



**U.S. Department of Housing and Urban Development**

Community Planning and Development

Notice of Funding Availability (NOFA) for the Fiscal Year (FY) 2018 Continuum of Care  
Program Competition

FR-6200-N-25

Application Due Date: 09/18/2018

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## U.S. Department of Housing and Urban Development

<b>Program Office:</b>	Community Planning and Development
<b>Funding Opportunity Title:</b>	Notice of Funding Availability (NOFA) for the Fiscal Year (FY) 2018 Continuum of Care Program Competition
<b>Announcement Type:</b>	Initial
<b>Funding Opportunity Number:</b>	FR-6200-N-25
<b>Primary CFDA Number:</b>	14.267
<b>Due Date for Applications:</b>	<b>09/18/2018</b>

**For Further Information regarding this NOFA** - Please direct specific program requirements of this Notice of Funding Availability (NOFA) to the agency contact identified in Section XI. Persons with hearing or speech impairments may access these numbers via TTY by calling the Federal Relay Service at 1-800-877-8339.

**OMB Approval Number(s):** 2394

### I. Funding Opportunity Description

**A. Program Description.** The Continuum of Care (CoC) Program (24 CFR part 578) 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 homeless individuals, families, persons fleeing domestic violence, dating violence, sexual assault, and stalking, and youth while minimizing the trauma and dislocation caused by homelessness; to promote access to and effective utilization of mainstream programs by homeless individuals and families; and to optimize self-sufficiency among those experiencing homelessness.

**B. 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), and the CoC Program rule found in 24 CFR part 578 (the Rule). The FY 2018 funds were authorized by the Consolidated Appropriations Act 2018, (Public Law 115-141, approved March 23, 2018), (FY 2018 HUD Appropriations Act).

**C. Deadline.** The deadline for submitting applications to HUD for the FY 2018 CoC Program Competition is **8:00 PM Eastern time on September 18, 2018**. Applicants must complete and submit their applications in *e-snaps* at <https://esnaps.hud.gov/>. See Sections VI.E and F of this NOFA for application submission and timely receipt requirements.

**D. For Further Information.** HUD staff will be available to provide general clarification on the content of this NOFA. HUD staff is prohibited from assisting any applicant in preparing the application(s) in *e-snaps*.

**1. Local HUD Community Planning Department (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.hudexchange.info/programs/cpd-field-office-directory/](http://www.hudexchange.info/programs/cpd-field-office-directory/).

**2. Training and Resources.** Collaborative Applicants and project applicants that need assistance competing the applications in *e-snaps* or understanding the program requirements under the CoC Program may access the Rule, training materials, and program resources via the HUD Exchange at <http://www.hudexchange.info/homelessness-assistance>

**3. HUD Exchange 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 HUD Exchange *e-snaps* AAQ at [www.hudexchange.info/homelessness-assistance/](http://www.hudexchange.info/homelessness-assistance/). The AAQ is accessible 24 hours each day. Starting 2 days prior to the application deadline for FY 2018 funds, the AAQ will respond only to emergency technical support questions up to the deadline of 8:00 PM Eastern time. Applicants experiencing technical difficulty should contact the *e-snaps* AAQ immediately for assistance and document their attempts to obtain assistance.

**4. HUD Homeless Assistance Listserv.** HUD may provide Collaborative Applicants and Project Applicants with additional information through HUD websites located at [www.hud.gov](http://www.hud.gov) and [www.hudexchange.info](http://www.hudexchange.info) and via the CoC Program email-based listserv. To join the listserv, visit [www.hudexchange.info/maillinglist](http://www.hudexchange.info/maillinglist). This additional information will not change the selection criteria or selection process in this NOFA but may include items such as updates on the status of *e-snaps* and reminders of impending deadlines.

**E. General Section NOFA.** The General Section to HUD's Fiscal Year Notice(s) of Funding Availability for Discretionary Programs (General Section) is no longer a separate NOFA issued by HUD. Information previously found in the General Section, as it applied to the CoC Program, has been incorporated into this NOFA.

**F. Available Funds.** Approximately \$2.1 billion is available in this FY 2018 CoC Program Competition NOFA, including up to \$50 million available for Domestic Violence (DV) Bonus projects, described in Section III.C.3.g of this NOFA. HUD may add to the total amount with any available funds that have been carried over or recaptured from previous fiscal years. All requirements in the FY 2018 application process, including requirements for the entire CoC Consolidated Application and the total amount of funds available, are included in this NOFA. HUD will continue to require Collaborative Applicants to rank all projects, except CoC planning and Unified Funding Agency (UFA) Costs projects, in two tiers as described Sections II.B.10. a and b of this NOFA.

### **G. Eligible Applicants.**

*1. Collaborative Applicants.* CoCs may designate or update the Collaborative Applicant during the annual CoC Program Registration process. If a CoCs' registration was not updated or submitted during the FY 2018 CoC Program Registration process, the previous year's Collaborative Applicant information was pulled forward for the FY 2018 CoC Program Competition. HUD considers not completing the registration as an indication that there were no changes to the CoC's designated Collaborative Applicant. Only those CoCs

that have a valid registration for FY 2018-because either the Collaborative Applicant completed the registration forms or HUD brought forward the previous year's registration with no changes-will have access to the CoC Consolidated Application, which includes the CoC Application, CoC Priority Listing that lists all project applications accepted and ranked or rejected in the CoC local competition, and the project application(s), during the CoC Program Competition. CoCs should not attempt to change Collaborative Applicants during the FY 2018 CoC Program Competition without HUD's prior approval, unless HUD replaces the CoC's designated Collaborative Applicant under the authority of Section 402(c) of the McKinney-Vento Homeless Assistance Act. HUD will approve Collaborative Applicant changes after the FY 2018 CoC Program Registration process under certain circumstances that include:

- a. an error made by the Collaborative Applicant when entering the Collaborative Applicant's name in the CoC Applicant Profile;
- b. the Collaborative Applicant designated by the CoC is no longer in business;
- c. the CoC selected a new Collaborative Applicant; or
- d. a new Collaborative Applicant was selected by HUD as a remedial action under Section 402(c) of the Act.

In cases where the CoC needs to change the Collaborative Applicant approved during the FY 2018 CoC Program Registration process, 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).

2. *Project Applicants.* Eligible project applicants for the CoC Program are identified in Section V.A of this NOFA. Tribes, tribal housing authorities, and for-profit entities are ineligible and applications from them will not be reviewed.

**H. Amendments to FY 2018 CoC Program 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 in the FY 2018 CoC Program Registration process, a contiguous CoC, or the Balance of State CoC may contact HUD in writing through the [e-snaps AAQ](#) on the HUD Exchange to request that its Registration and FY 2018 Grant Inventory Worksheet (GIW) be amended to include the unclaimed geographic area and the renewal projects.

**I. Local Competition Deadlines.** 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 should implement internal competition deadlines and notification processes to ensure transparency and fairness at the local level. The implementation of deadlines that meet the standards outlined below for FY 2018 project applications will be part of the scoring criteria as detailed in Section VII.B.2.d of this NOFA.

1. *Project Applications.* All project applications are required to be submitted to the CoC no later than 30 days before the application deadline of September 18, 2018. CoCs that fail to establish a deadline for project applications that is no later than 30 days before the FY 2018 CoC Program Competition application deadline of September 18, 2018 will receive 0 points under Section VII.B.2.d of this NOFA.

2. *CoC Notification to Project Applicants.* The CoC notified, 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 CoC Priority Listing, rejected, or reduced by the CoC no later than 15 days of the FY 2018 application deadline. Where a project application is being rejected or reduced, the CoC must indicate the reason(s) for the rejection or reduction. CoCs that fail to provide rejection notification to a project applicant that submitted its project application no later than 15 days before the application deadline will receive 0 points under in Section VII.B.2.d of this NOFA.

**J. CoC Transparency.** To receive the maximum number of points available in Section VII.B.2.d of this NOFA, each CoC must have in place a process to make all parts of the CoC Consolidated Application (which are the CoC Application and CoC Priority Listing with all project applications accepted and ranked, or rejected and the Project Applications) available on its website, at least 2 days before the application deadline, to its community for inspection and to notify community members and key stakeholders that the CoC Consolidated 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 accessible for persons with disabilities and take reasonable steps to ensure meaningful access for persons with limited English proficiency.

**K. CoC Review of Project Applications.** HUD expects each CoC to implement a thorough review and oversight process at the local level for both new and renewal project applications submitted to HUD in the FY 2018 CoC Program Competition. It has been HUD's experience that many project applications contain information that results in conditions on the grant; or for more serious infractions, a project application being rejected. Deficient project applications prolong the review process for HUD, which results in delayed funding announcements, lost funding for CoCs due to rejected projects, and delays in funds to house and assist individuals and families experiencing homelessness. CoCs are expected to closely review information provided in each project application to ensure:

1. all proposed program participants will be eligible for the program component type selected;
2. the information provided in the project application and proposed activities are eligible and consistent with program requirements at 24 CFR part 578;
3. each project narrative is fully responsive to the question being asked and that it meets all the criteria for that question as required by this NOFA;
4. the data provided in various parts of the project application are consistent; and,
5. all required attachments correspond to the list of attachments in *e-snaps* that must contain accurate and complete information that are dated between May 1, 2018 and September 18, 2018.

**L. Summary of the Application Process.** The FY 2018 CoC Program Competition is administered under the FY 2018 CoC Program Competition NOFA and 24 CFR part 578. Applicants should review and follow the steps as outlined below to ensure applications are complete and submitted on time. Documents referenced in this section can be found on the

HUD Exchange at <http://www.hudexchange.info/homelessness-assistance>

1. *CoC Registration.* Collaborative Applicants must submit a completed FY 2018 CoC Program Registration in accordance with CPD-18-03: *Continuum of Care Program Registration.*

2. *CoC Project Review and Ranking.* Project applications submitted to the CoC for inclusion on the FY 2018 CoC Priority Listing as part of the CoC Consolidated Application must be reviewed and either accepted and ranked or rejected by the CoC. All project applications approved by the CoC must be listed on the CoC Priority Listing in rank order, except project applications for CoC planning and UFA Costs which will not be ranked, to establish the project applications located within Tier 1 and the project applications located within Tier 2, as described in Section II.B.10 of this NOFA. The purpose of this two-tiered approach is for CoCs to indicate to HUD which projects are prioritized for funding.

3. *CoC Consolidated Application Submission.* The Collaborative Applicant, including any Collaborative Applicant designated by HUD as a 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:

a. *FY 2018 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.

b. *FY 2018 Project Application.* Project applications must be completed by project applicants for CoC planning, UFA Costs, new, and renewal project application requests. New project applicants applying for funds through reallocation, the bonus or DV Bonus, and renewal project applicants must provide a description of the proposed project including the population/sub-population they will serve, the type of housing and services that will be provided, and the budget activities that are being requested. Project applicants applying for CoC planning and UFA Costs (if designated) must provide a description of the activities that will be carried out with grant funds for CoC planning and UFA Costs. Project applicants must provide a description for the budget line items that are being requested with grant funds. For more information on project applications, see Section V of this NOFA. Additionally, all project applicants must ensure their organization has a Code of Conduct that complies with the requirements of 2 CFR part 200 and is on file with HUD at [https://www.hud.gov/program\\_offices/spm/gmomgmt/grantsinfo/conduct](https://www.hud.gov/program_offices/spm/gmomgmt/grantsinfo/conduct). If the organization's Code of Conduct does not appear on HUD's website, the project applicant must attach its Code of Conduct that includes all required information to its Project Applicant Profile in *e-snaps*.

c. *FY 2018 CoC Priority Listing.* The Priority Listing includes:

- (1) the reallocation forms for CoCs to indicate which projects, if any, will be reallocated; and
- (2) four separate project listing forms—New Project Listing, Renewal Project Listing, UFA Costs Project Listing, and CoC Planning Project Listing.

(3) form HUD-2991, Certification of Consistency with the Consolidated Plan, which must be signed and dated between May 1, 2018 and September 18, 2018.

The project listing forms rank all new (reallocated, bonus, and DV Bonus) and renewal project applications in order of priority and identify any project applications rejected by the CoC. HUD is not requiring Collaborative Applicants to rank CoC planning or UFA Costs project applications; however, Collaborative Applicants must ensure that only one project application for CoC planning, and if designated a UFA by HUD, one project application for UFA Costs is submitted by the CoC. The Collaborative Applicant cannot accurately complete the project listing forms of the CoC Priority Listing 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 Renewal Project Listing. For more information on the CoC Priority Listing, see Section VI.E.3 of this NOFA.

**M. FY 2018 CoC Program Competition NOFA.** CoCs and applicants should read this NOFA in its entirety in conjunction with the Rule (24 CFR part 578) to ensure a comprehensive understanding of and compliance with all CoC Program requirements. This NOFA frequently references citations from 24 CFR part 578.

1. CoCs should consider the policy priorities established in this NOFA in conjunction with local priorities to determine the ranking of new and renewal project application requests. See Section II of this NOFA for more information on HUD's homeless policy and program priorities.
2. HUD will conduct a threshold review of ranked projects for all CoCs that submit the CoC Consolidated Application by the application deadline.
3. HUD may issue up to two conditional funding announcements.
4. HUD will score the FY 2018 CoC Application portion of the Consolidated Application in accordance with the criteria set forth in Section VII.B of this NOFA.
5. HUD will select new and renewal project applications in Tier 1 in accordance with the criteria set forth in Section II.B.10.a of this NOFA.
6. The project application score(s), which will incorporate the CoC Application score, will determine which projects in Tier 2 will be conditionally selected for award as set forth in Section II.B.10.b of this NOFA.

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

**A. Policy Priorities.** This section provides additional context regarding the selection criteria found in Section VII.B of this NOFA and is included here to help applicants better understand how the selection criteria support the goal of ending homelessness:

1. *Ending homelessness for all persons.* To end homelessness, CoCs should identify, engage, and effectively serve all persons experiencing homelessness. CoCs should measure their performance based on local data that consider the challenges faced by all subpopulations experiencing homelessness in the geographic area (e.g., veterans, youth, families, or those experiencing chronic homelessness). CoCs should have a comprehensive



outreach strategy in place to identify and continuously engage all unsheltered individuals and families. Additionally, CoCs should use local data to determine the characteristics of individuals and families with the highest needs and longest experiences of homelessness to develop housing and supportive services tailored to their needs. Finally, CoCs should use the reallocation process to create new projects that improve their overall performance and better respond to their needs.

2. *Creating a systemic response to homelessness.* CoCs should be using system performance measures such as the average length of homeless episodes, rates of return to homelessness, and rates of exit to permanent housing destinations to determine how effectively they are serving people experiencing homelessness. Additionally, CoCs should use their Coordinated Entry process to promote participant choice, coordinate homeless assistance and mainstream housing and services to ensure people experiencing homelessness receive assistance quickly, and make homelessness assistance open, inclusive, and transparent.

3. *Strategically allocating and using resources.* Using cost, performance, and outcome data, CoCs should improve how resources are utilized to end homelessness. CoCs should review project quality, performance, and cost effectiveness. HUD also encourages CoCs to maximize the use of mainstream and other community-based resources when serving persons experiencing homelessness. CoCs should also work to develop partnerships with Public Housing Authorities (PHAs) to work toward helping CoC Program participants exit permanent supportive housing through Housing Choice Vouchers and other available housing options. Finally, CoCs should review all projects eligible for renewal in FY 2018 to determine their effectiveness in serving people experiencing homelessness, including cost effectiveness.

4. *Use a Housing First approach.* Housing First prioritizes rapid placement and stabilization in permanent housing and does not have service participation requirements or preconditions. CoC Program funded projects should help individuals and families move quickly into permanent housing, and the CoC should measure and help projects reduce the length of time people experience homelessness. Additionally, CoCs should engage landlords and property owners, remove barriers to entry, and adopt client-centered service methods.

**B. CoC Program Implementation.** The following list highlights important information that applicants should consider as they are preparing the FY 2018 CoC Application and project applications(s). This is not an exhaustive list of considerations or requirements; therefore, all applicants and CoC stakeholders should carefully review 24 CFR part 578 for comprehensive information.

1. *Performance-Based Decisions.* Consistent with the requirements of the FY 2018 Appropriations Act:

- a. CoCs cannot receive grants for new projects, other than through reallocation, unless the CoC competitively ranks projects based on how they improve system performance;
- b. HUD is increasing the share of the CoC score that is based on performance criteria; and
- c. HUD will prioritize funding for CoCs that have demonstrated the ability to

reallocate resources to higher performing projects.

2. *Transition Grants.* The FY 2017 Appropriations Act established the ability of renewal projects to transition from one CoC Program component to another during the CoC Program Competition. See Section III.C.3.r of this NOFA for a definition of the transition grant concept. HUD was unable to implement in the FY 2017 CoC Program Competition, but is implementing this concept in the FY 2018 CoC Program Competition as follows:

- a. No more than 50 percent of each transition grant may be used for costs of eligible activities of the program component originally funded;
- b. transition grants in this Competition are eligible for renewal in subsequent fiscal years for eligible activities of the new program component; and
- c. to be eligible to receive a transition grant, the renewal project applicant must have the consent of its Continuum of Care and meet the standards outlined in Section III.C.3.r of this NOFA.

3. *Domestic Violence (DV) Bonus.* The FY 2018 HUD Appropriations Act provides up to \$50 million for “rapid re-housing projects and supportive service projects providing coordinated entry and for eligible activities that the Secretary determines are critical in order to assist survivors of domestic violence, dating violence, and stalking.” In the FY 2018 CoC Program Competition, CoCs will be able to apply for a DV Bonus for PH-RRH projects, Joint TH and PH-RRH component projects, and SSO projects for coordinated entry (SSO-CE). A CoC may apply for up to 10 percent of its Preliminary Pro Rata Need (PPRN), or a minimum of \$50,000, whichever is greater, or a maximum of \$5 million, whichever is less, to create up to three DV Bonus projects.

A CoC may apply for one of each of the following types of projects:

- (1) Rapid Re-housing (PH-RRH) projects that must follow a housing first approach.
- (2) Joint TH and PH-RRH component projects as defined in Section II.C.3.m of this NOFA that must follow a housing first approach.
- (3) SSO Projects for Coordinated Entry (SSO-CE) to implement policies, procedures, and practices that equip the CoC’s coordinated entry to better meet the needs of survivors of domestic violence, dating violence, sexual assault, or stalking (e.g., to implement policies and procedures that are trauma-informed, client-centered or to better coordinate referrals between the CoC’s coordinated entry and the victim service providers coordinated entry system where they are different).

Regardless of the type of project the CoC applies for, the grant term must be 1-year.

A CoC can only submit one project application for each project type: PH-RRH, Joint TH and PH-RRH, and SSO-CE. If a CoC submits more than one project application for each project type, HUD will only consider the highest ranked project that passes eligibility and quality threshold review; e.g., if a CoC submits 2 PH-RRH project applications under the DV Bonus, HUD will consider the highest ranked PH-RRH project application that passed eligibility and quality threshold for the DV Bonus and the lowest ranked PH-RRH project will be considered under the regular bonus project (see Section III.C.3.c of this NOFA).

A CoC may apply to expand an existing renewal project in accordance with Section

III.C.3.i of this NOFA, that is not dedicated to serving survivors of domestic violence, dating violence, sexual assault, or stalking that meet the definition of homeless in paragraph (4) of 24 CFR 578.3 to dedicate additional units, beds, persons served, or services provided to existing program participants to this population.

4. *Consolidated Project.* New in FY 2018, eligible renewal project applicants will have the ability to consolidate two or more eligible renewal projects (but no more than four projects) into one project application during the application process. This means that a CoC Program recipient no longer must wait for a grant agreement amendment to be executed to consolidate two or more grants before it can apply for a single consolidated project in the CoC Program Competition. However, prior to beginning the consolidation process in the project application, the applicant should consult with the local HUD field office to ensure it is eligible to consolidate the projects. The projects being combined during a grant consolidation will continue uninterrupted. To be eligible for consolidation, projects must have the same recipient and be for the same component; and they will be funded in this competition only with FY 2018 funds (meaning no funds recaptured from prior years will be awarded to the project). HUD will not permit projects with the following characteristics to consolidate that have:

- a. outstanding audit or monitoring findings;
- b. outstanding obligation to HUD that is in arrears,
- c. unresolved construction delays,
- d. history of poor financial management/drawdown issues,
- e. history of low occupancy levels, or lack experience in administering the project type, or
- f. or other capacity issues.

HUD will not permit a transitional housing and a permanent housing project to consolidate to form a Joint TH and PH-RRH component project and will not permit a transition grant to be consolidated with any other project. If a project meeting these characteristics attempts to consolidate as part of the project application process, the submitted consolidated project will be rejected by HUD during the application review process.

To apply for a consolidated grant, applicants must submit separate renewal project applications for each of the grants that are proposed to be consolidated, and an application for the new consolidated grant with the combined budget and information of all grants proposed for consolidation. Project applications for the grants that are proposed to be consolidated will be ranked, and if all those grants are selected, HUD will award the single consolidated grant. If one of the grants proposed to be consolidated is found to be ineligible for consolidation or is not selected, HUD will award all grants that are eligible for renewal and selected as separate grants. See Section V.B.3.a.(7) of this NOFA for additional requirements.

5. *CoC Merger.* To encourage CoC mergers and mitigate the potential adverse scoring implications that may occur when a high performing CoC merges with one or more lower performing CoC(s), HUD will award up to 25 bonus points to CoCs that completed a merger in the period between the FY 2016 CoC Program Registration deadline and the FY

2018 CoC Program Registration deadline. The minimum number of points awarded will be 5; the maximum will be 25. To be eligible for these points, the merged CoC must contain all the geographic areas previously included in two or more CoCs that applied for funding in the FY 2017 Continuum of Care Program Competition. The points will be awarded by giving:

- a. 5 bonus points to CoCs that merged;
- b. 10 bonus points to CoCs where one or more of the merging CoCs had a CoC Application score of 140 points or below in either the FY 2016 or FY 2017 CoC Program Competitions;
- c. up to 10 bonus points to CoCs that demonstrate the results of their Point-in-Time (PIT) counts reported in the Homelessness Data Exchange (HDX) were affected by changes in methodology that resulted from the merger in a way that affected their CoC score as the PIT count may reflect higher numbers of homeless individuals, families, and youth due to the merger process, particularly if one of the CoCs did not have a reliable PIT count method.

6. *Adjustments for Ineligible Projects.* HUD no longer requires submission of the GIW in the CoC Program Competition; however, if an ineligible renewal project is submitted in this Competition or used in the reallocation process, HUD will remove the ineligible project when calculating the final ARD amount for the CoC. To be eligible for renewal in FY 2018, a project must have an executed grant agreement by December 31, 2018 and have an expiration date in Calendar Year (CY) 2019 (between January 1, 2019 and December 31, 2019).

7. *Solo Applicants.* Per 24 CFR 578.35(c), project applicants that believe they were denied the opportunity to participate in the local CoC planning process in a reasonable manner and were rejected or reallocated by the CoC may appeal the rejection directly to HUD by submitting a Solo Applicant project application in *e-snaps* prior to the application deadline of **September 18, 2018 by 8:00 PM Eastern time**. Any project applicant that intends to submit as a Solo Applicant must adhere to the Solo Applicant submission information outlined in Section X.C of this NOFA to be considered. HUD will not consider any Solo Applicant that does not meet all requirements outlined in Section X.C of this NOFA.

8. *HMIS.* As directed by Congress, HUD must provide an annual estimate of all individuals and families experiencing homelessness nationwide and within the territories. Therefore, 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 Emergency Solutions Grants (ESG) Program recipients must participate in the local HMIS; unless a recipient is a victim service provider or legal service provider, in which case it must use a comparable database and provide de-identified information to the CoC. For many communities, the inclusion of ESG recipients and subrecipients and other HUD federal partners (e.g., the Department of Health and Human Services and Department of Veterans Affairs) that require their programs to use the CoC's HMIS, will mean an increase in users that the HMIS must be able to accommodate. HUD expects communities to be able to use the HMIS information as well as aggregate data from comparable databases to review performance for the entire CoC geographic area, not just at the project

level. The HMIS Lead should continue to consider any unique needs that the HMIS might be required to address to accommodate emergency shelter, street outreach, homelessness prevention, and other federal programs.

9. *Review of CoC Rankings.* CoCs will be required to rank all new reallocated, bonus, DV Bonus, and renewal project applications submitted by project applicants in *e-snaps*, except CoC planning and UFA Costs projects. Additionally, if a CoC's Renewal Project Listing includes a consolidated project application(s) HUD will follow the ranking process outlined in Section II.B.4 of this NOFA. HUD will not review any project that is rejected by the CoC.

10. *HUD Funding Process.* HUD will continue the Tier 1 and Tier 2 funding process and CoCs and applicants should ensure there is a thorough understanding of the information provided in this NOFA. HUD will establish each CoC's Tier 1 and Tier 2 amounts based on the total amount of funds requested by eligible renewal project applications on the Renewal Project Listing combined with the eligible renewal project amount(s) that were reallocated as listed on the reallocation forms in the CoC Priority Listing. HUD will post a report that lists each CoC's PPRN amount, estimated ARD amount, Tier 1 amount, CoC planning amount, amounts for bonus projects, and maximum amount for DV Bonus, on the HUD Exchange. HUD has also posted the GIWs on the HUD Exchange. Section VIII of this NOFA provides additional information regarding project selection.

a. *Tier 1.* Tier 1 is equal to 94 percent of the CoC's ARD, as described in Section III.C.3.a of this NOFA. Project applications in Tier 1 will be conditionally selected from the highest scoring CoC to the lowest scoring CoC, provided the project applications pass both eligibility and threshold review. Any type of new or renewal project application can be placed in Tier 1, except for CoC Planning and UFA projects, which are not ranked. However, in the event insufficient funding is available to award all Tier 1 projects, Tier 1 will be reduced proportionately, which could result in some Tier 1 projects falling into Tier 2. Therefore, CoCs should carefully determine the priority and ranking for all project applications in Tier 1 as well as Tier 2, which is described below.

b. *Tier 2.* Tier 2 is the difference between Tier 1 and the CoC's ARD plus any amount available for bonus projects (not including amounts available for DV Bonus projects and before adjustments are made to permanent housing leasing, operating, and rental assistance budget line items based on changes to Fair Market Rent (FMR)) as described in Section III.C.3.c of this NOFA. This does not include the amounts available for CoC planning and UFA Costs. Project applications that are in Tier 2 will be selected for FY 2018 CoC Program funding using the process described in Section II.B.10 of this NOFA. Project applications placed in Tier 2 will be assessed for eligibility and threshold requirements, and funding will be determined using the CoC Application score as well as the factors listed in Section II.B.10 of this NOFA.

HUD will award a point value to each new and renewal project application that is in Tier 2 using a 100-point scale:

(1) *CoC Score.* Up to 50 points in direct proportion to the score received on the CoC Application; e.g., if a CoC received 100 out of 200 points on the CoC Application, the project application would receive 25 out of 50 points for this

criterion.

(2) *CoC Project Ranking*. Up to 40 points for the CoC's ranking of the project application(s). To more evenly distribute funding across CoCs and consider the CoCs ranking of projects, point values will be assigned directly related to the CoCs' ranking of project applications. The calculation of point values will be 40 times the quantity  $(1-x)$  where  $x$  is the ratio of the cumulative funding requests for all projects or portions of projects ranked higher by the CoC in Tier 2 plus one half of the funding of the project of interest to the total amount of funding available in Tier 2. For example, if a CoC is eligible to apply for projects totaling \$500,000 in Tier 2 and applies for 5 projects ranked in Tier 2 of \$100,000 each: the highest ranked project would receive 36 points and then the subsequently ranked projects would receive 28, 20, 12, and 4 points.

(3) *Commitment to Housing First*. Up to 10 points for how the permanent housing project application commits to applying the Housing First model. Transitional housing, Joint TH and PH-RRH component, safe haven, and SSO projects that are not for centralized or coordinated assessment can receive up to 10 points for how the project demonstrates that it is low-barrier, prioritizes rapid placement and stabilization in permanent housing, and does not have service participation requirements or preconditions to entry (such as sobriety or a minimum income threshold). HMIS projects and SSO projects for a centralized or coordinated assessment system will automatically receive 10 points.

c. *Projects Straddling Tiers*. If a project application straddles the Tier 1 and Tier 2 funding line, HUD will conditionally select the project up to the amount of funding that falls within Tier. Using the CoC score and other factors described in Section II.B.10 of this NOFA, HUD may fund the Tier 2 portion of the project. If HUD does not fund the Tier 2 portion of the project, HUD may award the project at the reduced amount, provided the project is still feasible with the reduced funding (e.g., is able to continue serving homeless program participants effectively).

d. *CoC Planning and UFA Costs*. As previously stated, CoC planning and UFA Costs are not ranked therefore, those items will not be included in Tier 1 or Tier 2. Additionally, any eligible renewal project applications that are submitted separately due to a consolidation as outlined in Section II.B.4 of this NOFA will not be included in Tier 1 or Tier 2 unless HUD determines the consolidated project is ineligible and uses the alternate ranking process for the individual projects. CoC planning and UFA Costs projects that pass eligibility and review threshold will be conditionally selected using CoC scores from the highest scoring CoC to the lowest scoring CoC.

CoCs may only submit one project application for CoC planning costs and, if designated as a UFA, one project application for UFA Costs. The project applicant for CoC planning and UFA Costs must be the Collaborative Applicant that is listed on the CoC Applicant Profile in *e-snaps*.

e. *DV Bonus*. For projects the CoC indicates it would like considered as part of the DV Bonus, HUD will award a point value to each project application combining both the CoC Application score and responses to the domestic violence bonus specific

questions in the CoC Application using the following 100-point scale:

(1) For Rapid Re-housing and Joint TH and PH-RRH component projects:

(a) *CoC Score*. Up to 50 points in direct proportion to the score received on the CoC Application.

(b) *Need for the Project*. Up to 25 points based on the extent the CoC is able to quantify the need for the project in its portfolio, the extent of the need, and how the project will fill that gap.

(c) *Quality of the Project Applicant*. Up to 25 points based on the previous performance of the applicant in serving survivors of domestic violence, dating violence, sexual assault, or stalking, and their ability to house survivors and meet safety outcomes.

(2) For SSO Projects for Coordinated Entry:

(a) *CoC Score*. Up to 50 points in direct proportion to the score received on the CoC Application.

(b) *Need for the Project*. Up to 50 points based on the extent to which the CoC is able to demonstrate the need for a coordinated entry system that better meets the needs of survivors of domestic violence, dating violence, sexual assault, or stalking, and how the project will fill this need.

CoCs are required to rank all DV Bonus projects on the New Project Listing of the CoC Priority Listing with a unique rank number. If a project application designated as DV Bonus is conditionally selected by HUD with DV Bonus funds, HUD will remove the ranked DV Bonus project from the New Project Listing and all other project applications ranked below the DV Bonus project will slide up one rank position (e.g., if the conditionally selected DV Bonus project is ranked #5, HUD will remove the DV Bonus project and each project below #5 will move up one ranked position). If the DV Bonus project application is not conditionally selected with DV Bonus funds, the project application will remain in its ranked position and will be considered for funding as a bonus project with available CoC Program funds provided the CoC meets the requirements of Section II.B.1. of this NOFA.

### III. Continuum of Care Program Requirements

#### A. Definitions

DUNS Number is the nine-digit identification number assigned to a business or organization by Dun & Bradstreet and provides a means of identifying business entities on a location-specific basis. Requests for a DUNS number can be made by visiting the Online DUNS Request Portal. Federal Awardee Performance and Integrity Information System (FAPIIS) is a database that has been established to track contractor misconduct and performance.

Point of Contact (POC) is the person who may be contacted with questions about the application submitted by the AOR. The point of contact is listed in item 8F on the SF424. Standard Form 424 (SF424) Application for Federal Assistance Programs, required by

discretionary grant programs.

System for Award Management (SAM), located at the website [Sam.gov](http://Sam.gov) is the official U.S. Government system that consolidated the capabilities of Central Contractor Registry (CCR), Excluded Parties List System (EPLS) and the Online Representations and Certifications Application (ORCA). Registration with Sam.gov is required for submission of applications via [Grants.gov](http://Grants.gov).

## B. Departmental Resources

The following links give detailed information on each resource

- [Affirmatively Furthering Fair Housing Code of Conduct list](#)
- [Do Not Pay](#)
- [Dun & Bradstreet](#)
- [DUNS Request](#)
- [Federal Awardee Performance and Integrity Information System](#)
- [Federal Subaward Reporting System](#)
- [HUD Funds available](#)
- [HUD's Strategic Plan](#)
- [HUD Grants](#)
- [Limited English Proficiency](#)
- [State Point of Contact List](#)
- [System for Award Management](#)
- [Uniform Relocation Act Information](#)
- [USASpending](#)

The Rule details the requirements with which grants awarded under this Competition must comply. Regulatory citations are provided below so applicants can refer to specific areas of 24 CFR part 578. The grant agreements will be subject to the program regulation as it may be amended from time to time. Recipients will be subject to regulatory revisions as they come into effect, without having to wait until the grant is renewed in a future Competition.

**C. Definitions and Concepts.** The definitions and concepts contained in this section include terms that are important for all applicants to understand to complete all parts of the FY 2018 CoC Consolidated Application in *e-snaps* on behalf of the CoC.

**1. Definitions from 24 CFR 578.3.** The following terms are defined in 24 CFR 578.3. Applicants must refer to the 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. *High Performing Community*
- i. *Homeless Management Information System (HMIS)*
- j. *Homeless Management Information Lead (HMIS Lead)*
- k. *Homeless*
- l. *Permanent Housing*
- m. *Permanent Supportive Housing*
- n. *Private Nonprofit Organization*
- o. *Program Participant*
- p. *Project*
- q. *Recipient*
- r. *Subrecipient*
- s. *Transitional Housing*
- t. *Unified Funding Agency*

**2. CoC Program NOFA Definitions.** The following terms are not found in 24 CFR 578.3 but are used in this NOFA to define concepts that pertain specifically to the FY 2018 CoC Consolidated Application.

- a. *Consolidated Plan Certification.* The statutory form (Certification of Consistency with the Consolidated Plan, form HUD-2991) 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 per the requirement of 24 CFR part 91. All project applications submitted by the Collaborative Applicant must be included in the certification either by submitting one appropriately signed and dated HUD-2991 for each project or a single signed and dated HUD-2991 from the jurisdiction that includes a listing of all project applications. The CoC planning and UFA Costs, if applicable, must also be included.
- b. *Housing Inventory Count (HIC).* A complete listing of the CoC's HUD and non-HUD funded beds dedicated to homeless individuals and families in the CoC's geographic area.
- c. *Rapid Rehousing.* 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 to complete all parts of the FY 2018 CoC 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 FY 2018 CoC Program

Competition, before any required adjustments to funding for leasing, rental assistance, and operating budget line items based on FMR changes. The ARD will be calculated by combining the total amount of funds requested by eligible renewal projects on the Renewal Project Listing and the combined eligible renewal project amount(s) that were reallocated.

b. *Beds Dedicated to Chronically Homeless Individuals and Families.* A permanent supportive housing bed that is dedicated specifically for use by chronically homeless individuals and families within a CoC's geographic area, as reported in the CoC's HIC and the FY 2017 permanent housing project applications. When a program participant exits the project, the bed must be filled by another chronically homeless participant unless there are no chronically homeless persons located within the CoC's geographic area. This concept only applies to permanent supportive housing projects.

c. *Bonus Project.* A CoC is eligible to apply for up to 6 percent of its Final Pro Rata Need (FPRN) and may apply for more than one bonus project provided it has demonstrated the ability to reallocate lower performing projects to create new higher projects as outlined in Section VII.B.2.c of this NOFA. New projects created through the bonus process must meet the project eligibility and threshold requirements established by HUD in Sections V.C.3.b and V.C.3.c of this NOFA.

d. *Consolidation.* The process by which two or more projects that are eligible for renewal in the FY 2018 CoC Program Competition apply for funding and are combined into a single renewal project upon award. See Sections II.B.4, V.B.2.b.(2) and V.B.3.a.(7) of this NOFA for additional information.

e. *Continuum of Care Merger.* The CoC merger is a process where two or more CoCs voluntarily agree to merge the entire geographic areas of both or all CoCs into one larger CoC. HUD strongly encourages CoCs that struggle with capacity to merge with a neighboring CoC or Balance of State CoC during each fiscal year's CoC Program Registration process.

f. *DedicatedPLUS project.* A permanent supportive housing project where 100 percent of the beds are dedicated to serve individuals, households with children, and unaccompanied youth that at intake are:

- (1) experiencing chronic homelessness as defined in 24 CFR 578.3;
- (2) residing in a transitional housing project that will be eliminated and meets the definition of chronically homeless in effect at the time in which the individual or family entered the transitional housing project;
- (3) residing in a place not meant for human habitation, emergency shelter, or safe haven and had been admitted and enrolled in a permanent housing project within the last year but were unable to maintain a housing placement and met the definition of chronic homeless as defined by 24 CFR 578.3 prior to entering the project;
- (4) residing in transitional housing funded by a Joint TH and PH-RRH component project and who were experiencing chronic homelessness as defined at 24 CFR 578.3 prior to entering the project;

(5) residing and has resided in a place not meant for human habitation, safe haven, or emergency shelter for at least 12 months in the last three years, but has not done so on four separate occasions and the individual or head of household meet the definition of ‘homeless individual with a disability’; or

(6) receiving assistance through a Department of Veterans Affairs(VA)-funded homeless assistance program and met one of the above criteria at initial intake to the VA's homeless assistance system.

A renewal project where 100 percent of the beds were dedicated to chronically homeless individuals and families, as described in Section III.C.3.b, under the grant that is being renewed may either become a DedicatedPLUS project or may continue to dedicate 100 percent of its beds to chronically homeless individuals and families. If a renewal project that has 100 percent of its beds dedicated to chronically homeless individuals and families elects to become a DedicatedPLUS project, the project will be required to adhere to all fair housing requirements at 24 CFR 578.93.

Projects that were awarded as DedicatedPLUS in the FY 2017 CoC Program Competition are required to include households with children to qualify as a DedicatedPLUS project in the FY 2018 CoC Program Competition.

*g. DV Bonus.* A DV Bonus is a project that is dedicated to survivors of domestic violence, dating violence, sexual assault, or stalking as defined in paragraph (4) at 24 CFR 578.3. A CoC may apply for up to 10 percent of its Preliminary Pro Rata Need (PPRN), or a minimum of \$50,000, whichever is greater, or a maximum of \$5 million, whichever is less, to create up to three DV Bonus projects. See Sections II.B.3 and II.B.10.e of this NOFA for project application requirements and how DV Bonus projects will be reviewed and selected See Sections II.B.3 and II.B.10.e of this NOFA for additional information.

*h. Eligible Renewal Project.* A project that will be under grant agreement by December 31, 2018 and will have an expiration date in Calendar Year (CY) 2019 (between January 1, 2019 and December 31, 2019).

*i. Expansion.* The process by which a renewal project applicant submits a new project application to expand its current operations by adding units, beds, persons served, services provided to existing program participants, or in the case of HMIS, increase the current HMIS grant activities within the CoC's geographic area. There are two types of expansion:

(1) *Expanding CoC Program Projects.* Expansion in which a project applicant submits a new project application to expand the current operations of an eligible renewal project for which it is the recipient by adding additional CoC Program funds. Under this type of expansion, for the new expansion project to be selected for conditional award the renewal project application must also be selected for conditional award.

(2) *Expanding a non-CoC Program funded project.* Expansion in which a project applicant submits a new project application that requests CoC Program funds to add to a current homeless project that is funded from sources other than CoC Program funds. However, as stated in Section 426 of the Act, project applicants

are prohibited from using CoC Program funds to replace state and local funds

j. *Final Pro Rata Need (FPRN)*. The higher of PPRN or ARD for the Continuum of Care is the FPRN, which is the base for the maximum award amount for the CoC.

k. *Homelessness and Human Trafficking*. HUD is clarifying that persons who are fleeing or attempting to flee human trafficking may qualify as homeless under paragraph (4) of the homeless definition at 24 CFR 578.3; and, therefore, the individuals may be eligible for certain forms of homeless assistance under the CoC Program, subject to other restrictions that may apply. HUD considers human trafficking, including sex trafficking, to be “other dangerous or life-threatening conditions that relate to violence against the individual or family member” under paragraph (4) of the definition of homeless at 24 CFR 578.3. HUD will consider an individual or family as homeless under paragraph 4 of the homeless definition under the following circumstances where an individual or family is fleeing or attempting to flee human trafficking that has:

- (1) either taken place within the individuals or family's primary night-time residence;
- (2) made the individual or family afraid to return to their primary night-time residence; and the individual or family has no other residence; or
- (3) the individual or family lacks the resources or support networks to obtain other permanent housing.

l. *Housing First*. A model of housing assistance that prioritizes rapid placement and stabilization in permanent housing that does not have service participation requirements or preconditions (such as sobriety or a minimum income threshold). Transitional housing and supportive service only projects are considered using a Housing First model for the purposes of this NOFA if they operate with low-barriers, work to quickly move people into permanent housing, do not require participation in supportive services, and, for transitional housing projects, do not require any preconditions for moving into the transitional housing (e.g., sobriety or minimum income threshold). Additional information regarding Housing First is in Section II.A.4 of this NOFA.

m. *Joint TH and PH-RRH Component Project*. The Joint TH and PH-RRH component project combines two existing program components—transitional housing and permanent housing-rapid rehousing—in a single project to serve individuals and families experiencing homelessness. HUD will require the recipient to adopt a Housing First approach (see Section II.A.4 of this NOFA) across the entire project and program participants may only receive up to 24-months of total assistance. For more information about Joint TH and PH-RRH component projects, see Section V.C.3 of this NOFA for additional information.

If funded, HUD will limit eligible costs as follows, in addition to other limitations found in 24 CFR part 578:

- (1) leasing of a structure or units, and operating costs to provide transitional housing;

- (2) short- or medium-term tenant-based rental assistance on behalf of program participants to pay for the rapid rehousing portion of the project;
- (3) supportive services;
- (4) HMIS; and
- (5) project administrative costs.

When a program participant is enrolled in a Joint TH and PH-RRH component project, the recipient or subrecipient must be able to provide both components, including the units supported by the transitional housing component and the tenant-based rental assistance and services provided through the PH-RRH component, to all participants. A program participant may choose to receive only the transitional housing unit, or the assistance provided through the PH-RRH component, but the recipient or subrecipient must make both types of assistance available. Additionally, if CoC Program funds are not being requested for both TH and PH-RRH units, the project application must still describe the number of TH and PH-RRH units that will be utilized by the project, if selected for conditional award, and provide details in the project description of how TH and PH-RRH assistance will be provided.

n. *Non-Dedicated Permanent Supportive Housing Beds*. Permanent supportive housing beds within a CoC's geographic area that are not currently classified as dedicated for use by chronically homeless individuals and families or as DedicatedPLUS.

o. *Preliminary Pro Rata Need (PPRN)*. The amount of funds a CoC could receive based upon the geographic areas claimed by the CoC and reviewed by HUD during the CoC Program Registration process. To determine the amount of funding available for each geographic area, HUD will use the formula set forth at 24 CFR 578.17(a). Each year, HUD publishes the PPRN for each jurisdiction on the HUD Exchange. A CoC's PPRN is determined by adding the published PPRN of each metropolitan city, urban county, and other county located within the HUD-approved CoC geographic area. HUD will post a report to the FY 2018 CoC Program Competition: Funds Available page on the HUD Exchange that will list each CoC's available PPRN based on the geographic codes selected by the Collaborative Applicant during the FY 2018 CoC Program Registration process.

p. *Racial Disparities*. Research has found racial disparities in rates of homelessness. Specifically, blacks and Native Americans experience homelessness at disproportionately higher rates. Efforts to prevent and end homelessness should consider and address racial inequities to achieve positive outcomes for all persons experiencing homelessness (e.g., receiving necessary services and housing to exit homelessness).

q. *Reallocation*. Reallocation is a process that CoCs use to shift 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 of this NOFA and the project eligibility and project quality thresholds established by HUD in Sections V.C.3.b and V.C.3.c of this NOFA. CoCs may only reallocate eligible renewal projects that have previously been renewed under the CoC Program. To create a Transition Grant (see Section II.B.2 of

this NOFA), the CoC must wholly eliminate one or more projects and use those funds to create the single, new transition grant.

For a CoC to receive funding for a new project, other than through reallocation, the CoC must demonstrate that all project applications are evaluated and ranked based on the degree to which they improve the CoC's system performance.

r. *Transition Grant.* A grant to fund a new project (as permitted in Section II.B.2 of this NOFA) to transition an eligible renewal project being eliminated through reallocation from one program component to another over a 1-year period (see section III.C.3.q of this NOFA for more information). The new transition project must meet the requirements set forth in Section II.B.2 of this NOFA (e.g., no more than 50 percent of grant funds may be used for costs of eligible activities of the program component being eliminated) and the project eligibility and project quality thresholds established by HUD in Sections V.C.3.b and V.C.3.c of this NOFA.

All remaining funds awarded must be used for eligible activities awarded under the new component for the project. Transition grants conditionally awarded in the FY 2018 CoC Program Competition will have one year to fully transition from the original component to the new component and this will take place during the transition grants normal operating year (e.g., March 1, 2018 through February 28, 2019). The project's operating start date will be the day after the end of the previous grant term for the expiring component, i.e., the transition grant will have the same operating year as the expiring component project. For transition grants reallocated from more than one project, the operating start day of the transition grant will be the day after the end of the earliest expiring grant term. By the end of the FY 2018 operating year, the transition grant must be operating under the new component and will be eligible to apply for renewal in the next CoC Program Competition under the component to which it transitioned.

For a new project to be considered a transition grant, the applicant for the new project must be the same recipient for the eligible renewal grant(s) being eliminated, and the applicant must provide the grant number(s) of the projects being eliminated to create the new project and attach a copy of the most recently awarded project application (e.g., if the project was last funded in the FY 2017 CoC Program Competition, a copy of the FY 2017 CoC Program Competition project application must be attached to the project application).

If HUD determines that a new project that applied to be a transition grant does not qualify to be a transition grant, but meets all other new project requirements, then HUD may award the project as a new project that is not a transition grant. In these instances, the recipient will not be permitted to expend any FY 2018 funds on activities not included in the new project application.

**D. Establishing and Operating the CoC.** Provisions at 24 CFR 578.5 and 24 CFR 578.7 detail the requirements for the establishment of a CoC and its operations.

**E. CoC Geographic Area.** Provisions at 24 CFR 578.5 require 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 cannot overlap, and any

overlapping geographies are considered Competing CoCs. HUD follows the process at 24 CFR 578.35(d) to determine which CoC HUD will fund in the case of CoC geographic areas that overlap. For the FY 2018 CoC Program Competition, there are no Competing CoCs. See Section III.J of this NOFA for more information about how HUD will award funding to projects in Competing CoCs.

**F. Planning Duties of the CoC.** Planning duties for CoCs are detailed in 24 CFR 578.7.

**G. 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 the responsibilities of the CoC about establishing and operating such a system. In addition to the definition and responsibilities established in the regulation, HUD also posted on the HUD Exchange the [CPD-17-01: Notice Establishing Additional Requirements for a Continuum of Care Centralized or Coordinated Assessment System](#) in January 2017, establishing the requirements related to the development and use of a centralized or coordinated entry assessment 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 homeless persons with the most appropriate resources available to address their particular needs.

**H. CoC Program Components.** 24 CFR 578.37 state that CoC funds may be used for projects under five program components: permanent housing (including rapid rehousing and permanent supportive housing); transitional housing; Supportive Services Only; HMIS; and in some cases, homelessness prevention. Homelessness prevention is a component through the implementation of High Performing Communities (HPC), as only designated HPCs may carry out homelessness prevention activities through the CoC Program. Although CoCs were able to apply for HPC designation during the FY 2018 CoC Program Registration process, HUD did not receive any requests for HPC designation; therefore, no CoCs may request funds for homelessness prevention. The only components that will be funded in the FY 2018 CoC Program Competition are:

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

In addition to funding projects that use these components, Collaborative Applicants may apply for projects that include the Transitional Housing and Permanent Housing-Rapid Re-Housing components in a single project, a Joint TH and PH-RRH component project.

**I. Collaborative Applicant.** HUD will only review CoC Consolidated Applications submitted from the Collaborative Applicant that has been designated by the CoC. As set forth at 24 CFR 578.9(a)(3), the Collaborative Applicant will compile all parts of the CoC Consolidated Application, including the FY 2018 CoC Application, the FY 2018 CoC Priority Listing, and all project applications for FY 2018 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 to HUD for CoC planning costs and for UFA Costs, if the Collaborative Applicant is designated to apply as an UFA applicant.

**J. Compliance with Violence Against Women Act (VAWA) Rule.** On November 16, 2016, HUD published its VAWA final rule (81 FR 80798), which provides various protections to victims of domestic violence, dating violence, sexual assault, and stalking under the CoC Program and other HUD programs. The grants to be awarded under this NOFA must comply with the VAWA rule as provided in 24 CFR 578.99(j). To enable full compliance with this rule, each CoC must have established an emergency transfer plan under 24 CFR 578.7(d) and make related updates to the written standards for administering CoC program assistance under 24 CFR 578.7(a)(9)(ii), (iii) and (v). These tasks were required to be completed by the time the local CPD Field Office issued the first FY 2017 grant agreement for a project in the CoC's geographic area for projects awarded funds in the FY 2017 CoC Program Competition.

**K. CoC Maximum Award and FMR Adjustments.** 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 instances where the FMR for a specific area has decreased from the previous year. Because the application deadline falls in FY 2018, HUD will use FY 2018 FMRs.
  - b. Funds awarded for rental assistance for renewal projects that request less than FMR, that is, 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. If 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 entire 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 budget line items will not include decreases if FMRs decrease in the geographic area. The operating and 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

### A. Available Funds



Funding of up to **\$2,100,000,000** is available through this NOFA.

Additional funds may become available for award under this NOFA because of HUD's efforts to recapture unused funds, use carryover funds, or because of the availability of additional appropriated funds. Use of these funds is subject to statutory constraints. All awards are subject to the applicable funding restrictions contained in this NOFA.

HUD will continue to require Collaborative Applicants to rank all projects (new reallocation, bonus, DV Bonus, and renewal) in two tiers. Tier 1 is equal to 94 percent of the CoC's ARD as described in Section III.C.3.a of this NOFA. Tier 2 is the difference between Tier 1 and the CoC's ARD plus any amount available for bonus amounts as described in Section III.C.3.c of this NOFA. CoC Planning and UFA Cost projects will be reviewed separately from these tiers.

**B. Distribution of Funds.** The distribution of funds will depend largely on CoC determined priorities, HUD selection priorities, overall demand, and renewal eligibility.

1. *Renewals.* Awards made under the CoC Program and Shelter Plus Care (S+C) Program project-based rental assistance with rehabilitation 10-year grants are eligible for renewal for FY 2018 funds if they have an executed grant agreement by December 31, 2018 and have an expiration date that occurs in Calendar Year (CY) 2019 (the period between January 1, 2019 and December 31, 2019). These projects are renewable under the CoC Program Competition as set forth in 24 CFR 578.33 to continue ongoing leasing, operating, supportive services, rental assistance, HMIS, and project administration costs. Grant agreements for FY 2017 funds must be executed by December 31, 2018 to be eligible for renewal. If a project application is submitted for FY 2018 funds where the grant agreement for FY 2017 funds is not executed by December 31, 2018, HUD will withdraw any funds conditionally awarded for FY 2018.

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 program 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 Rule.

2. *New Project Grant Terms.* The initial grant term for new project applications may be 1-year, 2-years, 3-years, 4-years, 5-years, or 15-years. However, the following exceptions apply:

- a. Any new expansion project that is submitted to expand an eligible renewal CoC Program-funded project may only request a 1-year grant term, regardless of the project type. This requirement does not apply to traditional expansion grants.
- b. Any new project that requests tenant-based rental assistance may request a 1-year, 2-year, 3-year, 4-year, or 5-year grant term.
- c. Any new project that requests leasing costs—either leasing costs only or leasing costs plus other costs (e.g., supportive services, HMIS.)—may only request up to a 3-year grant term.

d. Any new project that requests 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. Applicants must apply for additional funds as a renewal project application prior to the anniversary of the first expenditure of grant funds by which date the grant funds should have been expended, or if the date upon which funds must be expended has been extended by HUD, the date upon which the extension ends. CoC Program funds are not guaranteed past the initial 5-year grant term, if conditionally awarded.

e. Any new project that requests operating costs, Supportive Services Only, HMIS, and project administration may request 1-year, 2-year, 3-year, 4-year, or 5-year grant terms with funding for the same number of years.

f. Any new project 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.

g. 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 can be obtained from the local HUD CPD Field Office) for all grants of funds for new constructions, acquisition, and rehabilitation. (24 CFR 578.81)

h. All new CoC planning or UFA Costs applications are limited to 1-year grant terms and 1-year of funding.

(1) The maximum amount available for CoC planning project applications is 3 percent of FPRN or \$1,250,000; whichever is less.

(2) The maximum amount available for UFA Costs, for UFA designated Collaborative Applicants, is 2 percent of FPRN or \$750,000; whichever is less.

i. Any new project that is requesting consideration under the DV Bonus (see Section III.C.3.g of this NOFA more information) may only request a 1-year grant term, regardless of project type.

### *3. Renewal Project Grant Terms.*

a. All renewal project applications, including rental assistance, are limited to 1-year grant terms and 1 year of funding.

b. Any renewal permanent housing project that receives project-based rental assistance or operating costs may request up to a 15-year grant term; however, the project applicants may only request 1 year of funding. Project applicants must apply for the additional funds as a renewal project application prior to the anniversary of the first expenditure of grant funds by which date the grant funds should have been expended or, if the date upon which funds must be expended has been extended by HUD, the date upon which the extension ends. CoC Program funds are not guaranteed past the 1-year of renewal funding if conditionally awarded.

**C. Lead-Based Paint Requirement.** When providing housing assistance funding for purchase,

lease, supportive services, operating, or work that may disturb painted surfaces of pre-1978 housing, you must comply with the lead-based paint evaluation and hazard reduction requirements of HUD's lead-based paint rules (Lead Disclosure and Lead Safe Housing (24 CFR part 35)), and the Environmental Protection Agency (EPA) lead-based paint rules (e.g., Repair, Renovations and Painting, Pre-Renovation Education and Certification (40 CFR part 745)).

When providing education or counseling on buying or renting housing that may include pre-1978 housing, when required by regulation or policy, inform participants of their rights under the Lead Disclosure Rule (24 CFR part 36, subpart A.), and if the focus of the education or counseling is on rental or purchase of HUD-assisted pre-1978 housing, the Lead Safe Housing Rule (subpart B,R, and as applicable, F-M).

## V. Eligibility Information

### A. Eligible Applicants

HUD does not award grants to individuals. HUD will also not evaluate applications from ineligible applicants.

As required in the Code of Federal Regulations (CFR) at 2 CFR 25.200 and 24 CFR Part 5 Subpart K, all applicants for financial assistance must have an active unique entity identifier (currently a [DUNS number](#)), and have an active registration in the [System for Award Management \(SAM\)](#) before submitting an application. Getting a DUNS number and completing SAM registration can take up to four weeks; therefore, applicants should start this process or check their status early.

### B. Rules and Regulations Applicable to HUD NOFAs

Applicants must comply with these rules to apply.

#### 1. Eligibility Requirements for Applicants of HUD's Grants Programs.

Evidence of the following issues may prevent an award from being granted to otherwise successful applicants. Detailed information on each requirement is posted on [HUD's Funding Opportunities Page](#)

[Resolution of Civil Rights Matters](#)

[Outstanding Delinquent Federal Debts](#)

[Debarments and/or Suspensions](#)

[Pre-selection Review of Performance](#)

[Sufficiency of Financial Management System](#)

[False Statements](#)

[Mandatory Disclosure Requirement](#)

[Conducting Business in Accordance with Ethical Standards/Code of Conduct](#)

[Prohibition Against Lobbying Activities](#)

[Equal Protection for Faith-based and Community Organizations](#)

#### 2. Program Specific Requirements.

**a. Eligible Project Applicants (24 CFR 578.15, 24 CFR 5.100).** Eligible project applicants for the CoC Program Competition are found at 24 CFR 578.15: include

nonprofit organizations, states, local governments, and instrumentalities of state and local governments. Public housing agencies, as such term is defined in 24 CFR 5.100, are eligible 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 and S+C project-based rental assistance with rehabilitation 10-year grants, are eligible for renewal for FY 2018 funds if they are currently in operation and have an executed grant agreement that is dated no later than December 31, 2018 and expires in Calendar Year (CY) 2019 (the period from January 1, 2019 through December 31, 2019).

(1) HUD will not select renewal projects for an award of FY 2018 funds in this Competition unless the project meets one of the following additional eligibility requirements:

(a) Any CoC Program grant or S+C project-based rental assistance grant with funds for rehabilitation awarded in a preceding Competition that expire in CY 2019.

(b) Any S+C grant awarded prior to FY 2002 for which funding is expected to run out in CY 2019, and which has never applied for renewal funding.

(c) Any grant awarded as S+C grant that included rehabilitation that has a 10-year grant term.

(2) The total request for each renewing project may not exceed the ARA. Additionally, where two or more eligible projects are being consolidated through the project application, the total ARA of the consolidated project must be equal or less than the sum of the original renewal projects. 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 ARA, see Section III.C.1.a of this NOFA.

(3) HUD will recapture grant funds remaining unspent at the end of the previous grant period when it renews a grant.

(4) HUD encourages the consolidation of eligible renewal grants as provided in Section II.B.4 of this NOFA. This does not apply to CoCs that are designated by HUD as a UFA, since UFAs will enter into a single renewal grant agreement with HUD for the CoC's entire geographic area. See Section II.B.4 of this NOFA for additional information regarding consolidations.

(5) A grant awarded as S+C grant that included rehabilitation that has a 10-year grant term renewing for the first time under this NOFA may indicate a higher number of units than approved in the original application on the GIW during the FY 2018 CoC Program Registration process. However, for HUD to approve this increase, the applicant must have provided its local HUD CPD Field Office with copies of all executed leases to support the higher number of units. HUD will consider the number of documented units under lease as the maximum number of units eligible for renewal in the FY 2018 CoC Program Competition. The number and configuration of units

eligible for renewal must match the number and configuration of units recorded on the Rental Assistance Worksheet that was part of the GIW.

**c. New Projects.**

(1) CoCs may submit new projects created through reallocation, bonus, or a combination of reallocation and bonus, new DV Bonus projects, CoC planning project, and UFA Costs project (if applicable).

(2) To expend funds within statutorily required deadlines, applicants funded for sponsor-based and project-based rental assistance must execute the grant agreement 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 local HUD CPD field office.

(3) 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 project application.

**d. Match.** 24 CFR 578.73 provides the information regarding match requirements. Project applicants that intend to use program income as match must provide an estimate of how much program income will be used for match.

**e. Eligible Costs.** 24 CFR 578.37 through 578.63 identify the eligible costs for which funding may be requested under the CoC Program. HUD will reject any requests for ineligible costs.

**f. Indirect Costs.** Statutory or Regulatory Restrictions apply. Normal indirect cost rules apply. Project applicants that intend to charge indirect costs to the conditional award must clearly state in the project application(s) the rate and distribution base the project intends to use. If the project applicant has a Federally negotiated indirect cost rate, the project application(s) must also include a letter or other documentation from the cognizant agency showing the approved rate.

Nongovernmental organizations that have a Federally negotiated indirect cost rate must clearly state in the project application(s) the approved rate and distribution base and must include a letter or other documentation from the cognizant agency showing the approved rate. Project applicants that have never received a Federally negotiated indirect cost rate and elect to use the de minimis rate must clearly state the use of the de minimis rate of 10 percent of Modified Total Direct Costs (MTDC) in the project application(s). As described in 2 CFR 200.403, costs must be consistently charged as either indirect or direct costs but may not be double charged or inconsistently charged as both. Once an organization elects to use the de minimis rate, the organization must apply this methodology consistently for all Federal awards until the organization chooses to negotiate for a rate, which the organization may apply to do at any time. Documentation of the decision to use the de minimis rate must be retained on file for audit.

**g. Participative Planning and Implementation.** Applicants must identify the steps they will take to ensure that traditionally marginalized populations (such as racial and ethnic minorities and persons with disabilities) will be able to meaningfully participate in the

planning process. The applicant must identify the specific populations that it will include, identify community organizations that represent these populations, and describe how these populations will be included in the planning process. For capital investment projects, grantees should commit to and demonstrate plans to employ low-income and very low-income persons and/or utilize Section 3 businesses at levels beyond those required by Section 3. In seeking public participation, applicants and recipients must ensure that all communications are provided in a manner that is effective for persons with hearing, visual, and other communication-related disabilities consistent with Section 504 of the Rehabilitation Act of 1973 and, as applicable, the Americans with Disabilities Act. In addition, Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d and Executive Order 13166 require that grantees take reasonable steps to ensure meaningful access to services, programs, and activities by persons with Limited English Proficiency (LEP persons).

### 3. Criteria For Applicants

**a. Project Applications.** The following types of project applications will be eligible for completion and submission in the FY 2018 CoC Program Competition.

- (1) *CoC planning projects.* All Collaborative Applicants are eligible and encouraged to apply for CoC planning funds which may be used as described in 24 CFR 578.39.
- (2) *UFA Costs projects.* Only those Collaborative Applicants approved for UFA designation are eligible to apply for UFA Costs project funds as described in 24 CFR 578.41.
- (3) *New Projects Created Through Reallocation or Bonus.* New project applications may be created through the reallocation process or as bonus projects:
  - (a) Permanent housing-permanent supportive housing (PH-PSH) projects that meet the requirements of Dedicated PLUS as defined in Section III.C.3.f of this NOFA or where 100 percent of the beds are dedicated to individuals and families experiencing chronic homelessness, as defined in 24 CFR 578.3.
  - (b) CoCs may create new permanent housing-rapid rehousing (PH-RRH) projects that will serve homeless individuals and families, including unaccompanied youth;
  - (c) Joint TH and PH-RRH component projects as defined in Section III.C.3.m of this NOFA to better serve homeless individuals and families, including individuals or families fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking who meet the following criteria:
    - (i) residing in a place not meant for human habitation;
    - (ii) residing in an emergency shelter;
    - (iii) person meeting the criteria of paragraph (4) of the definition of homeless, including persons fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking;
    - (iv) residing in a transitional housing project that is being eliminated;

(v) residing in transitional housing funded by a Joint TH and PH-RRH component project as defined in Section III.C.3.m of this NOFA; or

(vi) receiving services from a VA-funded homeless assistance program and met one of the above criteria at initial intake to the VA's homeless assistance system.

(d) Dedicated HMIS project for the costs at 24 CFR 578.37(a)(2) that can only be carried out by the HMIS Lead, which is the recipient or subrecipient of an HMIS grant, and that is listed on the HMIS Lead form in the CoC Applicant Profile in *e-snaps*.

(e) Supportive services only (SSO-CE) project to develop or operate a centralized or coordinated assessment system.

Prior to completing a new project created through the reallocation process or a bonus project, project applicants should consult with the CoC to determine which of these options will be available in the local CoC competition.

Because new project applications may be created through the reallocation or bonus processes, if HUD determines that a project applicant or a CoC incorrectly classified one or more new projects as reallocation or bonus, HUD may reclassify the project(s) as either reallocation or bonus if the CoC exceeded either its reallocation or bonus amount. For example, if a project applicant or the CoC classified a new project application as reallocation but did not reallocate funds in whole or part from an eligible renewal project, and there are bonus funds available, HUD may reclassify the new project application as bonus during its review. If a project applicant uses both reallocation and bonus amounts to create a single new project but did not have sufficient amounts available from either source, HUD will reduce the project to the amount available, if any. As stated in Section II.B.1 of this NOFA, the CoC must be able to demonstrate the ability to reallocate lower performing criteria to create new higher performing projects to be eligible to submit projects through the bonus process, also see Section II.B.1.c of this NOFA.

A new project may only use reallocated funds from eligible renewal project(s) that have previously been renewed under the CoC Program. Any new project created through the reallocation process should receive confirmation from the CoC that it is using the reallocation process in this Competition.

(4) *New Projects for DV Bonus*. New projects that want to be considered for the DV Bonus, may be:

(a) Permanent Housing-Rapid re-housing projects dedicated to serving survivors of domestic violence, dating violence, sexual assault, or stalking that are defined as homeless at 24 CFR 578.3;

(b) Joint TH and PH-RRH component projects as defined in Section III.C.3.m of this NOFA dedicated to serving survivors of domestic violence, dating violence, sexual assault, or stalking that are defined as homeless at 24 CFR 578.3; or

(c) Supportive service only-coordinated entry project to implement policies, procedures, and practices that equip the CoC's coordinated entry to better meet

the needs of survivors of domestic violence, dating violence, sexual assault, or stalking.

(5) *New 1-Year Grant Terms.* HUD will allow new projects to request funding for 1 year; however, any new projects requesting capital costs (i.e., new construction, acquisition, or rehabilitation) are not eligible for 1-year requests. If 1-year of funding is requested for new projects with capital costs, HUD will increase the grant term to 3-years and the new project will be required to spend the funds requested over a 3-year period, assuming the project is conditionally selected for award.

(6) *Expansion Project.* HUD will allow project applicants to apply for a new expansion project (see Section III.C.3.i of this NOFA) under the DV Bonus, reallocation, and bonus processes to expand existing projects that will increase the number of units, persons served, services provided to existing program participants, or to add additional activities to HMIS and SSO-Coordinated Entry projects. If the new expansion project will expand an existing eligible CoC Program renewal project HUD will not fund capital costs (i.e., new constructions, rehabilitation, or acquisition) and HUD will only allow a 1-year funding request.

(a) Project applicants that intend to submit a new project application for the purposes of expanding an eligible CoC Program renewal project must:

- (i) enter the grant number of the project that is eligible for renewal that the project applicant requests to expand on the new project application;
- (ii) indicate how the new project application will expand units, beds, services, persons served, or services provided to existing program participants, or in the case of HMIS or SSO-Coordinated Entry projects, how the current activities will be expanded for the CoC's geographic area; and
- (iii) ensure the funding request for the expansion grant is within the funding parameters allowed under the reallocation or bonus funding amounts available.

The new expansion project application will be reviewed using the procedures and selection criteria established in Section V.C.3.b and V.C.3.c of this NOFA. If the new expansion project exceeds the amount of funding available under the reallocation or bonus processes, HUD will reduce the funding request to the available amount, which could affect the activities of the new expansion project. If both the new expansion project and the CoC Program renewal project it expands are conditionally selected for funding, one grant agreement incorporating both approved project applications will be executed. If the renewal project application is not conditionally selected for funding, the expansion project application will not be selected.

If the project applicant is applying to expand a non-CoC Program funded project (traditional expansion), the project applicant may apply for grant terms as found in Section IV.B.2 of this NOFA and may submit a project application as any other new project application.

(b) Project applicants may expand an existing renewal project that is not dedicated to serving survivors of domestic violence, dating violence sexual assault, or



stalking that meet the definition of homeless in 24 CFR 578.3 to dedicate additional beds, units, persons served, or services provided to existing program participants to this population.

(7) *Consolidated Project.* Applicants that intend to use the consolidation process to combine two or more eligible renewal projects (e.g., permanent housing-permanent supportive housing projects) may do so through the renewal project application and must ensure:

- (a) BLIs for the consolidated project application submitted exactly match the sum of the BLIs for each of the individual projects as they appear on the GIW posted to the HUD Exchange;
- (b) expiring grant numbers and operating start and end dates for the projects that are consolidating are provided;
- (c) operating end dates end in CY 2019;
- (d) are in good standing with HUD, meaning none of the projects have:
  - (i) outstanding audit or monitoring findings,
  - (ii) outstanding obligation to HUD that is in arrears,
  - (iii) unresolved construction delays,
  - (iv) a history of poor financial management/drawdown issues,
  - (v) history of low occupancy levels, or lack experience in administering the project type, or
  - (vi) other capacity issues.
- (e) must attach the previous year's project application to the FY 2018 project application forms.

If a project applicant incorrectly requests consolidation of two or more eligible renewal projects, HUD may reduce the consolidated project in which case the project applicant will permanently lose funding. Additionally, a project applicant cannot submit a consolidated project application that contains two different components (e.g., permanent housing and transitional housing).

The start date for the consolidated grant, if conditionally awarded, will be the day after the expiration date of the eligible renewal project with the earliest expiration date. The expiration date for the consolidated grant will be calculated by averaging the expiration dates for all expiring grants included in the consolidated grant weighted by the size of each expiring grant. If that date falls on the first through the fifteenth of a month, then the expiration date will be the last day of the previous month. If the date falls on the sixteenth through the end of the month, then the expiration date will be the last day of the month.

The expiration date for the consolidated grant will be calculated as follows: It will be X months after the end of the 12th month after the start date for the consolidated grant with X determined by calculating the sum for all grants of the total award times the number of months after the expiration of the first expiring grant that the grant expires

and dividing that sum by the total award for the consolidated grant. If the calculation of X results in a partial month, if it is less than 0.5, then the consolidated grant will expire on the last day of the previous month, and if it is 0.5 or more, then the consolidated grant will expire on the last day of the calculated month.

(8) *Renewal Grants Per Unit Cost.* Applicants requesting renewal of grants for rental assistance are permitted to request a per-unit amount less than the Fair Market Rent (FMR), if the actual rent per unit under lease is less than the FMR. The Applicants must provide copies of the leases to establish the actual rents. This will help reduce the number of projects receiving rental assistance that have large balances of unspent funds remaining at the end of the operating year. Renewal project applicants must ensure the amount requested will be sufficient to cover all eligible costs as HUD cannot provide funds beyond the amount awarded through this 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 VIII.B of this NOFA for additional information regarding FMR adjustments for projects receiving funds for rental assistance.

(9) *CoC Planning.* Only one CoC planning project application may be submitted per CoC under this NOFA. Similarly, only one project application for UFA Costs may be submitted for HUD-designated UFAs under this NOFA. The project applications for CoC planning and UFA Costs must be submitted by the Collaborative Applicant, which must match the organization listed as the Collaborative Applicant in the CoC Applicant Profile in *e-snaps*. HUD is not ranking CoC planning and UFA Costs projects in the FY 2018 CoC Program Competition. These project types will not affect a CoC's available amount for new and renewal project applications as they are not counted as part of the CoC's final ARD.

## **C. Rules that affect how HUD evaluates applications**

### **1. Past Performance**

In evaluating applications for funding, HUD will consider an applicant's past performance in managing funds. Items HUD may consider include, but are not limited to:

- a. The ability to account for funds appropriately;
- b. Timely use of funds received from HUD;
- c. Timely submission and quality of reports submitted to HUD;
- d. Meeting program requirements;
- e. Meeting performance targets as established in the grant agreement;
- f. The applicant's organizational capacity, including staffing structures and capabilities;
- g. Time-lines for completion of activities and receipt of promised matching or leveraged funds; and
- h. The number of persons to be served or targeted for assistance.

HUD may deduct points from the rating score or establish threshold levels as specified under the Factors for Award in the NOFA. Each NOFA will specify how past performance will be rated or otherwise used in the determination of award amounts. Whenever possible, HUD will obtain past performance information from staff with the greatest knowledge and understanding

of each applicant's performance. If this evaluation results in an adverse finding related to integrity or performance, HUD reserves the right to take any of the remedies provided in Section III.C.2.b.(5), Pre-selection Review of Performance, above.

**2. 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 24 CFR part 578. Project applicants can obtain a copy of the Act and 24 CFR part 578 on the [HUDEx change](#) or by contacting the NOFA Information Center at 1-800-483-8929).

### **3. Threshold Requirements.**

*a. Ineligible Applicants.* HUD will not consider a project application from an ineligible project applicant, including an application submitted for CoC planning funds or UFA Costs from a project applicant other than the Collaborative Applicant.

*b. 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. 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 (e.g., monitoring findings, results from investigations by HUD's Office of Inspector General, the recipient routinely does not draw down funds from eLOCCS at least once per quarter, consistently late Annual Performance Report (APR) submissions). Approval of new and renewal projects is not a determination by HUD that a recipient is compliant 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 24 CFR part 578 and provide evidence of eligibility required in the application (e.g., nonprofit documentation).

(2) Project applicants and subrecipients must demonstrate the financial and management capacity and experience to carry out the project as detailed in the project application and the capacity to administer federal funds. Demonstrating capacity may include a description of the applicant/subrecipient experience with similar projects and with successful administration of SHP, S+C, or CoC Program funds or 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 24 CFR part 578, and the project application must establish eligibility of project applicants. This includes the following additional eligibility criteria for certain types of projects:

(a) Subject to the qualifications below, the only persons who may be served by any non-dedicated permanent supportive housing beds are individuals and families experiencing homelessness who come from the streets, emergency shelters, safe havens, institutions, or transitional housing.

(i) Homeless individuals and families coming from transitional housing must

have originally come from the streets or emergency shelters.

(ii) Individuals and families experiencing homelessness with a qualifying disability who were fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions 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.

(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 permanent supportive housing.

(b) The only persons who may be served in DedicatedPLUS project are persons described in Section III.C.3.f of this NOFA. Renewal PSH projects, including those where 100 percent of the beds are currently dedicated to individuals and families experiencing chronic homelessness, may change the classification of the project through the project application to DedicatedPLUS.

(c) Rapid re-housing projects, including new and renewal projects, but excluding those funded under the DV Bonus, may serve individuals and families, including unaccompanied youth, who meet the following criteria:

(i) residing in a place not meant for human habitation;

(ii) residing in an emergency shelter or coming directly from the streets;

(iii) persons who qualify under paragraph (4) of the definition of homelessness, including persons fleeing or attempting to flee domestic violence situations

(iv) residing in a transitional housing project that was eliminated;

(v) residing in transitional housing funded by a Joint TH and PH-RRH component project (See Section III.C.3.1 of this NOFA); or

(vi) receiving services through a VA-funded homeless assistance program and met one of the above criteria at initial intake to the VA's homeless assistance system.

(d) The only persons who may be served in projects funded through the DV Bonus are survivors of domestic violence, dating violence, sexual assault, or stalking who are defined as homeless at 24 CFR 578.3. Additionally, all projects funded through the DV Bonus must adopt a housing first approach.

(e) Renewal projects originally funded under the Permanent Supportive Housing Bonus or Samaritan Housing Initiative in previous years must continue to serve the homeless population in accordance with the respective NOFA under which it was originally awarded unless the project changes the current population served to meet the criteria of DedicatedPLUS (see Section III.C.3.f of this NOFA for more information).

(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 must not 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.

*c. Project Quality Threshold.* HUD will review all new project applications to determine if they meet the following project quality threshold requirements. 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 (e.g., monitoring findings, results from investigations by HUD's Office of Inspector General, the recipient routinely does not draw down funds from eLOCCS at least once per quarter, consistently late APR submissions) and if the renewal project has compliance issues which results in the project not operating in accordance with 24 CFR part 578. If awarded, a recipient is required to meet all the criteria listed in the criteria column for its component. Additionally, 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 compliant with applicable fair housing and civil rights requirements.

Rating Factor for New Project Types	Points Available	Criteria
<b>Permanent Housing: Permanent Supportive Housing or Rapid Rehousing</b>		
New permanent housing projects must receive at least 3 out of the 4 points available for this project type. Projects that do not receive at least 3 points will be rejected.	1	The type of housing proposed, including the number and configuration of units, will fit the needs of the program participants (e.g., two or more bedrooms for families).
	1	The type of supportive services that will be offered to program participants will ensure successful retention in or help to obtain permanent housing, including all supportive services regardless of funding source.
	1	The proposed project has a specific plan for ensuring program participants will be individually assisted to obtain the benefits of mainstream health, social, and employment programs for which

		they are eligible to apply meets the needs of program participants (e.g., Medicare, Medicaid, SSI, Food Stamps, local Workforce office, early childhood education).
	1	Program participants are assisted to obtain and remain in permanent housing in a manner that fits their needs (e.g., provides the participant with some type of transportation to access needed services, safety planning, case management, additional assistance to ensure retention of permanent housing).
<b>Joint TH and PH-RRH</b>		
New Joint TH and PH-RRH component project applications must receive at least 4 out of 6 points available for this project type. Projects that do not receive at least 4 points will be rejected.	1	The type of housing proposed, including the number and configuration of units, will fit the needs of the program participants (e.g., two or more bedrooms for families.)
	1	The proposed project will provide enough rapid re-housing assistance to ensure that at any given time a program participant may move from transitional housing to permanent housing. This may be demonstrated by identifying a budget that has twice as many resources for the rapid re-housing portion of the project than the TH portion, by having twice as many PH-RRH units at a point in time as TH units, or by demonstrating that the budget and units are appropriate for the population being served by the project.
	1	The type of supportive services that will be offered to program participants will ensure successful retention or help to obtain permanent

		housing, including all supportive services regardless of funding source.
	1	The proposed project has a specific plan for ensuring program participants will be individually assisted to obtain the benefits of mainstream health, social, and employment programs for which they are eligible to apply meets the needs of program participants (e.g., Medicare, Medicaid, SSI, Food Stamps, local Workforce office, early childhood education).
	1	Program participants are assisted to obtain and remain in permanent housing in a manner that fits their needs (e.g., provides the participant with some type of transportation to access needed services, safety planning, case management, additional assistance to ensure retention of permanent housing).
	1	The project adheres to a housing first model as defined in Section III.C.3.1 of this NOFA.

**SSO-Coordinated Entry**

New SSO-Coordinated Entry project applications (also known as centralized or coordinated assessment) must receive at least 2 out of the 4 points available for this project type. Projects that do not receive at least 2 of the 4 points available will be rejected.	1	The centralized or coordinated assessment system is easily available/reachable for all persons within the CoC's geographic area who are seeking information regarding homelessness assistance. The system must also be accessible for persons with disabilities within the CoC's geographic area.
	1	There is a strategy for advertising that is designed specifically to reach homeless persons with the highest barriers within the CoC's geographic

		area.
	1	There is a standardized assessment process.
	1	Ensures program participants are directed to appropriate housing and services that fit their needs.
<b>HMIS</b>		
New HMIS project applications must receive at least 3 out of the 4 points available for this project type. Projects that do not receive at least 3 of the 4 points available will be rejected.	1	How the HMIS funds will be expended in a way that is consistent with the CoC's funding strategy for the HMIS and furthers the CoC's HMIS implementation.
	1	The HMIS collects all Universal Data Elements as set forth in the <a href="#">HMIS Data Standards</a> .
	1	The ability of the HMIS to un-duplicate client records.
	1	The HMIS produces all HUD-required reports and provides data as needed for HUD reporting (e.g., APR, quarterly reports, data for CAPER/ESG reporting) and other reports required by other federal partners.
<b>CoC Planning – Collaborative Applicants Only</b>		
New CoC planning projects, submitted only by the CoC's designated Collaborative Applicant, must receive at least 3 out of the 5 points available for this project type. CoC planning projects that do not receive at least 3 points will be rejected.	1	Governance and Operations-The CoC conducts meetings of the entire CoC membership that are inclusive and open to members and demonstrates the CoC has a written governance charter in place that includes CoC policies.
	1	CoC Committees-The CoC has CoC-wide planning committees, subcommittees, or workgroups to address homeless needs in the CoC's geographic area that recommends and sets policy priorities for the CoC.



	2	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.
	1	The funds requested will improve the CoC's ability to evaluate the outcome of both CoC Program-funded and ESG-funded projects.

Project applications for UFA Costs are not subject to a threshold review. HUD will review the UFA Costs submitted by the UFA designated Collaborative Applicant to ensure appropriate match and eligibility of costs requested.

Additionally, HUD will assess all new project applications 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 the following criteria:

- (1) Project applicants and potential subrecipients must have satisfactory capacity, drawdowns, and performance for existing grant(s) that are funded under the S+C or CoC Program, as evidenced by timely reimbursement of subrecipients, regular drawdowns, and timely resolution of any monitoring findings;
- (2) For expansion project applications, project applicants must articulate the part of the project that is being expanded. Additionally, project applicants must demonstrate they are not replacing other funding sources; and,
- (3) 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 HUD finds to have significant issues related to capacity, performance, unresolved audit or monitoring findings related to one or more existing grants; or does not routinely draw down funds from eLOCCS at least once per quarter. Additionally, HUD reserves the right to withdraw funds if no APR is submitted on the prior grant.

d. *Project Renewal Threshold.* A CoC must consider the need to continue funding for projects expiring in CY 2019. 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:

- (1) When considering renewal projects for award; HUD will review information in eLOCCS, APRs, and information provided from the local HUD CPD field office; including monitoring reports and audit reports as applicable, and performance standards on prior grants, and will assess projects using the following criteria on a pass/fail basis:

- (a) Whether the project applicant's performance met the plans and goals

established in the initial application, as amended;

(b) Whether the project applicant demonstrated all timeliness standards for grants being renewed, including those standards for the expenditure of grant funds that have been met;

(c) The project applicant's performance in assisting program participants to achieve and maintain independent living and records of success, except dedicated HMIS projects that are not required to meet this standard; and

(d) 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.

(2) 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.

e. *Certification of Consistency with the Consolidated Plan.* Each project applicant must submit a certification by the jurisdiction in which the proposed project(s) will be located that the applicant's project 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 completed and dated between May 1, 2018 and September 18, 2018.

f. *Environmental Requirements.* Notwithstanding provisions at 24 CFR 578.31 and 24 CFR 578.99(a) of the Rule, and in accordance with Section 100261(3) of MAP-21 (Pub. L. 112-141, 126 Stat. 405), activities under this NOFA are subject to environmental review by a responsible entity under HUD regulations at 24 CFR part 58.

(1) HUD made two important changes for projects categorized or Categorically Excluded from review under the National Environmental Policy Act and not subject to 24 CFR 58.5 (CENST):

(a) All scattered-site projects where program participants choose their own unit

and are not restricted to units within a pre-determined specific project site or sites are categorized in 24 CFR 58.35(b)(1) as CENST. This now includes both tenant-based rental assistance and tenant-based leasing projects where program participants choose their own unit. Previous guidance included only Tenant Based Rental Assistance as eligible CENST projects.

(b) The [Exempt/CENST](#) form is only required for each project, not every unit. Previous guidance instructed recipients to complete an Exempt/CENST form for each unit.

(2) 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 24 CFR 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.

(3) Irrespective of whether the responsible entity in accordance with 24 CFR part 58 (or HUD in accordance 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.

(4) 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 expend 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).

## VI. Application and Submission Information

### A. Obtaining an Application

**Authoritative Versions of HUD NOFAs.** Program NOFAs posted on Grants.gov are the official documents HUD uses to solicit applications. Applicants are advised to compare their application submission with the requirements in the Program NOFA. If there is a discrepancy in the Program NOFA posted on Grants.gov and other information provided in any other copy or version or supporting documentation, the Program NOFA located on Grants.gov prevail. If discrepancies are found, please notify HUD immediately by calling or emailing the program contact listed in the Program NOFA. Individuals with hearing, or speech impairments, may use the Federal Relay Service's teletype service at 1-800-877-8339. HUD will post any corrections or changes to a Program NOFA on Grants.gov. Applicants must enroll an email address at the

application download page to receive e-mail alerts from Grants.gov when funding opportunities are changed.

CoC Program does not use grants.gov. CoC uses e-SNAPS an electronic application system.

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## **B. Submission Requirements**

**1. Faxes.** HUD grant programs do not accept faxed applications or supporting documents.

### **2. Other Guidance and Notifications**

**1. Selection and Notification of Award.** Following the evaluation process, HUD will notify successful applicants that they have been selected for award by mail. Unsuccessful applicants that they have not been selected for award will be notified by email. Notifications will be sent to the person listed as the Authorized Organizational Representative (AOR) in item 21 of the SF424 and to the designated Point of Contact (POC) for the application in item 8F of the SF424.

**2. Negotiation.** Action on Conditionally Selected Application. 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 require the submission of the additional project information no later than 30 days after the date of the letter for such information, except as otherwise provided in 24 CFR 578.21(c). If an applicant is unable to meet any conditions for the award within the specified time frame, HUD reserves the right not to award funds to the applicant and add those funds to the funds available for the next Competition.

**3. Performance and Compliance Actions of Funding Recipients.** As part of HUD’s ongoing management of each funded award, HUD will evaluate the performance and compliance of each funded award. HUD expects recipients to fulfill performance goals indicated in their application. HUD will measure and address the performance and compliance actions of recipients in accordance with the applicable standards and sanctions of the respective program.

**4. Federalism.** E.O. 13132 prohibits, to the extent practicable and permitted by law, an agency from promulgating policies that have federalism implications and either impose substantial direct compliance costs on state and local governments and are not required by statute, or preempt state law, unless the relevant requirements of Section 6 of the executive order are met. This notice does not have federalism implications and does not impose substantial direct compliance costs on state and local governments or preempt state law within the meaning of the executive order.

**5. Section 102 of the HUD Reform Act.** Section 102 of the Department of Housing and Urban Development Reform Act of 1989 (HUD Reform Act) (42 U.S.C. 3545) and the regulations

codified at 24 CFR 4, subpart A, contain several requirements that are designed to ensure greater accountability and integrity in the provision of certain types of assistance administered by HUD. On January 14, 1992, HUD published a notice that also provides information on the implementation of Section 102 (57 FR 1942). The documentation, public access, and disclosure requirements of Section 102 apply to assistance awarded under NOFAs published as described below:

a. Documentation, Public Access, and Disclosure Requirements. HUD will ensure that documentation and other information regarding each application submitted pursuant to a FY 2016 NOFA are sufficient to indicate the basis upon which assistance was provided or denied. This material, including any letters of support, will be made available for public inspection for a 5-year period beginning not less than 30 days after the award of the assistance. Material will be made available in accordance with the FOIA and HUD's implementing regulations at 24 CFR 15.

b. Form HUD 2880, "Applicant/Recipient Disclosure/Update Report". HUD will also make available to the public for a period of 5 years all applicant disclosure reports (form HUD 2880) submitted in connection with a FY 2018 NOFA. Updated reports (also reported on form HUD 2880) will be made available along with the applicant disclosure reports, but in no case for a period of less than 3 years. All reports will be made available in accordance with the FOIA and HUD's implementing regulations. HUD has posted an ([instructional video \(HUD 2880\)](#)) for applicants/recipients.

c. Publication of Recipients of Funding. HUD's regulations at 24 CFR 4 provide that HUD will publish a notice in the Federal Register to notify the public of all funding decisions made by HUD to provide:

- (1) Assistance subject to Section 102(a) of the HUD Reform Act; and
- (2) Assistance provided through grants or cooperative agreements on a discretionary (non-formula, non-demand) noncompetitive basis.

**6. Section 103 of the HUD Reform Act.** Section 103 of the HUD Reform Act, codified at 24 CFR 4, subpart B, applies to this funding competition until the announcement of selection of successful applicants. HUD's employees involved in the review of applications and in the making of funding decisions are prohibited by the regulations from providing advance information to any person (other than an authorized HUD employee) concerning funding decisions or from otherwise giving any applicant an unfair competitive advantage. Persons who apply for assistance must confine their inquiries to the subject areas HUD's employees are permitted to answer under 24 CFR 4. Applicants who have ethics-related questions may contact HUD's Ethics Law Division at 202-708-3815 (this is not a toll-free number). Persons with speech or hearing impairments may access this number via TTY by calling the Federal Relay Service at 1-800-877-8339.

**7. Digital Signatures and Recordkeeping.** HUD is increasing electronic recordkeeping where feasible.

- a. HUD plans to use digital signatures on grant award and modification documents to expedite awards and modification.
- b. HUD will manage email records in an electronic format. Grantees need not print emails and

file them if their email system and procedures meet records management and litigation requirements (e.g., identifying, retrieving, and retaining the records for as long as they are needed).

**C. Application Package.** The submission summary in *e-snaps* provides the list of elements required to complete each type of project application. A Collaborative Applicant will not be able to submit an application to HUD until all required parts are completed, including the project-level review and either accepting and ranking or rejecting the project applications. Once available, the CoC Application, Project Application, and CoC Priority Listing can be accessed at <https://esnaps.hud.gov/>.

**D. Content and Form of Application Submission.** The CoC Consolidated Application for funds under this NOFA includes the FY 2018 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; the CoC Priority Listing which includes the reallocation forms, all project applications submitted to the CoC for funding consideration that are either approved and ranked or rejected; and the form HUD-2991, Certification of Consistency with the Consolidated Plan.

**E. 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 parts listed below, all of which will be submitted electronically either through *e-snaps* or as an uploaded attachment (for more information see the project application, CoC Application, and CoC Priority Listing detailed instructions and *e-snaps* Navigational Guides located on the [HUD Exchange](#)).

1. The FY 2018 CoC Application, including:

a. The CoC plan with all charts and narratives completed as applicable;

b. All required attachments, including:

(1) CoC Review, Score, and Ranking Procedures. The CoC's written procedures that are publicly posted for all interested stakeholders and applicants that clearly describe the project-level review and ranking process that is used by the CoC to determine how CoC Program project applications submitted to the CoC are reviewed, scored, and ranked;

(2) HMIS Policy, Procedures and Agreements With the HMIS Lead. The policy and procedures developed for the CoC's HMIS Lead and the signed agreements that address the roles and responsibilities of the CoC, HMIS Lead, and contributing organizations to the HMIS.

(3) Governance Charter (HMIS Governance). The section of the governance charter containing the policies and procedures used by the CoC to comply with the HMIS requirements prescribed by HUD. Alternatively, if the CoC has created a separate document (e.g., an HMIS Governance Agreement) to outline the policies and procedures related to HMIS governance and incorporated this document into the governance charter by reference, the CoC may attach that document;

(4) PHA Administrative Plan. If the CoC is seeking points under Section

VII.B.1.e of this NOFA, the relevant excerpt from a written plan, if any was developed between the CoC and the PHA(s) located within the CoC's geographic area that describes the PHA(s) homeless preference for housing. Instead of a relevant excerpt from the written plan, a letter from the PHA(s) may be attached that describes the PHA(s) homeless preference for housing;

(5) Projects to Serve Persons Defined as Homeless under paragraph (3) of 24 CFR 578.3. If the CoC is seeking to serve persons defined as homeless under paragraph (3) of the homeless definition, a list of projects that will serve persons defined as homeless under paragraph (3) of the homeless definition;

(6) FY 2018 CoC Competition HDX Report. The report that shows all the system performance measures that were submitted to HUD as well as the data quality measures for the information submitted to HUD.

2. FY 2018 Project Application(s), including for each project application:

- a. Project application, charts, narratives, and attachments;
- b. SF-424 Application for Federal Assistance;
- c. SF-424 Supplement, Survey on Ensuring Equal Opportunities for Application required for nonprofit applicants only where completion and submission of this survey is voluntary;
- d. Documentation of Applicant and Subrecipient Eligibility. All project applicants must attach documentation of eligibility and the subrecipient eligibility must also be attached to the project application;
- e. Applicant Certifications;
- f. Form HUD-2880, Applicant/Recipient Disclosure/Update Report. Must be attached for each project and must include the correct amount of HUD assistance requested.
- g. SF-LLL, Disclosure of Lobbying Activities (if applicable);
- h. Form HUD-50070, Certification for Drug-Free Workplace;
- i. Disclosure of Lobbying Activities; and
- j. Applicant Code of Conduct. All project applicants must ensure their organization has a Code of Conduct that complies with the requirements of 2 CFR part 200 and is on file with HUD at [https://www.hud.gov/program\\_offices/spm/gmomgmt/grantsinfo/conduct](https://www.hud.gov/program_offices/spm/gmomgmt/grantsinfo/conduct). If the organization's Code of Conduct does not appear on HUD's website, the project applicant must attach its Code of Conduct that includes all required information to its Project Applicant Profile in *e-snaps*.

3. The FY 2018 CoC Priority Listing, including:

- a. Project reallocation forms (if applicable) that indicates the eligible renewal projects that are being reallocated in whole or part to create new project applications;
- b. New Project Listing;
- c. Renewal Project Listing;

d. UFA Costs Project Listing;

e. CoC Planning Project Listing; and,

f. Form HUD-2991, Certification of Consistency with the Consolidated Plan. The Collaborative Applicant must submit a certification by the jurisdiction in which the proposed project(s) will be located that the applicant's application(s) for funding is consistent with the jurisdiction's HUD-approved consolidated plan dated between May 1, 2018 and September 18, 2018. This program requires a Certification of Consistency with the Consolidated Plan under 24 CFR 91.2. This certification means the proposed activities in the project applications are consistent with the jurisdiction's strategic plan, and the location of the proposed activities is consistent with the geographic areas specified in the Consolidated Plan.

4. 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 a solo project 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 solo project application in *e-snaps* to HUD by **8:00 PM Eastern time, September 18, 2018**, which must include the CoC's notification of rejection of the project in the local competition as an attachment to the Solo Applicant's project application. If the CoC fails to provide written notification, outside of *e-snaps*, the Solo Applicant must attach a statement that the CoC did not provide the Solo Applicant written notification of the CoC rejecting the project in the local CoC competition. See Section X.C of this NOFA for additional information regarding the Solo Applicant appeal process.

## F. Submission Dates and Times.

### 1. Application Deadline Date

a. Completed applications must be submitted to HUD on or before **8:00 PM Eastern time on September 18, 2018**.

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 2018 project applications will be considered as part of scoring criteria as detailed in Section VII.B.2.d of this NOFA.

(1) *Project Application*. All project applications are required to be submitted to the CoC no later than 30 days before the application deadline.

CoCs that fail to establish a deadline for project applications that is no later than 30 days before the FY 2018 CoC Program Competition application deadline of September 18, 2018 will receive 0 points under Section VII.B.2.d of this NOFA.

(2) *CoC Notification to Project Applicants*. The CoC is required to notify, in writing 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 CoC Priority Listing, rejected, or reduced by the CoC no later than 15 days of the FY 2018 application deadline. Where a project application is being rejected or reduced, the CoC must indicate the reason(s) for the rejection or reduction. Any project applicants that are rejected or reduced by the CoC must be notified in writing outside of *e-snaps*, with an explanation for the decision to reject or reduce the project application. CoCs that fail to provide rejection or reduction notification to a project applicant that submits its project application within the local competition deadline will receive 0 points under Section VII.B.2.d of this NOFA.

c. All applicants may access the [HUD Exchange Ask A Question](#) (AAQ) any time prior to 8:00 PM Eastern time, on the application submission deadline date for FY 2018 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 might 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 any portion of their CoC Consolidated Application, including the CoC Priority Listing.

d. For the CoC Consolidated Application to be considered complete and properly submitted for review by HUD in the FY 2018 CoC Program Competition, the Collaborative Applicant must submit the entire CoC Consolidated Application by the submission deadline which includes: CoC Application, the CoC Priority Listing, and the project applications on behalf of the CoC. Note that the “**Submit**” button will not be available on the Submission Summary of the CoC Application and CoC Priority Listing until all required sections of the application and all parts of the listings, including accepting and ranking with a unique rank number or rejecting project applications have been completed. Collaborative Applicants should review the Submission Summary form carefully to ensure that no sections state “Please Complete.” **The CoC Application and the CoC Priority Listing are separate submissions in *e-snaps*; therefore, Collaborative Applicants must ensure that both the CoC Application and the CoC Priority Listing, that includes all project applications either approved and ranked or rejected, are submitted in *e-snaps* prior to the application submission deadline.**

e. Collaborative Applicants must print a copy of the Submission Summary form from the CoC Application and the CoC Priority Listing before closing their internet browser after the CoC Consolidated Application has been submitted to HUD. This is the Collaborative Applicant’s receipt of submission and proof of compliance with the application deadline. HUD will not give funding consideration to any Collaborative Applicant whose CoC Application or CoC Priority Listing is determined to be late and that are unable to provide HUD with a record of submission that verifies the FY 2018 CoC Consolidated Application was submitted prior to the application deadline date and time.

f. HUD strongly suggests that applicants use 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.

g. As stated in Section VI.F.1 of this NOFA, it is imperative that all Collaborative Applicants meet the submission deadline of **September 18, 2018 at 8:00 PM Eastern time**. Applications that are not received on time will not be funded. Also, failure to submit a complete CoC Consolidated Application may result in HUD finding that the CoC does not meet the requirements of the Act or its implementing regulations under 24 CFR 578.13. If the Secretary makes that finding, HUD may take remedial action to ensure fair distribution of grant funds to eligible entities within the CoC's geographic area, which includes the possibility that HUD will designate another eligible applicant to be the Collaborative Applicant for the CoC. In addition to the remedial actions listed in 24 CFR 578.13(a), HUD may also decide to impose another remedial action, such as requiring the CoC to create new policies and procedures to ensure that the Collaborative Applicant performs its duties.

h. If after notice and reasonable opportunity to be heard, HUD finds pursuant to 24 CFR 578.13, that one or more Continuums have failed to comply with the requirements of the Act and the Rule, HUD may, solely at its discretion and only if sufficient funds become available by recapture, publish a new NOFA for eligible applicants in Continuums that HUD has determined do not meet the requirements of the Act and program regulations.

**G. Intergovernmental Review. Not Applicable.**

**H. Funding Restrictions. Not Applicable.**

**I. 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 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 or the Collaborative Applicant anywhere within the CoC's geographic area; or
- c. there is no internet access that could be used by applicants 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 Norm Suchar, 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

The Continuum of Care competition does not award preference points.

### A. Criteria

CoC Consolidated Applications will be assessed on a 200-point scale. No Collaborative Applicants have exercised the authority under 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, persons fleeing domestic violence, dating violence, sexual assault, and stalking, persons who are unsheltered, and chronically homeless individuals and families.

*Major Disaster Areas.* HUD will award at least 28 points out of 56 points for questions under Section VII.B.5 of this NOFA in the FY 2018 CoC Application for CoCs where one or more counties was directly covered by a major disaster as declared by the President under Title IV of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (the Stafford Act), that occurred in the 12 months prior to the application deadline for the CoC Consolidated Application for FY 2018 funds and resulted in the Collaborative Applicant, the CoC, or its project(s) inability to continue operations due to flooding, destroyed facilities, lack of power for a long duration, etc. Additionally, if a major disaster impacts a CoC’s geographic area, as declared by the President under the Stafford Act, during the FY 2018 CoC Program application process that will impact local competition deadlines as outlined in Section I.H of this NOFA, the CoC’s Collaborative Applicant must send written notification to Norm Suchar, Director, Office of Special Needs Assistance Program at [CoCDisaster@hud.gov](mailto:CoCDisaster@hud.gov). The email must include:

1. the nature of the disaster, when the major disaster occurred, how the major disaster affected the Collaborative Applicant, the CoC, or its project(s);
2. the duration, and the impact on the Collaborative Applicant, the project applicants, or the CoC to meet the local competition deadline; and
3. the anticipated amount of time requested by the CoC for the extension – number of days, weeks, or months requested. This does not mean HUD will allow the full amount of time

requested.

Based on the timing and the extent of the major disaster, HUD may extend the application deadline for the affected CoC(s). All requests received will be confirmed via the Federal Emergency Management Agency (FEMA) website, <https://www.fema.gov/disasters>.

CoCs were required to submit the FY 2018 Housing Inventory Count (HIC) and Point-in-Time (PIT) count data (if the CoC conducted a FY 2018 PIT) directly to the HUD HDX website by April 30, 2018 by 8:00 PM Eastern time. CoCs that did not meet the established deadline for HIC and PIT count data submission and did not receive an extension from HUD will not receive the maximum number of points available as described in VII.B.3 and VII.B.4 of this NOFA.

For project applicants that plan to use funding for construction or rehabilitation, in order for the CoC to receive maximum points, the CoC must include information that describes the actions that will be taken by project applicants that receive CoC funding to comply with Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) (Section 3) and HUD’s implementing rules at 24 CFR part 135 to provide employment and training opportunities for low- and very low-income persons, as well as contracting and other economic opportunities for businesses that provide economic opportunities to low- and very low-income persons. This does not affect the applicants’ existing responsibilities to provide training, employment, and other economic opportunities pursuant to Section 3 that result from their receipt of other HUD funding.

**B. CoC Application Scoring.** The following chart describes the CoC Application criteria that will be used to establish CoC scores:

<p><b>1. CoC Coordination and Engagement.</b> HUD will award up to <b>48</b> points to CoCs that demonstrate coordination with other systems of care that serve homeless individuals and families, including sources of funding other than the CoC Program; an inclusive and outcome-oriented community process, including an organization 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 homeless individuals and families.</p>		
Rating Factor	Maximum Points	To Receive Maximum Points
<p><b>a. Inclusive Structure and Participation.</b></p>		
<p>(1) has an inclusive membership of a variety of stakeholders within the geographic area</p>	<p>1</p>	<p>Demonstrate participation from a broad array of stakeholders, not limited to organizations listed in 24 CFR 578.5(a), within the geographic area, including at a minimum:</p> <ul style="list-style-type: none"> <li>• victim service organizations;</li> <li>• youth providers; and</li> <li>• homeless or formerly homeless</li> </ul>

		individuals.
(2) has an invitation process for new members to join	1	Demonstrate that a transparent process (e.g. communicated in a public manner such as on the CoC's website) is in place to invite new members to join and that invitation process is publicly available within the geographic area at least annually.
(3) solicits and considers opinions from knowledgeable individuals and organizations	1	Demonstrate that a transparent process (e.g. communicated in a public manner such as on the CoC's website) is in place to solicit and consider opinions from individuals and organizations with knowledge of homelessness in the geographic area or an interest in preventing or ending homelessness in the geographic area.
(4) accepts and considers proposals from organizations that have not previously received CoC Program funding	1	Demonstrate that a transparent process (e.g. communicated in a public manner such as on the CoC's website) is in place to accept and consider proposals from organizations that have not previously received CoC Program funding.
<b><i>b. Coordination with Federal, State, Local, Private, and Other Organizations.</i></b> Coordinates with other organizations that serve individuals, families, unaccompanied youth, and persons fleeing domestic violence who are experiencing or at risk of homelessness. 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.	2	<ul style="list-style-type: none"> <li>• other federal, state, local, private, and other organizations are included in the planning or operation of projects; and</li> <li>• the CoC actively consults with ESG recipients in the planning and allocation of ESG funds and participates in the Consolidated Plan jurisdictions' process(s) by providing PIT and HIC data and ensuring local homelessness information is communicated and addressed in the Consolidated Plan updates.</li> </ul>

<p>Each CoC will be required to demonstrate how it is coordinating with ESG recipients.</p>		
<p><b><i>c. Addressing the Needs of Victims of Domestic Violence, Dating Violence, Sexual Assault, and Stalking.</i></b>          Coordinate with victim service providers and operators of coordinated entry to address the unique needs for housing and services that prioritizes safety. Coordination includes training provided to CoC recipients. This will include housing and services made available from: the CoC Program, ESG Program, Department of Justice programs, and Department of Health and Human Services programs. The CoC must identify the current efforts to increase access to safe housing and services for survivors of domestic violence, adopting victim-centered practices that maximizes client choice while maintaining safety and confidentiality.</p>	<p>3</p>	<ul style="list-style-type: none"> <li>• victim service providers are voting members of the CoC;</li> <li>• annual training is provided to CoC providers and operators of Coordinated Entry projects that addresses best practices in serving survivors of domestic violence, dating violence, sexual assault, and stalking;</li> <li>• the CoC uses de-identified aggregate data from comparable databases as appropriate, to assess the specialized needs related to domestic violence and homelessness; and</li> <li>• safety, planning and confidentiality protocols are included in coordinated assessment.</li> </ul>
<p><b><i>d. Addressing the Needs of LGBT Individuals.</i></b> Demonstrates efforts to address the needs of Lesbian, Gay, Bisexual, and Transgender (LGBT) individuals and their families experiencing homelessness.</p>	<p>2</p>	<ul style="list-style-type: none"> <li>• Demonstrate LGBT serving organizations or advocacy groups are included in the CoC membership;</li> <li>• Annually conduct training to providers about how to effectively implement the <a href="#">Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity</a>,</li> </ul>

		<p>including the <a href="#">Equal Access in Accordance with an Individual's Gender Identity in Community Planning and Development Programs</a>; and</p> <ul style="list-style-type: none"> <li>• Have implemented a CoC-wide, anti-discrimination policy.</li> </ul>
<p><b>e. Public Housing Agencies.</b></p> <p>Coordinates with the Public Housing Agencies (PHAs) located in their geographic area that resulted in admission preferences for households experiencing homelessness, including move-on strategy- which is a partnership between the CoC and one or more PHAs who have an admission preference for clients in PH-PSH who are able and want to move out of supportive housing with a rental subsidy.</p>	5	<ul style="list-style-type: none"> <li>• Demonstrate the PHA(s) in their geographic area have established admission preferences for households experiencing homelessness, which may include a preference for formerly homeless households residing in projects for persons experiencing homelessness, project-basing vouchers for households experiencing homelessness, or demonstrating that new PHA admissions are households that are experiencing homelessness; and</li> <li>• At least 20 percent of new admissions were homeless at admission.</li> </ul>
<p><b>f. Discharge Planning.</b></p> <p>Coordinates with and assists in state or local discharge planning efforts to ensure that those discharged do not become homeless.</p>	2	Coordinates with state or local discharge planning efforts to ensure that people are not released directly to the streets, emergency shelters, or other McKinney-Vento Homeless Assistance programs.
<p><b>g. Housing First.</b> Uses a Housing First approach. Any housing project application that indicates it will use a Housing First approach, that is awarded FY 2018 CoC Program funds will be required to operate as a Housing First project.</p>	7	At least 75 percent of all project applications that include housing activities (i.e., permanent housing, transitional housing, and safe haven) submitted under this NOFA are using the Housing First approach by providing low barrier projects that do not have service participation requirements or preconditions to entry and prioritize rapid placement and

		stabilization in permanent housing. This means the projects allow entry to program participants regardless of their income, current or past substance use, history of victimization (e.g., domestic violence, sexual assault, childhood abuse), and criminal record—except restrictions imposed by federal, state or local law or ordinance (e.g., restrictions on serving people who are listed on sex offender registries).
<b>h. Street Outreach.</b> Has implemented outreach procedures to ensure that all persons experiencing homelessness are aware of the housing and services providers within the CoC’s geographic area.	3	<ul style="list-style-type: none"> <li>• The CoC’s street outreach covers 100 percent of the CoC’s geographic area;</li> <li>• Outreach is conducted on a regular basis; and</li> <li>• Outreach is tailored to reach those that are least likely to request assistance.</li> </ul>
<b>i. Affirmative Outreach.</b> Have implemented specific strategies that affirmatively further fair housing in program outreach.	1	<ul style="list-style-type: none"> <li>• Describe the procedures used to market housing and supportive services to eligible persons regardless of race, color, national origin, religion, sex, gender identity, sexual orientation, age, familial status, or disability as detailed in 24 CFR 578.93(c) who are least likely to apply in the absence of special outreach; and</li> <li>• In describing these procedures, include the CoC’s efforts to provide effective communication to persons with disabilities and to ensure meaningful access to persons with limited English proficiency.</li> </ul>
<b>j. Criminalization.</b> Implement specific strategies to prevent criminalization of	2	Indicate specific strategies to ensure homelessness in not criminalized such as engaging or educating local policy



homelessness within the CoC's geographic area.		makers, engaging or educating law enforcement, implementing community plans, or engaging or educating businesses.
<b><i>k. Rapid Rehousing.</i></b> Demonstrate an increase, if needed, in the number of rapid rehousing beds available as recorded on the 2017 HIC data submitted to HUD	10	<ul style="list-style-type: none"> <li>• Demonstrate an increase in the number of rapid rehousing beds in the CoC geographic area as reported in HDX.</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>• Clearly demonstrate the number of rapid rehousing beds in the CoC's geographic area sufficiently meets the need for this type of housing, which will be verified against information in the 2017 PIT and HIC data reported in HDX.</li> </ul>
<b><i>l. Mainstream Benefits and Other Assistance.</i></b> The CoC provides information and training to CoC Program-funded projects to supplement CoC Program funds with resources from other public and private sources, including mainstream programs that assist program participants in applying for and receiving mainstream benefits.	1	<p>Demonstrate the following:</p> <ul style="list-style-type: none"> <li>• systematically keeping program staff up-to-date regarding mainstream resources available for program participants (e.g., Food Stamps, SSI, TANF, substance abuse programs) within the geographic area;</li> <li>• how the CoC disseminates the availability of mainstream resources and other assistance information to projects and how often; and</li> <li>• how the CoC works with projects to collaborate with healthcare organizations to assist program participants with enrolling in health insurance, and (3) providing assistance with the effective utilization of Medicaid and other benefits</li> </ul>
<b><i>m. Centralized or</i></b>	3	<ul style="list-style-type: none"> <li>• Demonstrate the coordinated</li> </ul>

<p><b><i>Coordinated Assessment System.</i></b> The CoC has an effective Coordinated Entry System</p>		<p>entry system covers the entire CoC geographic area;</p> <ul style="list-style-type: none"> <li>• Demonstrate that the Coordinated Entry system reaches people who are least likely to apply in the absence of special outreach;</li> <li>• Demonstrate that the assessment process prioritizes people most in need of assistance and ensures that they receive it in a timely manner;</li> <li>• Attach the standardized assessment tools (HUD is not opining on an individual assessment tool’s compliance with applicable civil rights and fair housing laws); and</li> <li>• Identify a broad range of organizations (e.g., local government, law enforcement, CDBG/HOME/ESG entitlement jurisdictions, affordable housing developers, early childhood programs, education authorities, mental health organizations.) that participate in the coordinated entry system.</li> </ul>
<p><b><i>n. Addressing Racial Disparities in homelessness.</i></b> The CoC has assessed whether there are racial disparities in the provision or outcome of homeless assistance, and if present, taken or will take steps to address such disparities.</p>	<p>3</p>	<ul style="list-style-type: none"> <li>• The CoC has assessed whether people of different races or ethnicities are more or less likely to receive homeless assistance or to receive a positive outcome from homeless assistance; and</li> <li>• If racial or ethnic disparities are present, the CoC has taken or will take steps to address those disparities.</li> </ul>
<p><b><i>o. Section 3 Requirements for CoCs.</i></b> CoCs submitting new project applications that</p>	<p>-2</p>	<p>For project applicants that plan to use funding for construction or rehabilitation, in order for the CoC to</p>

<p>include funding requests for new construction or rehabilitation activities must complete a series of questions that addresses the actions taken by project applicants to comply with Section 3 as described in “To Receive Maximum Points” column.</p> <p>HUD will deduct 2 points from a CoC’s overall score if the information provided is not sufficient to meet the required criteria.</p> <p>If a CoC does not have new project applications that include new construction or rehabilitation, these criteria do not apply.</p>		<p>receive maximum points, the CoC must include information that describes the actions that will be taken by project applicants that receive CoC funding to comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) (Section 3) and HUD’s implementing rules at 24 CFR part 135 to provide employment and training opportunities for low- and very low-income persons (Section 3 residents), and to award contracts to businesses that are owned by or substantially employ those persons (Section 3 businesses). Self-certified Section 3 businesses in your locality may be found at <a href="http://www.hud.gov/sec3biz">www.hud.gov/sec3biz</a>. This does not affect the applicants’ existing responsibilities to provide training, employment, and other economic opportunities pursuant to Section 3 that result from their receipt of other HUD funding.</p>
<p><b>2. Project Capacity, Review and Ranking.</b> HUD will award up to <b>29</b> points to CoCs that demonstrate the existence of a coordinated, inclusive, and outcome-oriented community process for the solicitation, objective review, ranking, and selection of project applications, and a process by which renewal projects are reviewed for performance and compliance with 24 CFR part 578. HUD may award maximum points for the Ranking and Selection Process in this section to CoCs with project(s) that have been covered by a major disaster, as declared by the President under Title IV of the Robert T. Stafford Act, that occurred in the 12 months prior to the application deadline for the CoC Consolidated Application for FY 2018 funds. To receive consideration for such a major disaster, the Collaborative Applicant must notify HUD in writing before the application deadline and must include information about how the disaster affected the Collaborative Applicant’s ability to meet the criteria in 2.d. below. The notification must be sent to Norm Suchar, Director, Office of Special Needs Assistance Programs, at <a href="mailto:CoCDisaster@hud.gov">CoCDisaster@hud.gov</a>.</p>		
<p><b><i>a. Objective Criteria and Past Performance.</i></b> Demonstrate the use of objective criteria and, where available, past performance data to review project applications requesting CoC Program funding.</p>	<p>18</p>	<p>Attach written documentation that demonstrates the process the CoC used to rank and select project applications for the FY 2018 CoC Program Competition, including how the CoC:</p> <ul style="list-style-type: none"> <li>• used objective criteria (e.g., cost effectiveness, performance data, type of population served, or</li> </ul>

		<p>type of housing proposed);</p> <ul style="list-style-type: none"> <li>• included at least one factor related to improving system performance (e.g., exits to permanent housing destinations); and</li> <li>• included a specific method for evaluating projects submitted by victim service providers that utilized data generated from a comparable database and evaluated domestic violence projects based on the degree they improve safety for the population they serve.</li> </ul>
<p><b><i>b. Severity of Needs and Performance.</i></b> Consider the severity of needs and vulnerabilities experienced by program participants in their project ranking and selection process.</p>	4	<ul style="list-style-type: none"> <li>• Identify the specific needs and vulnerabilities the CoC considers, including low or no income, current or past substance abuse, a history of victimization such as domestic violence, sexual assault, criminal histories, and chronic homelessness; and</li> <li>• Describe how the CoC takes these needs and vulnerabilities into account during its ranking and selection process.</li> </ul>
<p><b><i>c. Reallocating Projects.</i></b> Demonstrate the ability to reallocate lower performing projects to create new higher performing projects that is based on performance review of existing projects.</p>	4	<ul style="list-style-type: none"> <li>• Demonstrate the CoC actively reviews performance of existing CoC Program-funded projects to determine the viability of reallocating to create new high performing projects.</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>• Have cumulatively reallocated at least 20 percent of the CoC's ARD between the FY 2014 and FY 2018 CoC Program</li> </ul>

		Competitions.
<p><b>d. Ranking and Selection Process.</b> Demonstrate the use of an objective ranking and selection process for project applications that is publicly announced by the CoC.</p>	3	<ul style="list-style-type: none"> <li>• demonstrate that the CoC used an objective ranking and selection process for all projects (new and renewal) that was made publicly available to potential project applicants;</li> <li>• post on their website, at least 2 days before the application submission deadline, all parts of the CoC Consolidated Application, including the CoC Application attachments and the Priority Listing, and notify community members and key stakeholders that the CoC Consolidated Application is available. CoCs that do not have a website must post this information to a partner website within the CoC (e.g., a city or county website);</li> <li>• establish a deadline for project applications that is no later than 30 days before the FY 2018 CoC Program Competition application deadline of September 18, 2018; and</li> <li>• notify project applicants, in writing outside of e-snaps, who submitted their project applications to the CoC by the CoC-established deadline, whether their project application(s) will be accepted and ranked, rejected, or reduced on the CoC Priority Listing no later than 15 days before the FY 2018 CoC Program Competition application deadline, and where a project application is being rejected or reduced, the CoC must indicate the reason(s) for</li> </ul>

		the rejection or reduction.
<p><b>3. Homeless Management Information System.</b> HUD will award up to <b>13</b> points to CoCs that demonstrate the existence of a functioning HMIS that facilitates the collection of information on homelessness using residential and other homeless services and stores that data in an electronic format.</p>		
<p><b>a. HMIS Governance.</b> Have in place policies and procedures and a written agreement with the HMIS Lead including a Memorandum of Understanding (MOU) or Memorandum of Agreement (MOA) that defines the roles and responsibilities of the CoC and HMIS Lead necessary to meet the HMIS requirements established by HUD. These policies may be incorporated directly into the governance charter or in a separate document and incorporated by reference into the governance charter.</p>	2	<ul style="list-style-type: none"> <li>• The CoC and the HMIS Lead have a written agreement, a MOU, or a MOA that defines the roles and responsibilities of the CoC and the HMIS Lead; and</li> <li>• A copy of the sections of the governance charter addressing the HMIS policies and procedures (or the document incorporated by reference) and the agreement or memorandum is attached to the CoC Application in <i>e-snaps</i>.</li> </ul>
<p><b>b. HMIS Policy and Procedures.</b> Has HMIS Policy and Procedures that include signed agreements that specify the roles and responsibilities of the HMIS Lead.</p>	2	Attach a copy of the HMIS Policy and Procedures to the CoC Application in <i>e-snaps</i> .
<p><b>c. Housing Inventory Count (HIC).</b> Submit complete Housing Inventory Count Data in a timely manner</p>	1	Submit 2018 HIC data in HDX by the submission deadline of 8:00 PM Eastern time on April 30, 2018.
<p><b>d. Bed Coverage.</b> The bed coverage rate for the housing types within the CoC that includes: emergency shelter, safe haven, transitional housing, rapid rehousing, and permanent supportive</p>	6	<p>At least 85 percent of the beds in the CoC's geographic area are covered in HMIS.</p> <p>The bed coverage rate is the number of HMIS participating beds divided by the number of year-round beds dedicated to homeless persons in the geographic</p>

housing.		<p>area covered by the CoC. Beds funded by victim service providers are not be included in this calculation.</p> <p>To receive partial credit, if the bed coverage rate is below 85 percent, the CoC must provide clear steps on how it intends to increase this percentage over the next 12 months.</p> <p>A CoC that merged between the FY 2016 CoC Program Registration process and the FY 2018 CoC Program Registration process will have its bed coverage rate calculated based on the higher of:</p> <ul style="list-style-type: none"> <li>• the bed coverage rate reported by the combined, newly merged CoC in the FY 2017 Housing Inventory Count (HIC);</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>• the highest bed coverage rate reported by one of the merged CoCs as constituted before the merger in the FY 2016 CoC Program Competition.</li> </ul> <p>To receive consideration as a merged CoC, the new CoC must contain all the geographic area of at least two CoCs that submitted separate applications in the FY 2016 and FY 2017 CoC Program Competitions.</p>
<p><b>e. Annual Homeless Assessment Report (AHAR) Submission.</b> Submit all AHAR tables to HUD in a complete and timely manner</p>	2	<p>All tables were submitted to HUD and were accepted and used in the last AHAR.</p>
<p><b>4. Point-in-Time Count.</b> HUD will award up to 6 points to CoCs that collect, use, and submit data from the 2018 PIT count.</p>		
<p><b>a. PIT Count and Data Submission.</b> Conduct a PIT count and report the data in</p>	3	<ul style="list-style-type: none"> <li>• conduct a sheltered and unsheltered PIT count during</li> </ul>

HDX.		<p>the last 10 days in January 2018, or if an exception was provided by HUD, during the time period agreed upon by the CoC and HUD; and</p> <ul style="list-style-type: none"> <li>• submit the 2018 PIT data in HDX by 8:00 PM Eastern time on April 30, 2018.</li> </ul>
<b>b. Effectively Counting Youth.</b> Implement specific measures to identify youth in the CoC’s PIT count	3	Demonstrate that during the planning process for the 2018 PIT count, the CoC engaged stakeholders that serve homeless youth; involved homeless youth; and worked with stakeholders to select locations where homeless youth are most likely to be identified.
<b>5. System Performance.</b> HUD will award up to 56 points to CoCs that have a CoC system-wide performance related to reducing homelessness.		
<b>a. Reducing the Number of Homeless Individuals and Families.</b> Up to 10 points to CoCs that demonstrate an overall reduction of at least 5 percent in the number of individuals and families who experience homelessness.	10	<ul style="list-style-type: none"> <li>• Up to 2 of the 10 points for demonstrating a decrease of at least 5 percent in the number of sheltered homeless individuals and families in the most recent PIT count compared to the 2017 PIT count as recorded in HDX, excluding emergency shelter beds added for a Presidentially declared disaster and recorded as such in HDX;</li> <li>• Up to 5 of the 10 points for demonstrating a decrease of at least 5 percent in the number of unsheltered homeless individuals and families in the most recent PIT count compared to the 2017 PIT count as recorded in HDX; and</li> <li>• Up to 3 of the 10 points for demonstrating a decrease of at least 5 percent in the combined number of sheltered and unsheltered homeless individuals and families in the most recent PIT count compared</li> </ul>



		<p>to the 2017 PIT count as recorded in HDX.</p> <p>The information provided for both sheltered and unsheltered homeless based on the criteria below will be verified against the information submitted to the HDX.</p>
<p><b><i>b. Reduction in the Number of First Time Homeless.</i></b>          Demonstrate how the CoC works to reduce the number of individuals and families who become homeless for the first time.</p>	3	<ul style="list-style-type: none"> <li>• Demonstrate a reduction in the number of first-time homeless as reported in HDX (1 of the 3 points);</li> <li>• Identify the process by which risk factors are identified in its community for becoming homeless for the first time;</li> <li>• Describe the strategies in place to address individuals and families at risk of becoming homeless; and</li> <li>• Identify the organization or position that is responsible for overseeing the CoCs strategy to reduce or end the number of people experiencing homelessness for the first time.</li> </ul>
<p><b><i>c. Length of Time Homeless.</i></b> Reduce the length of time individuals and families remain homeless and describe how they will reduce the length of time individuals and families remain homeless in the future.</p>	14	<ul style="list-style-type: none"> <li>• Demonstrate a reduction in the length of time individuals and families remain homeless in the CoC's geographic area of at least 5 percent as reported in HDX (up to 3 of the 14 points);</li> <li>• Describe the CoC's strategy to reduce the length of time individuals and families remain homeless;</li> <li>• Describe how the CoC identifies and houses individuals and families with the longest length of time homeless; and</li> <li>• Identify the organization or position that is responsible for</li> </ul>

		overseeing the CoC’s strategy to reduce the length of time individuals and families remain homeless.
<b>d. Successful Permanent Housing Placement or Retention.</b> Demonstrate an increase in the rate in which individuals and families move to permanent housing destinations or continue to reside in permanent housing projects and describe how the CoC will improve their rate of permanent housing placement	11	<ul style="list-style-type: none"> <li>• Demonstrate an increase in the rate at which persons exit to permanent housing destinations (and retain permanent housing if they are currently in a permanent housing project) of at least 5 percent as reported in HDX (up to 2 of the 11 points); and</li> <li>• Describe strategy the CoC is taking to improve permanent housing placement and retention.</li> </ul>
<b>e. Returns to Homelessness.</b> Reduce the extent to which individuals and families leaving homelessness experience additional spells of homelessness and describe how the number of individuals and families who return to homelessness will be reduced in the community.	8	<ul style="list-style-type: none"> <li>• Demonstrate a reduction in the rate at which persons that exited to permanent housing destinations experienced additional spells of homelessness of at least 5 percent over a 6- and 12-months period as reported in HDX (up to 2 of the 8 points);</li> <li>• Describe the strategy that have been implemented to identify individuals and families who return to homelessness;</li> <li>• Describe the strategy that will reduce returns to homelessness; and</li> <li>• Identify the organization or position that is responsible for overseeing the CoC’s strategy to reduce returns to homelessness.</li> </ul>
<b>f. Jobs and Income Growth.</b> Increase program participants’ incomes from employment and non-employment cash	4	<ul style="list-style-type: none"> <li>• Demonstrate an increase in income from employment and non-employment cash sources</li> </ul>

sources and describe specific strategies to assist program participants' incomes		<p>for persons served in CoC Program-funded projects as reported in HDX (up to 1 of the 4 points);</p> <ul style="list-style-type: none"> <li>• Describe the strategy that have been implemented to access employment and non-employment cash sources;</li> <li>• Describe how the CoC is working with mainstream employment organizations to help individuals and families experiencing homelessness increase their cash income; and</li> <li>• Identify the organization or position that is responsible for overseeing the CoC's strategy to increase jobs and income growth from employment and non-employment cash sources, including mainstream employment organizations.</li> </ul>
<p><b>g. HMIS System Performance Measures.</b> Submit a data quality report that describes the data quality for system performance.</p>	6	Submit a data quality report with their system performance measures submission in HDX.
<p><b>6. Performance and Strategic Planning.</b> HUD will award up to 48 points based on the CoCs plan for and progress towards reducing homelessness in its geographic area.</p>		
<p><b>a. Ending Chronic Homelessness.</b> CoCs are expected to demonstrate the extent to which they are ending chronic homelessness.</p>		
<p><b>(1) Prioritize people experiencing chronic homelessness.</b> Adopt the order of priority in <a href="#">Notice CPD 16-11: Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive</a></p>	2	<p>Demonstrate that the CoC has adopted the order of priority in <a href="#">Notice CPD 16-11: Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing</a> in written standards or Coordinated Entry policies and procedures.</p>

<a href="#">Housing.</a>		
<b>(2) Share of PSH beds for chronic homelessness.</b> The share of permanent supportive housing beds dedicated to chronic homelessness or classified as DedicatedPLUS.	4	At least 90 percent of permanent supportive housing beds requested in the FY 2018 CoC Program Competition are either dedicated to chronically homeless individuals and families as defined in Section III.C.3.b of this NOFA; or are in projects classified as DedicatedPLUS as defined in III.C.3.f of this NOFA.
<b>(3) Reduce chronic homelessness.</b>	6	Demonstrate a decrease in both the total number of chronically homeless individuals and families in the geographic area as well as a decrease in the total unsheltered chronic homeless population in the geographic area in the 2018 PIT count relative to the 2017 PIT count. CoCs may receive points for explaining any increase to the number of chronically homeless individuals and families in the CoC.  If a CoC did not conduct an unsheltered PIT in 2018, HUD will use the points awarded in the FY 2017 CoC Application for these criteria.
<b><i>b. Ending Homelessness Among Households with Children.</i></b> CoCs are expected to demonstrate the extent to which they will end homelessness among households with children.		
<b>(1) Prioritize households with children based on need.</b>	2	Demonstrate that the CoC prioritizes households with children based on need, including factors such as: history of or vulnerability to victimization (e.g., domestic violence, sexual assault, childhood abuse), number of previous episodes of homelessness, unsheltered homelessness, criminal histories, or bad credit or rental history.
<b>(2) Rapid Re-Housing Strategy.</b>	3	Describe the CoC's strategy to effectively re-house families within 30 days of becoming homeless that addresses both housing and service needs to ensure families will

		successfully maintain their housing once assistance ends. Identify the organization or position that is responsible for implementing the strategy.
<b>(3) Ensure that projects do not deny admission to or separate family members.</b>	2	Demonstrate that the emergency shelters, transitional housing, and permanent housing projects within the CoC do not deny admission to or separate family members when they enter shelter or housing, including serving all family members together and in accordance with each family member's self-reported gender.
<b>(4) Decrease family homelessness.</b>	4	Demonstrate that the total number of households with children and youth experiencing homelessness has decreased as reported in the most recent PIT count compared to 2017.
<b>(5) Provide educational services to families with children between the ages of 0-5.</b>	1	Demonstrate there are written agreements in place between the CoC or its HUD-funded projects and educational supports and services for children ages 0-5, such as Public Pre-K, Head Start, Child Care (Child Care and Development Fund), and home visiting (including Maternal, Infant and Early Childhood Home and Visiting or MIECHV).
<b>c. Ending Youth Homelessness.</b> CoCs are expected to demonstrate progress towards ending homelessness among unaccompanied youth.		
(1) Prioritize unaccompanied youth based on need	2	Demonstrate the CoC has written standards that prioritizes youth for assistance based on need, including factors such as: <ul style="list-style-type: none"> <li>• history of or vulnerability to victimization (e.g., domestic violence, sexual assault, childhood abuse),</li> <li>• number of previous homeless</li> </ul>

		<p>episodes,</p> <ul style="list-style-type: none"> <li>• unsheltered homelessness,</li> <li>• criminal history, or</li> <li>• bad credit or rental history.</li> </ul>
(2) Address the unique circumstances and needs of unaccompanied homeless youth.	4	Demonstrate the CoC addresses unsheltered homelessness, trafficking, and other forms of exploitation experienced by unaccompanied youth experiencing homelessness.
<p>(3) Increase the availability of housing and services for youth experiencing homelessness</p> <p>The strategies used by the CoC, including additional funding secured, to increase the availability of housing and services for youth experiencing homelessness, especially those experiencing unsheltered homelessness.</p>	5	<ul style="list-style-type: none"> <li>• Provide evidence that:</li> <li>• The CoC has increased housing and services resources for youth;</li> <li>• How the CoC is increasing assistance for unsheltered youth with existing and new resources; and</li> <li>• The CoC is measuring the impact of these strategies.</li> </ul>
(4) The CoC collaborates with youth education providers, McKinney-Vento local educational authorities, and school districts.	1	<ul style="list-style-type: none"> <li>• Identify the formal partnerships that the CoC has with youth education providers, McKinney-Vento local educational authorities, and school districts; and</li> <li>• Identify that policies and procedures have been adopted to inform individuals and families who become homeless of their eligibility for educational services.</li> </ul>
<b>d. Ending Veteran Homelessness.</b>		
(1) Reduce the total number of homeless veterans in the	7	<ul style="list-style-type: none"> <li>• Show a reduction of at least 5</li> </ul>

CoC.		<p>percent in the number of veterans experiencing homelessness in the 2018 PIT count relative to the 2017 PIT count.</p> <p>OR</p> <ul style="list-style-type: none"> <li>• Have reduced veteran homelessness by at least 75 percent between FY 2011 and FY 2018.</li> </ul>
(2) Reduce the total number of unsheltered homeless veterans.	3	Show a reduction of at least 5 percent in unsheltered veteran homelessness in the 2018 PIT count relative to the 2017 PIT count.
(3) Identify, assess, and refer homeless veterans who are eligible for Veterans Affairs services and housing to appropriate resources.	2	Demonstrate that the CoC identifies veterans who are eligible for VA services, including HUD-VASH, Supportive Services for Veterans Families (SSVF), and Grant and Per Diem (GPD) and refers eligible individuals to the appropriate services.
<b>7. CoC Merger Bonus Points.</b>		
<p>As stated in Section II.B.4 of this NOFA, HUD will award up to a possible 25 bonus points to CoCs that merged in the period between the FY 2016 and FY 2018 CoC Program Registration deadlines based on the following structure.</p> <p>The minimum number of bonus points a merged CoC may receive is 5 and the maximum number of bonus points is 25.</p>	5	Merged CoCs—all CoCs that merged will receive this minimum number of points.
	10	One or more of the merged CoCs had a CoC Application score of 140 points or below in the FY 2016 or FY 2017 CoC Program Competitions. HUD will review the FY 2016 and FY 2017 CoC Applications and award 10 bonus points if at least one of the merged CoCs meet this criterion.
	10	Demonstrating that the results of their Point-in-Time counts reported in the Homelessness Data Exchange (HDX) were affected by changes in methodology that resulted from the

		<p>merger in a way that would affect their CoC score. To receive these bonus points for mergers, the CoC will need to demonstrate that they changed the methodology of their Point-in-Time count and how it affected the results. Maximum points will be awarded for CoCs for which the change in methodology resulted in a reduction of at least 10 points in their CoC Score.</p>
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**C.** CoCs may request, in the FY 2018 CoC Application, that up to 10 percent of funding for the fiscal year awarded under this NOFA be approved to serve homeless households with children and youth defined as homeless under other federal statutes who are unstably housed (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 project(s) will be permitted to use some or all of their funding for this purpose. The only project types that will be funded in this Competition to serve this population are Transitional Housing, Supportive Services Only, and the Joint TH and PH-RRH component projects.

To be approved to serve this population, CoCs making this request must 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 must identify the specific project(s) that will use funding for this purpose (up to 10 percent of the CoC's total award) by submitting an attachment to the CoC Application in *e-snaps* that must include the following:

1. project name(s) as listed on the CoC Priority Listing; and
2. amount of funding in the project or per project that will be used for this purpose.

If HUD approves a CoC's request, the grant agreement will reflect the ability to serve this population. See 24 CFR 578.89 for more information about this limitation.

**D. CoCs That Have Claimed the Same Geographic Area (Competing CoCs).** There are no CoCs that claimed the same geographic area as determined by the FY 2018 CoC Program Registration process; therefore, there are no competing CoCs.

**E. Other Program Requirements**

**Environmental Justice.** HUD may consider environmental justice in evaluating applications. Under E.O.12898, each Federal agency is directed to identify and address disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority populations and low-income populations. [Click here](#) to view E.O. 12898. Program



NOFAs will specify how environmental justice will be evaluated, where applicable.

**Conflict of Interest of Consultants or Technical Experts Assisting HUD.** Consultants and technical experts who assist HUD in rating and ranking applications for funding under published FY 2018 Program NOFAs are subject to 18 U.S.C. 208, the Federal criminal conflict-of-interest statute, and the Standards of Ethical Conduct for Employees of the Executive Branch regulation published at 5 CFR 2635. Thus, consultants and technical experts who have assisted or plan to assist applicants with preparing applications for FY 2018 Program NOFAs may not serve on a selection panel and may not serve as a technical advisor to HUD. Anyone involved in rating and ranking FY 2018 Program NOFA applications, including departmental staff, experts, and consultants, must avoid conflicts of interest or the appearance of such conflicts. These individuals must also disclose to HUD's Office of General Counsel Ethics Law Division the following information, if applicable:

- a. How the selection or non-selection of any applicant under a FY Program NOFA will affect the individual's financial interests, as provided in 18 U.S.C. 208, or
- b. How the application process involves a party with whom the individual has a covered relationship under 5CFR 2635.502.

The consultant or technical expert assisting HUD must disclose this information before participating in any matter regarding a program NOFA. Applicants with questions regarding these provisions or concerning a conflict of interest should call the Office of General Counsel Ethics Law Division, at (202)708-3815 (this is not a toll-free number). The phone number above may also be reached by individuals who are deaf or hard of hearing, or with speech disabilities, through the Federal Relay Service's Text Telephone(TTY) service at 1-800-877-8339.

## VIII. Project Review and Selection Process

**A. Review, Rating, and Ranking.** In addition to the selection criteria rating for the overall CoC Application, described in Section VII of this NOFA, a threshold review for project applicants and project applications will be conducted. For new project applications, the review process will consider project applicant and subrecipient eligibility and capacity, project eligibility, and project quality as part of the threshold review, see Sections V.C.3.b. and V.C.3.c of this NOFA. The renewal project application threshold review will consider project applicant and subrecipient capacity and eligibility. The renewal project threshold reviews are explained in Section V.C.3.d of this NOFA. Section V of this NOFA covers eligible project applicants and project applications.

HUD may employ rating panels to review and rate all or part of the CoC Applications according to the rating criteria in Section VII of this NOFA.

1. *Threshold Review.* Project applicant and subrecipient eligibility, capacity, and quality. HUD will review project applications to determine whether project applicants and subrecipients meet the eligibility and capacity thresholds, and whether the project applications meet the eligibility and project quality thresholds detailed in Section V.C.3.b and V.C.3.c of this NOFA. If HUD determines these standards are not met, the project application will be rejected from the Competition. If a new project application receives sufficient points to pass the project quality threshold review described in Sections V.C.3.b.(1), (2), (3) (4), (5), or (6) of this NOFA, as applicable, but does not meet one or

more of the criteria within the rating factors, then HUD may place conditions on the grant award and the applicant must demonstrate that the criteria will be met before HUD will execute 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, HUD reserves the right to withdraw the conditionally awarded funds.

2. *Conditional Selection and Adjustments to Funding.* HUD will conditionally select project applications for funding using the following process:

- a. HUD will conditionally select a renewal grant that exceeds \$10 million that was originally awarded pursuant to the matter under the heading “Department of Housing and Urban Development–Permanent Supportive Housing” in chapter 6 of title III of the Supplemental Appropriations Act, 2008 (Public Law 110-252; 122 Stat. 2351).
- b. *CoC planning projects.* HUD will conditionally select all CoC planning projects that pass eligibility and threshold review.
- c. *UFA Costs projects.* HUD will conditionally select all UFA Costs projects submitted from Collaborative Applicants designated UFAs by HUD in the FY 2018 CoC Program Registration process.
- d. *Project Applications Fully in Tier 1.* HUD will conditionally select project applications that are fully within Tier 1, pass eligibility and threshold, based on CoC score, beginning with the highest scoring CoC to the lowest scoring CoC. As stated in Section II.B.10.a of this NOFA, if the available funding under this NOFA is reduced, a reduction will be made to all CoC’s Tier 1 amount proportionately which would result in lower ranked Tier 1 project applications falling into Tier 2.
- e. *DV Bonus.* HUD will conditionally select DV Bonus projects that pass quality and threshold in accordance with the criteria established in this NOFA (see Section II.B.10.e of this NOFA). Any project conditionally selected by HUD as part of the DV Bonus will be removed from the CoC’s ranking list and all projects underneath of it will slide up in rank. Any project that indicated it would like to be considered as part of the DV Bonus but was not selected as part of the DV Bonus, will retain the ranking provided by the CoC and be considered as a normal ranked project (see Section II.B.10 of this NOFA).
- f. *Projects in Tier 2.* HUD will conditionally select project applications that pass eligibility and threshold review in Tier 2 using the criteria in Section II.B.10.b of this NOFA. HUD will select projects in order of point value until there are no more funds available. In the case of a tie, HUD will fund the projects in the order of CoC application score. In case there is still a tie, HUD will select the project from the CoC that has the highest score on the rating factors described in Section VIII.A.2.f of this NOFA.
- g. *Projects that are partially in Tier 1.* If a project application straddles the Tier 1 and Tier 2 funding line, HUD will conditionally select the project application up to the amount of funding that falls within Tier 1. Using the CoC score and other factors described in Section II.B.10 of this NOFA, HUD may then fund the Tier 2 portion of the project. If HUD does not fund the Tier 2 portion of the project, HUD may award the project at the reduced amount, provided the project is still feasible with the reduced

funding (e.g., is able to continue serving homeless program participants effectively).

**B. Adjustments to Projects.** HUD may adjust the selection of competitive projects as follows:

1. *Geographic Diversity.* HUD has determined that geographic diversity is an appropriate consideration in selecting homeless assistance projects in the CoC Program 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.
2. *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.
3. *Tie-breaking Rules.* In the case of a tie, HUD will fund the projects in the order of CoC Application score. In case there is still a tie, HUD will select the project from the CoC that has the highest score on the rating factors described in Section VII.B.5 of this NOFA.

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.

**C. Corrections to Deficient Applications.** Deficiency is information missing or omitted within a submitted application. Deficiencies typically involve missing documents, information on a form, or some other type of unsatisfied information requirement (e.g., an unsigned form, unchecked box, etc.). Depending on specific criteria, deficiencies may be either curable or non-curable.

- Curable Deficiency – Applicants may correct a curable deficiency with timely action. To be curable the deficiency must: not be a threshold requirement, except for documentation of applicant eligibility; not influence how an applicant is ranked or scored versus other applicants; and be remedied within the time frame specified in the notice of deficiency.
- Non-Curable Deficiency – An applicant cannot correct a non-curable deficiency after the submission deadline. Non-curable deficiencies are deficiencies if corrected would change an applicant's score or rank versus other applicants. Non-curable deficiencies may result in an application being marked ineligible, or otherwise adversely affect an application's score and final determination.

Correction of technical deficiencies must be received by HUD within 7 calendar days after notification is received by the applicant from HUD via email or fax. The start of the cure period will be the date stamp on the email HUD sends to the authorized representative as noted in the Project Applicant Profile in *e-snaps*; therefore, it is critical that the project applicant's authorized representative's information is accurate. 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 inquiries 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.

## **IX. Award Administration Information**

### **A. Award Notices**

**Award Notices.** Following the evaluation process HUD will notify successful applicants of their selection for funding. HUD will also notify all other applicants, whose applications were received by the deadline, that have not been chosen for award by email. Award information will be sent by mail to the authorized representative in item 8F of the SF424 and to the person listed as authorized representative in item 21 of the SF424.

### **B. Administrative, National and Department Policy Requirements for HUD recipients**

*Select Applicable requirements. The full text of the requirements has been moved and are available to the applicant in the document, General Administrative Requirements and Terms for HUD Financial Assistance Awards, on HUD's website. Please click to read the detailed description of each applicable requirement.*

#### **1. Compliance with Non-discrimination and Related Requirements.**

Unless otherwise specified, these non-discrimination and equal opportunity authorities and other requirements apply to all NOFAs.

- Compliance with Fair Housing and Civil Rights Laws Non-Tribal.
  - Improving Access to Services for Persons with Limited English Proficiency (LEP).
2. Equal Access to Housing Regardless of Sexual Orientation or Gender Identity.
  3. Participation in HUD-Sponsored Program Evaluation.
  4. OMB Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
  5. Drug-Free Workplace.
  6. Safeguarding Resident/Client Files.
  7. Compliance with the Federal Funding Accountability and Transparency Act of 2006 (Pub. L.109-282) (Transparency Act), as amended.
  8. Physical Accessibility.
  9. Violence Against Women Act.
  10. Conducting Business in accordance with Ethical Standards/Code of Conduct.

### **C. Reporting.**

HUD requires recipients to submit performance and financial reports under OMB guidance and program instructions.

**1. Reporting Requirements and Frequency of Reporting.** This NOFA and award agreement will specify the reporting requirements, including content, method of data collection, and reporting frequency. Applicants should be aware that the share of their Federal award may be subject to post award reporting requirements as reflected in [Appendix XII to Part 200-Award Term and Condition for Recipient Integrity and Performance Matters](#).

**2. Performance Reporting.** All HUD funded programs, including this program, require recipients to submit, not less than annually, a report documenting achievement of outcomes under the purpose of the program and the work plan in the award agreement.

### **3. CoC Award Notices**

**a. Action on Conditionally Selected Application.** 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 require the submission of the additional project information no later than 30 days after the date of the letter for such information, except as otherwise provided in 24 CFR 578.21(c). If an applicant is unable to meet any conditions for the award within the specified time frame, HUD reserves the right not to award funds to the applicant and add those funds to the funds available for the next Competition.

**b. Applicant Debriefing.** For the CoC Program, HUD will issue uniform debriefing information within 90 days after the final FY 2018 conditional award announcement to each CoC that will include the overall score for the CoC and a breakdown of the score received for the main sections of the CoC Application. HUD does not intend to issue individual debriefings for each applicant.

**c. Appeals Process.** Applicants may appeal funding decisions only as provided in 24 CFR 578.35. See Section X of this NOFA regarding the CoC Program specific process for appeals.

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

**a. Administrative and Other Program Requirements.** 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 2018 by the objective to “end chronic homelessness and to move the homeless individuals and families to permanent housing,” measures based on system performance, and the ability of CoCs that have the capacity to reallocate funds from lower performing projects to higher performing projects.

**b. Timeliness Standards.** All conditional funds awarded in the FY 2018 CoC Program Competition must be obligated by September 30, 2020. Obligated funds remain available for expenditure until September 30, 2025. However, HUD reserves the right to require an earlier expenditure deadline under a grant agreement. The project 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. Project applicants must plan accordingly and only submit project applications that can start operations in a timely manner with sufficient time to complete the post award process within the awarded grant term. In addition, HUD will take action if

the recipient fails to satisfy the timeliness standards found in 24 CFR 578.85.

### **c. Reporting**

(1) In accordance with program regulations at 24 CFR 578.103, project recipients must maintain records within the time frame required, make any reports, including those pertaining to race, ethnicity, gender, and disability status that HUD may require. Project recipients may report the data as part of their APR submission to HUD. Also, project recipients who expend \$750,000 or more in 1 year in federal awards are reminded they must have a single or program-specific audit for that year in accordance with the provisions of 2 CFR part 200, subpart F.

(2) 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 of CoC Program funds 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 can be completed electronically at [www.hud.gov/section3](http://www.hud.gov/section3).

(3) 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) (FFATA) 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.

Please direct questions regarding specific reporting requirements to the point of contact listed in Section XI. Agency Contact(s), below.

**D. Debriefing. Applicant Debriefing.** For the CoC Program, HUD will issue uniform debriefing information within 90 days of the final conditional award announcement to each CoC under this NOFA. The debriefing may include the overall score for the CoC and a breakdown of the score received for the main sections of the CoC application. HUD does not issue individual debriefings for each project applicant or CoC, Collaborative Applicant, or CoC.

Persons with hearing or speech impairments may access this number via TTY by calling the toll-free Federal Relay Service at 800-877-8339

## **X. Appeals**

**A. Description.** The process for appeal options are found at 24 CFR 578.35. Sections 578.35(b)(3), (b)(4), (c)(1), and (d)(2) authorize HUD to establish requirements for the form and manner of submissions for appeals by Solo Applicants, applicants with denied or decreased funding, and from competing CoCs. For HUD to consider an appeal under 24 CFR 578.35(b) or (c), the solo project applicant must follow the applicable process set forth in this NOFA. This NOFA also provides guidance to CoCs and applicants regarding appeals of a jurisdiction’s refusal to sign the Consolidated Plan certification for a project under 24 CFR 578.35(c).

Additionally, HUD is clarifying the impact that Solo Applicant appeals will have on HUD

signing grant agreements for FY 2018 funds awarded under this NOFA. If HUD receives one or more Solo Applicant appeals from a CoC for FY 2018 funds, HUD will determine the amount of funding that the Solo Applicant(s) have requested; and HUD may delay signing grant agreements for the awarded project(s) listed at the bottom of the CoC's Priority Listing that have requested funding for FY 2018 equal to double the amount requested by the Solo Applicant(s). Refer to the Solo Applicant appeal process in Section X.C of this NOFA for additional information about the Solo Application appeal process.

Finally, for the purposes of the appeals identified in this NOFA where 24 CFR 578.35 requires that all evidence be sent to the CoC and that the CoC respond to evidence, this means that correspondence to the CoC should be addressed to the CoC-designated Collaborative Applicant and all correspondence to HUD from the CoC should be addressed from the CoC's designated Collaborative Applicant. If the CoC has authorized another entity other than the Collaborative Applicant to respond to the appeals identified in this NOFA on its behalf, it should notify HUD by sending an email to [snapsappeals@hud.gov](mailto:snapsappeals@hud.gov).

**B. Types of Appeals.** Provision at 24 CFR part 578 set forth the following types of appeals:

- 1. Solo Applicants.** A process for eligible project applicants that attempted to participate in their CoC planning process and believe they were denied the right to participate in a reasonable manner.
- 2. Denied or Decreased Funding.** A process for eligible applicants that are denied funds by HUD or that requested more funds than HUD awarded to them.
- 3. Consolidated Plan Certification.** A process for eligible applicants whose jurisdiction refused to provide a Certification of Consistency with the Consolidated Plan (form HUD-2990).
- 4. Competing CoCs.** A process when more than one CoC claims the same geographic area for eligible applicants of lower scoring CoCs, to appeal to HUD's decision to fund the competing CoC. There were no competing CoCs for FY 2017 funds; therefore, this NOFA does not address the process for appealing HUD's decision to award funds to the competing CoC.

**C. Solo Applicant.** Project applicants that attempted to participate in the CoC planning process for FY 2018 funds in the geographic area in which they operate, that believe they were denied the right to participate in a reasonable manner may appeal the CoC's decision not to include their project application in the CoC Priority Listing for FY 2018 funds. To appeal, the project applicant must have submitted a Solo Application for funding to HUD, in *e-snaps* by the application submission deadline of **September 18, 2018 by 8:00 PM Eastern time**.

The appeals process for FY 2018 funds is as follows:

- 1. Written Notice of Intent to Appeal.** With addition to the FY 2018 solo project application that is submitted through *e-snaps* by the application deadline, the project applicant must also submit a written notice of intent to appeal. At the time the application and notice of intent to appeal are submitted to HUD through *e-snaps*, the project applicant must also provide a copy of the notice of intent to appeal to the CoC. The copy should be addressed to the authorized representative from the CoC's designated Collaborative Applicant. Additionally, HUD encourages the project applicant to share a copy of the

notice of intent to appeal to the chair of the CoC Board or the Chair of another CoC leadership committee. Once the project applicant submits an appeal, the project applicant is thereafter known as a Solo Applicant.

**2. Evidence Supporting Appeal.** Between September 18, 2018 at 8:00 PM Eastern time and October 17, 2018 at 8:00 PM Eastern time, the Solo Applicant must submit any evidence indicating that the CoC did not allow the Solo Applicant to participate in the CoC planning process in a reasonable manner to HUD by email to [snapsappeals@hud.gov](mailto:snapsappeals@hud.gov), including evidence the CoC was notified of the Solo Applicant's intent to appeal. Solo Applicants must submit all evidence by email, from the Solo Applicant's organization's email address, on the Solo Applicant's letterhead to HUD and to the authorized representative from the CoC's designated Collaborative Applicant. Additionally, HUD encourages the project applicant to share a copy of the notice of intent to appeal with the chair of the CoC Board or the Chair of another CoC leadership committee.

HUD will only consider one email submission from the Solo Applicant. If HUD receives more than one email submission from any Solo Applicant, HUD will only consider the first submission it receives and will not review any subsequent submissions; therefore, it is important that the Solo Applicant include all relevant evidence that it intends HUD to consider in its initial submission.

The Solo Applicant should include all evidence that it believes supports its claim that it was not allowed to participate in the CoC planning process in a reasonable manner; however, at a minimum, the evidence submitted to support the appeal request should include the following information:

- a. the notification process used by the CoC to provide public notification of all planning meetings;
- b. the invitation process used by the CoC to invite new members to join the CoC;
- c. the number of CoC planning meetings the Solo Applicant attended between October 1, 2017 and September 1, 2018;
- d. the role the Solo Applicant played as a member of its local CoC;
- e. the portion of the CoC's governance charter containing the collaborative process used to develop and approve the submission of project applications for the FY 2018 CoC Program Competition; and
- f. the selection process used to rate and rank project applications for FY 2018 funds in this NOFA.

In the information submitted to HUD, the Solo Applicant must include documentation that identifies the person to whom within the CoC the evidence was sent and the date on which it was sent.

**3. CoC Response.** No later than 30 days after the date the CoC receives the evidence from the Solo Applicant, the CoC must send a response to HUD with a copy to the Solo Applicant. The CoC must submit its written response by email, from the organization's email address on the organization's letterhead and signed by the authorized representative. If HUD receives more than one written response, HUD will only consider the first email



response it receives and will not be considered any subsequent email responses.

The response must include information and documentation that addresses each of the solo applicant's claims that the Solo Applicant was denied the right to participate in the CoC planning process in a reasonable manner. In the information submitted to HUD, the CoC must include documentation that the response was sent to the Solo Applicant and the date on which it was sent.

**4. HUD Decision and Notification of Decision.** HUD will review the evidence submitted by the Solo Applicant and the written response from the Collaborative Applicant to determine whether the Solo Applicant was permitted to participate in the CoC's planning process in a reasonable manner.

- a. If the CoC fails to submit a written response, then HUD will consider the evidence submitted by the Solo Applicant to make its decision. HUD will also consider whether the Solo Applicant complied with 24 CFR 578.35 and with the requirements and guidance established in this NOFA.
- b. If HUD finds that the Solo Applicant was permitted to participate in the CoC's planning process in a reasonable manner, the Solo Applicant will not receive funding for its project application.
- c. If HUD finds that the Solo Applicant was not permitted to participate in the CoC's planning process in a reasonable manner, HUD will review the project application to determine whether it meets the quality and eligibility thresholds set forth in this CoC Program NOFA. If the project meets all quality and eligibility thresholds, the Solo Applicant will receive funding directly from HUD for the project. However, because a CoC is prohibited from receiving more total funding than was awarded in the CoC Program Competition, HUD will reduce or eliminate funding for the awarded project(s) listed at the bottom of the CoC's Priority Listing for FY 2018 funds until the CoC's total FY 2018 award amount, including the Solo Applicant's project, is within the total award amount originally approved by HUD.
- d. HUD will provide written notification, by email, of its decision to the authorized representative from the CoC's designated Collaborative Applicant and the Solo Applicant within 60 days of the date of the receipt of the Collaborative Applicant's response. Where the CoC failed to submit a response, HUD will provide written notification within 90 days of its receipt of the evidence submitted by the Solo Applicant. The CoC's designated Collaborative Applicant should share HUD's written notification with the CoC and the CoC Board or other relevant CoC leadership committee or workgroup. If HUD determines that the Solo Applicant will receive funding, then HUD will consider the project application for funding in the FY 2017 CoC Program Competition in accordance with the review standards set forth in this NOFA. HUD will also provide the project(s) whose funding will be reduced or eliminated to accommodate the Solo Applicant's project in the notification sent to the CoC.

**D. Denied or Decreased Funding.** Eligible applicants, including project applicants and Collaborative Applicants, that submitted an application to HUD in response to this NOFA, that were either not awarded funds by HUD, or that requested more funds than HUD awarded, may

appeal HUD's decision within 45 days after the final funding announcement. Only those applicants with projects that were ranked within the CoC's maximum amount available will be considered for funding or additional funding.

To appeal HUD's decision, the applicant must submit a written appeal to HUD, with a copy to the authorized representative from the CoC's designated Collaborative Applicant. The written appeal must include evidence demonstrating HUD error and follow the instructions in this section.

The applicant must submit its written appeal by email to [snapsappeals@hud.gov](mailto:snapsappeals@hud.gov), from the organization's email address on the organization's letterhead and signed by the authorized representative. The appeal process is as follows:

**1. Denied Funding.** To appeal HUD's decision, the applicant must submit a written appeal to HUD using the process outlined in Section X.F of this NOFA within 45 days of the date of the funding announcement of the conditional awards from HUD, with a copy to the authorized representative from the CoC's designated Collaborative Applicant.

a. Projects, including projects for CoC planning funds and Unified Funding Agency (UFA) costs, could have been rejected by HUD because:

- (1) the individual project application failed to meet eligibility and quality thresholds set forth in this NOFA;
- (2) the individual project application met eligibility and quality thresholds set forth in this NOFA, but was ranked in a position where a portion of the grant funds were outside the CoC's maximum award amount, and after HUD reduced its funding to fit within the CoC's maximum award amount, HUD determined that the project was no longer feasible; or
- (3) HUD did not have sufficient funding to fund all eligible projects ranked within the CoC's maximum award amount.

b. For applicants that were fully denied funding for a grant, the applicant must provide evidence that demonstrates HUD error in not awarding the grant. Documentation submitted by the applicant must include:

- (1) documentation that the project was ranked within the maximum award amount available to the CoC;
- (2) evidence from the project application supporting the applicant's claim that the project application met eligibility and quality thresholds set forth in this NOFA; and
- (3) evidence that the applicant believes HUD failed to follow its selection priorities set forth in this NOFA which resulted in the project not being funded (e.g., selecting a lower-scored project within the CoC or a similar project from another CoC).

c. For applicants that were denied funding due to the individual project's funding being decreased to such a level that the project was no longer feasible, documentation submitted by the applicant must include the evidence in Section I.H of this NOFA as well as evidence for decreased funding in Section X.D.2 of this NOFA.

d. For CoCs that were denied funding due to the score of the CoC Application or the score of the project application not being high enough to result in the funding of project(s) within the CoC, and the lower score for one or both application types was the result of HUD error, the CoC may appeal the CoC or project application score and request funding for affected projects. Documentation submitted by the Collaborative Applicant on behalf of the CoC must include evidence of HUD error when calculating the CoC Application or project application score.

**Note: HUD can only consider information submitted with the CoC Application. HUD will not consider additional information in support of the CoC Application.**

**2. Decreased Funding.** To appeal HUD's decision, the applicant must submit a written appeal to HUD using the process outlined in Section X.F of this NOFA within 45 days of the date of the final funding announcement of the conditional awards from HUD, with a copy to the authorized representative of the CoC's designated Collaborative Applicant.

Documentation submitted by the applicant must include evidence of the HUD error the applicant believes was made.

**3. HUD Decision and Notification of Decision.** Where HUD determines that HUD error occurred, and the applicant should have been awarded additional funding, then HUD will provide funding from the next available funds and make necessary adjustments by amending the award. HUD will reverse a decision only when the applicant can show that HUD error caused the denial or decrease.

**E. Consolidated Plan Certification.** An applicant may appeal to HUD a jurisdiction's refusal to provide a certification of consistency with the Consolidated Plan. The appeals process is as follows:

**1. Written Appeal.** With the project application that is submitted by the application deadline, the applicant must submit a written appeal. Project applicants may submit its appeal in *e-snaps* with its project application. When submitted with the project application in *e-snaps*, the applicant must also email a copy of this appeal to the jurisdiction that denied the certification of consistency and should send a copy to the authorized representative from the CoC's designated Collaborative Applicant, unless it is the Collaborative Applicant that is filing the appeal. Otherwise, the project applicant or Collaborative Applicant may submit the appeal to HUD using one of the methods in Section X.F of this NOFA. The written appeal must include the following information:

- a. a copy of the applicant's request to the jurisdiction for the Certification of Consistency with the Consolidated Plan;
- b. a copy of the jurisdiction's response stating the reasons for denial, including the reasons the proposed project is not consistent with the jurisdiction's Consolidated Plan in accordance with 24 CFR 91.510(c); and
- c. a statement of the reasons why the applicant believes its project is consistent with the jurisdiction's Consolidated Plan.

The appeal may include additional information the applicant believes supports its appeal, including:

- (1) any additional communication between the applicant and the jurisdiction

regarding the request for certification of consistency; and

(2) documentation that identifies to whom within the jurisdiction the evidence was sent and date on which it was sent.

**2. Jurisdiction Response.** The jurisdiction will have 10 days after the receipt of the applicant's written appeal to submit a written response to HUD. The response must be sent by email to [snapsappeals@hud.gov](mailto:snapsappeals@hud.gov) on the organization's letterhead, with a copy to the project applicant and the authorized representative of the CoC's designated Collaborative Applicant. The response must include the following information:

- a. an explanation of the reasons originally given for refusing to provide the Certification of Consistency with the Consolidated Plan; and
- b. written rebuttal to any claims made by the applicant in the written appeal.

**3. HUD Decision and Notification of Decision.**

a. HUD will review the submissions and will provide written notification, by email, of its decision to the applicant and the jurisdiction, with a copy to the authorized representative from the CoC's designated Collaborative Applicant within 45 days of the date of the receipt of the jurisdiction's response. In making its decision, HUD will consider whether the applicant submitted the request to the appropriate certifying jurisdiction and the reasonableness of the jurisdiction's refusal to provide the certificate.

b. If HUD finds that the certifying jurisdiction's refusal to provide a certification of consistency with the Consolidated Plan was reasonable, then HUD will automatically reject the project application. If HUD finds that the certifying jurisdiction's refusal to provide a certification of consistency with the Consolidated Plan was not reasonable, then HUD will consider the project application for funding in the respective FY CoC Program Competition in accordance with the review standards set forth in this NOFA.

c. If the jurisdiction failed to provide written reasons for refusal, including the reasons why the project is not consistent with the jurisdiction's Consolidated Plan in its initial response to the applicant's request for a certification, HUD will find for the applicant without further inquiry or response from the political jurisdiction.

d. HUD will provide written notification of its decision within 45 days of the date of HUD's receipt of the jurisdiction's response. Where the jurisdiction failed to provide a written response, HUD will provide written notification of its decision within 55 days of the date of HUD's receipt of the project applicant's response.

**F. Appeals Submission.**

**1. Submission of Appeals by Email.** Appeals must be submitted via email to [snapsappeals@hud.gov](mailto:snapsappeals@hud.gov). The subject line of your email must include the **CoC Number, "Appeal Notice,"** and type of appeal, i.e., **Participation, HUD Error, or Consolidated Plan Certification.** A sample email Subject Line is: **Subject: XX-500 – Appeal Notice– Consolidated Plan Certification.**

**2. HUD Response.** HUD will respond to all appeals via email. HUD will not consider any requests to reconsider funding for FY 2018 funds except for those appeals outlined in this

NOFA.

## XI. 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 [Hudexchange](#) to find contact information for the Collaborative Applicant and for the local 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 to address technical or other questions. Local 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, Collaborative Applicants, and project applicants with guidance that will result in a competitive advantage for any CoC or project application.

Following conditional selection of applications, HUD staff will be available to assist conditionally awarded 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.

## XII. Other Information

**Paperwork Reduction Act Statement.** The information collection requirements in this notice have been approved by OMB under the Paperwork Reduction Act of 1995 (44 U.S.C.3501-3520). 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 valid OMB control number. Each Program NOFA will identify its applicable OMB control number unless its collection of information is excluded from these requirements under 5 CFR part 1320.

**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 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).

