# 2023 Continuum of Care Grants

# Supplemental Application for New Project Applicants & Renewals Without Data

# PROJECT-SPECIFIC FACTORS

## This form and the requested attachments are due on August 2, 2023 BY 12:00 PM (NOON) PST to Homebase via email. Please send documents in the format specified below to [**SCCNOFA@homebaseccc.org**](mailto:SCCNOFA@homebaseccc.org).

|  |  |
| --- | --- |
| **Applicant agency name(s):** |  |
| **Project name:** |  |
| **Project Type**  **(PSH, RRH, or TH-RRH):** |  |
| **Total Grant Request:** |  |
| **How many households will you be able to serve at a single point in time?** |  |

**Who should we contact concerning this application?**

|  |  |  |
| --- | --- | --- |
| **Name** | **Email** | **Phone Number** |
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This form is for the following type of applications:

* New housing projects
* New expansion housing projects
* Renewal projects that did not have a complete year of data for February 1, 2022 – January 31, 2023
* Transfer projects that did not have a complete year of post-transfer data (*i.e.*, data relating to performance AFTER transfer to the project’s current agency) for February 1, 2022 – January 31, 2023

Required Submissions

## FOR EACH PROJECT:

* The Supplemental Application for New/Transfer Projects & Projects Without a Full Year of Data with responses (this form) – one (1) Word copy
* The full HUD Project Application from e-snaps – one (1) PDF copy  
  à Please DO NOT hit submit in e-snaps until after the local competition!

## FOR EACH AGENCY:

* Any HUD Monitoring Letters relating to any of your agency’s projects and correspondence about any findings or concerns (if not already submitted) – one (1) PDF copy
* Your agency’s most recent financial audit and management letter or an explanation regarding why there has not been an audit (if not already submitted) – one (1) PDF copy
* Your agency’s organizational chart – one (1) PDF copy

Optional Submissions (for Bonus Points)

## FOR NEW PSH OR RRH PROJECTS:

* If housing subsidies or subsidized units will be supported/provided by a source other than CoC or ESG funding, submit a written commitment from the source of the housing leverage. The written commitment must identify the project name, the source, the number of units (PSH) or households (RRH) to be provided, and the timeframe during which the resources will be provided.
* If healthcare resources (insurance, medical care, or behavioral health care) will be provided by a healthcare or health insurance provider, in the form of funding or in-kind services, submit a written commitment from the source of the healthcare leverage. The written commitment must identify the project name, the source, the value of the commitment, and the timeframe during which the resources will be provided.

Threshold Requirements

All new and renewal projects must meet threshold criteria in order to be eligible for funding. A threshold review will take place prior to the review and rank process to clarify baseline requirements. Please check a box in each category to confirm the truth of the following:

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| **HMIS Implementation** | Write an “X” if you affirm |
| The project agrees to full and active HMIS participation (unless agency is a victim service provider prohibited from entering client-level data in HMIS), which must be implemented prior to HUD executing a grant agreement. |  |
| ***OR*** | |
| If the project is prohibited from entering client-level data in HMIS, the project agrees to use a comparable database. |  |

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| **Coordinated Assessment System Participation** | Write an “X” if you affirm |
| The project agrees to participate in the CoC’s Coordinated Assessment System and will join prior to executing a grant agreement with HUD. |  |

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| **Eligible Applicant** | Write an “X” if you affirm |
| Applicant and subrecipients (if any) are eligible to receive CoC funding, including: non-profit organizations, States, local governments, and instrumentalities of state and local governments. |  |

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| **Eligible New Project Type** | Write an “X” to indicate the type of project |
| **Permanent Supportive Housing** where 100% of beds are dedicated to [chronically homeless households](https://www.hudexchange.info/homelessness-assistance/coc-esg-virtual-binders/coc-esg-homeless-eligibility/definition-of-chronic-homelessness/) |  |
| **Dedicated PLUS** **Permanent Supportive Housing** where 100% of beds are dedicated to serve individuals with disabilities and families in which one adult or child has a disability, and which meet [the HUD eligibility criteria for DedicatedPlus](https://www.hudexchange.info/faqs/reporting-systems/e-snaps-homeless-assistance-application-and-grants-management-system/project-application/other/what-is-a-dedicatedplus-project/). |  |
| **Rapid Rehousing**, serving individuals and families (including youth) who meet [the CoC Program definition of homeless](https://www.hudexchange.info/resource/1974/criteria-and-recordkeeping-requirements-for-definition-of-homeless/) (24 CFR 578.3) |  |
| **Joint TH-RRH** component, which will combine transitional housing and rapid rehousing into a single project to serve individuals and families (including youth) who meet [the CoC Program definition of homeless](https://www.hudexchange.info/resource/1974/criteria-and-recordkeeping-requirements-for-definition-of-homeless/) (24 CFR 578.3) |  |

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| **HUD Threshold** | Write an “X” if you affirm |
| Project complies with eligibility requirements of the [CoC Program Interim Rule](https://www.hudexchange.info/resources/documents/CoCProgramInterimRule_FormattedVersion.pdf) and [Subsequent Notices](https://www.hudexchange.info/coc/coc-program-law-regulations-and-notices/), and meets the threshold requirements outlined in the [2023 Notice of Funding Opportunity.](https://www.grants.gov/web/grants/view-opportunity.html?oppId=349091) |  |

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| **HUD-Required Policies** | Write an “X” if you affirm |
| Project will draft and implement policies regarding termination of assistance, client grievances, Equal Access, ADA and fair housing requirements, VAWA protection, and confidentiality that are compliant with HUD CoC Program requirements. |  |

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| **Renewable Activities** | Write an “X” if you affirm |
| Project proposes using grant funds for renewable activities (*e.g.*, leasing, rental subsidies, housing operations) - as opposed to nonrenewable funds for acquisition, construction or rehabilitation. |  |

Category 1: Project’s Work Consistent with Community Needs

## Factor 1A: Project Readiness

1. The panel will use your responses to the questions below to evaluate the likelihood that your project will be able to start within 12 months of the HUD Application deadline. *[The HUD Application deadline is September 28, 2023.]* 
   1. Please describe how the project will prepare to start enrolling participants within 12 months of the HUD Application deadline. Include your timeline for staffing the project, training staff, developing policies and procedures, and beginning to draw down funds.

* **If your project is site-based**, when will you have site control, and when will you be able to start moving participants into housing?
* **If your project will provide tenant-based rental assistance**, when will you begin landlord engagement, and when do you expect participants to start obtaining housing?

**550-word limit:**

* 1. Please describe your start-up timeline for at least one other project that you started, in the past. How long did it take for that project to go from funded to enrolling participants?

*The past project you describe should be as similar as possible to the project you are proposing for CoC funding.*

**200-word limit:**

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| **1A. Project’s Work Consistent with Community Needs** |
| **Total Points:** 10 |
| The grantee will be ready to start enrolling participants within 12 months of the HUD application deadline.  Consider:   1. Whether the agency has a feasible timeline for:  * Establishing site control (if site-based and owned/leased by grantee); * Units ready for move-in (if site-based); * Developing policies and procedures; and * Hiring and training staff.  1. How long it has taken for the applicant to start up other, similar projects. |

**Panelist Notes:**

**Points Awarded (up to 10):**

Category 2: Project Ability to Enhance System Performance

## **Factor 2A: Services Provided**[[1]](#footnote-1)

1. The panel will use your responses to the questions below to evaluate how well the services that will be available to participants in this project will meet the needs of the population the project will serve.
   1. Please describe the full scope of housing barriers and service needs present for the participants you propose to serve. In particular, identify 1) the most common barriers and needs; 2) any barriers or needs that are unique to your target population or impact your target population most severely; and 3) other barriers or needs that may appear less frequently.

400-word limit:

* 1. Please describe the types of services available to participants in the project (e.g. housing navigation, substance use treatment, health care, trauma-informed care, youth-targeted programming, etc). Indicate how the services are made available to participants (e.g. provided by staff, provided by a partner, connection to a resource in the community). 400-word limit:
  2. Please describe the approach you take to each of the following supports. For example, who is responsible for each task, where and when does it happen, what is the role of participants, what tools or approaches are used, etc. The panel will use these responses to evaluate how participant-led and strengths-based your approach is.

Assessment of Service Needs and/or Housing Barriers

200-word limit:

Housing Stability Planning and/or Goal Setting

200-word limit:

Housing Search (if applicable for the project)

200-word limit:

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| **2A: Services Provided** |
| **Total Points:** 8 |
| **Criteria:**  Services provided or described are adequate to meet the needs of the population served, as indicated by:  **4 pts**   * The applicant understands and describes the needs of the participant population; * The type of services that will be provided (housing navigation, substance use treatment, trauma informed care, youth-targeted programming, etc.) will meet the needs of the participant population;   + For projects dedicated to serving survivors of domestic violence, dating violence, sexual assault, stalking, and/or human trafficking, the project design promotes participant safety.   **4 pts**  The applicant will take a participant-led and strengths-based approach to housing search, housing stability planning, and goal-setting that meets each participant where they are. |

**Panelist Notes:**

**Points Awarded (up to 8):**

* 1. Please describe the proposed staffing to provide “case management” or “service coordination” support. Only include staff who provide this specific type of support, which may include assessment of services needs and/or barriers, planning, goal setting, identification of resource or service options, and connection or referral to resources or services.

Give the number of staff members that provide this type of support, whether each staff member is dedicated full-time or part time to the CoC-funded project, and what other services or functions the staff members provide. For example, if case management/service coordination staff are also responsible for housing search support, life skills trainings, or other supports, note that in your response.

Please also provide either the total number of households and individual participants to be enrolled at any single point in time, when project is at full capacity.

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| Project Name | Case Management/Service Coordination Staffing (200-word limit per row) |
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| **2A: Services Provided** |
| **Total Points:** 4 |
| **Criteria:**  Services provided or described are adequate to meet the needs of the population served, as indicated by:   * The project will maintain case manager to participant ratios that meet the needs of participants, taking into consideration other program staffing and the scope of responsibilities assigned to case managers. For example, ratios may be different if case managers are responsible for case management alone vs case management and housing search; |

**Panelist Notes:**

**Points Awarded (up to 4):**

## **Factor 2B: Staffing and Training**

1. Please describe how the project will be staffed. How many persons will be performing the duties described above, managing and/or otherwise supporting the project? How will their time be allocated among their responsibilities?

250-word limit:

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| **2B: Staffing & Training** |
| **Total Points:** 4 |
| **Criteria:** Will the project be staffed appropriately to provide the services that the applicant will offer? |

**Panelist Notes:**

**Points Awarded (up to 4):**

1. Please describe how staff will be trained to meet the needs of the population to be served.

250-word limit:

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| **2B: Staffing & Training** |
| **Total Points:** 4 |
| **Criteria:** Will staff be well trained to meet the needs of the population to be served? |

**Panelist Notes:**

**Points Awarded (up to 4):**

1. For services that will be provided by other organizations in the community, please describe participants will be connected to those services.

250-word limit:

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| **2B: Staffing & Training** |
| **Total Points:** 4 |
| **Criteria:** For services that will be provided by other organizations in the community, how will the applicant connect participants to those services? |

**Panelist Notes:**

**Points Awarded (up to 4):**

## **Factor 2C: Program Outcomes**

1. Please describe the agency’s experience and outcomes for the most recent measurement period related to the following *or comparable* measures of housing stability and increased income in the agency’s current or former housing project most similar to the proposed program.

If the proposed project is designed to serve survivors of domestic violence, dating violence, sexual assault, stalking, and/or human trafficking, the agency should provide examples of outcomes and program operations for existing or prior housing projects that serve(d) a similar population.

If you choose to provide examples from two different programs, please explain why both are relevant.

* For permanent supportive housing: The percentage of formerly homeless individuals who remain housed in the housing project or exited to other permanent housing, excluding participants who passed away;
* For rapid rehousing/transitional housing: The percentage of homeless persons who exited the project to/in a form of permanent housing, excluding participants who passed away.
* For all projects: The percentage of stayers/leavers that increase cash income from entry to latest status/exit;
* For all projects: The percentage of stayers/leavers with non-cash benefit sources.

**500-word limit:**

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| **2C: Program Outcomes** |
| **Total Points:** 5 |
| **Criteria:**  Has the agency demonstrated, through past performance, the ability to successfully carry out the work proposed and effectively provide services to people experiencing housing crises? † Consider:  The agency’s experience and outcomes related to the following or comparable measures of housing stability and increased income in any prior housing projects:   * **For permanent supportive housing:** The percentage of formerly homeless individuals who remain housed in the HUD permanent supportive housing project or exited to other permanent housing, excluding participants who passed away; * **For rapid rehousing/transitional housing:** The percentage of homeless persons who exited the project to/in a form of permanent housing, excluding participants who passed away; * **For all projects:** The percentage of stayers/leavers that increase cash income from entry to latest status/exit; * **For all projects:** The percentage of stayers/leavers with non-cash benefit sources. |

**Panelist Notes:**

**Points Awarded (up to 5):**

1. How has the agency analyzed its outcomes data for current or former housing programs to improve program design and service delivery? Please provide specific examples of ways the agency has used data about program outcomes to identify areas for improvement, and changes or strategies it has implemented in response.

750-word limit:

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| **2C: Program Outcomes** |
| **Total Points:** 5 |
| **Criteria:** How the agency has analyzed the outcomes and improved program design and service delivery. The agency should give specific examples of ways it has used data about program outcomes to identify areas for improvement, and changes or strategies it has implemented in response.  † For projects dedicated to serving survivors of domestic violence, dating violence, sexual assault, stalking, and/or human trafficking, the agency should provide examples of outcomes and program operations for existing or prior housing projects that serve(d) a similar population. |

**Panelist Notes:**

**Points Awarded (up to 5):**

## **Factor 2D: Affirmatively Furthering Fair Housing**

1. Please describe how the program will ensure clients receive reasonable accommodations whenever they are needed.

250-word limit:

1. Please describe how the program will ensure that clients know their housing rights and are protected from housing discrimination based on race, ancestry, religion, disability, sex, sexual orientation, gender identity, gender expression, genetic information, marital status, familial status, and source of income.

250-word limit:

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| **2D: Affirmatively Furthering Fair Housing** |
| **Total Points:** 9 |
| **Criteria:**  The program design ensures that housing will be available and accessible to the diverse population of persons experiencing homelessness, and the agency will take proactive steps to promote fair access to housing without regard to race, ancestry, religion, disability, sex, sexual orientation, gender identity, gender expression, genetic information, marital status, familial status, and source of income. Consider:   * + To what extent will the program be able to effectively serve eligible clients of different backgrounds, experiences, cultures, abilities, and language proficiencies?   + How will the program ensure clients receive reasonable accommodations whenever they are needed?   + How will the program ensure that clients know their housing rights and are protected from housing discrimination based on race, ancestry, religion, disability, sex, sexual orientation, gender identity, gender expression, genetic information, marital status, familial status, and source of income? |

**Panelist Notes:**

**Points Awarded (up to 9):**

## Factor 2E: Alignment with Housing First Principles

1. **Lowering Barriers to Project Enrollment**
2. Please type an X for each situation that would ***always*** disqualify a person from enrollment in the project:

|  |  |
| --- | --- |
|  | Write an “X” if this would **always** disqualify |
| Person is actively using substances (including alcohol or illegal drugs) |  |
| Person has chronic substance use issues |  |
| Person has a mental health condition |  |
| Person has a mental health condition that is currently untreated |  |
| Person has a felony conviction |  |
| Person has an arson conviction |  |
| Person appears on the California Sex Offense Registry |  |
| Person has a conviction related to domestic violence, intimate partner violence, or sexual assault |  |
| Person has another type of criminal conviction |  |
| Person has no current source of income |  |
| Person has very low or insufficient income |  |
| Person has poor credit |  |
| Person is a survivor of domestic violence or intimate partner violence and has not separated from their abuser and/or does not plan to obtain a protection order |  |

1. Please type an X for each situation that ***might*** disqualify a person from enrollment in the project, **depending on the circumstances**:

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| --- | --- |
|  | Write an “X” if this **might** disqualify |
| Person is actively using substances (including alcohol or illegal drugs) |  |
| Person has chronic substance use issues |  |
| Person has a mental health condition |  |
| Person has a mental health condition that is currently untreated |  |
| Person has a felony conviction |  |
| Person has an arson conviction |  |
| Person appears on the California Sex Offense Registry |  |
| Person has a conviction related to domestic violence, intimate partner violence, or sexual assault |  |
| Person has another type of criminal conviction |  |
| Person has no current source of income |  |
| Person has very low or insufficient income |  |
| Person has poor credit |  |
| Person is a survivor of domestic violence or intimate partner violence and has not separated from their abuser and/or does not plan to obtain a protection order |  |

1. If you checked any boxes for (a) or (b), please explain why

**100-word limit per box checked**:

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| **2E: Alignment with Housing First Principles (Checklists)** |
| **Total Points:** **5** |
| **Criteria:** The project will enroll individuals or households referred through Coordinated Entry regardless of the circumstances listed above. The scoring panel should take into account any legal requirements explained by the applicant. |

**Panelist Notes:**

**Points Awarded (up to 5):**

1. **Preventing Involuntary Exits**
2. Describe all of the ways the project will work with participants to avoid involuntary project exit, in compliance with the [CoC’s Policy for Participant Termination](https://osh.sccgov.org/sites/g/files/exjcpb671/files/SCC%20CoC%20Quality%20Assurance%20Standards%20-%20050420%20-%20Waiver%20Info%20and%20Addendum.pdf) (pg. 28), including: client-centered case management, providing additional support and/or resources, and/or any other strategies**.**

**400-word limit:**

1. If any of your existing projects have exited a participant involuntarily in the past 4 years, choose one example and describe all the steps you took to prevent or avoid the involuntary exit. Please change or do not include details that would allow a member of the community to identify the former participant.

**400-word limit:**

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| **2E: Alignment with Housing First Principles (Narratives)** |
| **Total Points:** **5** |
| **Criteria:**  The project works with participants to avoid involuntary project exit, in compliance with the CoC’s Policy for Participant Termination, through client-centered case management, robust support and resources, and a no-fail approach. |

**Panelist Notes:**

**Points Awarded (up to 5):**

Category 3: Agency/Collaborative Capacity To Enhance System Performance

## Factor 3A: Administrative Capacity

1. Has the agency successfully handled at least one other federal grant or other major grant of this size and complexity, either in or out of the CoC?

**Yes or No:**

**If yes**, please provide details, including but not limited to source, type, duration, and size of the grant; grant-funded activities; compliance or monitoring issues; and grant outcomes.

**250-word limit:**

**If no**, please describe either:

1. your agency’s staffing, financial systems, and internal controls that are adequate to successfully administer a federal grant (e.g. GAAP compliant accounting, understanding of federal Uniform Guidance at 2. C.F.R. 200, staff capacity and expertise for expense tracking and financial management, etc); **OR**
2. a robust and concrete plan to develop staffing, financial systems, and internal controls to successfully manage the CoC grant funding (e.g. through hiring, training, and/or technical assistance).

**250-word limit:**

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| **3A: Administrative Capacity** |
| **Total Points:** 10 |
| **Criteria:**   * The agency has experience managing and implementing at least one other federal, state, County, or similar large grant or project that demonstrates its financial capacity; OR * The agency describes adequate staffing, financial systems, and internal controls to demonstrate its financial capacity; OR * The agency describes a robust and concrete plan to develop staffing, financial systems, and internal controls to successfully manage the CoC grant funding (e.g. through hiring, training, and/or technical assistance). |

**Panelist Notes:**

**Points Awarded (up to 10):**

## Factor 3B: Compliance

*Please skip this factor if you already submitted a pre-NOFA RFI, for Renewal Projects Without Data.*

1. Are there any unresolved HUD monitoring findings or concerns or outstanding HUD audit findings related to any CoC-funded project?

Yes or No:

If Yes, please specify which project(s):

1. Has HUD instituted any sanctions for any of your CoC-funded projects, including, but not limited to, suspending disbursements (e.g. freezing LOCCS), requiring repayment of grant funds, or de-obligating grant funds due to performance issues?

Yes or No:

If Yes, please specify which project(s):

1. If Yes to either of the above, please attach all **written communications between HUD and the project** concerning those matters and **describe the issue and status** here, including the extent to which you have advised the Collaborative Applicant of the outstanding HUD findings or concerns.

**500-word limit:**

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| **3B: Compliance**   * Based on any financial audit, HUD monitoring report and correspondence, and supplemental information submitted as part of the proposal. |
| **Total Points:** 5 |
| **Criteria:**  To what extent do the agencies (especially the lead agency)/does the agency have:   * Any outstanding financial audit findings or concerns? * Any outstanding HUD monitoring findings or concerns and/or any history of sanctions imposed by HUD, including – but not limited to – suspending disbursements (e.g., freezing LOCCS), requiring repayment of grant funds, or de-obligating grant funds due to performance issues? * If yes, what steps is the agency taking to resolve the findings or concerns and to what extent has the program advised the Collaborative Applicant of issues identified by HUD?   If an agency has no outstanding audit or monitoring findings or concerns and no history of sanctions imposed by HUD, the agency should receive full points. |

**Panelist Notes:**

**Points Awarded (up to 5):**

## Factor 3D: Participant Leadership in Service Design and Project Implementation

*Please skip this factor if you already submitted a pre-NOFA RFI, for a Renewal Project Without Data.*

1. The panel will use your responses below to evaluate how your agency prioritizes lived experience and participant leadership, using the criteria described in scoring factor 3D.
2. Please describe at least one strategy your agency currently uses to prioritize lived experience and/or participant leadership, which you will continue to use for the proposed project. Factor 3D on the Renewal Project Scoring Tool lists High Priority Strategies (eligible for max 5 points) and Additional Strategies (eligible for max 3 points).

**400-word limit:**

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| **3D: Participant Leadership in Service Design and Project Implementation** |
| **Total Points: 5** |
| **Criteria:** Agency has used at least one strategy to prioritize lived experience and/or participant leadership that applies to all CoC-funded projects. High Priority Strategies (eligible for max 5 points) and Additional Strategies (eligible for max 3 points).  High-Priority Strategies (eligible for max 5 points)   * The applicant has a participant advisory board that has the authority to make recommendations directly to the agency leadership and/or board of directors; OR * At least 15% of the applicant’s board of directors and/or leadership is reflective of the population it serves (e.g. race, ethnicity, experience of houselessness, disability, experience with the criminal legal system, experience in foster care, etc); OR * At least 25% of the applicant’s staff OR 25% of staff of each CoC-funded project are reflective of the population served (e.g. race, ethnicity, experience of houselessness, disability, experience with the criminal legal system, experience in foster care, etc) – not including temporary or stipended roles; OR * Resources are dedicated to support community advocacy by participants (e.g. stipends for participant advocacy work, public speaking skills development, etc) OR * The applicant’s hiring policies and approaches (e.g. job descriptions and/or qualifications, peers support positions, on-the-job-training, outreach/recruitment strategies, etc) are designed to prioritize hiring and retention of people with lived experience or identities that reflect the population served (e.g. race, ethnicity, experience of houselessness, disability, experience with the criminal legal system, experience in foster care, etc).   Additional Strategies (eligible for max 3 points)   * Each CoC-funded project has at least one staff member with experience being unhoused; * The applicant has a participant advisory board, but it is not entitled to make recommendations directly to leadership or the board of directors; * The applicant administers satisfaction or feedback surveys to participants in all CoC-funded projects; * The applicant uses client focus groups which include participants in CoC-funded projects; * Other strategies the project uses to support participant leadership in service design or project implementation. |

**Panelist Notes:**

Points Awarded (up to 5):

1. Please give one example of feedback or input received from participants in the past 4 years (7/1/18 – 6/30/22). Feedback can be from participants in a CoC-funded project or in another project operated by the agency, as long as the applicant clearly describes how feedback would impact or affect CoC-funded projects.

Please describe how the agency or project responded to the feedback, which may include but is not limited to any of the following:

* Exploring the feasibility of changes in response to the feedback,
* Communicating with agency leadership and/or board of directors about the feedback,
* Communicating with participants about follow-up efforts in a feedback loop,
* How the decision was made to make changes or not make changes based on the feedback, and/or any changes that were made to the project or services.

**400-word limit:**

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| **3D: Participant Leadership in Service Design and Project Implementation** |
| **Total Points: 4** |
| **Criteria:** Agency has provided an example of feedback or input received from participants in the past 4 years. Feedback can be from participants in a CoC-funded project or in another project operated by the agency, as long as the applicant clearly describes how feedback would impact or affect all CoC-funded projects.    The applicant must describe how they responded to the feedback, which may include but is not limited to any of the following:  ·   Exploring the feasibility of changes in response to the feedback,  ·   Communicating with agency leadership and/or board of directors about the feedback,  ·   Communicating with participants about follow-up efforts in a feedback loop,  ·   How the decision was made to make changes or not make changes based on the feedback, and/or any changes that were made to the project or services. |

**Panelist Notes:**

**Points Awarded (up to 4):**

## Factor 3E: Advancing Racial Equity and Cultural Competency

*Please skip this factor if you already submitted a pre-NOFA RFI, for a Renewal Project Without Data.*

1. The panel will use your responses below to evaluate how your agency implements strategies to advance racial equity within the agency and/or the agency’s projects. **(3 points)**
2. Use an “X” to indicate all of the methods of advancing racial equity and cultural competency that your agency has implemented:

**High Priority Strategies**

|  |  |
| --- | --- |
| **Description of Strategy** | **Write an “X’ if Implemented By Applicant** |
| Applicant’s staff currently reflects the population served in terms of race, ethnicity, and languages spoken |  |
| Racial equity and cultural responsiveness knowledge, skills and practices are part of staff job descriptions and workplans |  |
| Internal structures exist to address issues of racial equity and cultural responsiveness (i.e., formal or informal complaint resolution process, community advisory body, equity committee) |  |
| Staff receive training and support around racial equity and cultural responsiveness and their role in addressing racial inequities |  |
| Ongoing evaluation of policy, service of program impacts and progress towards racial equity and cultural responsiveness |  |

**Other Strategies**

|  |  |
| --- | --- |
| **Description of Strategy** | **Write an “X’ if Implemented By Applicant** |
| Public written commitment to address/eliminate racial and ethnic inequities and provide culturally responsive programming is included in guiding documentation (i.e., mission, vision, goals, etc.) |  |
| Public reporting on populations being served, outcomes, and performance metrics disaggregated by race and ethnicity |  |
| Written materials are provided in multiple languages for participants with limited English proficiency |  |
| Translation and interpretive services are provided in multiple languages for participants with limited English proficiency |  |
| Other, please list here: |  |

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| **3E: Advancing Racial Equity and Cultural Competency (Checklist)** |
| **Total Points:  3** |
| **Criteria:** *\*The maximum total points for this section is 3 points, regardless of the number of strategies selected*     * High Priority Strategies   + 3+ strategies = 3 points   + 2 strategies = 2 points   + 1 strategy = 1 point      * Other Strategies   + 3+ strategies = 2 points   + 2 strategies = 1 point |

**Panelist Notes:**

**Points Awarded (up to 3):**

1. Please provide a racial and ethnic demographic breakdown of staff, along with languages spoken by staff, compared to a racial and ethnic demographic breakdown of clients served and languages spoken by clients. The purpose of this comparison is to demonstrate how your agency staff reflects the population you serve, in terms of race, ethnicity, and languages spoken.

**200-word limit:**

1. **If your staff is not currently reflective of the population served**, please describe strategies regarding applicant’s hiring policies and approaches (e.g. job descriptions and/or qualifications, outreach/recruitment strategies, etc.) that you are planning to implement/further underscore to prioritize the hiring of people racially and ethnically representative of the population served?

**If your staff is currently reflective of the population served**, please describe strategies that you implement/are planning to prioritize to retain and further empower staff who are racially and ethnically representative of the population served? (1 point)

**400-word limit:**

1. Describe one or more of the agency’s most significant strategies to address racial inequities and ensure culturally-responsive programming, including any significant successes that you had with these strategies over the past year. Use specific examples where possible, including any substantive changes to project design or service delivery that were made within the agency.

* The applicant may describe a strategy listed above under “High Priority” or “Other Strategies,” or you may describe a strategy not listed.
* Please do not describe any strategies already covered in your responses to (b) and (c) about staff and hiring.

**400-word limit:**

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| **3E: Advancing Racial Equity and Cultural Competency (Narratives)** |
| **Total Points: 4** |
| **Criteria:**  **1 Point:** The applicant provides a racial and ethnic demographic breakdown of staff, along with languages spoken by staff, compared to a racial and ethnic demographic breakdown of participants served and languages spoken by participants. The data provided demonstrates that the applicant’s staff reflects its population served in terms of race, ethnicity, and languages spoken.  **1 Point:**   * If applicant’s staff is currently NOT reflective of its population served:   + The applicant describes a plan to change its hiring policies and approaches (e.g. job descriptions, qualifications, recruitment, etc) to prioritize the hiring of staff who reflect its population served.      * If applicant’s staff IS currently reflective of its population served:   + The applicant describes its current or planned strategies to retain and further empower BIPOC staff.   **2 Points:** The applicant describes one or more of the applicant’s most important strategies to address racial inequities and ensure culturally-responsive programming, including any significant successes they have had with these strategies over the past year. The applicant should use specific examples where possible, including any substantive changes to programming that were made. |

**Panelist Notes:**

**Points Awarded (up to 4):**

Category 4: Data Collection and Performance Metrics

1. Please describe how your agency currently uses data or information about participant outcomes to inform and improve project implementation or service delivery. The description should include:

* how and when information is collected from participants,
* how it is recorded or stored,
* how participant confidentiality is protected,
* how and how frequently outcomes are analyzed.

**400-word limit:**

1. Please describes the measures you use or will use to evaluate project success. The measures described do not need to be identical to the CoC’s performance metrics, but at least one should be related to housing and/or economic stability.

**400-word limit:**

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| **4: Data Collection & Performance Metrics** |
| **Total Points:** 8 |
| **Criteria:**  The agency describes how it uses data or information about participant outcomes to inform and improve it’s project implementation or service delivery. The description should include:   * how and when information is collected from participants, * how it is recorded or stored, * how participant confidentiality is protected, * how and how frequently outcomes are analyzed.   The agency describes the measures it uses or will use to evaluate project success. The measures described do not need to be identical to the CoC’s performance metrics, but at least one should be related to housing and/or economic stability. |

**Panelist Notes:**

**Points Awarded (up to 8):**

Category 5: Unique Capacity (5 BONUS POINTS)

Please indicate if your agency has significant connections to, and a unique capacity to support any one of the following subpopulations. This must be supported by a narrative that demonstrates that the organization’s staff and leadership is representative of the subpopulation, that it works in partnership with members of the subpopulation within the community, and/or that it collaborates with other organizations or group that support the subpopulation.

|  |  |
| --- | --- |
| **Target Subpopulation** | **Write an “X” if you can demonstrate significant connections & unique capacity to support** |
| BIPOC Individuals and/or Families |  |
| People with HIV/AIDs |  |
| People with Intellectual or Developmental Disabilities |  |
| People with Serious Mental Illness |  |
| Older adults & seniors |  |
| Young adults (aged 18-24) |  |
| LGBTQIA+ individuals |  |
| Individuals with experience in the criminal legal system |  |

Please describe the agency’s significant connections or capacity to serving the above subpopulation(s), including the following:

* How the composition of the organization (staff and leadership) is **representative** of its target population(s); and/or
* How the organization works in **partnership** with people in its target population(s) to build community and/or engage in advocacy; and/or
* How the organization works **collaboratively with other organizations** or groups that support the target population(s)

**750-word limit:**

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| **5B: Unique Capacity** |
| **Total Points:** 5 |
| **Criteria:** Applicant demonstrates significant connections to and capacity to support:   * BIPOC individuals and/or families; * People with HIV/AIDs; * People with Intellectual or Developmental Disabilities; * People with Serious Mental Illness; * Older adults & seniors; * Young adults (aged 18-24); * LGBTQIA+ individuals; or * Individuals with experience in the criminal legal system.   Significant connections or capacity may be demonstrated by the following:   * The composition of the organization is representative of its target population; * The organization works in partnership with people in its target population to build community and/or engage in advocacy; and * The organization works collaboratively with other organizations or groups that support the target population. |

**Panelist Notes:**

**Bonus Points Awarded (up to 5):**

1. For projects serving survivors of domestic violence, dating violence, sexual assault, stalking, and/or human trafficking, the panel will consider the extent to which program design promotes client safety, among other client needs. It is considered a best practice for programs serving survivors of domestic violence to have certified domestic violence, sexual assault, and/or human trafficking advocates (40 or 65 hour training course) to provide confidential supportive services. [↑](#footnote-ref-1)