

## Threshold Requirement Project Summary

**Applicant and project(s):** \_\_\_\_\_

There are a number of Threshold Requirements that flow directly from HUD requirements and/or the NWA CoC. Proposals that do not meet the following will not be reviewed and ranked by the NWA CoC.

As an authorized representative of the above-named applicant, I certify the following:

- We are eligible to apply under 24 CFR 578.15 as either a **non-profit organization or a unit of a state or local government**.
- We have a valid **DUNS number** or have applied on \_\_\_\_\_ and anticipate receipt before September 11, 2019. Although we will review and rank projects from new agencies with pending DUNS numbers, they must be in place by 9/11/19 in order for the applicant to enter a ranked project in *e-snaps* and be included in the consolidated application.
- We have an active registration with the **System for Award Management (SAM)** or have applied on \_\_\_\_\_ and anticipate receipt before September 11, 2019. Although we will review and rank projects from new agencies with pending SAM status, they must be in place by 9/11/19 in order for the applicant to enter a ranked project in *e-snaps* and be included in the consolidated application.
- We have a **Code of Conduct** that complies with the requirements of 2 CFR part 200 on file with HUD or agree to develop prior to 9/11/19. See V.B.1 of 2019 NOFA for details and how to check if HUD has your Code of Conduct.
- We do not have any **Outstanding Delinquent Federal Debts** or have negotiated a repayment schedule in place that is not delinquent or have made other arrangements satisfactory to HUD.
- We have an **accounting system** that meets federal standards described at 2 CFR 200.302.
- We agree to **participate in the HMIS system** used by the NWA-CoC or—if we are a victim service provider—agree to use a comparable database that meets the need of the local HMIS and provide de-identified information to the NWA-CoC.
- We agree that we are a **member of the NWA CoC** and will maintain that active membership during the course of the grant period. We also agree to attend a minimum of 50% of the NWA CoC meetings and participate in committee work as appropriate.
- We agree to participate in the **Coordinated Entry System (CES)** developed and used by the NWA CoC and accept referrals that prioritize most vulnerable or – if we are a victim service provider we agree report de-identified information regarding clients for the purpose of maintaining the CES – by-name-list.

**Signature of authorized representative:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_, **Title:** \_\_\_\_\_, **Date:** \_\_\_\_\_

## Project Proposal Paper

All agencies applying through the NWA-CoC to fund a **new or renewal project** must submit a Project Proposal Paper for each proposed project. These papers will be used by the Rank and Review Committee to understand 1) the project's target population, 2) details on the housing and services that are being or will be provided to participants, 3) how the project evaluates client outcomes, 4) the agency's ability to implement the proposed project, and 5) the agency's willingness to coordinate with the NWA-CoC and other partners in local planning efforts.

Please address the following topics in a paper of no more than 4 single-spaced pages.

1. Provide a description of the housing that will be provided. Make sure to specify the NOFA eligible model (e.g. Dedicated PLUS, rapid rehousing, etc) and the number and type of housing units (e.g. SRO, 3 bedroom).
2. Provide a description of supportive services that will be provided and how participants will access them. Please make sure to discuss how the project will maximize participants' connection with mainstream resources.
3. Describe the population(s) served by or proposed to be served by the project. Please describe the specific communities that participants will be served in and/or drawn from.
4. Please describe how participants are/will be identified and screened. Discuss any inclusion or exclusion criteria as well as any requirements for on-going participation (financial, sobriety, service utilization, etc.).
5. Does the project use/intend to use a 'Flexible' Housing First approach as described in Sections II. A. 6 of the FY 2019 NOFA? If claiming to use a 'flexible' Housing First approach, make sure to provide sufficient details regarding eligibility, screening and program termination criteria to justify the assertion. HUD requires DV bonus housing projects use a 'flexible' Housing First approach.
6. Does the project intend to target individuals or families who meet the definition of chronically homeless established in 24 CFR part 578? If so, please indicate if the project is fully dedicated to such individuals/families, uses a percentage set-aside, offers a preference or uses another mechanism.
7. How many individuals and/or households does the project intend to serve? As appropriate, break out by population demographics and program type.
8. Please discuss the project's objectives and how they will be measured. Renewal projects must describe outcomes as reported in the Service Point Report as described in Mandatory and Optional Requirements section of this NOFA. New projects must discuss proposed outcomes.
9. Describe the organization's capacity to continue or begin the implementation of the project. At a minimum, this should include experience with the population and experience administering federal funds and/or other complex grants.
10. Describe how the project uses data and evidence, including project cost-effectiveness and impact on positive outcomes.
11. Describe how the project will increase employment income, access to employment and connect the individual with mainstream employment organizations to help individuals and families increase their cash income.

12. Describe how the applicant has been and/or plans to coordinate with the NWA-CoC and others to end homelessness. At a minimum, please indicate the number of NWA-CoC meetings attended during the preceding 12 months and any other CoC involvement (service on CoC Board of Directors and/or committees/workgroups). As appropriate, please address involvement in Coordinated Entry and the Point-in-Time Count.
13. As needed, please discuss any budget issues that will not be apparent from the Budget Worksheet. At a minimum, indicate the type and source of match and leverage

**The Northwest Arkansas Continuum of Care (ie the region) is eligible for apply for additional housing resources targeting survivors of Domestic Violence. The Additional questions that the CoC must address are related to the entire community and therefore are being posed here for the applicants. The NWA CoC kindly requests applicants for these housing resources address the additional questions below. Please see the Federal HUD NOFA for more information (<https://files.hudexchange.info/resources/documents/FY-2019-CoC-Program-Competition-NOFA.pdf>). Applicants for these resources may use an additional 2 pages for this section, for a total of 6.**

14. Applicants must report the number of DV survivors in the CoC's geographic area that Need Housing or Services and that the CoC is Currently Service, how these numbers were calculated and what data source (s) guided these answers.
15. Applicants must describe;
  - a. Rate of Housing Placement of DV Survivors – by Percentage;
  - b. Rate of Housing Retention of DV Survivors - by Percentage;
  - c. Applicants must describe how the above numbers were calculated (e.g. HMIS, Comparable Database, other administrative data, external data source).
16. Applicants must describe how they ensure DV survivors experiencing homelessness are assisted to quickly move into permanent housing.
17. Applicants must describe how they:
  - a. Train staff on safety planning;
  - b. Adjust intake space to between ensure a private conversation;
  - c. Conduct separate interviews/intake with each member of a couple;
  - d. Work with survivors to have them identify what is safe for them as it relates to scattered site units/ and/or rental assistance;
  - e. Maintaining bars on windows, fixing lights in the hallways, etc for congregate living spaces operated by the program;
  - f. Keeping the location confidential for dedicated units and/or congregate living spaces set-aside solely for use by survivors; and
  - g. Measure the ability to ensure the safety of DV survivors who are served.
18. Applicants must describe:
  - a. Experience in utilizing trauma-informed, victim-centered approaches to meet needs of DV survivors; and
  - b. how, if funded, the project will utilize trauma-informed, victim-centered approaches to meet needs of DV survivors by:

- (a) prioritizing participant choice and rapid placement and stabilization in permanent housing consistent with participants' preferences;
- (b) establishing and maintaining an environment of agency and mutual respect, e.g., the project does not use punitive interventions, ensures program participant staff interactions are based on equality and minimize power differentials;
- (c) providing program participants access to information on trauma, e.g., training staff on providing program participant with information on trauma;
- (d) placing emphasis on the participant's strengths, strength-based coaching, questionnaires and assessment tools include strength-based measures, case plans include assessments of program participant's strengths and works towards goals and aspirations;
- (e) centering on cultural responsiveness and inclusivity, e.g., training on equal access, cultural competence, nondiscrimination;
- (f) delivering opportunities for connection for program participants, e.g., groups, mentorships, peer-to-peer, spiritual needs; and
- (g) offering support for parenting, e.g., parenting classes, childcare.

19. Applicants must describe how the project applicant met services needs and ensured DV survivors experiencing homelessness were assisted to quickly move into permanent housing while addressing their safety needs, including:

- Child Custody
- Legal Services
- Criminal History
- Bad Credit History
- Education
- Job Training
- Employment
- Physical/Mental Healthcare
- Drug and Alcohol Treatment
- Childcare

19. Describe how your program congregates and reports community-wide data to the Community and to the CoC using de-identified data from a comparable database to assess the special needs related to domestic violence, dating violence, sexual assault, and stalking.

### Budget Worksheet

Applicant name: \_\_\_\_\_

Project name: \_\_\_\_\_

<b>One-year budget</b>					
Proposed Activities	CoC Requested Amount	Cash Match/Leverage	In-Kind Match/Leverage	Total Match/Leverage	Total Project Budget (CoC + Match/Leverage)
Acquisition					
Rehabilitation					
New Construction					
Leasing					
Rental Assistance					
Supportive Services					
Operations					
HMIS					
Program Funds Sub-total					
Administration					
<b>Total</b>					

Match/leverage to CoC ratio	
Administrative expenses percentage	

## Mandatory and Optional Application Requirements

The following is a list of mandatory and optional documents that must be submitted as part of the application due to the NWA-CoC on August 23, 2019. Please review the list carefully and provide as necessary.

**All documents should be submitted as one PDF file and sent to both:**

- John Gallagher, Chair of Rank and Review Committee: [johngallagherasu@gmail.com](mailto:johngallagherasu@gmail.com)
- Steve Burt, Executive Director of NWA CoC: [Steve@nwacoc.com](mailto:Steve@nwacoc.com)

Attachments	Mandatory or optional
Threshold Requirement Project Summary	Mandatory for all
Project proposal paper	Mandatory for all
Budget worksheet	Mandatory for all (In addition to Word version within this packet; we have posted an Excel version on our website that will calculate totals and percentages. Agencies may use either.)
Most recent audit or financial review	Mandatory for all
Service Point CoC APR 2018 Report for period 07/01/2018 – 06/30/2019 (run 1 report for all agency's projects). <sup>1</sup>	Mandatory for renewal projects
Printed eLOCCS summary for most recent full grant year	Mandatory for renewal projects
Certification of Consistency with the Consolidated Plan. Each project applicant must submit a certification by the jurisdiction in which the proposed project(s) will be located that the applicant's project application for funding is consistent with the jurisdiction's HUD-approved consolidated plan. The certification must be made in accordance with the provisions of the consolidated plan regulations at 24 CFR part 91, subpart F. Form HUD2991 must be completed and dated between May 1, 2019 and August 22, 2019. <sup>2</sup>	Mandatory for all
Memoranda of understanding (MOU) if using another agency for match or leverage.	Mandatory if using another agency (An unexecuted draft can be submitted. A fully-executed version must be submitted to the NWA-CoC by 9-11-19.)

<sup>1</sup> <https://sp5.servicept.com/armis/com.bowmansystems.sp5.core.ServicePoint/index.html#reportsCOCAPR2018>

<sup>2</sup> <https://www.hud.gov/sites/documents/2991.PDF>

Table(s) to depict participant and/or unit characteristics	Optional
Copies of 501(c) 3 document and current Certificate of Good Standing from Arkansas Secretary of State's Office	Mandatory for new projects from non-profit organizations.
Documentation of DUNS number	Mandatory for new projects (Evidence that it has been applied for and receipt is anticipated prior to 9/11/19 is acceptable.)
Documentation of SAM registration	Mandatory for new projects (Evidence that it has been applied for and receipt is anticipated prior to 9/11/19 is acceptable.)
Documentation of Code of Conduct	Mandatory for new projects (A draft version can be submitted. A final version must be provided to the NWA-CoC by 9/11/19.)

## Scoring Rubric: New Projects (not for DV Bonus)

### Design of housing and supportive services (0 - 25 points)

*Points in this section will be awarded on a sliding scale, based on the degree to which the proposal:*

- Demonstrates understanding of the needs of the participants to be served.
- Demonstrates type, scale and location of the housing fit the needs of the participants to be served.
- Demonstrates the type and scale of all supportive services—regardless of funding source—will meet the needs of the participants to be served.
- Demonstrates how clients will be assisted in obtaining and coordinating the provision of mainstream benefits.
- Demonstrates how the project uses data and evidence, including project cost-effectiveness and impact on positive outcomes.

### Housing first/low-barrier housing (0 - 10 points)

- **10 points** Project fully meets ‘flexible’ Housing First thresholds as described in the FY 2019 NOFA
- **5 points:** Does not meet ‘flexible’ HF threshold, and proposal contains significant attention to reduce barriers (based on criminal history, rental/credit history, substance use disorder, behavioral health conditions, other disability, or other factors) at program entry and for program retention
- **0 points:** Proposal does not contain significant attention to reducing barriers to program entry and retention.

### Prioritization for chronically homeless individuals or families (0 - 10 points)

- **10 points:** Project exclusively serves chronically homeless individuals/families.
- **7 points:** Project has set-aside 50% or more for chronically homeless individuals/families
- **5 points:** Project has a lower set-aside or other mechanism to prioritize chronically homeless individuals or families.
- **0 points:** No prioritization or set-aside for chronically homeless individuals or families

### Experience effectively utilizing federal funds (0 - 10 points)

- **10 points:** The applicant currently or within the past five (5) years successfully manages/managed a federal grant.
- **7 points:** The applicant currently or within the past three (3) years successfully manages/managed a non-federal grant that required routine reporting of financial and outcome metrics.
- **5 points:** One or more key personnel have experience overseeing a federal grant with a previous employer within the past five (5) years.
- **0 points:** Proposal does not include details indicating applicant has relevant experience

**New Project Rubric (page 2 of 2)****Experience with population and/or housing and service delivery (0 - 15 points)**

- **15 points:** The applicant has at least five (5) years of experience working with individuals/families experiencing homelessness or an overlapping sub-population targeted in the proposal (e.g. survivors of family violence, individuals with a serious mental illness, etc.).
- **10 points:** The applicant has at least five (5) years of experience delivering housing, social, or healthcare services to other populations/in other contexts.
- **7 points:** The applicant has at least two (2) years of experiencing working with individuals/families experiencing homelessness or an overlapping sub-population targeted in the proposal.
- **0 Points:** The applicant lacks experience with the population and service model.

**Outcomes (0 - 10 points)**

- **10 points:** The proposal contains outcomes that are clearly articulated, measurable, focused on housing and income metrics, consistent with HUD priorities and appropriate for the project and population.
- **5 points:** The proposal contains outcomes that are generally focused on housing and income metrics and appropriate for the project and population.
- **0 points:** There are significant deficiencies in the articulation, focus, appropriateness, and/or measurability of the proposed outcome measures.

**Participation in planning and coordination (0 - 5 points)**

- **5 points:** The applicant has been actively engaged in the NWA-CoC for the preceding 12 months, with a representative present at least half of the semi-monthly NWA-CoC membership meetings and one member actively serving on the NWA-CoC Board of Directors or a committee or work group (e.g. Coordinated Entry, HMIS, Strategic Planning, etc). The agency participates in the coordinated entry process.
- **3 points:** The applicant has been engaged in the NWA-CoC for the preceding 12 months, but at a lower level than above.
- **0 points:** The applicant has not been involved in the NWA-CoC process for the preceding 12 months.

**Bonus points**

- **10 Points:** the proposed project directly aligns with the suggested types of housing projects recommended in the NWA Gap/Needs analysis funding priorities for the region.
- **5 points:** The proposed project directly increases permanent housing capacity in the region.
- **5 points:** The proposed project intends to provide housing (partially or fully) in Benton, Madison or Carroll counties.

## Scoring Rubric: DV Bonus

### Design of housing and supportive services (0 - 35 points)

*Points in this section will be awarded on a sliding scale, based on the degree to which the proposal:*

- Demonstrates how project will use a 'flexible' Housing First approach, reducing barriers at program entry and for retention based on criminal history, rental/credit history, substance use disorder, behavioral health conditions, other disabilities and/or other factors.
- Demonstrates understanding of the needs of the participants to be served.
- Demonstrates type, scale and location of the housing fit the needs of the participants to be served.
- Demonstrates the type and scale of all supportive services—regardless of funding source—will meet the needs of the participants to be served.
- Demonstrates how clients will be assisted in obtaining and coordinating the provision of mainstream benefits.
- Demonstrates that the agency's work in victim services utilize data generated from a comparable database so that the Committee may domestic violence projects based on the degree they improve safety for the population they serve.
- Demonstrates how the project uses data and evidence, including project cost-effectiveness and impact on positive outcomes.

### Experience effectively utilizing federal funds (0 - 10 points)

- **10 points:** The applicant currently or within the past five (5) years successfully manages/managed a federal grant.
- **7 points:** The applicant currently or within the past three (3) years successfully manages/managed a non-federal grant that required routine reporting of financial and outcome metrics.
- **5 points:** One or more key personnel have experience overseeing a federal grant with a previous employer within the past five (5) years.
- **0 points:** Proposal does not include details indicating applicant has relevant experience

### Experience with population and/or housing and service delivery (0 - 15 points)

- **15 points:** The applicant has at least five (5) years of experience working with individuals/families experiencing homelessness and/or survivors of family violence.
- **10 points:** The applicant has at least five (5) years of experience delivering housing, social, or healthcare services to other populations/in other contexts.
- **7 points:** The applicant has at least two (2) years of experiencing working with individuals/families experiencing homelessness or and/or survivors of family violence.
- **0 Points:** The applicant lacks experience with the population and service model.

**DV Bonus Rubric (page 2 of 2)****Housing Outcomes (0 - 10 points)**

- **10 points:** The proposal contains outcomes that are clearly articulated, measurable, focused on housing and income metrics, consistent with HUD priorities and appropriate for the project and population.
- **5 points:** The proposal contains outcomes that are generally focused on housing and income metrics and appropriate for the project and population.
- **0 points:** There are significant deficiencies in the articulation, focus, appropriateness, and/or measurability of the proposed outcome measures.

**Family Violence Outcomes (0-10 points)**

- **10 points:** The proposal contains outcomes that are clearly articulated, measurable, focused on the safety, legal, familial, social and/or emotional/psychological needs of survivors of family violence.
- **5 points:** The proposal contains outcomes that are generally focused on metrics relevant for survivors of family violence.
- **0 points:** Outcomes specific to survivors of family violence are either absent or contain significant deficiencies in their articulation, focus, appropriateness, and/or measurability.

**Participation in planning and coordination (0 - 5 points)**

- **5 points:** The applicant has been actively engaged in the NWA-CoC for the preceding 12 months, with a representative present at least half of the semi-monthly NWA-CoC membership meetings and one member actively serving on the NWA-CoC Board of Directors or a committee or work group (e.g. Coordinated Entry, HMIS, Strategic Planning, etc). The agency participates in the coordinated entry process.
- **3 points:** The applicant has been engaged in the NWA-CoC for the preceding 12 months, but at a lower level than above.
- **0 points:** The applicant has not been involved in the NWA-CoC process for the preceding 12 months.

**Bonus points**

- **10 Points:** The proposed project outlines services that are Permanent Housing-Rapid Rehousing (PH-RRH) projects, Joint TH and PH-RRH component projects, or SSO projects for coordinated entry (SSO-CE) as defined in the 2019 CoC Program Competition NOFA.

## **Scoring Rubric: Renewal Projects**

### **Design of housing and supportive services (0 - 25 points)**

*Points in this section will be awarded on a sliding scale, based on the degree to which the proposal:*

- Demonstrates understanding of the needs of the participants to be served.
- Demonstrates type, scale and location of the housing fit the needs of the participants to be served.
- Demonstrates the type and scale of all supportive services—regardless of funding source—will meet the needs of the participants to be served.
- Demonstrates how clients will be assisted in obtaining and coordinating the provision of mainstream benefits.
- Demonstrates how the project uses data and evidence, including project cost-effectiveness and impact on positive outcomes.

### **Housing first/low-barrier housing (0 - 10 points)**

- **10 points** Project fully meets ‘flexible’ Housing First thresholds as described in the FY 2019 NOFA
- **5 points:** Does not meet ‘flexible’ HF threshold, and proposal contains significant attention to reduce barriers at program entry and for program retention
- **0 points:** Proposal does not contain significant attention to reducing barriers to program entry and retention.

### **Prioritization for chronically homeless individuals or families (0 - 10 points)**

- **10 points:** Project exclusively serves chronically homeless individuals/families.
- **7 points:** Project has set-aside 50% or more for chronically homeless individuals/families
- **5 points:** Project has a lower set-aside or other mechanism to prioritize chronically homeless individuals or families.
- **0 points:** No prioritization or set-aside for chronically homeless individuals or families

### **Exit to permanent housing (0 - 10 points)**

- **10 points**
  - RRH: 90% or more move to PH
  - PSH: 90% remain or move to other PH
  - TH: 90% of exits move to PH
- **5 points**
  - RRH: 75% - 89% move to PH
  - PSH: 75% - 89% remain or move to other PH
  - TH: 75% - 89% of exits move to PH
- **0 points:** Less than 75 % for all

**Renewal Project Rubric (page 2 of 2)****New or increased income (0 - 10 points)**

- **10 points;** 50% adults added new or increased income
- **5 points,** 25% to 49% adults added new or increased income
- **0 points:** Fewer than 25% added new or increased income

**Program utilization (0 - 10 points)**

- **10 points:** Average daily bed utilization rate of 85% or above
- **5 points:** Average daily bed utilization rate of 75% to 84%
- **0 points:** Average daily bed utilization rate of under 75%

**Serve high need individuals (0 - 5 points)**

- **2.5 points:** Over 50% adults with no income at intake
- **2.5 points:** Over 50% adults with one or more disability at intake
- **0 points:** Less than 50% for both of above metrics.

**Participation in planning and coordination (0 - 5 points)**

- **5 points:** The applicant has been actively engaged in the NWA-CoC for the preceding 12 months, with a representative present at least half of the semi-monthly NWA-CoC membership meetings and one member actively serving on the NWA-CoC Board of Directors or a committee or work group (e.g. Coordinated Entry, HMIS, Strategic Planning, etc). The agency participates in the coordinated entry process.
- **3 points:** The applicant has been engaged in the NWA-CoC for the preceding 12 months, but at a lower level than above.
- **0 points:** The applicant has not been involved in the NWA-CoC process for the preceding 12 months.

**Bonus points**

- **10 Points:** The proposed project directly aligns with the suggested types of housing projects recommended in the NWA Gap/Needs analysis funding priorities for the region.
- **5 points:** The proposed project directly increases permanent housing capacity in the region.
- **5 points:** The proposed project intends to provide housing (partially or fully) in Benton, Madison or Carroll counties.