked as Tier 1 or Tier 2 as will be described when HUD publishes the additional requirements and deadline for FY 2014 funds. The purpose of this two-tiered approach is for CoCs to clearly indicate to HUD which projects are prioritized for funding in the event that the national total FY 2014 ARD exceeds the amount of FY 2014 funds made available. In this case, funding will only be available for projects ranked in Tier 1. CoCs that receive a higher score on the FY 2013/FY 2014 CoC Application have a better chance of being awarded projects ranked in Tier 2, depending on the availability of carryover or recaptured funds to be used in the CoC Program Competition.
  - c.** The FY 2014 Priority Listings. There are four separate Project Listing forms in *e-snaps* that make up the Priority Listings, which lists the new projects created

through reallocation, renewal, CoC planning, and UFA costs project applications that the CoC intends to submit. The Priority Listing ranks the projects in order of priority and identifies any project requests rejected by the CoC. The Collaborative Applicant will not be able to correctly complete this part of the FY 2014 requirements until all Project Applications have been submitted to the CoC.

- d. Form HUD-2991: Certification of Consistency with the Consolidated Plan for FY 2014 projects.
3. The following requirements apply to the application process for both FY 2013 and FY 2014 funds:
    - a. CoCs and applicants should read this NOFA in its entirety in conjunction with the CoC Program interim rule in order to gain a comprehensive understanding and to comply with CoC Program requirements. This NOFA frequently makes reference to citations from the CoC Program interim rule (24 CFR part 578). Applicants should review the [General Section of the NOFA](#), published on July 23, 2012 and the General Section Technical Correction, published October 13, 2012.
    - b. CoCs should consider the policy priorities established in this NOFA in conjunction with local priorities to determine the ranking of new projects created through reallocation, CoC planning, UFA costs, and renewal project requests. See Section II of this NOFA for more information on HUD's homeless policy priorities.
    - c. HUD will conduct a threshold review of ranked projects for all CoCs that submit the CoC Consolidated Application by the application submission deadline.
    - d. HUD intends to announce conditional funding for Tier 1 renewal projects within 45 days of the application submission deadline(s) of the CoC Program Competition.
    - e. HUD will score FY 2013/FY 2014 CoC Applications in accordance with the criteria set forth in Section VII.A of this NOFA. HUD will announce any additional Conditional Awards (new projects created through reallocation, CoC planning funds, UFA costs, if applicable, and Tier 2 renewals) after scoring is complete, depending on availability of funding, and in accordance with the selection criteria outlined in Section VII.B.1.b of this NOFA. CoCs that receive a higher score have a better chance of being awarded projects ranked in Tier 2, depending on the availability of carryover or recaptured funds to be used in the CoC Program Competition.

## II. HUD's Homeless Policy and Program Priorities

- A. **Homeless Policy Priorities.** The General Section establishes specific policy priorities, two of which each program NOFA must include unless an exception is explicitly stated. While HUD will award up to two points for Affirmatively Furthering Fair Housing under this NOFA (per Section VII), HUD will not award points on the General Section policy priorities. Rather, this NOFA focuses on the Administration goals articulated in *Opening Doors: Federal Strategic Plan to Prevent and End Homelessness*. The goals of *Opening Doors* are consistent with the Department's homeless goals as stated in HUD's Strategic Plan.



FY 2013/FY 2014 CoC applications submitted to HUD for the CoC Program Competition will be evaluated in part based on the extent to which the CoC demonstrates efforts in place that further the achievement of HUD's goals through community-level implementation of the homeless policy priorities and activities listed below.

For more information on the CoC Program Competition scoring and selection criteria, see Section VII. Below is a description of HUD's policy priorities for the CoC Program Competition.

1. **Strategic Resource Allocation.** Each CoC must comprehensively review all existing projects within its geographic area, using CoC-approved scoring criteria and selection priorities, to determine the extent to which each project is still necessary and addresses the listed policy priorities above. Funds for projects that are determined to be underperforming, obsolete, or ineffective should be reallocated to new projects that are based on proven or promising models.
2. **Ending chronic homelessness.**
  - a. *Increasing Beds:* In order to increase the number of beds specifically for the chronically homeless and work towards the goal of ending chronic homelessness by 2015, CoCs will be able to apply for new projects created through reallocation for permanent supportive housing (PSH) that propose to exclusively serve the chronically homeless—which includes individuals and households with children—as defined in 24 CFR 578.3, as part of its comprehensive strategy to end chronic homelessness. Chronically homeless and permanent supportive housing are defined in 24 CFR 578.3. Consistent with the interim rule, the chronically homeless includes individuals and families who have a qualifying disabling condition and meet the criteria of chronic homelessness.
  - b. *Targeting:* The chronically homeless should be given priority for PSH beds as vacancies become available through turnover. PSH renewal projects serving specific disabled subpopulations (e.g., persons with mental illness or persons with substance abuse issues) must continue to serve those groups, as required in the current grant agreement. However, the chronically homeless within the specified subpopulation should be prioritized for entry.
  - c. *Housing First* is a model of housing assistance that is offered without preconditions (such as sobriety or a minimum income threshold) or service participation requirements, and rapid placement and stabilization in permanent housing are primary goals. Research shows that it is effective for the chronically homeless with mental health and substance abuse disorders, resulting in fewer inpatient stays and less expensive interventions than other approaches. PSH projects should use a Housing First approach in the design of the program.
3. **Ending family homelessness.**
  - a. *Rapid Re-Housing* is a model of housing assistance that is designed to assist the homeless, with or without disabilities, move as quickly as possible into permanent

housing and achieve stability in that housing. Rapid re-housing assistance is time-limited, individualized, and flexible, and is designed to complement and enhance homeless system performance and the performance of other homeless projects. While it can be used for any homeless person, preliminary evidence indicates that it can be particularly effective for households with children.

- b. CoCs may apply for new projects created through reallocation for rapid re-housing to serve homeless households with children. Rapid re-housing projects must serve households with children living on the streets or in emergency shelter.

#### **4. Removing Barriers to CoC Resources.**

CoCs should review system and project level eligibility criteria to identify and remove barriers to accessing services and housing that are experienced by homeless individuals and families.

- a. *Centralized or Coordinated Assessment System:* Centralized or coordinated assessment is a key step in assessing the needs of the homeless requesting assistance and matching the needs of those households to the most appropriate housing and service options. The CoC Program interim rule requires the implementation of a centralized or coordinated assessment system.
- b. *Transitional Housing:* HUD recognizes that transitional housing can be an effective tool in many communities for addressing the needs of specific subpopulations—such as homeless youth, domestic violence survivors, and the homeless with substance abuse issues. However, recent research shows that transitional housing is generally more expensive than other housing models serving similar populations, it is often more service-intensive than most homeless households need, and that the criteria for entry into many transitional housing programs are so rigorous that transitional housing beds are under-utilized because homeless households cannot overcome the barriers to entry. HUD is strongly encouraging CoCs and recipients to carefully review the transitional housing models within the geographic area for cost-effectiveness, performance, and for the number and type of criteria used to determine eligibility for the program and determine if rapid re-housing may be a better model for the CoC's geographic area.
- c. *Prioritizing Households Most in Need:* CoCs should prioritize those who are identified as most in need (e.g., those who have been living on the street the longest, homeless households with children living in unsheltered situations, those that are considered most medically vulnerable) for placement into appropriate housing.

#### **5. Maximizing the use of mainstream resources.**

- a. HUD strongly encourages CoCs and project applicants to ensure that they are maximizing the use of all mainstream services available. While the CoC Program interim rule allows for the payment of certain supportive service costs and Supportive Services Only projects, it is more efficient for CoCs to use mainstream resources where possible and use HUD funds for housing-related costs. CoCs should

proactively seek and provide information to recipients within the geographic area about mainstream resources and funding opportunities.

- b. CoCs should be actively preparing for implementation of the Affordable Care Act by determining how these funds may be used by recipients to serve the homeless. While this will vary by state, CoCs should also be encouraging project recipients to participate in enrollment and outreach activities to ensure eligible households take advantage of new healthcare options.

#### 6. Building partnerships.

- a. CoCs should proactively seek to engage in partnerships with Public Housing Agencies (PHA) within their geographic area. HUD encourages CoCs to partner with PHAs, for example, to create homeless preferences or adopt strategies to assist current program participants to access PHA housing resources as they become ready to do so. CoCs and PHAs are encouraged to read and use the following HUD Notice (PIH 2013-15) published June 10, 2013: [Guidance on housing individuals and families experiencing homelessness through the Public Housing and Housing Choice Voucher Programs.](#)
- b. CoCs should assess the extent to which philanthropy plays a role within the community. CoCs and project recipients should consider how to engage with philanthropic organizations in a way to maximize resources and increase progress towards ending homelessness.

#### 7. Other Priority Populations: While new funding opportunities through reallocation will only be available for the chronically homeless and homeless households with children, HUD also expects CoCs to consider the needs of other homeless populations that may be prevalent in the CoC's geographic area, especially the needs of veterans and their families ([section VII.A.1.k.](#)) and unaccompanied youth ([VII.A.1.i.](#) of this NOFA). The CoC Program Competition will include points on the extent to which the FY 2013/FY 2014 CoC Application demonstrates that these populations are served:

- a. *Veterans:* CoC Program funded projects should, to the extent possible, prioritize veterans who are ineligible for VA services and their families. CoCs should work closely with the local Department of Veterans Affairs (VA), and coordinate CoC resources with VA-funded housing and services (e.g., HUD-VASH, Supportive Services for Veteran Families (SSVF)).
- b. *Homeless Youth:* CoCs should be able to identify and describe the needs of homeless youth within the geographic area and the current programs designed to serve this population, including performance.

**B. CoC Program Implementation.** The following list highlights important information that applicants should consider as they are preparing the FY 2013/FY 2014 CoC Application and Project Application(s). This is not an exhaustive list of considerations or requirements—all applicants and CoC stakeholders should carefully review the CoC Program interim rule for comprehensive information. Additionally, all applicants and CoC stakeholders should

carefully review the notice containing the additional application requirements and deadline for FY 2014 funds under the CoC Program Competition when it is published.

1. Due to funding limitations, HUD will not consider requests for new funding outside of the reallocation process, CoC planning, and UFA costs.
2. In the CoC Program Competition, CoCs may use reallocation to create new PSH projects that serve the chronically homeless; or,
3. Through reallocation, CoCs may create new rapid re-housing projects for homeless households with children.
4. Any changes to the FY 2013 GIW after CoC Registration must be approved by the local HUD CPD field office, in consultation with HUD Headquarters, within 7 days after the publication of the FY 2013 – FY 2014 CoC Program NOFA (CoC Program NOFA). The due date of final HUD-approval for changes to the FY 2013 GIW is **December 4, 2013 by 5:00 pm local time.** Collaborative Applicants will be required to attach the HUD-approved FY 2013 GIW that contains the final HUD-approved FY 2013 ARD to the FY 2013/FY 2014 CoC Application. No changes to the FY 2013 GIW will be considered after the 7-day grace period. It is crucial that CoCs ensure the final FY 2013 GIW is accurate and only those projects that are eligible for renewal in FY 2013 are listed. Projects eligible for renewal in FY 2014 should not be added to this list as there will be a separate, modified CoC Registration process, including a new GIW, for FY 2014 funds under the CoC Program Competition (see section I.B.2 of this NOFA for more information). New projects that were awarded funding in the FY 2012 CoC Program Competition must have an executed grant agreement by December 31, 2013 in order to be eligible for renewal with FY 2013 funds. HUD will remove the annual renewal amount from a CoCs FY 2013 ARD if it determines that any project listed on a CoC's final FY 2013 GIW was a new project awarded in the FY 2012 CoC Program Competition that did not have an executed grant agreement by December 31, 2013. HUD's removal of an ineligible renewal project from the FY 2013 GIW attached to the FY 2013/FY 2014 CoC Application will affect the CoC's Tier 1 funding line for FY 2013 funds.
5. SHP renewal project applicants that were approved by HUD during the FY 2013 CoC Registration process to change a project budget line item from leasing to rental assistance must provide a commitment letter from an entity eligible to administer rental assistance (a State, unit of general local government, or a public housing agency). Project applicants must have the commitment letter that is dated by the application submission deadline and will be required to provide it to the local HUD CPD field office after announcement of the award and before the grant agreement is signed. If the applicant is unable to provide a commitment letter that is dated before the submission deadline, the applicant must agree to change the project back to leasing and comply with all of the requirements of leasing under the CoC Program or HUD will not renew the grant. Only those Supportive Housing Program projects that are renewing for the first time in FY 2013 under the CoC Program were eligible to request the change from leasing to rental assistance, which must have been approved during the FY 2013 CoC Registration process.

6. Eligible renewal projects requesting rental assistance will now be permitted to request a per-unit amount less than the Fair Market Rent (FMR), based on the actual rent costs per unit. This change will help to reduce the number of projects receiving rental assistance that have large balances of unspent funds remaining at the end of the operating year. Project applicants must ensure that the amount requested will be sufficient to cover all eligible costs as HUD cannot provide funds beyond what is awarded through the competition. Project applications for rental assistance cannot request more than 100 percent of the published FMR. New project applications must adhere to 24 CFR 578.51(f) and must request the full FMR amount per unit. See Section III.I.1 for additional information regarding FMR adjustments for projects receiving funds for rental assistance.
7. Under this NOFA, CoCs will be evaluated on the extent to which they are prioritizing the chronically homeless in **all** CoC Program-funded permanent supportive housing—not just those units that are dedicated to that population. CoCs should prioritize the chronically homeless for placement as units become available through turnover. For more information, see Section VII.A.1.a.3 and 4 of this NOFA.
8. CoCs were required to submit their FY 2013 Housing Inventory Count (HIC) Data and Point-in-Time (PIT) Data directly to the HUD Homelessness Data Exchange (HDX) website by the submission deadline of April 30, 2013. CoCs that did not meet the established deadline for HIC and PIT submission will not be eligible to receive the maximum number of points available as described in Sections VII.A.4.g and VII.A.7.a of this NOFA.
9. In order to receive the maximum number of points available as described in Section VII.A.4.f of this NOFA, CoCs must:
  - a. establish an internal CoC-deadline for project applications to be submitted to the CoC that is no later than 30 days before the application submission deadline; and
  - b. notify, in writing and outside of e-snaps, all project applicants who submitted their project applications to the CoC by the CoC-established deadline whether their project application(s) will be accepted (and ranked on the Priority Listings) or rejected by the CoC within 15 days of the application deadline. Where a project is being rejected, the CoC must indicate the reasons for the rejection. Per 24 CFR 578.35(b), project applicants that believe they were not allowed to participate in a fair and open process and that were rejected by the CoC may appeal the rejection directly to HUD by submitting as a Solo Application prior to the application deadline.
10. Based on the estimated FY 2013 ARD for each CoC that has a HUD-approved Registration, it is anticipated that the national annual renewal demand for FY 2013 funds under the CoC Program Competition will exceed the \$1.7 billion available under this NOFA. Therefore, HUD anticipates that the available funding will be inadequate to renew all existing projects eligible to renew for FY 2013 funds in the CoC Program Competition. To ensure that CoCs have the ability to indicate to HUD which projects are of the highest priority for FY 2013, HUD is requiring that CoCs rank projects in Tier 1 or Tier 2.

The tiers are financial thresholds. Tier 1 is equal to the CoC's FY 2013 ARD approved in the Registration process, less 5 percent. Tier 2 is the amount remaining in FY 2013 ARD plus the approved amounts for CoC planning and UFA costs. HUD will publish final FY 2013 ARD and Tier 1 amounts for each CoC no later than 15 days after publication of this NOFA. Any project that falls only partially in Tier 1 will be considered by HUD as falling entirely in Tier 2.

The CoC must assign a unique rank to each project that it intends to submit to HUD for FY 2013 funding. HUD strongly advises CoCs to rank higher those project applications the CoC determines are high priority, high performing, and meet the needs and gaps as identified by the CoC. HUD will select projects as described in Section VII.B.1.b. Projects placed fully outside of the CoC's maximum award amount will be reviewed by HUD only in accordance with 24 CFR 578.35 (Appeal).

11. Only one CoC project application for CoC planning costs may be submitted per CoC per fiscal year appropriation. Only one project application for UFA costs can be submitted for HUD-approved UFAs per funding year. The applications for planning and UFA costs must be submitted by the Collaborative Applicant.
12. CoCs must consult with Emergency Solutions Grants (ESG) recipients within the geographic area on the plan for allocating ESG funds and reporting on and evaluating the performance of ESG recipients and subrecipients. Each CoC will be required to describe how it is coordinating, or if that is not already occurring, how coordination with ESG recipients will occur and what processes are required to be in place at the CoC level to ensure this requirement is met. See Section VII.A.2.d. for more information about scoring criteria related to coordinating with ESG recipients.
13. All CoCs must have an HMIS that has the capacity to collect unduplicated counts of individuals and families experiencing homelessness and provide information to project subrecipients and applicants for needs analysis and funding priorities. Additionally, CoC and ESG recipients must participate in the local HMIS (unless a recipient is a domestic violence provider in which case it must use a comparable database and provide de-identified information). For many communities, the inclusion of ESG recipients and subrecipients in HMIS will mean an increase in users that the HMIS must be able to accommodate. The HMIS Lead should continue to consider any unique needs that the HMIS may be required to address in order to accommodate these emergency shelter, street outreach, and homelessness prevention programs.
14. CoCs may request, in the FY 2013/FY 2014 CoC Application, that up to 10 percent of funding for each fiscal year awarded under this NOFA be approved to serve homeless households with children and youth defined as homeless under other federal statutes (paragraph 3 of the definition of homeless found at 24 CFR 578.3). Approved CoCs are limited to using only up to 10 percent of the total amount awarded for each fiscal year appropriation to the CoC to serve this population, and must determine which projects will be permitted to use some or all of their funding for this purpose. The only project types that can serve this population are transitional housing and supportive services only.

In order to be approved to serve this population, CoCs making this request must be able to demonstrate that serving this population is of equal or greater priority, which means



that it is equally or more cost effective in meeting the overall goals and objectives of the plan submitted under section 427(b)(1)(B) of the Act, especially with respect to children and unaccompanied youth, than serving the homeless as defined under paragraphs (1), (2), and (4) of the definition of homeless in 24 CFR 578.3. CoCs must thoroughly describe how the requirements described in section 427(b)(1)(F) of the Act will be met. CoCs will be required to identify the specific project(s) that will use funding for this purpose (up to 10 percent of CoC total award) by submitting an attachment in *e-snaps* that states the following:

- a. Project name(s); and
- b. Amount of funding in the project or per project that will be used for this purpose.

Where HUD does not approve a CoC's request, any awards for the projects proposed in FY 2013 and FY 2014 to be used for this purpose will be conditioned upon award that no funds may be used to serve this population. See 24 CFR 578.65 and 24 CFR 578.89 for more information about this limitation.

15. HUD continues to encourage CoCs to consider how the outcomes related to performance measures found in Section 427 of the Act will be collected at the local level. HUD strongly encourages communities to consider HMIS capacity in collecting the information necessary to report on the defined selection criteria that will be applied in future competitions. See Section VII.A.1 of this NOFA for details regarding performance reporting for this competition.

### III. Continuum of Care Program Requirements.

The CoC Program interim rule at 24 CFR part 578 details the requirements with which grants awarded under this competition must comply. Regulatory citations are provided below so that applicants can refer to specific areas of the CoC Program interim rule for details.

**A. Definitions and Concepts.** The definitions and concepts contained in this section include terms that are important for all applicants to understand in order to complete all parts of the CoC Program Consolidated Application.

1. **Definitions from 24 CFR 578.3.** The following terms are defined in 24 CFR 578.3. Applicants must refer to the CoC Program interim rule for the definitions contained in this section.
  - a. *Annual Renewal Amount (ARA)*
  - b. *Applicant*
  - c. *Centralized or Coordinated Assessment System*
  - d. *Chronically Homeless*
  - e. *Collaborative Applicant*
  - f. *Continuum of Care*
  - g. *Consolidated Plan*
  - h. *Homeless*
  - i. *Permanent Housing*
  - j. *Permanent Supportive Housing*

- k. *Private Nonprofit Organization*
- l. *Program Participant*
- m. *Project*
- n. *Subrecipient*
- o. *Transitional Housing*
- p. *Unified Funding Agency*

**2. CoC Program NOFA Definitions.** The following terms are not found in 24 CFR part 578, but are used in this NOFA to define concepts that pertain specifically to the CoC Program Competition application process.

- a. *Consolidated Plan Certification.* The statutory form in which a state or local official certifies that the proposed activities or projects are consistent with the jurisdiction's Consolidated Plan and, if the applicant is a state or unit of local government, that the jurisdiction is following its Consolidated Plan.
- b. *Housing Inventory Count (HIC).* A complete listing of the community's HUD and non-HUD funded beds dedicated to the homeless.
- c. *Project Applicant.* An applicant designated by the CoC to apply for CoC Program funds to carry out activities related to a specific project(s) as defined in 24 CFR 578.3. This includes Collaborative Applicants that apply for planning funds.
- d. *Rapid Re-housing.* A type of permanent housing meeting the requirements of 24 CFR 578.37 (a)(1)(ii).

**3. Concepts.** The concepts contained in this section are important for all applicants to understand in order to complete all parts of the CoC Program Consolidated Application. These concepts are used throughout this NOFA:

- a. *Annual Renewal Demand (ARD) (24 CFR 578.17(b)(2)).* The total amount of all the CoC's projects that will be eligible for renewal in the CoC Program Competition. A separate ARD will be established for each year of funding under this NOFA. It is the sum of the annual renewal amounts of all projects within the CoC's geographic area eligible to apply for renewal in the CoC Program Competition, before any required adjustments to funding for leasing, rental assistance, and operating line items based on FMR changes.
- b. *Beds Dedicated to the Chronically Homeless.* The total number of beds in the CoC's geographic area that are dedicated specifically for use by the chronically homeless as reported in the CoC's Housing Inventory Count (HIC). For these types of beds, when a participant exits the program, the bed must be filled by another chronically homeless participant unless there are no chronically homeless persons located within the geographic area.
- c. *Housing First.* A model of housing assistance that is offered without preconditions (such as sobriety or a minimum income threshold) or service participation requirements, and rapid placement and stabilization in permanent housing are primary goals.

- d. *Non-Dedicated Permanent Supportive Housing Beds.* Permanent supportive housing beds within a CoC's geographic area that are not currently dedicated specifically for use by the chronically homeless. CoCs and projects are strongly encouraged to prioritize the chronically homeless in non-dedicated permanent supportive housing beds as they become available through turnover. For more information, see Section VII.A.1.a 3 and 4 of this NOFA.
  - e. *Preliminary Pro Rata Need (PPRN).* The amount of funds a CoC could receive based upon the geographic areas HUD approves as included in the CoC. To determine the homeless assistance need of a particular jurisdiction, HUD will use the formula set forth 24 CFR 578.17(a). Each year, HUD publishes the PPRN for each jurisdiction. A CoC's PPRN is determined by adding the published PPRN of each jurisdiction located within the HUD-approved CoC geographic area.
  - f. *Reallocation.* Reallocation is when a CoC shifts funds in whole or part from existing eligible renewal projects to create one or more new projects without decreasing the CoC's ARD. New projects created through reallocation must meet the requirements set forth in Section II.B.1. and 3. and the eligibility and project quality thresholds established by HUD in Sections V.E.2.d. and V.E.2.e. of this NOFA. In the CoC Program Competition reallocation can only be used to create new permanent supportive housing for the chronically homeless, or rapid re-housing to serve homeless households with children.
- B. Establishing and Operating the CoC.** 24 CFR 578.5 and 24 CFR 578.7 detail the requirements for the establishment of a CoC and its operations.
- C. CoC Geographic Area.** 24 CFR 578.5 requires representatives from relevant organizations within a geographic area to establish a CoC to carry out the duties within the geographic area. The boundaries of identified CoC geographic areas may not overlap, and any overlapping geographies are considered Competing CoCs. HUD will follow the process at 24 CFR 578.35(d) to determine which CoC HUD will fund in the case of CoC geographic areas that overlap in whole or in part. See section VII.A.9 for more information about how HUD will award funding to projects in Competing CoCs.
- D. Planning Duties of the CoC.** Planning duties for CoCs are detailed in 24 CFR 578.7.
- E. Centralized or Coordinated Assessment System.** The definition of Centralized or Coordinated Assessment can be found at 24 CFR 578.3. Provisions at 24 CFR 578.7(a)(8) detail responsibilities of the CoC with regard to establishing and operating such a system. CoCs may use planning costs to design and plan for the implementation of a centralized or coordinated assessment system. These systems help communities assess the needs of program participants and effectively match the homeless with the most appropriate resources available to address their particular needs.
- F. CoC Program Components.** Provisions at 24 CFR 578.37 provide that CoC funds may be used for projects under five program components: permanent housing (including rapid re-housing and permanent supportive housing), transitional housing, supportive services only, HMIS, and in some cases, homelessness prevention. Homelessness prevention is a component to be included in future CoC Program Competitions through the implementation

of High Performing Communities (HPC), since only designated HPCs may carry out homelessness prevention activities through the CoC program. Therefore, the four components that will be funded in the CoC Program Competition are:

1. Permanent Housing;
2. Transitional Housing;
3. Supportive Services Only; and
4. HMIS.

The components are fully described at 24 CFR 578.37.

- G. High Performing Communities.** While the Act provides that HUD will designate no more than 10 HPCs in each of the first 2 years of the program, and, at 24 CFR 578.65, the rule establishes standards for qualifying as an HPC, the requirement to use HMIS data to qualify as an HPC and the requirements for applying to be an HPC make it impossible for HUD to designate any HPCs in the CoC Program Competition due to the lack of data responsive to the statutory selection criteria. The Act requires that HUD review at least 2 years of community data for some of the selection criteria to determine whether a CoC may be designated as an HPC. The standards for HPC qualification are clarified in 24 CFR 578.65(c) which was published July 31, 2012, which means CoCs do not have 2 full years of community data available to report to HUD for review. Therefore, HUD will not designate any HPCs in the CoC Program Competition.
- H. Collaborative Applicant.** HUD may only review CoC Consolidated Applications submitted from the Collaborative Applicant that has been designated to submit the CoC Consolidated Application on behalf of the CoC. The Collaborative Applicant will compile all parts of the CoC Consolidated Application, including the FY 2013/FY 2014 CoC Application, the FY 2013 and FY 2014 Priority Listings, and all Project Applications for FY 2013 and FY 2014 funds the CoC has ranked for funding within the geographic area. Additionally, as set forth at 24 CFR 578.3, the Collaborative Applicant is the only entity that may apply for CoC planning costs and UFA costs (if the Collaborative Applicant is designated to apply as an UFA applicant) from HUD on behalf of the CoC that the Collaborative Applicant represents.
- I. CoC Maximum Award.** The process for determining a CoC's maximum award amount is detailed in 24 CFR 578.17(b). HUD is required to adjust awards for leasing, operating, and rental assistance budget line items based on changes to the Fair Market Rents (FMR). All adjustments for each fiscal year appropriation will be made prior to award announcement. HUD will make these adjustments as follows:
1. Funds awarded for rental assistance will be adjusted in one of two ways:
    - a. Funds awarded for rental assistance in all new projects and all renewal projects requesting the FMR will be adjusted by applying the FMR in effect at the time of application submission to HUD, including in the cases where the FMR for a specific area has decreased from the previous year.
    - b. Funds awarded for rental assistance for renewal projects that request less than FMR, i.e., a per-unit amount based on the actual rent costs per unit, will be increased based

on the average increase in FMR amounts within the CoC's geographic area, weighted for population density. In the event that the FMR for a specific area decreased from the previous year, project applicants will not receive an award that exceeds the FMR after adjustment. If the FMR for the project applicant's area decreased from the previous year, the project will be awarded the lesser amount of the per-unit amount requested by the project applicant, based on the actual rent costs per unit, or the FMR after adjustment.

2. Funds awarded for operating and leasing in permanent housing projects will be increased based on the average increase in FMR amounts within the CoC's geographic area, weighted for population density. Because leasing and operating costs do not decrease relative to rent amounts for specific units (e.g., operating costs for 10 units that have rents of \$500 are likely the same as for 10 units that have rents that are \$450) adjustments to leasing and operating line items will not include decreases if FMRs decrease in the geographic area. The operating and/or leasing budget line items in these projects will remain the same as in the most recent grant agreement or grant agreement amendment.

#### **IV. Award Information**

1. *Amount Allocated.* Approximately \$1.7 billion of FY 2013 funds is available for funding after adjustments were made due to sequestration. Carried over or recaptured funds from previous fiscal years, if available, may be added to this amount. For FY 2014, the level of funding for the CoC program is not yet known. When the level of funding is known for FY 2014, HUD will announce this amount through separate notice.
2. *Distribution of Funds.* The distribution of funds will depend largely on HUD selection priorities and CoC locally determined priorities, overall demand, and renewal eligibility.
  - a. *Renewals.* Awards made under the CoC Program, Supportive Housing Program (SHP), and Shelter Plus Care (S+C) are eligible for renewal for FY 2013 funds if they are currently operating and have a signed grant agreement with HUD that will expire during the period beginning January 1, 2014, and ending December 31, 2014. These projects are renewable under the CoC Program Competition as set forth in 24 CFR 578.33 of the interim rule to continue ongoing leasing, operating, supportive services, rental assistance, HMIS, and project administration costs.

Awards made under the CoC Program, Supportive Housing Program (SHP), and Shelter Plus Care (S+C) will be eligible for renewal for FY 2014 funds if they have a signed grant agreement with HUD that will expire during the period beginning January 1, 2015, and ending December 31, 2015. These projects are renewable under the CoC Program Competition as set forth in 24 CFR 578.33 of the interim rule to continue ongoing leasing, operating, supportive services, rental assistance, HMIS, and project administration costs. HUD will publish at a later date any additional application requirements and the deadline for FY 2014 funds determining which awards will be eligible for FY 2014 funds (see section I.B.2 of this NOFA for more information).

Applicants that were eligible under the SHP and S+C programs but are no longer eligible under the CoC Program, will continue to be eligible for renewal of leasing, operating, supportive service, rental assistance, HMIS and project administration costs under 24 CFR 578.33(d)(1), so long as their project continues to serve the same population and the same number of participants or units in the same type of housing as identified in their most recently amended grant agreement signed before August 30, 2012. No new Safe Haven projects will be funded; however, existing Safe Haven projects may be renewed to continue to carry out activities that are eligible costs under Subpart D of the CoC Program interim rule.

- b. Grant terms.** The initial grant term for new project applications created through reallocation may be 1-year, 2-years, 3-years, 4-years, 5-years, or 15-years. However, the following exceptions apply:
- (1)** Any new project application created through reallocation that includes leasing—either leasing alone or leasing costs plus other costs (e.g. supportive services, HMIS, etc.)—may only request up to a 3-year grant term with funding for 3 years.
  - (2)** Any of the following new projects created through reallocation may request 1-year, 2-year, 3-year, 4-year, or 5-year grant terms with funding for the same number of years: operating costs, supportive services only, HMIS, and project administration.
  - (3)** Any new project applications created through reallocation that requests new construction, acquisition, or rehabilitation must request a minimum of a 3-year grant term and may request up to a 5-year grant term.
  - (4)** Any new projects created through reallocation requesting project-based rental assistance or sponsor-based rental assistance, or operating costs may request up to a 15-year grant term; however, the project applicants may only request up to 5 years of funds. Funding for the remainder of the term is subject to availability and applicants must apply for additional funds at such time and in such manner as HUD may require.
  - (5)** If an applicant requests funds for new construction, acquisition, or rehabilitation in addition to requesting funds for operating, supportive services, or HMIS, the funding will be for the 3 years requested, and the grant term will be 3 years plus the time necessary to acquire the property, complete construction, and begin operating the project. HUD will require recordation of a HUD-approved use and repayment covenant (a form may be obtained from the HUD CPD field office) for all grants of funds for new constructions, acquisition, and rehabilitation. (24 CFR 578.81)
  - (6)** All renewal project applications, including rental assistance, and CoC planning costs, are limited to 1-year grant terms and 1-year of funding.
  - (7)** All new CoC planning or UFA costs applications are limited to 1-year grant terms and 1-year of funding.



## V. Eligibility Information

- A. Eligible Project Applicants. (24 CFR 578.15)** Eligible project applicants for the CoC Program Competition are nonprofit organizations, States, local governments, and instrumentalities of State and local governments, and public housing agencies, as such term is defined in 24 CFR 5.100, without limitation or exclusion. For-profit entities are not eligible to apply for grants or to be subrecipients of grant funds.
- B. Renewal Projects.** Awards made under the CoC Program, SHP, and S+C programs are eligible for renewal for FY 2013 funds if they are currently in operation and have a signed grant agreement with HUD which will expire during Calendar Year (CY) 2014 (the period from January 1, 2014, through December 31, 2014). HUD will not select renewal projects for an award for FY 2013 funds in the CoC Program Competition unless the grant agreement has been signed by both HUD and the recipient, and the project meets one of the following additional eligibility requirements:
1. Any CoC Program, SHP, or S+C grants awarded in a preceding competition that expires in Calendar Year (CY) 2014 (the period from January 1, 2014, through December 31, 2014).
  2. Any S+C grant awarded prior to FY 2002 for which funding is expected to run out in CY 2014, and which has never applied for renewal funding.
  3. Any SHP or S+C grant originally awarded in the FY 2007 Competition and, notwithstanding the expiration date, that has funds expiring in CY 2014 or later and has not been renewed in a previous competition. Funds for these grants will no longer be available after September 30, 2014. The Line of Credit Control System (LOCCS) requires that all draws for the grants awarded in the FY 2007 Competition be made no later than September 22, 2014. Funds from these expiring grants will be recaptured and returned to the U.S. Treasury and will no longer be available for expenditure, even if the end date established in the grant agreement is beyond September 30, 2014. Recipients are prohibited from accelerating their spending rate to spend down funds by September 22, 2014. HUD CPD field offices will monitor draws for affected grants to ensure that funds will be drawn only to reimburse the affected recipients for actual costs incurred in accordance with the project budget on, or before, the LOCCS availability of funds deadline. Grants awarded in the FY 2007 Homeless Assistance Competition are not eligible for renewal in the CoC Program Competition if they expired, or are expiring, in CY 2013 (time period from January 1, 2013, through December 31, 2013), were not renewed in a previous competition, or were not approved for extension into CY 2014. Grants awarded in FY 2007 that have an expiration date beyond CY 2014 **must** apply for renewal in the CoC Program Competition. The only exception is for any grant awarded as Shelter Plus Care that included rehabilitation that has a 10-year grant, which will expire in FY 2016.
  4. The total request for each renewing project may not exceed the ARA approved by HUD for that project. Because funds for acquisition, new construction, and rehabilitation may not be renewed, grants being renewed whose original expiring award included those funds may only renew leasing, supportive services, rental assistance, operating, and

HMIS, costs and may not exceed 10 percent in administrative costs. For information on Annual Renewal Amount, see Section [III.A.1.a.](#) of this NOFA.

5. HUD will recapture grant funds remaining unspent at the end of the previous grant period when it renews a grant.
6. HUD encourages the consolidation of appropriate renewal grants when the grants are with the same recipient, have the same component and expire in the same year. However, projects that have not yet been consolidated must submit separate project applications for individual renewal grants. Where a recipient intends to consolidate renewal grants, this action can be accomplished by the HUD CPD field office at the point of renewal grant agreement execution. Projects that have outstanding audit findings or that are poor performers cannot be consolidated. Further, any grant that applied to move from SHP leasing to rental assistance in the CoC Program Competition cannot be consolidated. This paragraph does not apply to CoCs that are designated by HUD as a UFA, since UFAs will enter into a single grant agreement with HUD for the entire geographic area.
7. Shelter Plus Care projects renewing for the first time under this NOFA are allowed to indicate a higher number of units than approved in the original application on the GIW during the CoC Registration process. However, in order for HUD to approve this increase, the applicant must have provided their local HUD CPD field office with copies of all executed leases to support the higher number of units. This must have been completed prior to Registration as the increase in units affected the project's ARA. HUD will consider the number of documented units under lease at the time of GIW submission the maximum number of units eligible for renewal in the FY CoC Program Competition.

### **C. New Projects.**

1. Due to funding limitations, the only new projects that a CoC may apply for are those created through reallocation, CoC planning, and UFA costs (if applicable).
2. In order to expend funds within statutorily required deadlines, applicants funded for sponsor-based and project-based rental assistance must execute the grant award and begin providing rental assistance within 2 years. However, HUD strongly encourages all rental assistance to begin within 12 months of award. Applicants that are unable to begin rental assistance within the 12 month period should consult with the HUD CPD field office.
3. All applicants must meet statutory deadlines regarding the obligation of grant funds as stated in the HUD Appropriations Act. All subrecipients must meet applicant eligibility standards as described in Section [V.A.](#) of this NOFA. HUD will review project subrecipient eligibility as part of the threshold review process. Project applicants are required to submit documentation of subrecipients' eligibility with the application.

**D. Matching.** 24 CFR 578.73 provides the information regarding match requirements.

### **E. Other Project Eligibility Requirements.**

- 1. Statutory and Regulatory Requirements.** To be eligible for funding under this NOFA, project applicants must meet all statutory and regulatory requirements in the Act and CoC Program interim rule. Project applicants can obtain a copy of the Act and the CoC Program interim rule on the [OneCPD Resource Exchange](#) or by contacting the NOFA Information Center at 1-800-HUD-8929 (1-800-483-8929).
- 2. Threshold Requirements:**
  - a. Ineligible Applicants.** HUD will not consider an application from an ineligible project applicant, including an application submitted for CoC planning funds or UFA costs from an applicant other than the Collaborative Applicant.
  - b. DUNS Number Requirement.** All project applicants seeking funding under this NOFA must have a DUNS number and include the number in the Standard Form 424 (SF-424). The SF-424 must be submitted along with the project application in *e-snaps*. See Section III.C.2.b. of the General Section for additional information
  - c. Active Registration in CCR/ SAM.** All project applicants seeking funding under this NOFA must have an active CCR/SAM registration. HUD will not issue a grant agreement for awarded funds to a project applicant until an active CCR/SAM registration has been verified. See Section III.C.2.c. of the General Section for additional information.
  - d. Project Eligibility Threshold.** HUD will review all projects to determine if they meet the following eligibility threshold requirements on a pass/fail standard. If HUD determines that the applicable standards are not met for a project, the project will be rejected from the competition. Any project requesting renewal funding will be considered as having met these requirements through its previously approved grant application unless information to the contrary is received (i.e., monitoring findings, results from investigations by the Office of Inspector General, etc.). Approval of renewal projects is not a determination by HUD that a recipient is in compliance with applicable fair housing and civil rights requirements.
    - (1)** Project applicants and potential subrecipients must meet the eligibility requirements of the CoC Program as described in the CoC program interim rule and provide evidence of eligibility required in the application (e.g., nonprofit documentation).
    - (2)** Project applicants and potential subrecipients must demonstrate the financial and management capacity and experience to carry out the project as detailed in the project application and to administer federal funds. Demonstrating capacity may include a description of the applicant/subrecipient experience with similar projects and with successful administration of other federal funds.
    - (3)** Project applicants must submit the required certifications as specified in this NOFA.
    - (4)** The population to be served must meet program eligibility requirements as described in the Act, and the project application must clearly establish eligibility

of project applicants. This includes the following additional eligibility criteria for certain types of projects:

- (a)** The only persons who may be served by any permanent supportive housing projects are those who come from the streets, emergency shelters, safe havens, institutions, or transitional housing.
  - i.** Homeless individuals and homeless households with children coming from transitional housing must have originally come from the streets or emergency shelters.
  - ii.** Homeless individuals and homeless households with children with a qualifying disability who were fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking and are living in transitional housing are eligible for permanent supportive housing even if they did not live on the streets, emergency shelters, or safe havens prior to entry in the transitional housing. As participants leave currently operating projects, participants who meet this eligibility standard must replace them.
  - iii.** Persons exiting institutions where they resided for 90 days or less and came from the streets, emergency shelter, or safe havens immediately prior to entering the institution are also eligible for PSH.
- (b)** Rapid Re-housing projects awarded under the CoC Program must serve individuals and families coming from the streets or emergency shelter.
- (c)** Projects originally funded as part of the FY 2008 Rapid Re-Housing for Families Demonstration must continue to adhere to the following requirements:
  - i.** Must serve households with dependent children residing on the streets or emergency shelters.
  - ii.** No more than 30 percent of the total eligible program activities may be used for supportive services, including case management.
  - iii.** Eligible supportive services are limited to housing placement, case management, legal assistance, literacy training, job training, mental health services, childcare services, and substance abuse services.
  - iv.** Eligible housing activities include leasing only.
  - v.** Continue to participate in and provide requested information to HUD for evaluation.
- (d)** Renewal projects originally funded under the Samaritan Housing Initiative must continue to exclusively serve 100 percent chronically homeless, unless there are no chronically homeless within the CoC geographic area. CoCs should not hold units vacant, but instead should prioritize other vulnerable and eligible households.

- (e) Renewal projects originally funded under the Permanent Housing Bonus must continue to serve the homeless population in accordance with the respective NOFA under which it was originally awarded.
  - (f) Transitional housing and supportive services only projects may be eligible to use up to 10 percent of the total CoC funds to serve the homeless as defined by other federal definitions. However, the CoC must be approved by HUD during the competition to serve the homeless as defined by other federal homeless definitions. No project may serve this population unless HUD approves the CoC during the competition. Section II.B.14 of this NOFA describes the process for gaining HUD approval to serve the homeless as defined under other federal definitions.
- (5) The project must be cost-effective, including costs of construction, operations, and supportive services with such costs not deviating substantially from the norm in that locale for the type of structure or kind of activity.
  - (6) Project applicants, except Collaborative Applicants that only receive awards for CoC planning costs and, if applicable, UFA costs, must agree to participate in a local HMIS system. However, in accordance with Section 407 of the Act, any victim service provider that is a recipient or subrecipient cannot disclose, for purposes of HMIS, any personally identifying information about any client. Victim service providers must use a comparable database that meets the needs of the local HMIS.
  - (7) Whether project applicants administer their programs or activities in the most integrated setting appropriate to the needs of qualified homeless with disabilities. This means that programs or activities must be offered in a setting that enables the homeless with disabilities to interact with others without disabilities to the fullest extent possible.
- e. *Project Quality Threshold.* HUD will review new project applications created through reallocation to determine if they meet the following project quality threshold requirements with clear and convincing evidence. Any project requesting renewal funding will be considered as having met these requirements through its previously approved grant application unless information to the contrary is received (i.e., monitoring findings, results from investigations by the Office of Inspector General, etc.). These projects are required to meet the requirements outlined in this section of the NOFA. The housing and services proposed must be appropriate to the needs of the program participants and the community. A determination that a project meets the project quality threshold is not a determination by HUD that a recipient is in compliance with applicable fair housing and civil rights requirements.
- (1) To be considered as meeting project quality threshold, new project applications created through reallocation must receive at least 5 points based on the criteria below. New project applications created through reallocation that do not receive at least 5 points will be rejected.

- (a) Whether the type, scale, and location of the housing fit the needs of the program participants (1 point);
  - (b) Whether the type, scale, location of the supportive services, and the mode of transportation to those services fit the needs of the program participants (1 point);
  - (c) Whether the specific plan for ensuring program participants will be individually assisted to obtain the benefits of the mainstream health, social, and employment programs for which they are eligible to apply meets the needs of the program participants (1 point);
  - (d) Whether program participants are assisted to obtain and remain in permanent housing in a manner that fits their needs (1 point);
  - (e) Whether program participants are assisted to both increase their incomes and live independently using mainstream housing and service programs in a manner that fits their needs (1 point);
  - (f) Whether at least 75 percent of the proposed program participants come from the street or other locations not meant for human habitation, emergency shelters, or safe havens (1 point); and
  - (g) Whether amenities (e.g., grocery stores, pharmacies, etc.) are accessible in the community (1 point).
- (2) To be considered as meeting project quality threshold, the Collaborative Applicant's application for new CoC planning funds must receive at least 3 points based on the criteria below. Applications that do not receive at least 3 points will be rejected. Applications for UFA costs are not subject to a threshold review, as UFA status was determined as part of Registration.
- (a) The proposed planning activities that will be carried out by the CoC with grant funds are compliant with the provisions of 24 CFR 578.7 (2 points); and
  - (b) The funds requested will improve the CoC's ability to evaluate the outcome of both CoC Program-funded and ESG-funded projects (2 points).
- (3) Additionally, HUD will assess all new projects for the following minimum project eligibility, capacity, timeliness, and performance standards. To be considered as meeting project quality threshold, all new projects must meet all of the following criteria:
- (a) Project applicants and potential subrecipients must have satisfactory capacity, drawdowns, and performance for existing grant(s), as evidenced by timely reimbursement of subrecipients, regular drawdowns, and timely resolution of any monitoring findings;
  - (b) For expansion projects, project applicants must clearly articulate the part of the project that is being expanded. Additionally, the project applicants must



clearly demonstrate that they are not replacing other funding sources; and

- (c) Project applicants must demonstrate they will be able to meet all timeliness standards per 24 CFR 578.85. Project applicants with existing projects must demonstrate that they have met all project renewal threshold requirements of this NOFA. HUD reserves the right to deny the funding request for a new project, if the request is made by an existing recipient that is found to have significant issues related to capacity, performance, or unresolved audit/monitoring finding related to one or more existing grants. Additionally, HUD reserves the right to withdraw funds if no APR is submitted on the prior grant.
- f. *Project Renewal Threshold.* A CoC must consider the need to continue funding for projects expiring in CY 2014 and CY 2015. Renewal projects must meet minimum project eligibility, capacity, timeliness, and performance standards identified in this NOFA or they will be rejected from consideration for funding. When considering renewal projects for award, HUD will review information in LOCCS; Annual Performance Reports (APRs); and information provided from the local HUD/CPD Field Office, including monitoring reports and A-133 audit reports as applicable, and performance standards on prior grants, and will assess projects using the following criteria on a pass/fail basis:
- (1) Whether the project applicant's performance met the plans and goals established in the initial application as amended;
  - (2) Whether the project applicant demonstrated all timeliness standards for grants being renewed, including that standards for the expenditure of grant funds have been met;
  - (3) The project applicant's performance in assisting program participants to achieve and maintain independent living and record of success, except HMIS-dedicated projects are not required to meet this standard; and
  - (4) Whether there is evidence that a project applicant has been unwilling to accept technical assistance, has a history of inadequate financial accounting practices, has indications of project mismanagement, has a drastic reduction in the population served, has made program changes without prior HUD approval, or has lost a project site.

HUD reserves the right to reduce or reject a funding request from the project applicant for the following reasons:

- (a) Outstanding obligation to HUD that is in arrears or for which a payment schedule has not been agreed upon;
- (b) Audit finding(s) for which a response is overdue or unsatisfactory;
- (c) History of inadequate financial management accounting practices;
- (d) Evidence of untimely expenditures on prior award;

- (e) History of other major capacity issues that have significantly affected the operation of the project and its performance;
  - (f) History of not reimbursing subrecipients for eligible costs in a timely manner, or at least quarterly; and
  - (g) History of serving ineligible program participants, expending funds on ineligible costs, or failing to expend funds within statutorily established timeframes.
- g.** *Resolution of Outstanding Civil Rights Matters Threshold.* In order for a project application to be eligible for rating and ranking by HUD, the project applicant and the proposed subrecipient must meet the civil rights threshold requirements in Section III.C.2.d. of the FY 2013 General Section.
- h.** *Certification of Consistency with the Consolidated Plan.* For each applicant that is not a State or unit of local government, the applicant must submit a certification by the jurisdiction in which the proposed project will be located that the applicant's application for funding is consistent with the jurisdiction's HUD-approved consolidated plan. The certification must be made in accordance with the provisions of the consolidated plan regulations at 24 CFR part 91, subpart F. Form HUD-2991 must be used and must list all new projects created through reallocation, CoC planning, UFA costs, and renewal projects within the jurisdiction that are consistent with the Consolidated Plan.

For a project applicant that is a State or unit of local government, the jurisdiction must certify that it is following its HUD-approved Consolidated Plan.

- 3. Other HUD Requirements.** The list below highlights requirements contained in the General Section (and in other regulations) that are especially important for CoCs and project applicants to review in detail. This is not an exhaustive list of all HUD requirements. All of the requirements of the General Section apply to the CoC Program, except as otherwise specified in this NOFA.

An applicant may obtain a copy of the General Section of HUD's FY 2013 NOFA and a copy of the General Section Technical Correction on line at [http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/administration/grants/fundsavail/2013gensec](http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/grants/fundsavail/2013gensec). Note that the General Section of HUD's FY 2013 NOFA is critical and must be carefully reviewed to ensure an application can be considered for funding, with the exception of reference to the [www.grants.gov](http://www.grants.gov) application process and other exceptions specifically listed in this NOFA. The CoC Program uses an electronic system outside of [www.grants.gov](http://www.grants.gov) called *e-snaps*. Notification of the availability of the application will be released via HUD's websites located at [www.hud.gov](http://www.hud.gov) and [www.onecpd.info](http://www.onecpd.info). To sign up for HUD's CoC Program email-based listserv, go to [www.onecpd.info/maillinglist/](http://www.onecpd.info/maillinglist/).

- a.** *Fair Housing and Equal Opportunity.* See 24 CFR 578.93 for specific requirements related to Fair Housing and Equal Opportunity.

- b. *Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity.* See the *Federal Register* dated February 1, 2012, Docket No. FR 5359-F-02 and Section III.C.3.g. of the General Section.
- c. *Debarment and Suspension.* See Section III.C.2.e. of the General Section. Additionally, it is the responsibility of the recipient to ensure that all subrecipients are not debarred or suspended. (24 CFR 578.23((3)(c)(4)(v))
- d. *Delinquent Federal Debts.* See Section III.C.2.g. of the General Section.
- e. *Compliance with Fair Housing and Civil Rights.* See Section III.C.3.a. of the General Section.
- f. *Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency (LEP)."* See Section III.C.3.c. of the General Section.
- g. *Economic Opportunities for Low- and Very Low-income Persons (Section 3).* See Section III.C.3.d. of the General Section.
- h. *Real Property Acquisition and Relocation.* See Section III.C.3.i. of the General Section.
- i. *Conducting Business in Accordance with Core Values and Ethical Standards/Code of Conduct.* See Section III.C.3.j. of the General Section.
- j. *Prohibition Against Lobbying Activities.* See Section III.C.3.k. of the General Section.
- k. *Participation in HUD-Sponsored Program Evaluation.* See Section III.C.3.m. of the General Section.
- l. *Environmental Requirements.* Notwithstanding provisions at 24 CFR 578.31 and 24 CFR 578.99(a) of the CoC Program interim rule, and in accordance with Section 100261(3) of MAP-21 (Pub. L. 112-141, 126 Stat.404), activities under this NOFA are subject to environmental review by a responsible entity under HUD regulations at 24 CFR part 58.
  - (1) For activities under a grant to a recipient other than a State or unit of general local government that generally would be subject to review under part 58, HUD may make a finding in accordance with 24 CFR 58.11(d) and may itself perform the environmental review under the provisions of 24 CFR part 50 if the recipient objects in writing to the responsible entity's performing the review under part 24 CFR part 58.
  - (2) Irrespective of whether the responsible entity in accord with 24 CFR part 58 (or HUD in accord with 24 CFR part 50) performs the environmental review, the recipient must supply all available, relevant information necessary for the responsible entity (or HUD, if applicable) to perform for each property any required environmental review. The recipient also must carry out mitigating measures required by the responsible entity (or HUD, if applicable) or select alternative property.

- (3) The recipient, its project partners, and their contractors may not acquire, rehabilitate, convert, lease, repair, dispose of, demolish, or construct property for a project under this NOFA, or commit or expand HUD or local funds for such eligible activities under this NOFA, until the responsible entity (as defined by 24 CFR 58.2(a)(7)) has completed the environmental review procedures required by 24 CFR part 58 and the environmental certification and Request for Release of Funds (RROF) have been approved or HUD has performed an environmental review under 24 CFR part 50 and the recipient has received HUD approval of the property. HUD will not release grant funds if the recipient or any other party commits grant funds (i.e., incurs any costs or expenditures to be paid or reimbursed with such funds) before the recipient submits and HUD approves its RROF (where such submission is required).
- m. *Drug-Free Workplace.* See Section III.C.3.q. of the General Section.
  - n. *Safeguarding Resident/Client Files.* See Section III.C.3.s. of the General Section.
  - o. *Compliance with the Federal Funding Accountability and Transparency Act of 2006 (Pub. L. 209-282) (Transparency Act), as amended.* See Section III.C.3.u. of the General Section.
  - p. *Lead-Based Paint Requirements.* For housing constructed before 1978 (with certain statutory and regulatory exceptions), CoC Program recipients must comply with the requirements of the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4801, *et seq.*), as amended by the Residential Lead-Based Paint Hazard Reduction Act of 1992 (42 U.S.C. 4851, *et seq.*); and implementing regulations of HUD, at 24 CFR part 35; the Environmental Protection Agency (EPA) at 40 CFR part 745, or State/Tribal lead rules implemented under EPA authorization; and the Occupational Safety and Health Administration at 29 CFR 1926.62 and 29 CFR 1910.1025.

## VI. Application and Submission Information

- A. Application Package.** The submission summary in *e-snaps* provides the list of elements required to complete each part of the application. A Collaborative Applicant will not be able to submit an application to HUD until all required parts are completed. Once available, the CoC Consolidated Application, including the CoC Application, Project Application, and Priority Listings may be accessed at [www.hud.gov/esnaps](http://www.hud.gov/esnaps).

**Content and Form of Application Submission.** The CoC Consolidated Application for funds under this NOFA includes a FY 2013/FY 2014 CoC Application, which describes the CoC's plan for ending homelessness, its system-level performance, and addresses the selection criteria specified in Section VII of this NOFA; Project Applications for the project(s) that the CoC listed on its Priority Listings; and the Priority Listings which contain all project applications submitted to the CoC for funding consideration that are either ranked or rejected. As stated in Section I.B of this NOFA, CoCs will be required to submit separate Project Applications and Priority Listings for 2013 and 2014 funds. CoCs will not be required to submit a new CoC Application for 2014 funds. Additional information on the process for FY2014 funds will be published through separate Notice.

1. **CoC Consolidated Application.** An entire CoC Consolidated Application must be submitted by the Collaborative Applicant on behalf of the CoC. The application will include the following parts, all of which will be submitted electronically either through *e-snaps* or as an uploaded attachment (for more information see the Training on *e-snaps* at <https://www.onecpd.info/e-snaps/guides/coc-program-competition-resources/>) to be considered for funding:
  - a. The FY 2013/FY 2014 CoC Application, including:
    - (1) The CoC plan with all charts and narratives completed as applicable;
    - (2) All required attachments, including:
      - a. Form HUD-2991, Certification of Consistency with the Consolidated Plan. For each applicant that is not a state or unit of local government, the applicant must submit a certification by the jurisdiction in which the proposed project will be located that the applicant's application for funding is consistent with the jurisdiction's HUD-approved consolidated plan. Form HUD-2991 must be used and must include a list of all projects submitted for funding on the CoC's Priority Listings;
      - b. HUD-approved GIW;
      - c. CoC Ranking Process Document, that was made publically available to all project applicants before the application submission deadline;
      - d. CoC Governance Charter for HMIS;
      - e. Copy of Public Solicitation for Project Applications;
      - f. List of Projects to Serve persons defined as homeless under paragraph 3 of the homeless definition (if funding to serve this population is requested); and
      - g. List of Permanent Supportive Housing Projects that have agreed to and will prioritize the chronically homeless, as well as the number/percentage of units for each project made available through turnover.
  - b. 2013 Project Application(s), including, for each project application:
    - (1) Project application charts, narratives, and attachments;
    - (2) SF-424 Application for Federal Assistance;
    - (3) The SF-424 Supplement, Survey on Ensuring Equal Opportunities for Application is for private nonprofit applicants only and completion/submission of this survey is voluntary;
    - (4) Documentation of Applicant and Subrecipient Eligibility. All project applicants must attach documentation of eligibility. Subrecipient eligibility must also be attached to the project application.
    - (5) Applicant Certifications;

- (6) Form HUD-2880, Applicant/Recipient Disclosure/Update Report must be attached for each project. Form HUD-2880 must include the correct amount of HUD assistance requested and must be dated no earlier than September 1, 2013;
  - (7) SF-LLL, Disclosure of Lobbying of Activities (if applicable);
  - (8) Applicant Code of Conduct. The Code must be attached in *e-snaps* or on file with HUD at [http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/administration/grants/conduct](http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/grants/conduct); and
  - (9) Form HUD-50070, Certification for a Drug-Free Workplace dated no earlier than September 1, 2013.
- c. The 2013 Priority Listings, including the ranking of all project applications approved by the CoC to be submitted with the CoC Consolidated Application, **with every project assigned a unique rank number.**
2. Solo applicants—eligible project applicants that attempted to participate in the CoC planning process in the geographic area in which they operate, that believe they were denied the right to participate in a reasonable manner—may submit an application to HUD and may be awarded a grant from HUD by following the procedure found in 24 CFR 578.35. Solo applicants must submit their project application to HUD by 7:59:59 p.m. eastern time, **February 3, 2014** or, for FY 2014 project applications, the deadline in the subsequent Notice published by HUD.
3. The General Section of HUD’s FY 2013 NOFA contains certifications that the applicant will comply with fair housing and civil rights requirements, program regulations, and other federal requirements, and (where applicable) that the proposed activities are consistent with the HUD-approved Consolidated Plan of the applicable State or unit of general local government.

## **B. Submission Dates and Times.**

### **1. Application Deadline Date**

- a. Completed applications must be submitted to HUD on or before **7:59:59 p.m. eastern time on February 3, 2014.** The deadline for submitting the documentation required for FY 2014 funds will be set by notice, but the deadline will be no earlier than 60 days after Congress enacts an appropriation funding the Department for the balance of FY 2014. See Section I.B.2 of this NOFA for information about applying for FY 2014 funds.
- b. Provisions at 24 CFR 578.9 require CoCs to design, operate, and follow a collaborative process for the development of an application in response to a NOFA issued by HUD. As part of this collaborative process, CoCs must implement internal competition deadlines to ensure transparency and fairness at the local level. The implementation of deadlines that meet the standards outlined below for FY 2013 Project Applications will be considered as part of scoring criteria as detailed in Section VII.A.4.f.



- (1) *Project Applicants*. All project applications were required to be submitted to the CoC no later than 30 days before the application deadline.
  - (2) *CoC Notification to Project Applicants*. The CoC notified all project applicants no later than 15 days before the application deadline regarding whether their project applications would be submitted as part of the CoC Consolidated Application. Any project applicants that were rejected by the CoC must be notified in writing, outside of *e-snaps*, with an explanation for the decision to reject the project application. CoCs that fail to provide such notice will not receive the maximum number of points available in Section VII.A.4.f.
- c. All applicants may access the [OneCPD Ask A Question](#) (AAQ) any time prior to 7:59:59 p.m. Eastern Time, on the application submission deadline date for FY 2013 funds. Applicants that are experiencing technical difficulty should contact the AAQ immediately for assistance and document their attempts to obtain assistance. HUD strongly encourages CoCs to allow ample time to resolve any technical difficulties that may be encountered during the submission of the application to HUD. Applicants should not wait until the final minutes before the application submission deadline to submit CoC Consolidated Application.
- d. In order for the CoC Consolidated Application to be considered complete and properly submitted for review by HUD in the CoC Program Competition, the Collaborative Applicant must submit the entire CoC Consolidated Application by the submission deadline which includes: the FY 2013/FY 2014 CoC Application, the CoC Priority Listings, and the project applications on behalf of the CoC. Under this NOFA, the CoC Priority Listings continue to be a separate submission in *e-snaps* in order to improve system performance. Note that the “**Submit**” button will not be available on the Submission Summary of the FY 2013/FY 2014 CoC Application until all required sections of the application have been completed. Collaborative Applicants should review the Submission Summary form carefully to ensure that no sections state “Please Complete.” **The CoC Priority Listings are a separate submission; therefore, CoCs must ensure that the FY 2013/FY 2014 CoC Application and the CoC Priority Listings, along with the applicable Project Applications, are submitted in *e-snaps* prior to the application deadline.**
- e. Collaborative Applicants must print a copy of the Submission Summary form from both the FY 2013/FY2014 CoC Application and the CoC Priority Listings before closing their internet browser after the FY 2013/FY 2014 CoC Application and CoC Priority Listings have been submitted to HUD. This is the Collaborative Applicant’s receipt of submission and proof of compliance with the application deadline. Collaborative Applicants whose applications are determined to be late and that are unable to provide HUD with a record of submission that verifies the FY 2013/FY 2014 CoC Application and CoC Priority Listings were submitted prior to the application deadline date and time will not receive funding consideration.
- f. HUD strongly suggests that applicants utilize the “Export to PDF” functionality of *e-snaps* to print a hard copy of all submission documents for their records. This can be completed prior to or after submission.

**C. Intergovernmental Review.** Not Applicable.

**D. Funding Restrictions.** Not Applicable.

**E. Other Submission Requirements**

**1. Waiver of Electronic Submission Requirements.** The regulatory framework of HUD's electronic submission requirement is the final rule established in 24 CFR 5.1005. CoCs seeking a waiver of the electronic submission requirement must request a waiver in accordance with 24 CFR 5.1005. HUD regulations allow for a waiver of the electronic submission requirement for good cause. For the Continuum of Care Program Competition, HUD is defining good cause as follows:

- a. there are no computers that could be used by applicants and/or the Collaborative Applicant that are newer than 5 years old anywhere within the CoC's geographic area, or
- b. there are no computers that could be used by applicants and/or the Collaborative Applicant anywhere within the CoC's geographic area, or
- c. there is no internet access that could be used by applicants and/or the Collaborative Applicant anywhere within the CoC's geographic area. HUD will grant waivers only at the CoC level and not at the individual project applicant level, and only to CoCs that were approved by HUD during the required CoC Registration process.

If the waiver is granted, the Office of Special Needs Assistance Programs' response will include instructions on how many copies of the paper application must be submitted, as well as where to submit them. CoCs that are granted a waiver of the electronic submission requirement will not be afforded additional time to submit their applications. Therefore, Collaborative Applicants seeking a waiver of the electronic submission requirement on behalf of the CoC should submit their waiver request with sufficient time to allow HUD to process and respond to the request. Collaborative Applicants should also allow themselves sufficient time to submit the application on behalf of the CoC so that HUD receives the application by the established deadline date. For this reason, HUD strongly recommends that if a Collaborative Applicant finds it cannot submit its application electronically and must seek a waiver of the electronic grant submission requirement, it should submit the waiver request to the Office of Special Needs Assistance Programs no later than 30 days after the publication date of this NOFA. To expedite the receipt and review of each request, Collaborative Applicants may fax their written requests to Ann Marie Oliva, Director at (202) 401-0053. If HUD does not have sufficient time to process the waiver request, a waiver will not be granted. Paper applications received without a prior approved waiver and/or after the established deadline will not be considered.

**VII. Application Review Information**

**A. Criteria.** CoC Consolidated Applications will be assessed based on a **150** point scale, plus a possible 6 bonus points. Per Section **I.B.1.b** of this NOFA, higher scoring CoCs have a better chance of being awarded projects ranked in Tier 2, depending on the availability of carryover or recaptured funds to be made available under this CoC Program Competition.

No Collaborative Applicants have exercised the authority under section 422(j) of the Act. Therefore, no selection criteria based on section 427(b)(1)(A)(viii) is included in this NOFA. Additionally, for purposes of the requirements of section 427(b)(1)(B)(iv)(II) of the Act, HUD considers “all relevant subpopulations” to mean families, youth, veterans, victims of domestic violence, the unsheltered homeless, and the chronically homeless.

1. **CoC Strategic Planning and Performance:** In this section HUD will award up to 69 points based upon the CoC’s plan for and progress to reduce homelessness in its geographic area and decreasing the number of recurrences of homelessness, with a focus on chronic homelessness, particularly those who have had the longest experiences of homelessness.

As found in section 427(b)(1)(A) of the Act, CoCs will be evaluated on performance related to reducing homelessness, including performance for projects funded through the Emergency Solutions Grants program in the geographic area. Section 427(b)(1)(B) of the Act outlines required selection criteria regarding the CoC’s plan to meet specific goals. HUD will award a minimum of 34.5 out of the 69 points available in this section (VII.A.1) to CoCs with projects that have been impacted by a major disaster, as declared under Title IV of the Robert T. Stafford Act, in the 12 months prior to the opening of the CoC Program Competition. Those CoCs in impacted areas must notify HUD in writing prior to the close of this CoC Program Competition. Send written notification to Ann Marie Oliva, Director, Office of Special Needs Assistance Programs, U.S. Department of Housing and Urban Development, 451 Seventh Street, SW, Room 7262, Washington, DC, 20410.

- a. **Ending Chronic Homelessness.** Under this NOFA, HUD will award up to 16 points to CoCs based on the extent in which CoCs furthers the achievement of HUD’s goals as articulated in HUD’s Strategic Plan and *Opening Doors* through planning and performance. The first goal in *Opening Doors* is to end chronic homelessness by 2015. CoCs will be evaluated based on the extent to which they are making progress to achieve this goal within the specified time frame. HUD will award up to:
  - (1) 3 points for CoCs that increased the total number of PSH beds dedicated for use by the chronically homeless as reported in the FY 2012 CoC Application.
  - (2) 2 points for CoCs that demonstrate and commit to a continued increase in the total number of PSH beds dedicated for use by the chronically homeless in 2014 and 2015.
  - (3) 2 points for CoCs that demonstrate they are currently prioritizing the chronically homeless in at least 30 percent of the existing PSH units that are not dedicated to serving the chronically homeless in the CoC, and that are made available through turnover. Maximum points will be awarded to CoCs that currently prioritize admission for the chronically homeless in at least 85 percent of the non-dedicated PSH units that are made available through turnover.
  - (4) 5 points for CoCs that commit to increasing the percentage of turnover in non-dedicated PSH units in which the chronically homeless are prioritized or if the commitment rate identified in this CoC Program Competition is currently at

85 percent, the CoC must maintain the 85 percent prioritization rate in 2014 and 2015. The numeric goals indicated here must be achievable as the CoC will be measured against these goals in future CoC Program Competitions through the use of the HIC and PIT data submitted in HDX. CoCs will be required to attach a list of project(s) to the FY 2013/FY 2014 CoC Application, including the name of the project(s) and indicating the number/percentage of units per project, that will commit to prioritizing PSH units specifically for the chronically homeless as PSH units are vacated by the existing participant to meet this CoC-wide goal.

- (5) 4 points for CoCs that provide a clear description of the CoC's plan between 2014 and 2015 to increase the number of PSH beds available for the chronically homeless, and that outlines specific strategies and actions the CoC will take to achieve the goal of ending chronic homelessness by 2015. Additionally, to receive the full points, CoCs must clearly identify the individual, organization, or committee that will be responsible for implementing this goal.
- b. Housing Stability.** Achieving housing stability – the ability to obtain and maintain permanent supportive housing or permanent housing – is critical for the homeless. HUD will award up to 10 points to CoCs based on the extent to which they demonstrate successful performance and further planning for this objective. HUD will award up to:
- (1) 4 points for CoCs that demonstrate for 2013 that at least 80 percent of CoC Program participants remained in permanent **supportive** housing, or exited to **another permanent housing destination** (as reported in APRs submitted to HUD between October 1, 2012, and September 30, 2013).
  - (2) 3 points for CoCs that indicate that they will increase the percentage of CoC Program participants who remained in or exited to permanent housing to at least 80 percent in 2014 and 2015. The numeric goals indicated here must be achievable as the CoC will be measured against these goals in future competitions.
  - (3) 3 points for CoCs that provide a clear description of the CoC's plan between 2014 and 2015 to improve the housing stability of participants in its CoC Program-funded projects, and that address the specific strategies and actions the CoC will take to meet the numeric achievements proposed for 2014 and 2015. Additionally, CoCs must clearly identify the individual, organization, or committee that will be responsible for implementing this goal in order to receive full points.
- c. Jobs and Income Growth.** HUD will award up to 8 points to CoCs based on the extent in which CoC Program-funded projects assist project participants to increase income, which is one way to ensure housing stability and decrease the possibility of returning to homelessness. HUD will award up to:
- (1) 2 points for CoCs that clearly demonstrate that participants in all CoC Program-funded projects obtained employment income during program participation **for**

all APRs submitted to HUD between October 1, 2012, and September 30, 2013. Maximum points will be awarded to CoCs where 20 percent or more of participants in CoC Program-funded projects have employment income.

- (2) 1 point for CoCs that clearly demonstrate that participants in all CoC Program-funded projects increased their income from sources other than employment for all APRs submitted to HUD between October 1, 2012, and September 30, 2013. Maximum points will be awarded to CoCs where 54 percent or more of participants in CoC Program funded projects have income from sources other than employment
  - (3) 1 point for CoCs that indicate they will increase (or maintain) the percentage of participants in CoC Program-funded projects who increase their income through employment in a given operating year to at least 20 percent in 2014 and 2015. The numeric goal indicated here must be achievable as the CoC will be measured against these goals in future competitions.
  - (4) 1 point for CoCs that indicate that they will increase (or maintain) the percentage of participants in CoC Program-funded projects who increase their income from sources other than employment in a given operating year to at least 54 percent in 2014 and 2015. The numeric goal indicated here must be achievable as the CoC will be measured against these goals in future competitions.
  - (5) 3 points for CoCs that provide a clear description of the CoC's plan between 2014 and 2015 to increase the percentage of project participants in all CoC Program-funded projects that increase their incomes from both employment and non-employment sources between. Additionally, CoCs must clearly identify the individual, organization, or committee that will be responsible for implementing this goal in order to receive full points.
- d. Mainstream Benefits.** HUD will award up to 7 points to CoCs based on the extent in which their CoC Program-funded projects assist project participants to obtain mainstream benefits, which is one way to ensure housing stability and decrease the possibility of returning to homelessness. HUD will award up to:
- (1) 2 points for CoCs that demonstrate that participants in CoC Program funded projects increase their mainstream benefits during program participation (as reported in all APRs submitted to HUD between October 1, 2012, and September 30, 2013). Maximum points will be awarded to CoCs where at least 56 percent of participants obtain mainstream benefits.
  - (2) 2 points for CoCs that indicate that they will increase (or maintain) the percentage of participants in CoC Program funded projects who increase their mainstream benefits in a given operating year in 2014 and 2015. In order to receive the full points, CoCs must either have a rate of at least 56 percent that is maintained, or show a numerical increase from 2013 to 2015. The numeric goal indicated here must be achievable as the CoC will be measured against these goals in future competitions.

- (3) 3 points for CoCs that provide a clear description of the CoC's plan in 2014 and 2015 to increase the percentage of project participants in all CoC Program funded projects that obtain mainstream. Additionally, CoCs must clearly identify the individual, organization, or committee that will be responsible for implementing this goal in order to receive full points.
- e. **Rapid Re-Housing.** Rapid re-housing allows the homeless to be provided permanent housing quickly without spending long periods in shelter or transitional housing. HUD will award up to 10 points to CoCs based on the extent in which they are implementing a rapid re-housing model to reduce the number of homeless households with children. HUD will award up to:
- (1) 3 points for CoCs that plan to increase in the number of homeless households with children assisted through rapid re-housing programs between 2013 and 2015.
  - (2) 3 points for CoCs that provide a clear description of how the CoC will increase the number of homeless households with children that are assisted with rapid re-housing (through the CoC Program, Emergency Solutions Grants program, or other sources), in 2014 and 2015, including specific strategies and actions the CoC will take to meet the numeric achievements being proposed. Additionally, CoCs must clearly identify the individual, organization, or committee that will be responsible for implementing this goal in order to receive full points.
  - (3) 4 points to CoCs that provide a clear description of the written policies and procedures for determining and prioritizing which eligible homeless households will receive rapid re-housing assistance, the amount or percentage of rent that each program participant must pay, how often the rapid re-housing projects contact and assess program participants residing in these projects, and whether the rapid re-housing project(s) follow-up with the program participants after assistance ends. CoCs will be assessed on the responses as they pertain to both the CoC Program and the ESG Program.
- f. **Opening Doors.** HUD will award up to 3 points to CoCs that demonstrate how it is including the goals of *Opening Doors* in local plans established to prevent and end homelessness, including what steps the CoC is taking to assess existing barriers to entry and how they plan to remove them.
- g. **Ending Family Homelessness.** HUD will award up to 4 points to CoCs that demonstrate the efforts to reduce the number of homeless households with children, including an outreach plan to reach this population.
- h. **Addressing the Needs of Victims of Domestic Violence.** HUD will award up to 2 points to CoCs that demonstrate current efforts to address the needs of victims of domestic violence, including their families which include a clear description of services and safe housing from all funding sources that are available within the CoC to serve this population.

- i. Ending Youth Homelessness.** HUD will award up to 2 points to CoCs that demonstrate current efforts to address youth homelessness, including a clear description of services and housing from all funding sources that are available within the CoC this population, and the extent to which resources are available for all youth or only specific to youth between the ages of 16 to 17 or 18 to 24.
  - j. Reaching Unsheltered Homeless.** HUD will award up to 3 points to CoCs that demonstrate efforts to identify and engage the homeless who routinely sleep on the streets or in other places not meant for human habitation, including the CoC's outreach plan.
  - k. Ending Veteran Homelessness.** HUD will award up to 4 points to CoCs that demonstrate the extent to which they are partnering or collaborating with HUD-VASH programs that are operating in the CoC's geographic area. Additionally, CoCs should specifically describe how they are combating homelessness among veterans and their families, particularly those who are not eligible for homeless assistance through the U.S. Department of Veterans Affairs programs. In order to receive maximum points, CoCs must include a complete description of services and housing available for veterans from all funding sources.
- 2. CoC Coordination of Housing and Services.** HUD will award up to a total of 28 points based on the extent to which the CoC demonstrates that it coordinates its housing and service resources with other systems of care that serve the homeless, and that housing and services within the CoC are coordinated.
- a. Preventing Homelessness:** HUD will award up to 2 points to CoCs that thoroughly describe the CoC's strategy to reduce the number of individuals and families who become homeless and describe the success of the CoC at reducing the number of individuals and families who become homeless. To receive full points, CoCs must provide a brief narrative that specifically describes the current homelessness prevention efforts in place within the CoC's entire geographic area, and how the jurisdictional Consolidated Plan(s) addresses issues and programs that are designed to reduce the number of individuals and families who become homeless. This narrative should include a discussion of any barriers to fair housing choice identified in the jurisdictions' Analyses of Impediments that related to homeless populations. As part of the narrative, CoCs must describe how they coordinated with the Emergency Solutions Grants projects within their geography.
  - b. Discharge Planning.** HUD will award up to 4 points to CoCs that clearly demonstrate how they coordinate with and/or assist in State or local discharge planning efforts to ensure that those discharged are not released directly to the streets, emergency shelters, or other McKinney-Vento Homeless assistance programs. CoCs must clearly indicate if there is a discharge policy in place mandated by the State or adopted by the CoC, specifically describe the efforts taken by the CoC against the routine discharge into homelessness and specifically identify the stakeholders and/or collaborating organizations that are responsible for ensuring there is a comprehensive discharge policy in place and followed for the following:

- (1) 1 point for foster care;
  - (2) 1 point for health care;
  - (3) 1 point for mental health; and
  - (4) 1 point for corrections.
- c. **Consolidated Plan.** HUD will award up to 2 points to CoCs where the Consolidated Plan for the jurisdiction(s) within the CoC includes the CoC's strategic plan goals for addressing and reducing homelessness. To receive maximum points, CoCs must specifically list the goals that pertain to addressing and reducing homelessness.
- d. **Emergency Solutions Grants.** HUD will award up to 3 points to CoCs that demonstrate how the CoC consults with ESG jurisdiction(s) within the CoC geographic area to determine how ESG funds are allocated, coordination with ESG recipients and how ESG-funded projects are evaluated.
- e. **Coordination with Other Funding Sources.** Coordination with other programs that provide housing and services to the homeless is critical to reducing homelessness in the CoC's geographic area. HUD will award up to 1 point to CoCs that clearly demonstrate coordination with other Federal, State, local, private, and other entities serving the homeless and those at risk of homelessness in the planning and operation of projects. The CoC must clearly and specifically describe how it participates in and/or coordinates with other funding and service opportunities that include, but are not limited to Housing Opportunities for Persons with AIDS, Temporary Assistance for Needy Families (TANF), Runaway and Homeless Youth, Head Start programs, philanthropic organizations and foundations, and other housing and service programs funded through Federal, State, or local government resources.
- f. **Public Housing Agencies.** Coordinating and engaging with Public Housing Agencies (PHAs) in a meaningful way is strongly encouraged. HUD will award up to 2 points to CoCs that can clearly demonstrate how they are currently engaged with or are attempting to engage with local PHA(s). Maximum points will be awarded to CoCs that can demonstrate ways in which they are partnering with one or more PHA in efforts to prevent and end homelessness.
- g. **Housing First Approach.** HUD will award up to 3 points to CoCs based on the extent to which the CoC uses a Housing First approach. To receive maximum points, at least 75 percent of the CoC's permanent supportive housing project applications submitted for FY2013 funds must report that they follow a Housing First approach, and the CoC must describe specific steps it has taken to implement this approach in permanent supportive housing CoC-wide.
- h. **Centralized or Coordinated Assessment System.** CoCs should have a centralized or coordinated assessment system covering the CoC's geographic area. HUD will award up to 2 points to CoCs that can demonstrate the existence of a centralized or coordinated assessment system and describe how the system is used to ensure that the homeless are placed in the appropriate housing and service types based on their level of need.





- b. Increasing Performance.** HUD will award up to 3 points to CoCs that demonstrate that recipients are assisted to meet HUD-established performance goals as listed in Section VII.A.1 of this NOFA.
  - c. Increasing Capacity.** HUD will award up to 3 points to CoCs that demonstrate how the CoC assists underperforming recipients to increase their capacity to implement program requirements (e.g., submission of timely reports, timely draws for funds, etc.) in order to successfully carry out the requirements of the Act, CoC Program interim rule, and local CoC priorities.
  - d. Reducing Homeless Episodes.** HUD will award up to 3 points to CoCs that provide information to HUD on the length of time individuals and families remain homeless and specifically describe how the length of time that individuals and families remain homeless will be reduced in the community. To receive full points, a CoC must provide a narrative that describes specific efforts currently in place by the CoC to track length of time individuals and families remain homeless, and the planning process to reduce the length of time individuals and families remain homeless. The narrative must indicate how data from CoC and ESG funded projects are considered as well as how non-HUD funded projects are included.
  - e. Outreach.** HUD will award up to 1 point to CoCs that demonstrate a thorough plan for reaching homeless individuals and families. To receive the full point, the CoC must provide information that demonstrates that 100 percent of the geographic area is considered, and that describes the specific outreach procedures in place that are used by the homeless service agencies to identify and engage homeless individuals and families, including their efforts to provide meaningful outreach to persons with disabilities and persons with limited English proficiency. Applicants must describe the procedures they will use to market their housing and supportive services to eligible persons regardless of race, color, national origin, religion, sex, age, familial status, or disability who are least likely to apply in the absence of special outreach.
  - f. Tracking and Reducing Returns to Homelessness.** HUD will award up to 2 points to CoCs that provide information to HUD on the extent to which individuals and families leaving homelessness experience additional spells of homelessness and specifically describe how the number of individuals and families who return to homelessness will be reduced in the community. In order to receive full points, the CoC must demonstrate the use of HMIS, or a comparable database, within the CoC to monitor and record returns to homelessness by participants who exit rapid rehousing, transitional housing, and permanent supportive housing. Additionally, the CoC will be assessed on the processes that have been implemented by CoCs to reduce the number of additional returns to homelessness once the homeless have exited the homeless system.
- 4. CoC Housing, Services, and Structure.** HUD will award up to 13 points to CoCs based on the extent to which a CoC demonstrates the existence of a coordinated, inclusive, and outcome-oriented community process, including an organizational structure(s) and decision making process for developing and implementing a CoC strategy that is inclusive of representatives from both the private and public sectors; has a fair and

impartial project review and selection process; and has created, maintained and built upon a community-wide inventory of housing for the homeless.

- a. CoC Meetings.** HUD will award up to 2 points to CoCs that can clearly demonstrate that they conduct regular meetings that are open to the public and inclusive of the homeless and/or formerly homeless.
- b. Complaints.** CoC will receive up to 2 points if they did not receive any written complaints from recipients, subrecipients, applicants, or other members of the CoC as they relate to 24 CFR 578.7 and 578.9 within the 12 months before the CoC Program Application submission deadline. In the event the CoC did receive complaints, the Collaborative Applicant must address whether the complaints were resolved in a manner that was satisfactory and without retaliation to the entity who lodged the complaint. If the CoC indicates that no complaints were received as described above, but the local HUD CPD field office or HUD Headquarters is aware of complaints, the CoC will not receive points for this section.
- c. Inclusive Structure.** CoCs must demonstrate an inclusive structure and application process. Each CoC will be scored on the extent to which it:

  - i.** considers the full range of opinions from individuals or entities with knowledge of homelessness in the geographic area or an interest in preventing or ending homelessness in the geographic area when establishing CoC-wide committees, subcommittees, and workgroups. HUD will award up to 1 point to CoCs that demonstrate the most active CoC-wide committees, subcommittees, and workgroups established within the CoC that are directly involved in addressing homelessness prevention, as well as the goals for ending homelessness.
  - ii.** is open to proposals from entities that have not previously received funds in prior Homeless Assistance Grants competitions. HUD will award up to 1 point to CoCs that clearly and specifically describe how the CoC works with homeless services providers that have expressed an interest in applying for HUD funds and what steps it takes to discuss and review proposals as well as provide valuable feedback and guidance.
- d. Project Application Performance Metrics.** Each CoC will be scored based on the extent to which it reviews and ranks projects using periodically collected data on the projects within the CoC in order to conduct analysis on the effectiveness of each project and to determine the extent to which each project has resulted in rapid return to permanent housing for those served by the project, taking into account the severity of barriers faced by the project participants. CoCs that provide a brief narrative that specifically describes the current or proposed efforts in place by the CoC to collect information and analyze the results will receive maximum points. HUD will award up to 2 points to CoCs that are able to provide a clear description of the current processes in place or how they propose to collect and analyze the information.
- e. Accuracy of GIW.** Accurate GIWs are necessary for HUD to determine the final ARD amount for each CoC and, therefore, to determine the total national annual

- renewal demand for the CoC Program. To that end, HUD will award 1 point to CoCs that attach the final GIW that was approved by HUD either during CoC Registration or, if applicable, during the 7-day grace period following the publication of the CoC Program NOFA without changes. No points will be awarded to CoCs that attach a GIW that is not consistent with the final HUD-approved GIW.
- f. Ranking and Selection Process.** HUD will award up to 3 points to CoCs that demonstrate the use of a ranking and selection process for project applications that is based on objective criteria and that have been publicly announced by the CoC, including published written policies and procedures that include dated meeting minutes. The CoC will be required to submit written documentation of a rating and ranking/review process for all projects (new and renewal). This may be published written policies and procedures for this CoC Program Competition in the CoC governance charter or a standalone document. Evidence of the rating and ranking/review process decision must be presented via dated meeting minutes and evidence that the meeting minutes were made available to the CoC's full membership. Additionally, the CoC must post on its website all parts of the CoC Consolidated Application, including the Priority Listings, before the submission deadline and notify community members and key stakeholders that the application is available. CoCs that do not have a website, must post this information to a partner website within the CoC (e.g., county/city website). In the event that HUD is notified and confirms that a CoC did not notify project applicants who submitted their project applications to the CoC by the required deadline whether their project application(s) were accepted or rejected—in writing, outside of *e-snaps* and including the reasons for the rejection—no later than 15 days before the application deadline, the CoC will automatically receive 0 points for this selection criteria. If a project applicant appeals the decision by the CoC to reject of its project application, HUD will follow the process outlined in 24 CFR 578.35(b). This could result in HUD electing to fund the appealed project by de-funding or cutting other project(s), including renewal projects, within the CoC.
- g. Housing Inventory Count Submission.** HUD will award 1 point to CoCs that submitted the 2013 Housing Inventory Count (HIC) data in the HDX by the April 30, 2013, submission deadline. If a CoC did not submit the 2013 HIC by April 30, 2013, the CoC will receive 0 points.
- 5. Leveraging.** HUD will award up to 5 points to CoCs that demonstrate the extent to which the amount of assistance to be provided to the CoC will be supplemented with resources from other public and private sources, including mainstream programs. CoCs that have 100 percent participation in leveraging from all project applications (including only those projects that have commitment letter(s) on file that are dated within 60 days of the CoC application deadline) and that have at a minimum 150 percent leveraging will receive the maximum points.
- 6. Homeless Management Information System.** HUD will award up to 11 points to CoCs that clearly demonstrate the existence of a functioning HMIS that facilitates the collection of information on the homeless using residential and other homeless services and stores that data in an electronic format.

- a. **HMIS Governance.** HUD will award up to 2 points to CoCs that have in place a HMIS governance charter. To receive maximum points, the CoC must attach a copy of the HMIS governance charter.
- b. **HMIS Plans.** Each HMIS Lead should have the following plans in place: Privacy Plan, Security Plan, and Data Quality Plan. HUD will award up to 1 point to CoCs that describe how these plans are reviewed by the CoC and ensures that the HMIS Lead reviews and revises these plans on a regular basis.
- c. **HMIS Funding.** As other HUD-funded programs, other federal agencies, State and local governments require the use of HMIS, the HMIS Lead should access funding provided for these additional requirements to ensure accuracy of the system information. HUD will award up to 2 points to CoCs that demonstrate that the HMIS is supported by non-HUD sources. CoCs will be assessed on the total funding generated for the HMIS from all sources—HUD, other federal sources, State and local, private, etc.—that includes the amounts for all matching sources, both cash and in-kind. To receive maximum points, the CoC must demonstrate that at least 25 percent of the HMIS budget (not including required match) is supported through non-CoC Program cash or in-kind sources.
- d. **Bed Coverage.** The CoC will be assessed on the bed coverage rate for each housing type within the CoC that includes: emergency shelter, Safe Haven, transitional housing, rapid re-housing, and PSH. HUD will award up to 2 points to CoCs that record 86 percent or higher for the bed coverage rate. The bed coverage rate is the number of HMIS participating beds divided by the total number of year-round beds dedicated to the homeless in the geographic area covered by the CoC. Beds funded by victim service providers must not be included in this calculation. Further, if the bed coverage rate is 0-64 percent, the CoC must provide clear steps on how it intends to increase this percentage over the next 12 months to receive partial credit. Additionally, if the bed coverage rate was 0-64 percent in FY 2012, the CoC must provide the specific steps it has taken to increase the percentage.
- e. **Data Quality.** The CoC must report the number of unduplicated client records with null or missing values for the Universal Data Elements on a single day, as selected by the CoC, within the last 10 days of January 2013. HUD will award up to 2 points to CoCs that have below 10 percent null or missing values and 10 percent of refused or unknown records as recorded in the HMIS will receive maximum points.
- f. **Entry and Exit Dates.** The CoC will be assessed on the existing HMIS policies and procedures used to ensure that valid program entry and exit dates are recorded in the HMIS. HUD will award up to 1 point to CoCs that demonstrate the procedures in place to ensure program entry and exit dates are recorded in HMIS. Additionally, the CoC will be required to attach the HMIS policies and procedures where HUD will review to ensure there is a section that clearly describes the procedure of how entry and exit dates are recorded in HMIS.
- g. **Required Reports.** HUD will award up to 1 point to CoCs that demonstrate that they are able to generate HUD required reports (e.g., APR, CAPER, etc.) from the HMIS system.

7. **Point-in-Time Count.** HUD will award up to 9 points to CoCs related to the collection, use and submission of the 2013 PIT count data.
  - a. **PIT Count and Data Submission.** HUD will award up to 3 points to CoCs that conducted a PIT count and reported the data in HDX. Maximum points will be awarded to CoCs that:
    - (1) conducted a sheltered and unsheltered PIT count during the last 10 days of January 2013;
    - (2) submitted the PIT data for 2013 in HDX by April 30, 2013; and
    - (3) provided the percentage of homeless service providers that supplied information on population and subpopulation data.
  - b. **Change in PIT Since 2012.** HUD will award up to 2 points to CoCs that demonstrate an overall reduction in the number of individuals and families who have become homeless since the number reported in the FY 2012 CoC Program Competition. To receive full points, CoCs must demonstrate a decrease in the number of sheltered and unsheltered homeless individual individuals and families from the previous PIT count and compare it to the number of homeless individuals and families from the most recent PIT as reported in the Homelessness Data Exchange (HDX).
  - c. **Subpopulation Data.** HUD will award up to 2 points to CoCs based on the CoC's ability to collect and report accurate and quality subpopulation data for the sheltered homeless during the 2013 PIT count.
  - d. **Methodology for Unsheltered Count.** HUD will award up to 2 points to CoCs based on the CoCs ability to collect and report accurate and quality data on the unsheltered homeless by using methods to reduce the occurrence of counting the unsheltered homeless more than once during the 2013 PIT count.
8. **Bonus Points.** HUD will award up to 6 bonus points to CoCs as follows:
  - a. **Administration.** HUD will award up to 2 point to CoCs where 100 percent of the project applications request 7 percent or less in project administration costs.
  - b. **SSO Projects.** HUD will award up to 2 bonus points to CoCs where no SSO projects (excluding those that were awarded in the FY 2012 CoC Program Competition for coordinated assessment) are prioritized in Tier 1.
  - c. **Accuracy of Submission.** HUD will award up to 2 bonus points to CoCs that accurately and completely include all submitted project applications on the Form HUD-2991.
9. **CoCs That Have Claimed the Same Geographic Area (Competing CoCs).** (24 CFR 578.35(d)). Subject to the appeal process in 24 CFR 578.35(d), if one or more CoC claims the same geographic area, HUD will award funds to the Collaborative Applicant whose application has the highest overall score. Projects from the lower rated CoC will not be awarded funds.

## B. CoC and Project Review and Selection Process

1. **Review, Rating, and Ranking.** Two types of reviews will be conducted—selection criteria rating for the overall FY 2013/FY 2014 CoC Application, and threshold review for project applicants and project applications. For new projects created through reallocation, the review process will consider applicant and sponsor eligibility and capacity, project eligibility, and project quality as part of the threshold review. The renewal project threshold review will consider applicant and sponsor capacity and eligibility. The renewal project threshold reviews are explained in Section V.E.2 of this NOFA, which covers eligible applicants and projects.

HUD may employ rating panels to review and rate all or part of FY 2013/FY 2014 CoC Applications according to the rating criteria in Section VII.A. See the General Section of HUD's FY 2013 NOFA for more information on rating panels.

- a. *Threshold Review: Applicant and subrecipient eligibility, capacity, and quality.* HUD will review project applications to determine whether applicants and subrecipients meet the eligibility and capacity thresholds, and whether the projects meet the eligibility and project quality thresholds detailed in Section V.A. If HUD determines these standards are not met, the project will be rejected from the competition. If a new project receives sufficient points to pass the project quality threshold review described in Sections V.E.2.e.(1),(2), or (3), as applicable, but does not meet one or more of the criteria within the rating factors, then HUD will place conditions on the grant award and the applicant must demonstrate that the criteria will be met before HUD will sign a grant agreement with the applicant for the project. If an applicant is unable to demonstrate that the project quality threshold criteria are met within the time frame specified by HUD, then HUD reserves the right not to award funds to the applicant and add those funds to the funds available for the next competition.
- b. *Conditional Selection and Adjustments to Funding.* Once projects are determined to have passed threshold review, HUD will use the following order of selection priorities to select eligible projects for funding in the CoC Program Competition. CoCs that receive a higher score have a better chance of being awarded projects ranked in Tier 2, depending on the availability of carryover or recaptured funds to be used in the CoC Program Competition.

Using the selection priorities, HUD will select projects from the CoC's Priority Listings until no additional funds are available. HUD will select lower ranked projects from the CoC Priority Listings above higher ranked projects, consistent with these selection priorities.

Within the rank order established by the CoC on the Priority Listings, HUD will first select projects from Tier 1 in the following order by CoC score:

- (1) renewal permanent housing projects, RRH and PSH;
- (2) new PSH projects created through reallocation for 100 percent chronically homeless;

- (3) new rapid re-housing projects created through reallocation for homeless households with children;
- (4) **renewal safe havens**;
- (5) renewal transitional housing;
- (6) CoC planning costs;
- (7) UFA costs;
- (8) SSO projects for centralized or coordinated assessment system;
- (9) renewal HMIS;
- (10) all other renewal supportive services only projects, and
- (11) any project application submitted by the CoC that was not included in the HUD-approved GIW.

Within the rank order established by the CoC on the Priority Listings, HUD will then select projects from Tier 2 with any remaining available funds in the following order by CoC score:

- (1) renewal permanent housing projects, RRH and PSH;
- (2) new PSH projects created through reallocation for 100 percent chronically homeless;
- (3) new rapid re-housing projects created through reallocation for homeless households with children;
- (4) **renewal safe havens**;
- (5) renewal transitional housing;
- (6) CoC planning costs;
- (7) UFA costs;
- (8) supportive services only projects for centralized or coordinated assessment;
- (9) renewal HMIS; and
- (10) all other renewal supportive services only projects, and
- (11) any project application submitted by the CoC that was not included in the HUD-approved GIW.

HUD will select projects in order of the selection priorities, and within each selection priority by CoC score, and for each CoC in order of the Priority Listings, until there are no more available funds. For each selection priority, HUD will select all of the projects for a higher scoring CoC, in order of the CoC's Priority Listings, before selecting projects from the next highest scoring CoC, in order of that CoC's Priority Listings; HUD will move down through the CoCs by CoC score before continuing to the next selection priority, or until there are no more available funds.

2. **Adjustments to Funding.** HUD may adjust the selection of competitive projects as follows:
  - a. The FMRs used in calculating award amounts will be those in effect at the time the of application submission deadline.
  - b. *Geographic Diversity.* HUD has determined that geographic diversity is an appropriate



consideration in selecting homeless assistance projects in the competition. HUD believes that geographic diversity can be achieved best by awarding grants to as many CoCs as possible. To this end, in instances where any of the 50 States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Northern Mariana Islands, the Virgin Islands, and American Samoa do not have at least one funded CoC, HUD reserves the right to fund eligible project(s) with the highest total score in the CoC.

- c. *Funding Diversity.* HUD reserves the right to reduce the amount of a grant, if necessary, to ensure that no more than 10 percent of assistance made available under this NOFA will be awarded for projects located within any one unit of general local government or within the geographic area covered by any one CoC.
  - d. If HUD exercises a right it has reserved under this NOFA, that right will be exercised uniformly across all applications received in response to this NOFA.
  - e. *Tie-breaking Rules.* HUD will break ties among CoCs with the same total score by comparing scores received by the CoCs for each of the following scoring factors, in the order shown: Overall CoC score; CoC Strategic Planning and Performance; CoC Coordination of Housing and Services; CoC Housing, Services, and Structure; Recipient Performance; HMIS; PIT count; and Leveraging. The final tie-breaking factor is the priority number of the competing projects on the applicable CoC Priority Lists.
3. **Corrections to Deficient Applications.** HUD will exercise the authority for curing deficiencies as stated in the General Section of HUD's FY 2013 NOFA, if needed, on a consistent and uniform basis for all CoCs and applicants. Additionally, HUD reserves the right to respond to unanticipated system defects, ambiguities, and technical difficulties in application submissions in *e-snaps* through a flexible implementation of its authority to cure application deficiencies through written inquires seeking clarification and additional information (also known as callbacks). Upon proper publication in the *Federal Register*, HUD reserves the right to extend the competition deadline for good cause.

## VIII. Award Administration Information

### A. Award Notices

- 1. **Action on Conditionally Selected Applications.** HUD will notify conditionally selected applicants in writing. HUD may subsequently request conditionally selected applicants to submit additional project information—which may include documentation to show the project is financially feasible; documentation of firm commitments for match; documentation showing site control; information necessary for HUD to perform an environmental review, where HUD determines to do so in accordance with 24 CFR 58.11(d); a copy of the organization's Code of Conduct; and such other documentation as specified by HUD in writing—to the application, that confirms or clarifies information provided in the application. HUD will notify applicants of the deadline for submission of such information. If an applicant is unable to meet any conditions for fund award within the specified time frame, HUD reserves the right not to award funds to the applicant and add them to funds available for the next competition.
- 2. **Applicant Debriefing.** See the General Section of HUD's FY 2013 NOFA for applicant

debriefing procedures.

**3. Appeals Process.** Applicants may appeal the results only as provided in 24 CFR 578.35.

## **B. Administrative and National Policy Requirements**

### **1. Administrative and Other Program Requirements**

**a.** Federal agencies are required to measure the performance of their programs. HUD captures this information not only from monitoring visits and APRs, but also on the data gathered in annual competitions. HUD's homeless assistance programs are being measured in FY 2013 and FY 2014 by the objective to "end chronic homelessness and to move the homeless to permanent housing." HUD has chosen six indicators which directly relate to the CoC Program. These six indicators, as described below, will be collected in the FY 2013/FY2014 CoC Application:

- (1) The creation of new PSH beds for the chronically homeless.
- (2) The decrease in the number of the chronically homeless in the CoC's geography.
- (3) The increase of employment of the homeless residing in or exiting HUD homeless assistance projects.
- (4) The increase of the use of mainstream resources for the homeless residing or exiting from HUD homeless assistance projects.
- (5) The percentage of turnover in CoC Program-funded PSH not dedicated to the chronically homeless that will be prioritized to serve the chronically homeless.
- (6) The percentage of households with children that are served in rapid re-housing that came from unsheltered locations.

**b.** *Procurement of Recovered Materials.* See Section III C.4.1 of the General Section of HUD's FY 2013 NOFA and the interim rule at 24 CFR 578.99(b) for further information.

**c.** Reference the General Section of HUD's FY 2013 NOFA for other administrative requirements.

**2. Timeliness Standards.** The FY 2013 HUD Appropriations Act requires HUD to obligate FY 2013 CoC Program funds by September 30, 2015. Obligated funds remain available for expenditure until September 30, 2020. However, HUD reserves the right to require an earlier expenditure deadline under a grant agreement. After Congress enacts an appropriation funding the Department for the balance of FY 2014, HUD will provide information about the obligation requirements for FY 2014 funds. The applicant is expected to initiate the approved projects promptly in accordance with the requirements of this section of this NOFA. Grant terms, and associated grant operations, may not extend beyond the availability of funds. Applicants must plan accordingly and only submit applications that can start operations in a timely manner with enough time to complete within the awarded grant term. In addition, HUD will take action if the grantee fails to satisfy the following timeliness standards found in 24 CFR 578.85.

### **3. Reporting**

- a. In accordance with program regulations at 24 CFR 578.103, applicants must maintain records and within the timeframe required, make any reports, including those pertaining to race, ethnicity, gender, and disability status that HUD may require. CoC applicants may report this data as part of their APR submission to HUD. Also, recipients who expend \$500,000 or more in a year in federal awards are reminded they must have a single or program-specific audit for that year in accordance with the provisions of OMB Circular No. A-133.
- b. *Section 3 Reporting Regulations.* Pursuant to 24 CFR 135.3(a)(2), the Section 3 requirements apply to housing and community development assistance that is used for housing rehabilitation, housing construction and other public constructions. Recipients performing any of these activities are subject to Section 3 and must submit Form HUD-60002 to the Office of Fair Housing and Equal Opportunity (FHEO) at the time they submit their APR to the Office of Special Needs Assistance Programs. This form may be completed electronically at [www.hud.gov/section3](http://www.hud.gov/section3). For more information on Section 3, see Section III.C.3.d. of the FY 2013 General Section Technical Correction.
- c. Award notices may also include requirements for sub-award reporting in compliance with the requirements of the Federal Financial Assistance Accountability and Transparency Act of 2006 (Pub. L. 109-282) (Transparency Act) and Section 872 of the Duncan Hunter National Defense Authorization Act for Fiscal Year 2009 (Pub. L. 110-417), referred to as “Section 872.” See the General Section for further information.

## IX. Agency Contacts

- A. **For Further Information.** Individuals who are hearing or speech-impaired should use the Information Relay Services at 1-800-877-8339 (these are toll-free numbers). Recipients and individuals can use the locator at [www.onecpd.info](http://www.onecpd.info) to find contact information for the Collaborative Applicant and for the HUD CPD Field Office serving the CoC’s territory.
- B. **For Technical Assistance.** HUD will make appropriate resources available for technical assistance related to *e-snaps*. Specifically, HUD will make available *e-snaps* AAQ at [www.onecpd.info/ask-a-question](http://www.onecpd.info/ask-a-question). To address technical or other questions, HUD CPD Field Office staff will also be available to help citizens identify organizations in the community that are involved in developing the CoC system. HUD staff and HUD contractors are prohibited from providing CoCs and project applicants with guidance that will result in a competitive advantage for any CoC or project applicant.

Following conditional selection of applications, HUD staff will be available to assist selected applicants in clarifying or confirming information that is a prerequisite to the offer of a grant agreement by HUD. However, between the application deadline and the announcement of conditional selections, HUD is prohibited from and will not accept any information that would improve the substantive quality of a CoC’s application pertinent to HUD’s funding decision.

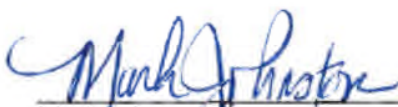
- C. **Satellite Broadcast,** HUD will hold one or more informative broadcast(s) via satellite for potential applicants to provide guidance on the program and preparation of the application.

HUD strongly recommends that applicants view these broadcasts, which will provide critical information on the application process. For more information about the date and time of the broadcast, individuals should consult the HUD website at [www.hud.gov/offices/adm/grants/fundsavail.cfm](http://www.hud.gov/offices/adm/grants/fundsavail.cfm).

#### **X. Other Information**

- A. Paperwork Reduction Act.** The information collection requirements contained in this document have been submitted for approval by the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520) and the OMB approval number is 2506-0112. In accordance with the Paperwork Reduction Act, HUD may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a currently valid OMB control number. Public reporting burden for the collection of information and grant administration is estimated to average 250 hours per annum per respondent for the application and grant administration. This includes the time for collecting, reviewing, and reporting the data for the application, semi-annual reports and final report. The information will be used for grantee selection and monitoring the administration of funds.
- B. Environmental Impact.** A Finding of No Significant Impact with respect to the environment has been made for this notice, in accordance with HUD regulations at 24 CFR part 50 that implement section 102(2)(C) of the National Environmental Policy Act of 1969 (42 U.S.C. 4332(2)(C)). The Finding of No Significant Impact is made available with the posting of this NOFA on HUD's "Funds Available" page at [http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/administration/grants/fundsavail](http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/grants/fundsavail) under the FY 2013 program link.

**Dated:** December 20, 2013

  
\_\_\_\_\_  
Mark Johnston  
Deputy Assistant Secretary  
for Special Needs

**[FR-5700-N-31B]**