

# SPRINGFIELD-HAMPDEN COUNTY CONTINUUM OF CARE

## 2023 Continuum of Care Competition

### REQUEST FOR PROPOSALS

For Springfield-Hampden County CoC Renewal Projects, Expansion Projects, and New Projects that will provide:

- Permanent Supportive Housing (PSH)
  - Rapid Rehousing (RRH)
- Combined Transitional Housing-Rapid Rehousing (TH-RRH)
  - Transitional Housing (TH)
  - Supportive Services Only

Total Possible Competition Available Funding: \$7,414,174

Amount includes \$449,417 CoC Bonus funds (for new or expansion projects) and \$544,501 Domestic Violence project Bonus funds (for new or expansion DV projects)

[Existing YHDP projects will be renewed by HUD non-competitively]

**RFP Available: Thursday, August 3, 2023**

<https://springfieldhampdencoc.wordpress.com>

**Bidders' Conference: Thursday, August 17, 2023, 11 a.m.**

Zoom: <https://us02web.zoom.us/j/88952696379?pwd=ZkpMREpJVHNxcG9DTmNidmxFRWsxUT09>

**Application Due: Tuesday, August 29, 2023, 5 p.m.**

**TWO parts:** *Esnaps* application PLUS Part 2 CoC application at

<https://www.cognitofrms.com/CityOfSpringfield1/CoCFY23Part2ProjectApplication>

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## I. INTRODUCTION

The U.S Department of Housing and Urban Development (HUD) released the FY2023 Notice of Funding Opportunity (NOFO) for the Continuum of Care Homeless Assistance Program on July 5, 2023; the notice is available at [CoC NOFO](#). Continuums of Care (CoC) must submit CoC collaborative applications to HUD no later than September 28, 2023.

The HUD NOFO sets up the procedure by which a CoC, through its designee, submits a single collaborative application to fund the CoC and eligible projects that advance the CoC goals. The designee for the Springfield-Hampden County Continuum of Care is the City of Springfield Office of Housing, which administers the CoC and all grants awarded to the CoC.

The consolidated application that will be submitted by the City of Springfield for the FY23 CoC Program Competition will include renewal projects from prior competitions and eligible expansion and/or new projects. The CoC is seeking proposals from Hampden County providers of services and housing for renewal projects, and for expansion or new projects that provide Permanent Supportive Housing (PSH), Rapid Re-Housing (RRH), Transitional Housing (TH), combined Transitional Housing-Rapid Re-Housing (Joint TH-RRH) projects, and Supportive Services Only (SSO) projects, including Coordinated Entry (CE) projects. In addition, the CoC is seeking proposals from Hampden County providers for a bonus pool of money targeted to serving victims of domestic violence, dating violence, sexual assault, and stalking. Domestic Violence Bonus projects may provide TH, RRH, joint TH-RRH, or SSO. An existing DV Coordinated Entry project may apply for expansion funds.

Projects funded through this competition will have an operating year of July 1, 2024 to June 30, 2025, unless the project receives a multi-year grant. Multi-year projects will have a start date of July 1, 2024. Projects funded through this competition will be eligible to compete for renewal funding in future years.

Eligible applicants include non-profits, local and state government, and housing authorities.

Applications must be submitted in two parts. Part 1 is the HUD electronic grant application in *esnaps*, and Part 2 is the online application at <https://www.cognitofrms.com/CityOfSpringfield1/CoCFY23Part2ProjectApplication>.

The City of Springfield will provide applicants access to *esnaps* and technical assistance regarding use of the system. Scoring criteria for new, renewal, and expansion projects is attached as Appendix A.

## II. FUNDING OPPORTUNITY

### FUNDS AVAILABLE

Projects listed in Appendix B are eligible to apply for renewal for the amounts listed for each grant. New or expansion programs may be selected in place of renewal programs.

In addition to the pool of renewal funds, the CoC is eligible to apply for CoC Bonus Project funds in the amount of \$449,417 and DV Bonus Project funds in the amount of \$544,501.

## ELIGIBLE PROJECTS

The following three types of projects are eligible for funding in this competition:

### **1. Renewal Projects**

Projects currently funded under the CoC Program are eligible to apply for renewal for FY23 funds. These projects are listed in Attachment B.

Renewal projects apply seeking the same funded items that are in the FY22 grant. These projects may request a reduction in funds but may not request increases in any line item, and may not move funds between line items.

### **2. NEW or EXPANSION projects (to be considered for Bonus funds or reallocation from existing projects that are not renewed)**

The following project types are allowed:

- Permanent Supportive Housing (PH-PSH) project
- Rapid Rehousing (PH-RRH) project
- Joint Transitional Housing-Rapid Rehousing (Joint TH-RRH) project
- Supportive Services Only (SSO) projects, including expansion of Coordinated Entry projects (SSO-CE)

Bonus projects that are funded will be eligible for ongoing annual renewals through the regular CoC competition.

### **3. NEW or EXPANSION projects for DV Bonus (may also be considered for 'regular' Bonus funds or reallocation)**

The following project types are allowed:

- Rapid Re-Housing (PH-RRH) projects dedicated to serving survivors of domestic violence, dating violence, sexual assault, or stalking that are defined as homeless
- Joint Transitional Housing-Rapid Re-Housing (Joint TH-RRH) component projects dedicated to serving survivors of domestic violence, dating violence, sexual assault, or stalking who are defined as homeless
- Supportive Services Only (SSO) projects, including expansion of coordinated entry projects (SSO-CE)
- Homeless Management Information System (HMIS) project for an HMIS-comparable database

These funds may be used to support providers with programs dedicated to this population or may be used to enable an existing or non-DV provider program to expand its program by dedicating additional units, beds, persons served, or services provided to this population. DV Bonus projects that are funded will be eligible for ongoing annual renewals through the regular CoC competition.

## MODIFICATION FOR DV BONUS PROJECTS

The CoC competition and operations are modified for projects designed to serve victims of domestic violence in order to accommodate the particular need for privacy and safety required by these programs. The following modifications apply:

- While all CoC-funded programs are required to participate in coordinated entry into housing and services, the CoC adjusts these policies and procedures to address privacy, confidentiality and safety for victims of domestic violence.
- The performance of CoC programs are evaluated annually, and part of the performance evaluation includes review of measures in reports pulled directly by the CoC from the Homeless Management Information System (HMIS). Domestic violence entities are prohibited from using the CoC's HMIS, but must use a comparable data system. To accommodate the different data-keeping requirements, the CoC will request that DV programs submit their own aggregated data reports for the performance evaluation.

## PRIORITY FOR NEW PROJECTS FOR THE FY2023 COMPETITION

For new projects, the FY2023 NOFO places a high priority on the leveraging of housing and healthcare resources provided by other sources, and the CoC will give greater weight to projects that meet the HUD leveraging priorities. Points are awarded in the competition for the following:

**Leveraged housing:** new Permanent Supportive Housing or Rapid Re-Housing projects that utilize housing subsidies or subsidized housing units not funded through the CoC or ESG programs. Housing subsidies or subsidized housing units may be funded through any of the following sources: Private organizations; State or local government, including through the use of HOME funding provided through the American Rescue Plan; Public Housing Agencies, including through the use of a set aside or limited preference; Faith-based organizations; or Federal programs other than the CoC or ESG programs.

The housing units which are not funded through the CoC or ESG programs must:

- In the case of a Permanent Supportive Housing project, provide at least 25 percent of the units included in the project; or
- In the case of a Rapid Re-Housing project, serve at least 25 percent of the program participants anticipated to be served by the project.

An application may receive partial points for providing leveraged housing resources that are less than the full amount listed in the bulleted points above.

Projects selected by the CoC will need to provide a written commitment of the housing resources by Sept. 14, 2023. Documentation may include letters of commitment, contracts, or other formal written documents that demonstrate the number of subsidies or units being provided to support the project.

**Leveraged healthcare:** new Permanent Supportive Housing or Rapid Re-Housing projects that utilize healthcare resources to help individuals and families experiencing homelessness. Sources of health care resources include: direct contributions from a public or private health insurance provider to the project, or provision of health care services by a private or public organization tailored to the program participants of the project. Eligibility for the project must comply with HUD program and Fair Housing requirements, and eligibility criteria cannot be restricted by the eligibility requirements of the health care service provider.

To be awarded full points for utilizing health care resources, a project must include the following minimal commitment of services:

- In the case of a substance abuse treatment or recovery provider, it will provide access to treatment or recovery services for all program participants who qualify and choose those services; or
- An amount that is equivalent to 25 percent of the funding being requested for the project will be covered by the healthcare organization.

An application may receive partial points for providing leveraged healthcare resources that are less than the full amount listed in the bulleted points above.

Projects selected by the CoC will need to provide a written commitment of the healthcare resources by Sept. 14, 2023. Acceptable forms of commitment are formal written agreements and must include value of the commitment and dates the healthcare resources will be provided. In-kind resources must be valued at the local rates consistent with the amount paid for services not supported by grant funds.

## ADDITIONAL GUIDANCE FOR NEW PROJECTS

*New sponsor-based and project-based rental assistance.* 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.

*New youth/young adult projects.* Any youth-serving provider funded under this NOFO may serve unaccompanied youth aged 24 and under (or families headed by youth aged 24 and under) who have an unsafe primary nighttime residence and no safe alternative to that residence.

## ELIGIBLE COSTS

The following guidance indicates the costs that may be included in program budgets, to be paid for by the CoC grant or by matching funds.

### Rental Assistance

Rental assistance for homeless individuals and families, including tenant-based rental assistance. Grant funds may be used for security deposits in an amount not to exceed two months of rent, as well as last month's rent.

## Leasing

The costs of leasing scattered site units to provide housing to homeless persons.

*Leasing: Limits on rent costs.* Rents paid must be reasonable in relation to comparable spaces or units, and may not be more than the owner charges others for comparable units. Rents for residential units cannot exceed the HUD Fair Market Rent (FMR).

*Utilities.* Utilities are not a leasing line item. If utilities are not provided by the landlord, utility costs are an operating cost.

*Security deposits and first and last month's rent.* Grant funds may be used to pay security deposits, in an amount not to exceed two months of actual rent, as well as last month's rent.

## Supportive Services

The eligible costs of supportive services that address the special needs of the program participants.

### **Supportive Services in PSH, RRH, and TH-RRH Programs Must Relate to Housing Stability**

CoC supportive services must be necessary to assist program participants to obtain and maintain housing, and agencies must conduct an annual assessment of the service needs of the program participants and adjust services accordingly.

*Eligible supportive services costs:*

- Reasonable one-time moving costs
- Case management
- Food—meals or groceries for program participants
- Housing search and counseling services
- Life skills training
- Outreach services
- Transportation
- Utility deposits (one-time fee, paid to utility companies)
- Direct provision of services: 1) costs of labor, supplies, and materials; and 2) salary and benefit packages of service delivery staff

*Ineligible costs:* Any cost that is not described as an eligible cost is not an eligible cost.

## Operating Costs

Grant funds may be used to pay the costs of the day-to-day operation of Permanent Supportive Housing in a single structure or individual housing units.

*Eligible operating costs:*

- Maintenance and repair of housing
- Property taxes and insurance
- Building security for a structure where more than 50 percent of the units or area is paid for with grant funds

- Electricity, gas, and water
- Furniture
- Equipment

*Ineligible costs:* Program funds may not be used for rental assistance and operating costs in the same project. Program funds may not be used for the maintenance and repair of housing where the costs of maintaining and repairing the housing are included in the lease.

### Project Administration

The HUD-allowed administrative costs for new grants are 10% and for renewal grants is the amount previously set by HUD in the grant inventory worksheet—these amounts are listed in Appendix B. New projects are encouraged to use the full 10% administrative costs.

The City of Springfield retains 50% of the HUD-allowed administrative funds on each project to cover its costs of administering the CoC program.

### GRANT TERM

Renewal projects may only apply for one-year grant terms.

New projects may request funds for an initial grant term of 1 year, 2 years, 3 years, 4 years, 5 years, or 15 years. The funding request submitted at this time must cover the entire period of the initial grant term. This means that if a project’s annual budget is \$100,000, the project must request \$200,000 if applying for a 2-year term, \$300,000 if applying for a 3-year term, and 500,000 for a 5-year term.

Grant terms for new projects are subject to the following requirements:

- 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.
- 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.
- Any new project that requests leasing—either leasing alone or leasing costs plus other costs (e.g., supportive services, HMIS, etc.)—may only request up to a 3-year grant term.
- 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 applicant 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 through a renewal project application in the competition held in the calendar year prior to the anniversary of the first expenditure of grant funds, or if the grant term 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.
- Any new project that requests operating costs, supportive services only, HMIS, and project administrative costs may request 1-year, 2-year, 3-year, 4-year, or 5-year grant terms with funding for the same number of years.

- 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. 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.
- 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 to 5-years requested, and the grant term will be 3-years to 5-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 construction, acquisition, and rehabilitation. HUD Field Office Counsel must approve the use and repayment covenants in advance of their being recorded, and proof of recording must be submitted to HUD Field Office Counsel before HUD will release grant funds, other than acquisition funds. Any new project that is requesting consideration under the DV Bonus may only request a 1-year grant term, regardless of project type.

### III. COC PROGRAM REQUIREMENTS

#### MATCHING FUNDS

The grantee must match all grant funds, except for leasing funds, with no less than 25% of funds or in-kind contributions from other sources. Guidance regarding cash and in-kind match is at [24 CFR 578.73](#). Cash match must be used for the costs of activities that are eligible CoC Program costs. Rental income received from participants may be counted as match.

In-kind match must be documented with a Memorandum of Understanding (MOU) between the subrecipient and the third party that will provide the services. Services provided by individuals must be valued at rates consistent with those ordinarily paid for similar work in the recipient's or subrecipient's organization. If the recipient or subrecipient does not have employees performing similar work, the rates must be consistent with those ordinarily paid by other employers for similar work in the same labor market.

The MOU must establish the unconditional commitment, except for selection to receive a grant, by the third party to provide the services, the specific service to be provided, the profession of the persons providing the service, and the hourly cost of the service to be provided. **The signed MOU must be submitted as an attachment to the Part 2 CoC Application.**

During the term of the grant, the recipient or subrecipient must keep and make available, for inspection, records documenting the service hours provided.

## HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS)

All successful project applicants, with the exception of entities that are victim service providers, must participate in the CoC's Homeless Management Information System (HMIS). Access to the HMIS is made available to CoC grantees at no cost, and the CoC provides training in use of the system.

Victim services providers are required to use a comparable data collection system for recording client-level data.

## COORDINATED ENTRY SYSTEM

The CoC operates a coordinated entry system, in which persons to be referred to housing are assessed using a common assessment tool, and are placed on a shared waitlist which prioritizes eligible applicants by need. All successful applicants are required to participate in the CoC's coordinated entry system and are required to fill all vacancies through the coordinated entry system.

## HUD REQUIREMENTS

This document summarizes key components of the CoC Program. More information is available from the NOFO, available at [CoC NOFO](#) and from the CoC Program regulations, [www.hudexchange.info/resources/documents/CoCProgramInterimRule\\_FormattedVersion.pdf](http://www.hudexchange.info/resources/documents/CoCProgramInterimRule_FormattedVersion.pdf). If there are any conflicts between guidance in this document and HUD guidance, the HUD guidance takes priority and is what should be relied upon.

# IV. APPLICATION PROCESS

The FY2023 CoC competition is open to renewal and eligible new projects, which will be scored competitively. The highest scoring projects will be included in the CoC application submitted to HUD.

Applicants will need to complete two parts to the application and submit them both by the deadline of 5pm on August 29, 2023. Part 1 is the HUD application in *esnaps* and Part 2 is available at [CoC FY23 Part 2 Project Application \(cognitofrms.com\)](#).

**Renewal and Expansion Projects.** The CoC has created renewal application files in *esnaps* for each existing project. Renewal applicants must open the renewal application, fill in missing information, update existing information, and upload any required supporting documents. Once complete, applicants must submit the renewal application in *esnaps*.

To apply for expansion of a project that is otherwise renewing its CoC grant, the applicant must provide notice of interest in completing an expansion application to [gmccafferty@springfieldcityhall.com](mailto:gmccafferty@springfieldcityhall.com). Within 2 business days of notification, the expansion project application will be set up in *esnaps* and ready for entry of application information. Expansion project sponsors must open the expansion project application, fill in application information (about the expansion only), and upload required supporting documents. Once complete, applicants must submit the expansion application in *esnaps*.

Renewal projects must submit the Part 2 application available at

[CoC FY23 Part 2 Project Application \(cognitoforms.com\)](#). Expansion projects do not need to complete a second Part 2 application.

**New Projects.** New project applicants must provide notice to [gmccafferty@springfieldcityhall.com](mailto:gmccafferty@springfieldcityhall.com) of the intent to submit an application and whether the new project being created is 1) Permanent Supportive Housing, 2) Rapid Re-Housing, 3) Joint Transitional Housing-Rapid Re-Housing, or 4) Supportive Services Only (a category which includes Coordinated Entry). Within 2 business days of notification, the new project application will be set up in *esnaps* and ready for entry of application information. New project sponsors must open the new project application, fill in application information, and upload required supporting documents. Once complete, applicants must submit the new application in *esnaps*.

New project applicants must submit the Part 2 application available at [CoC FY23 Part 2 Project Application \(cognitoforms.com\)](#).

## ESNAPS GUIDANCE AND TECHNICAL ASSISTANCE

*Esnaps* is available at [e-snaps : CoC Program Applications and Grants Management System - HUD Exchange](#). Any applicant that does not already have the ability to log in to the CoC's *esnaps* account must request access by sending an email to [gmccafferty@springfieldcityhall.com](mailto:gmccafferty@springfieldcityhall.com). Contact this same address to request technical assistance regarding *esnaps* use throughout the application process.

## QUESTIONS ABOUT THE RFP

Applicants may not contact City staff directly with questions about the RFP. There are two ways to seek additional information or ask questions about the RFP:

1. **Bidders' Conference.** An optional bidders' conference is scheduled for August 17, 2023, at 11 am, via Zoom at the link below:  
<https://us02web.zoom.us/j/88952696379?pwd=ZkpMREpJVHNxcG9DTmNjdmxFRWsxUT09>
2. **Submission of written questions.** Written questions may be submitted to [gmccafferty@springfieldcityhall.com](mailto:gmccafferty@springfieldcityhall.com). The questions will be answered in writing, with the responses provided to all applicants who have created an application in *esnaps*. The deadline to submit written questions is August 24, 2023.

## INSTRUCTIONS FOR SUBMISSION OF APPLICATION IN *ESNAPS*

1. Applicant access to *esnaps*.
  - The applicant must designate a staff person to access *esnaps*.
  - The designated individual must visit the *esnaps* site, <https://esnaps.hud.gov/grantium/frontOffice.jsf> click the "Create Profile" button, and provide the required information. Following this step, the individual must send an email to [gmccafferty@springfieldcityhall.com](mailto:gmccafferty@springfieldcityhall.com) and request that the individual be linked to the

Springfield-Hampden County CoC account. An email will be sent confirming that the individual has been added.

- Renewal applications have been created by the City in *esnaps*. Look for your project using the name listed in Appendix B to this document. The correct application will include FY23 in the Funding Opportunity Name.
- For expansion and new projects: Send notice to [gmccafferty@springfieldcityhall.com](mailto:gmccafferty@springfieldcityhall.com) of the intent to apply for an expansion or new project, the name of the new project, and whether the new project is: 1) Permanent Supportive Housing; 2) Rapid Re-Housing 3) Joint Transitional Housing-Rapid Re-Housing, or 4) Supportive Services Only (a category which includes Coordinated Entry). An email will be sent confirming that the project has been set up.

## 2. Accessing program application in *esnaps*.

- The applicant's *esnaps* user should log in to *esnaps* and click the "Submissions" button in the left-hand column. At the top middle of the page that opens is a section named "Submissions Filters" and the top line is "Applicant Project Name." Use the drop-down menu to find your project. Once your agency and program name are in the box from the drop-down menu, click the "Filter" button.
- Once the system filters to only your program, look in the second column for "Renewal Project Application FY2023," "Expansion Project Application FY23," or "New Project Application FY2023." To open the application, click on the orange and grey icon to the left of the program name.

## 3. Completing the *esnaps* application.

- Note the initial screens of the *esnaps* application have been completed by the City of Springfield. Because HUD grants are awarded to the City, the City is considered the applicant. Each program grantee is a subrecipient. Complete all information that has been left blank.
- HUD has posted detailed instructions for completing *esnaps* applications. The instructions are available at:
  - [RENEWAL Application Detailed Instructions](#)
  - [NEW Application Detailed Instructions](#)
  - [RENEWAL YHDP Detailed Instructions](#)

## 4. *Esnaps* attachment

- All new applications must contain documentation of the agency's 501(c)(3) status, which must be uploaded at screen 7A.
- Renewal applications should already have documentation of the agency's 501(c)(3) status attached at screen 7A. Confirm that the documentation is there and upload any missing documentation.

## 5. Submittal of the *esnaps* application.

- Once the application is complete, the “Submit” button on screen 8B will no longer be greyed out. Click the Submit button.

## INSTRUCTIONS FOR SUBMISSION OF PART 2 APPLICATION/MATERIALS

In addition to the *esnaps* submission, applicants must respond to the questions and attach the following documents to the Part 2 application at

[CoC FY23 Part 2 Project Application \(cognitofrms.com\)](https://cognitofrms.com) and submit by the competition deadline of 5pm on August 29, 2023.

### **Renewal Applicants and Existing Grantees submitting expansion or new grant applications must submit:**

- Current List of Board of Directors with identification of Officers and terms
- Organization’s Anti-Discrimination Policy
- Organization’s Diversity and Inclusion Policy
- Program’s Termination Policy and Procedure

### **New Applicants (all applicants without an existing grant) must submit:**

- Agency Articles of Incorporation
- Current List of Board of Directors with identification of Officers and terms
- Certified Organization Audit/Financial Statements of most recent year:
  - Copy of Single Audit (Required if \$750,000 or more in aggregate Federal funds expended); or
  - Financial statements audited by a CPA (if not bound by the requirements of [eCFR :: 2 CFR 200.501 -- Audit requirements.](#))
- Agency Financial Management Policies and Procedures
- Agency Procurement Policies and Procedures
- Organization’s Anti-Discrimination Policy
- Organization’s Diversity and Inclusion Policy
- Program’s Termination Policy and Procedure

**THE ESNAPS SUBMISSION, THE PART 2 APPLICATION, AND REQUIRED ATTACHMENTS MUST BE SUBMITTED BY 5 P.M. ON AUGUST 29, 2023.**

## V. APPLICATION REVIEW AND SELECTION

### THRESHOLD REQUIREMENTS

To be eligible for consideration by the CoC Scoring and Ranking Committee, all projects must first successfully pass a review of threshold requirements. City of Springfield CoC staff will perform a threshold review of all submitted projects. ***Each project must meet the following minimum standards:***

1. The application must be submitted on time.
2. The application must be complete and data consistent.
3. The applicant must show commitment of minimum match.
4. The project must participate in coordinated entry (or commit to participate, if it is a new project).
5. The project must be financially feasible.
6. The applicant must provide documentation of organizational financial stability. (This is a review of audits or financial statements. For renewal projects, this review is completed as part of program monitoring.)

## COMPETITIVE REVIEW

All applications that meet the threshold requirements will be forwarded to the CoC Scoring and Ranking Committee for evaluation, selection and ranking. Appendix A provides the scoring criteria that will be used to score renewal and new projects.

**Please review the scoring criteria in connection with your responses. New applications must make sure that answers to questions in *esnaps* are responsive the scoring criteria.**

Scores will determine each project's rank in the CoC's application to HUD, where higher-ranking projects are more likely to be funded. Scores may also be used to reject applications.

**Scoring and Ranking.** The scoring criteria evaluates past performance (of renewal and expansion applicants) and promotes best practices or practices that will improve our local response to homelessness and align our response with national policies and best practices. These include:

- Fidelity of commitment to a Housing First/Low-Demand service model; and
- Actions that advance our CoC's commitment to equity in operations and program performance.

**Reallocation.** Reallocation is the process of removing funding (in whole or in part) from a renewal project to fund a new project. There are several types of reallocation that may happen:

- Renewal projects that are ranked below all other renewal and new projects and fall below the application funding cut-off will not be included in the application.
- Low-scoring applications may be reduced by the CoC Scoring and Ranking Committee in order to enable the CoC to fall within the application funding limit.

**Selection.** Once the committee completes the scoring and ranking, the committee may consider the CoC's overall funding priorities, whether the initial scoring is likely to result in any critical service gaps, and strategy related to HUD's selection process, and may make adjustments to budgets and produce the final ranking of projects to be included in the CoC application. The Committee's rationale for any adjustments must be recorded and made public with the published rankings.

Because HMIS is required for the CoC and must be funded, the HMIS renewal grant will be ranked first. The CoC's Coordinated Entry projects, which are not comparable to any other projects and are a needed CoC component, will be ranked second and third. New projects with start dates of July 1, 2023 will not yet have any performance to review, and will also be placed at the top of tiering to ensure renewal in this first year.

Project selections, rankings and tier allocations will be provided to proposers by written notice and published on the following website no later than September 13, 2023:

Springfield-Hampden Continuum of Care  
<https://springfieldhampdencoc.wordpress.com/>

Applicants not selected by the CoC to be included in the CoC submission to HUD may appeal by submitting their *esnaps* Solo Application directly to HUD no later than 8:00 p.m. on September 28, 2023.

## VI. RFP SCHEDULE

Aug. 3, 2023	Hampden County CoC FY22 Competition Opens
Aug. 17, 2022 11:00 a.m.	Bidders Conference (optional) Zoom: <a href="https://us02web.zoom.us/j/88952696379?pwd=ZkpMREpJVHNxcG9DTmNjdmxFRWsxUT09">https://us02web.zoom.us/j/88952696379?pwd=ZkpMREpJVHNxcG9DTmNjdmxFRWsxUT09</a>
Aug. 24, 2023	Deadline to submit written RFP questions to <a href="mailto:gmccafferty@springfieldcityhall.com">gmccafferty@springfieldcityhall.com</a>
Aug. 29, 2023 5:00 p.m.	Deadline for Submittal of Complete Application Complete applications include: <ol style="list-style-type: none"><li>1. <b>Esnaps submittal</b> with following attachments uploaded:<ul style="list-style-type: none"><li>• Documentation of agency 501(c)(3) status</li><li>• MOU for in-kind match</li></ul></li><li>2. <b>Part 2 Application at</b> <a href="#">CoC FY23 Part 2 Project Application (cognitoforms.com)</a></li></ol>
Sept. 13, 2023	CoC notifies applicants in writing whether projects will be accepted, rejected, or reduced, and the reason for any rejection or reduction
Sept. 25, 2023	Full CoC Application posted on CoC website
Sept. 28, 2023	CoC Application Submitted to HUD in <i>esnaps</i>  Any rejected applicants may submit their <i>esnaps</i> Solo Application directly to HUD no later than 8:00 p.m. eastern time on Sept. 28 2023.

**Appendix A: Project Scoring Tool for Ranking and Tiering**

Category	Measure	Source	Point Value: Renewal/ Expansion	Point Value: New	Scoring Criteria
Equity	Identification of barriers to success faced by BIPOC and steps taken or planned to overcome barriers	Part 2 Application, narrative	8	8	Identifies barriers faced by BIPOC and has taken concrete actions to eliminate - 8 points Identifies barriers faced by BIPOC and plans concrete actions to eliminate - 5 points Identifies barriers faced by BIPOC but does not identify concrete actions to address - 2 points
	Diversity Equity and Inclusion	Part 2 Application, attachment	5	5	Organization has a Diversity, Equity and Inclusion policy – 2 points, plus policy includes: specific numeric goals – 1 point timeframe for meeting goals – 1 point ongoing evaluation of progress toward meeting goals – 1 point
	Involvement of Persons with Lived Experience	Part 2 Application, narrative	6	6	Narrative demonstrates understanding of value of involvement of PWLE – 2 points plus Narrative provides a specific example of change due to involvement of PWLE - 4 points
	Termination Policy which provides meaningful opportunity to challenge the termination	Part 2 Application, narrative and attachment	4	4	Has written termination policy which provides meaningful opportunity to challenge – 2 points Plus Evidence of a successful appeal OR no terminations in the last 3 years – 2 points
	Underrepresented individuals at Board, senior leadership, and program director positions	Part 2 Application	8	8	At least 60% BIPOC/LGBTQ – 8 points 25% BIPOC/LGBTQ – 6 points 10% BIPOC/LGBTQ – 2 points
Quality Services	Trauma-informed care: Provides or makes available trauma-informed care training to staff	Part 2 Application	5	5	Demonstrates commitment to trauma-informed care by making regular TIC training available to staff – 5 points
	Participant evaluation	Participant survey	5		Average participant score of 8+ - 5 points

					Average participant score 5-7 – 3 points
	Demonstrates understanding of and plan for addressing participant service needs	Esnaps		5	Met standard – 5 points
	Transportation Assistance	Part 2 Application, narrative	2	2	Demonstrates provision of meaningful transportation assistance – 2 points
	Language Assistance	Part 2 Application, narrative	2	2	Demonstrates provision of meaningful language assistance – 2 points
	Suitable housing and neighborhood	Part 2 Application, narrative	5	5	Demonstrates prioritization of appropriate unit and neighborhood selection – 2.5 points Plus Demonstrates prioritization of selection and maintenance of units meeting housing quality standards – 2.5 points
Population Served	Serves population with high barriers to housing	APR (for renewal, expansion), Esnaps application (for new)	12	8	Points for each high-barrier population where population served in FY22 was above CoC average: <ul style="list-style-type: none"> <li>• Substance use disorder</li> <li>• Mental Health Disorder</li> <li>• Homeless for one year or more</li> <li>• Domestic violence survivor</li> </ul> Renewal and expansion applications receive 3 points per population; new applications receive 2 points per population
Housing First	Fidelity to Housing First model	Part 2 Application	7	7	Met standard – 7 points
Grant administration	Cost effectiveness – cost is at or below \$12,000 per person served	Esnaps application	2	2	Met standard – 2 points
	Agency audit – no findings/concerns	Part 2 application,	2	2	Met standard – 2 points
	Program passed CoC monitoring	CoC records	2		Met standard – 2 points
	Program averages utilization of 90% or above	APR	2		Met standard – 5 points
	Project spent a minimum of 95% of grant	CoC financial records	5		Met standard – 5 points
	Experience managing federal grant funds	Esnaps		5	Response demonstrates experience – 5 points

Performance outcomes	Housing stabilization – persons remain in housing or exit to permanent housing	Renewal/ expansion - APR New – Part 2 Application	8	8	95%+ - 8 points 90-94% - 6 points
	Returns to homelessness	APR	2		Less than 5% - 8 points 6-10% - 6 points
	Increase employment income	Renewal/ expansion - APR New – Part 2 Application)	4	4	Renewal and expansion: Stayers increase $\geq$ 8% - 2 points; Leavers increase $\geq$ 15% - 2 points New: overall increase $\geq$ 5% - 4 points
	Increase non-employment income	Renewal/ expansion - APR New – Part 2 Application)	4	4	Renewal and expansion: Stayers increase $\geq$ 10% - 2 points; Leavers increase $\geq$ 25% - 2 points New: overall increase $\geq$ 5% - 4 points
Leverage	Project leverages housing resources with housing subsidies/units not funded through CoC or ESG	Part 2 Application		5	Met standard – 5 points
	Project leverages health resources, including partnership with a healthcare organization	Part 2 Application		5	Met standard – 5 points
<b>Total Points</b>			<b>100</b>	<b>100</b>	

**APPENDIX B**

**Projects Eligible for Renewal, with Allowable Budget Line Amounts**

CoC Project Name	Project Component	Leasing	Rental Assistance	Supportive Services	Operating Costs	HMIS	Admin	TOTAL
Catholic Charities RRH3	PH-PSH	\$0	\$262,200	\$86,646	\$0	\$0	\$34,885	\$383,731
CHD Family PSH	PH-PSH	303,082	\$140,604	\$105,507	\$0	\$0	\$40,066	\$589,259
CSO-FOH Coordinated Assessment	SSO-CE	\$0	\$0	\$226,645	\$0	\$0	\$16,355	\$243,000
CSO-FOH PSH	PH-PSH	\$166,928	\$0	\$67,266	\$0	\$0	\$15,789	\$249,983
DV Coordinated Entry	SSO-CE	\$0	\$0	\$256,567	\$0	\$0	\$25,657	\$282,224
Gandara SHINE RRH	PH-RRH	\$0	\$230,736	\$116,969	\$0	\$0	\$33,635	\$381,340
HMIS	HMIS	\$0	\$0	\$0	\$0	\$219,317	\$18,675	\$237,992
MHA CoC PSH	PH-PSH	\$0	\$949,620	\$279,823	\$0	\$0	\$86,441	\$1,315,884
RVCC CoC Program	PH-PSH	\$0	\$247,128	\$60,097	\$0	\$0	\$17,572	\$324,797
VOC Family Supportive Housing	PH-PSH	\$60,792	\$106,944	\$29,936	\$0	\$0	\$13,456	\$211,128
Transitional Housing Project	TH	\$210,297	\$0	\$0	\$0	\$0	\$10,594	\$211,891
Way Finders Turning Point	PH-PSH	\$0	\$0	\$16,838	\$42,272	\$0	\$3,699	\$67,809
YWCA-Alianza TH-RRH	Joint TH & PH-RRH	\$46,704	\$289,716	\$232,104	\$0	\$54,504	\$62,303	\$685,331
YHDP Coordinated Entry & Navigation	SSO-CE	\$0	\$0	\$266,850	\$0	\$0	\$26,469	\$293,319
YHDP MHA PSH	PH-PSH	\$0	\$83,904	\$51,000	\$0	\$0	\$13,078	\$147,982
YHDP CHD RRH	PH-RRH	\$0	\$314,640	\$206,211	\$0	\$0	\$50,417	\$571,268
YHDP Gandara TH-RRH	Joint TH & PH-RRH	\$49,860	\$62,928	\$86,328	\$6,000	\$0	\$20,202	\$225,318
<b>TOTAL</b>		\$828,663	\$2,688,420	\$2,088,787	\$53,272	\$273,821	\$489,293	<b>\$6,422,256</b>