



City of Lowell
Department of Planning and Development



2013 Continuum of Care
Homeless Assistance Projects

Continuum of Care Program Competition Local Application Process

Lowell CoC Annual Renewal Demand: \$858,455

The City of Lowell, Department of Planning and Development (DPD), as the Collaborative Applicant for the city's Continuum of Care program, is responsible to coordinate the local application process for the Department of Housing and Urban Development's (HUD) Continuum of Care Program Competition for **Fiscal Years 2013 and 2014**.

Interested applicants are responsible for the preparation of the City of Lowell's local application and, if approved for funding, the eventual electronic submission of their Project Application (Formerly Exhibit 2) on HUD's E-SNAPS platform. As a part of the CoC funding process, project applications must be reviewed, scored and ranked. In order to complete this review process in a timely manner, applicants must complete the attached "2013 CoC Program Competition Local Application" and submit it to **DPD on or before Friday December 20, 2013. Applications submitted after this deadline will not be considered for funding** (See submission details below).

OVERVIEW INFORMATION

- A. Federal Agency Name:** U.S. Department of Housing and Urban Development, Office of Community Planning and Development.
- B. Funding Opportunity Title:** Notice of Funding Availability for the Continuum of Care (CoC) Program.
- C. Announcement Type:** Initial Announcement.
- D. Funding Opportunity Number:** The funding opportunity number is **FR-5700-N-31B**. The OMB Approval number is 2506-0112.
- E. Catalog of Federal Domestic Assistance (CFDA) Number:** 14.267.

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

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

However due to funding limitations, HUD will not consider requests for new funding above Lowell's Annual Renewal Demand of \$858,455 outside of the reallocation process, CoC planning, and UFA costs.

Reallocation is when a CoC shifts funds in whole or part from existing eligible renewal projects to create one or more new projects without decreasing the CoC's ARD. New projects created through reallocation must meet the requirements set forth in Section II.B.1 and the eligibility and project quality thresholds established by HUD in Section V.E.2 of the NOFA. In the CoC Program Competition reallocation can only be used to create new permanent supportive housing for the chronically homeless or rapid re-housing to serve homeless households with children.

Proposals must be received and time stamped before 12:00 Noon, Friday, December 20, 2013

Proposals may be emailed, mailed or hand delivered to:
Linda King, Department of Planning and Development
JFK Civic Center, 50 Arcand Drive
Lowell, MA 01852
Email: lking@lowellma.gov

For additional information or questions please contact: Linda King at 978-674-4252

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APPLICATION RESOURCES

PROPOSALS MAY BE EMAILED, MAILED OR HAND DELIVERED ON OR BEFORE FRIDAY, DECEMBER 20, 2013

- If emailed, completed local application should be sent as a Word document or pdf file,
- Any requested changes to 2012 CoC Program budget should be sent as an Excel document or pdf file, and
- Scan *and/or attach required attachments, forms, documentation, etc. detailed below to:* iking@lowellma.gov

APPLICATION RESOURCES

1. CoC PROGRAM COMPETITION MATERIALS

The resource materials, listed below, have been widely disseminated and are also available at: <https://www.onecpd.info/resource-library/> just click on "FY 2013 CoC Program Competition Opens" to access HUD guidance and instructional resources.

- FY 2013 - FY 2014 CoC Program Notice of Funding Availability (NOFA) (PDF)
- FY 2013 - FY 2014 CoC Program Competition NOFA
- CoC Program Trainings and Resources
- FAQs for the Continuum of Care Program Competition

2. SNAPS WEEKLY FOCUS

In preparation for the FY2013 Continuum of Care (CoC) Program competition, HUD's Special Needs Assistance Programs (SNAPS) has issued a new "weekly focus," series of messages and related materials about policy priorities and key information to help CoCs and project applicants prepare for the FY2013 CoC Program Competition. SNAPS Weekly Focus notices are listed below and can be found at:

<https://www.onecpd.info/homelessness-assistance/snaps-weekly-focus>

- Week 10: Working Together to End Homelessness - September 26, 2013 (PDF)
- Week 9: What About Transitional Housing? - September 18, 2013 (PDF)
- Week 8: Rapid Re-Housing - September 4, 2013 (PDF)
- Week 7: Adopting a Housing First Approach - August 21, 2013 (PDF)
- Week 6: Collaborating to Combat Homelessness among Veterans - August 12, 2013 (PDF)
- Week 5: Considering the Needs of Families and Youth - August 6, 2013 (PDF)
- Week 4: Leveraging Mainstream Services Funding - July 29, 2013 (PDF)
- Week 3: Why Coordinated Assessment is Critical to Ending Homelessness Locally - July 18, 2013 (PDF)
- Week 2: Giving Priority to Chronically Homeless Persons - July 12, 2013 (PDF)
- Week 1: Changing the Way We Do Business - July 2, 2013 (PDF)

3. FEDERAL STRATEGIC PLAN TO END HOMELESSNESS AND HEARTH INTERIM RULE

- "Opening Doors" the federal strategic plan to end homelessness can be found at: http://www.usich.gov/PDF/OpeningDoors_2010_FSPPreventEndHomeless.pdf
- If you have questions regarding HUD regulations or eligible costs/activities refer to HEARTH Act Interim Rules <https://www.onecpd.info/resource/2033/hearth-coc-program-interim-rule/> or you may Ask a Question on the OneCPD Resource Exchange website: <https://www.onecpd.info> .

4. OTHER RESOURCES

- Instructions specific to the local application will be covered at the 2013 Applicant Workshop on December 5, 2013.
- 2013 Preliminary Annual Homeless Assessment Report, Housing Inventory and Point-In-Time Count will be available at the December 5th workshop.

COMPETITION TIMELINE

November 12, 2013	CoC Program Competition Announced
November 27, 2013	Local Application Released
December 5, 2013	2013 Applicant Workshop/CoC Weekly Meeting 10:00 AM Department of Planning and Development 50 Arcand Drive Lowell, MA 01852
December 12, 2013	Consolidated Application (Exhibit 1) Meeting/CoC
December 19, 2013	Consolidated Application Meeting/CoC
December 20, 2013	Local Applications are due by 12:00 PM
December 27, 2013	CoC Team Rating/Ranking Meeting
January 3, 2014	Consolidated Application Meeting/CoC And Organizations notified of their ranking
January 13, 2014	E-snaps Draft Project Applications (Exhibit 2s) DUE for review including all Forms and Attachments
January 16, 2014	Consolidated and Project Applications/CoC Meeting
January 23, 2014	Final Review Consolidated and Project Applications; Completion of CoC Priority Listing
February 3, 2014	HUD CoC Program Application Deadline

APPLICATION PROCESS

Instructions:

Interested applicants must complete and submit the Local Application for CoC Program Funds Cover Page and Narrative (see below) that addresses each of the following items. **Narrative responses should be limited to no more than 3 pages.**

- 1. Project Description:** Provide a brief description of how funds will be spent. Project descriptions should identify how the proposed activities will address the following questions.
 - *Project Goals*: What are the goals of the program and how will funds be used to assist households in maintaining housing stability?
 - *Assessing Eligibility*: How will program eligibility be assessed/determined?
 - *Organization's Experience*: Does the organization have experience working with projects similar to the one proposed? If the organization has received federal CoC and/or entitlement funds in the past, has it demonstrated an ability to meet all program requirements?
 - *Resources*: Does the organization have the staff and resource levels capable of successfully operating the proposed program?
 - *Mainstream Resources*: How does the program incorporate mainstream resources?
- 2. Alignment with "Opening Doors":** Renewals must be able to document that they continue to meet a community need, meet or exceed HUD and Program outcomes, and be in alignment with "Opening Doors", the federal strategic plan to end homelessness.
- 3. Measuring Accomplishments:** Discuss how the impacts of these funds will be measured including what benchmarks will be used to evaluate the program and a timeline for achieving the proposed goals.
- 4. Project Budget:** Identify how the CoC Funds will be allocated. Where applicable, indicate how these funds will be used to leverage additional resources and whether these resources are committed or pending. **Please indicate if your agency has entered into a Financial MOU with DPD.**

Submittal Requirements:

One (1) signed original consisting of the Cover Page and 3-page Narrative, and five (5) copies of each proposal are required. Complete applications must be received (via mail or hand-delivered) and time-stamped at the DPD offices no later than **12:00 Noon on Friday, December 20, 2013**. Complete proposals should be addressed to:

Linda King
City of Lowell/Department of Planning and Development
JFK Civic Center, 50 Arcand Drive
Lowell, MA 01852

OR

By email to: lking@lowellma.gov

For further information or questions please contact Linda King by phone: (978) 674-4252

EVALUATION OF PROPOSALS

Proposal Selection and Contract Award Process

1. The City of Lowell, Department of Planning and Development's Housing Committee will review all applications using the evaluation criteria described below.
2. Selected applicants will be notified in writing no later than **Wednesday, December 27, 2013**. (Applicants should not assume that their proposal has been accepted for funding until they have received written notification from the City.)
3. Once selected the applicants will meet with DPD staff to begin the final online application on E-SNAPS.

Required Forms for CoC Program Competition: Project Applications (Formerly Exhibit 2s):

- *Please note that even though Renewal Programs may have submitted many of the forms and documents, listed below, for the 2012 CoC Program Competition, they are still required to resubmit them for FY 2013 and FY2014.*
- *Once selected for the participation in the City's CoC Program application, electronic forms will be forwarded via email for completion and return to DPD along with other required documentation such as Codes of Conduct and proof of eligibility (501-C3).*
- **Required Forms and Documents**
 1. Project application charts, narratives, and attachments (Exhibit 2);
 2. SF-424 Application for Federal Assistance;
 3. The SF-424 Supplement, Survey on Ensuring Equal Opportunities for Application is for private nonprofit applicants only and completion/submission of this survey is voluntary;
 4. Documentation of Applicant and Subrecipient Eligibility. All project applicants must attach documentation of eligibility. Subrecipient eligibility must also be attached to the project application. (501-C3);
 5. Applicant Certifications (Consistency with Consolidated Plan, etc.);
 6. Form HUD-2880, Applicant/Recipient Disclosure/Update Report must be attached for each project. Form HUD-2880 must include the correct amount of HUD assistance requested and must be dated no earlier than September 1, 2013;
 7. SF-LLL, Disclosure of Lobbying of Activities (if applicable);
 8. Applicant Code of Conduct. The Code must be attached in e-snaps or on file with HUD at http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/grants/conduct; and
 9. Form HUD-50070, Certification for a Drug-Free Workplace dated no earlier than September 1, 2013.

DEFINITIONS

HOMELESS:

New Homeless Definition (effective 1/4/2012) has four categories:

Category 1 – (Homeless) Literally Homeless: An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning: Use HMIS Data Standard for Housing Status – Homeless: Literally Homeless

- (i) An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
- (ii) An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals); or
- (iii) An individual who is exiting an institution (e.g., jail, hospital)
 - a. where he or she resided for 90 days or less **AND**
 - b. resided in an emergency shelter or place not meant for human habitation immediately before entering the institution.

Category 2 – (Homeless) Within 14 days of losing home: An individual or family who will imminently lose their primary nighttime residence, provided that:

- (i) The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;
- (ii) No subsequent residence has been identified; **AND**
- (iii) The individual or family lacks the resources or support networks, e.g., family, friends, faith-based or other social networks needed to obtain other permanent housing.

Category 3 – (Homeless) Youth/Children: Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:

- (iv) Meet the homeless definition under another federal statute; **AND**
- (v) Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance; **AND**
- (vi) Have experienced persistent instability as measured by two moves or more during the sixty day period immediately preceding the date of application for homeless assistance; **AND**
- (vii) Can be expected to continue in such status for an extended period of time because of chronic disabilities, OR chronic physical health or mental health conditions, OR substance addiction, OR histories of domestic violence or childhood abuse (including neglect), OR the presence of a child or youth with a disability, OR two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment.

Category 4 – (Homeless) Fleeing Domestic Violence: Any individual or family who:

- Is fleeing or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;
- Has no other residence; **AND**
- Lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, to obtain other permanent housing.

CHRONICALLY HOMELESS:

An unaccompanied homeless individual with a disabling condition or an adult member of a homeless family who has a disabling condition who has either been continuously homeless for a year or more, OR has had at least four (4) episodes of homelessness in the past 3 years. The term homeless in this case means a person sleeping in a place not meant for human habitation (e.g., living on the streets), in an emergency homeless shelter, or in a Safe Haven as defined by HUD.

DISABLING CONDITION:

A disabling condition is defined as: (1) a disability as defined in Section 223 of the Social Security Act; (2) a physical, mental, or emotional impairment which is expected to be of long-continued and indefinite duration, substantially impedes an individual's ability to live independently, and of such a nature that the disability could be improved by more suitable conditions; (3) a developmental disability as defined in Section 102 of the Developmental Disabilities Assistance and Bill of Rights Act; (4) the disease of acquired immunodeficiency syndrome or any conditions arising from the etiological agent for acquired immune deficiency syndrome; or (5) a diagnosable substance abuse disorder. A disabling condition limits an individual's ability to work or perform one or more activities of daily living.

SCORING

Performance (49 points) and HMIS participation/data quality (26 points) will be the most heavily weighted scoring criteria for renewal applications. Scoring criteria is included in these instructions. For more information on scoring see 2013 CoC Guidelines and Scoring Matrixes are the last two pages of this document. Actual and projected outcomes should meet or exceed the benchmarks provided on the scoring matrixes.

Projects are also strongly encouraged to develop program specific outcomes; ie. – 90% of participants with chronic health conditions will be linked with a primary health care provider; 65% of participants will complete a chemical dependency treatment program within one year.

REMINDERS:

- 1. Please complete the local application(s) thoroughly and accurately. Follow instructions and answer all questions. Application reviewers may have little or no knowledge of your organization or your proposed project. Anyone reading your application should be able to gain a clear understanding of your project.**
- 2. Unfortunately, it appears almost certain that there will be further reductions in funding for the 2013 funding cycle. Make sure you include any information in your application that demonstrates why it should not be put at risk for either significant reduction in funding or elimination.**
- 3. Renewals must be able to document that they continue to meet a community need, meet or exceed HUD and Program outcomes, and be in alignment with "Opening Doors", the federal strategic plan to end homelessness.**



City of Lowell
Department of Planning and Development
2013 CoC Program New and Renewal Projects
Local Application for CoC Program Funds *COVER PAGE*



Contact Information	
Organization:	Contact:
Project Name:	Title:
Project Location:	Mailing Address:
Phone/Fax:	Email:
Total Amount Requested:	Signature:

Project Description

A. 2013 CoC Homeless Assistance Program Funding/Community Priorities

1. Increase the supply of permanent supportive housing for the chronically homeless preferably using a Housing First/Harm Reduction philosophy.

2. Increase the supply of permanent, affordable housing with support services for homeless Special Needs populations including but not limited to:
 - Homeless with mental health and/or substance abuse issues
 - Homeless with co-occurring disorders
 - Homeless with recent history of incarceration
 - Homeless families with children
 - Homeless veterans (including female vets) and their families
 - Homeless LGBT Persons
 - Homeless Unaccompanied Youth
 - Safe, affordable Single Room Occupancy (SRO) and efficiency units

Note: HUD eligibility criteria for PSH require that a homeless individual or head of household must also have a disabling condition in addition to being homeless.

3. Development of a Rapid Re-Housing (RRH) Program. A RRH program provides housing relocation and stabilization services, short term rental assistance, and case management services as necessary to help homeless individuals or families move as quickly as possible into permanent housing and achieve stability in that housing.

4. Development of a Centralized or Coordinated Assessment System which makes use of a common assessment tool. HUD defines such a system as a centralized or coordinated process designed to coordinate program participant intake, assessment, and provision of referrals. A centralized or coordinated assessment system covers the geographic area, is easily accessed by individuals and families seeking housing or services, is well advertised, and includes a comprehensive and standardized assessment tool. This definition establishes basic minimum requirements for the Continuum’s centralized or coordinated assessment system.

5. Maintain current inventory of HUD funded homeless housing and services at current levels (renewal projects). Renewals must be able to document that they continue to meet a community need, meet or exceed HUD and Program outcomes, and be in alignment with “Opening Doors”, the federal strategic plan to end homelessness.

6. Increase resources for support services for homeless populations:
 - Increase capacity and access to comprehensive, client-centered case management services from entry into the homeless system through follow up services in un-supported permanent housing.
 - Employment/Job Placement services for persons with little or no employment history (including child care and transportation).
 - Outreach/Engagement services for the chronically homeless and frequent users of the homeless system.

Note: These priorities are not in a ranked order and due to funding limitations; HUD will not consider requests for new funding above Lowell’s Annual Renewal Demand of \$858,455 outside of the reallocation process, CoC planning, and UFA costs.

B. Proposed Activity Type: (Proposals may include more than one type of service)

1. New construction
2. Acquisition
3. Rehabilitation
4. Leasing
5. Rental assistance
6. Operating costs
7. Case management
8. Outreach

C. 3-Page Narrative: Attach a narrative that describes the proposed project. Responses should address all four (4) questions described in the APPLICATION PROCESS section on Page 4. Please limit responses to three (3) pages.

- Renewals must be able to document that they continue to meet a community need, meet or exceed HUD and Program outcomes, and be in alignment with “Opening Doors”, the federal strategic plan to end homelessness.

D. Budget

Total Annual Renewal Amount Requested: \$

2013 RENEWAL PROJECT SCORING CRITERIA
Total Maximum Score = 150 points + Bonus If Applicable

	Project Description and Narrative	HUD & CoC Performance Standards		Budget and HUD Spending Practices	BAS-Net Participation and Data Quality
		Transitional Housing, Safe Haven and SSO Projects	Permanent Supportive Housing Projects (includes S+C)		
Scoring Factors	<ul style="list-style-type: none"> -Project continues to meet a community need -Project design and Implementation -Use of best practices - Outreach/follow-up efforts -Services provided support system wide outcomes - Average utilization - Target sub-population served - Proposed services seem appropriate and adequate for the target population to be served 	<ul style="list-style-type: none"> - At least 67% of participants exited to permanent housing - At least 20% who exited had employment income - Less than 20% exited with no cash resources - At least 20% of participants increased cash income - Less than 20% of participants exited with no non-cash resources - 80% of prior living situation is from the homeless system - HUD Cost per successful exit from program is at or below average (\$35,588) 	<ul style="list-style-type: none"> - At least 85% remained in PH for greater than 6 months - At least 20% who exited had employment income - Less than 10% who exited had no financial resources - At least 80% of participants maintained or increased cash income - Less than 10% of participants exited with no non-cash resources - 80% of prior living situation is from the homeless system - HUD Cost per successful exit from program is at or below average (\$9,938) 	<ul style="list-style-type: none"> - Budget was accurate and complete - Match calculated properly - Cost per successful exit - HUD request: housing vs. services - Timely drawdown of HUD funds and no re-capture of funds by HUD - No financial findings in audited financial statement or HUD monitoring report - Leveraging other resources - APR total HUD expenses vs. request 	<ul style="list-style-type: none"> - HMIS Report Card - <5% null or missing data elements - APR – data entry accuracy and timeliness
Data Source	Project Application	APR	APR	Budget Workbook and Attachments	BAS-Net reports
Maximum Possible Points	40 points	49 points	49 points	35 points	26 points

Bonus Points:

Renewal PH projects targeting 70% or more of participants as chronically homeless = 15 pts.
 New or renewal PH projects from reallocation (note must be approved by HUD in advance) = 10 pts.
 Renewal TH, PH or SSO projects where HUD benchmarks were met or exceeded for all outcomes = 5 pts.

2013 New Project Scoring Criteria
Total Maximum Score = 100 pts. + Bonus Points If Applicable

Please note: that due to funding limitations, HUD will not consider requests for new funding above Lowell's Annual Renewal Demand of \$858,455 outside of the reallocation process, CoC planning, and UFA costs.

	Project Description and Narrative	Leveraging	Serving the Chronically Homeless	Projected program outcomes	Budget and Fiscal Information
Benchmark Scoring Factors	<ul style="list-style-type: none"> -Application addresses at least one community priority -Documents need for the project, -Identifies target population, referral process -Services are appropriate for the type of project and target population proposed -Implementation timeline seems reasonable -Proof of site control/proper zoning if applicable is provided 	<ul style="list-style-type: none"> - Score based on the total amount of leveraged funds for the project -Goal is to have leveraging equal to or exceeding 2.5 times the total HUD request. 	<ul style="list-style-type: none"> - Score based on the percentage of participants served who will meet the HUD definition of chronically homeless 	<ul style="list-style-type: none"> -Applicant uses the HUD benchmarks for the correct program type -Applicant describes how services will support program outcomes -Applicant identifies at least one program specific outcome 	<ul style="list-style-type: none"> -Budget is accurate and reasonable -Required match and leveraging calculated accurately - No financial findings in audited financial statement or HUD monitoring report
Data Source	Project Application	Project Application	Project Application	Project Application	Budget Workbook and Attachments
Potential Points by Criteria	35 points	10 points	10 points	25 points	20 points

Bonus Points:

New bonus project – PH serving 100% chronically homeless (note must be approved by HUD in advance) = 20pts.