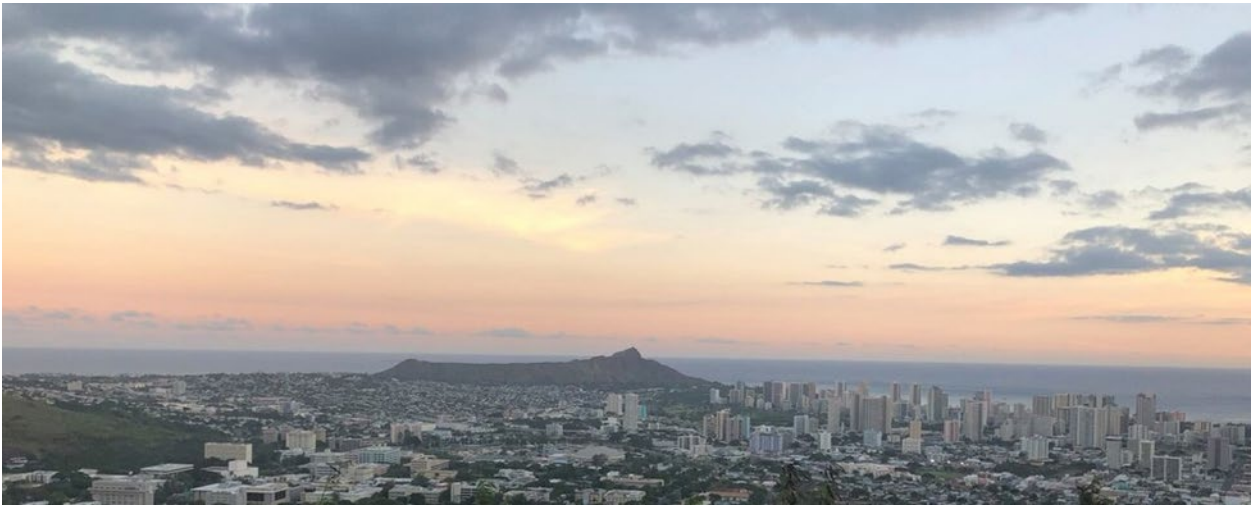


**REQUEST FOR PROPOSALS  
FY 2021 HUD Continuum of Care Program Competition**

**HI-501 Honolulu City and County**



**Proposals Due: Wednesday, October 6, 2021, 12:00 p.m. HST**

# REQUEST FOR PROPOSALS

## FY2021 HUD Continuum of Care Program Competition

HI-501 Honolulu City and County  
Homeless Assistance Programs

Serving as the Collaborative Applicant (CA) for the O‘ahu Continuum of Care (CoC), Partners In Care (PIC) is pleased to issue this Request for Proposals (RFP) to be included in the O‘ahu CoC consolidated application for the U.S. Department of Housing and Urban Development (HUD) CoC Program Competition.

Nonprofit agencies who provide shelter, housing, and supportive services to persons experiencing homelessness on O‘ahu are invited to submit applications to be considered for this local evaluation process.

To support all applicants in preparing their proposals, the CoC will host two mandatory RFP information and Q&A sessions ([see timeline](#)). Agencies only need to attend one session. Outside of these sessions, all questions must be submitted by email only to the PIC point of contact, Sharon Baillie. Please note that questions will not be accepted after the RFP Questions Deadline—Wednesday, September 22, 2021 by 5:00 p.m. **Please do not contact any PIC or CoC employees, agents, or officials other than the PIC point of contact for this RFP.**

### Point of Contact

Sharon Baillie, Operations and Planning Manager

Phone: 808-380-9466

Email: [sharonb@partnersincareoahu.org](mailto:sharonb@partnersincareoahu.org)

## Estimated Timeline

*\*All times are in HST\**

PIC issues RFP	September 13, 2021
<b>MANDATORY RFP Information &amp; Q&amp;A Sessions</b> <i>*applicant attendance required at only one session*</i>	<b>September 15, 2021, 3pm-4pm</b> <b>September 17, 2021, 2pm-3pm</b>
Deadline for applicants to submit questions on RFP	September 22, 2021
Answers to RFP questions published to website	September 24, 2021
<b>PROPOSALS DUE</b>	<b>October 6, 2021, 12pm HST</b>
Evaluation Committee project evaluation and ranking	October 7—October 21, 2021
<i>Optional</i> —Project presentations to Evaluation Committee (PIC will contact applicants to schedule presentations)	October 11—15, 2021
Evaluation Committee concludes evaluation and rankings	October 22, 2021
Unconflicted Planning Committee and CoC Advisory Board review and approve of project ranking	October 27, 2021
PIC sends Intent to Award notifications to applicants	October 28, 2021
<b>Applicant appeals due to PIC office</b>	<b>November 1, 2021, 12pm HST</b>
Appeals, if any, to be heard	November 2, 2021
CoC consolidated application draft & project rankings posted on PIC website for public review & comment	November 8, 2021
PIC final review and revision of CoC application	November 8—11, 2021
Final consolidated application and priority listing posted on PIC website	November 12, 2021
PIC submits final application to HUD	November 16, 2021

# Contents

<b>II. Available Funding and Priorities .....</b>	<b>2</b>
<b>III. Application and Evaluation Process .....</b>	<b>4</b>
<b>IV. Application Components .....</b>	<b>7</b>
<b>V. Submission Instructions .....</b>	<b>9</b>
<b>Appendix A: Resources .....</b>	<b>11</b>
<b>Appendix B: Project Narrative Questions .....</b>	<b>12</b>
<b>Appendix C: Example Budget.....</b>	<b>31</b>

## I. CoC Local Funding Competition: Overview

Each year, the U.S. Department of Housing and Urban Development (HUD) releases a Notice of Funding Opportunity (NOFO) for its Continuum of Care nation-wide competition. Prior to applying, each Continuum of Care (CoC) must conduct a local funding competition that evaluates and ranks local projects to be included in a consolidated application to HUD.

This Request for Proposals (RFP) serves as the announcement of the O'ahu CoC's local funding competition. The CoC's Collaborative Applicant—Partners In Care (PIC)—along with O'ahu's Continuum of Care and external evaluators will evaluate proposals and prioritize projects that meet NOFO priorities, align with the CoC's mission and objectives and meet CoC system-wide needs. PIC will then post the consolidated application for public comment before submitting to HUD.

### A. Purpose

The purpose of this local funding competition is to streamline the application process of developing the consolidated application and, ultimately, to expedite providers' ability to implement projects and house those experiencing homelessness on O'ahu.

### B. Continuum of Care Program

The CoC Program provides funding to states, localities, and nonprofit organizations to provide permanent housing, transitional housing, supportive services, and homelessness prevention programs as well as data management through a Homelessness Management Information System (HMIS). The CoC Program, as authorized by subtitle C of title IV of the [McKinney-Vento Homeless Assistance Act](#) and the [CoC Program Rule](#), is designed:

- 1) to promote community-wide commitment to ending homelessness;
- 2) to provide funding to nonprofit providers and state & local governments to quickly rehouse homeless individuals & families, while minimizing trauma & dislocation;
- 3) to promote access to, and effective utilization of, mainstream programs and programs funded with state or local resources; and
- 4) to optimize self-sufficiency among individuals and families experiencing homelessness.

O'ahu's Continuum of Care serves the City and County of Honolulu (HI-501) by bringing together homelessness services across sectors to work to end homelessness on O'ahu.

### C. Collaborative Applicant

The O'ahu CoC has designated PIC as the Collaborative Applicant (CA) for the 2021 NOFO process. As the CA, PIC will submit the CoC consolidated application to HUD in partnership with the O'ahu CoC and is the sole eligible applicant for the HUD CoC Program Planning Grant funds. PIC will work to ensure the CoC receives the maximum amount of HUD CoC Program funds and will ensure project compliance with HUD rules and regulations.

**Partners In Care – Oahu Continuum of Care (PIC).** PIC is a planning, coordinating, and advocacy alliance of nonprofit homeless providers, government stakeholders, private businesses, community advocates, public housing agencies, hospitals, universities, affordable housing developers, law enforcement, and persons with lived experience of homelessness. PIC develops recommendations for programs and services to meet needs for people experiencing homelessness within O'ahu's CoC. PIC also assists in developing new programs, while working to preserve or expand effective existing programs.

## II. Available Funding and Priorities

### A. Funding Distribution

Each year, HUD uses the Annual Renewal Demand (ARD) [see [24 CFR 578.17\(b\)\(2\)](#)] to designate the amount of funding available to each CoC. The ARD is the sum of the annual renewal amounts of all projects within the CoC eligible to apply for renewal in 2021, before making any adjustments to rental assistance, leasing, and operating line items due to changes in Fair Market Rent (FMR).

Based on its 2021 ARD, HI-501 Honolulu City and County has an estimated \$11,990,165 in funding for new and renewal project types for the FY 2021 CoC Program Competition. The O'ahu CoC may reallocate up to 5% (\$599,508) of the ARD for New Projects. An additional \$599,508 may be available in CoC Bonus projects. An additional \$1,071,065 may be available for DV Bonus Projects.

#### 2021 Funding Estimates

New/Renewal Projects	11,990,165
<i>**Potential Reallocation</i>	<i>**599,508</i>
DV Bonus Projects	1,071,065
Bonus Projects	599,508
Total	13,660,738

\*\*Amount included in New/Renewal Projects

### B. Funding Priorities

Based on priorities listed in Section II.A of the NOFO and on CoC priorities and goals, PIC will prioritize projects that:

1. Adhere to a Housing First approach or philosophy
2. Work to reduce unsheltered homelessness, particularly by providing unsheltered individuals with permanent housing options
3. Advance racial equity in homeless service provision and work toward reducing racial disparities in homelessness
4. Consider the perspectives of individuals with lived experience in program design, implementation, and/or evaluation
5. Demonstrate project effectiveness and overall system impact through objective data outcomes (e.g., exits to positive housing, recidivism)
6. Demonstrate cost effectiveness
7. Leverage partnerships, community resources, and coordination with healthcare, housing, and service agencies to meet client needs

The CoC will prioritize new projects that:

1. Provide permanent supportive housing
2. Coordinate with housing providers that do not receive ESG or CoC funds (e.g., Public Housing Agencies) and/or healthcare organizations to provide permanent housing and rapid rehousing services. See NOFO Section II.A.5, Section II.B.4, and Section VII.B.6.

## C. Eligible Project Types

The following are project types eligible for funding in this year's competition.

**Renewal Projects.** Eligible renewal projects include:

- Permanent Housing (PH), Permanent Supportive Housing (PSH), Joint Transition Housing and Permanent Housing—Rapid Re-Housing (TH & PH-RRH) projects
- Supportive Services Only (SSO) projects—Coordinated Entry\*
- Homeless Management Information System projects (HMIS)\*
- Youth Homeless Demonstration Program projects (YHDP)\*\*
- **Renewal-New Projects**—all new projects awarded during the 2019 and 2020 CoC Competition that are not yet under grant agreement with HUD or have not yet operated for an entire grant period

*\*Only the Oahu CoC Designated CES and HMIS lead may apply for HMIS and SSO-CE monies.*

*\*\*Replacement YHDP Project. The Consolidated Appropriations Act of 2021 permits the renewal or replacement of YHDP projects under the CoC Program; therefore, a renewing YHDP project may choose to replace its current project with a new project which may include activities ineligible under the CoC Program, or portions of its current program design, to conduct activities that are ineligible with CoC Program funds provided the replacement project demonstrates it will directly address youth homelessness. See Section V.B.4(5) in the NOFO.*

**New Projects.** New projects can be funded through reallocation and/or bonus funds. PIC may reallocate up to \$599,508 to support new eligible housing programs for a 1-year grant term. PIC will prioritize Permanent Housing—Permanent Supportive Housing (PH-PSH) projects that coordinate with housing providers that do not receive ESG or CoC funds (e.g., Public Housing Agencies) and/or healthcare organizations to provide permanent housing. However, we will accept other eligible project application types.

**Expansion Projects.** PIC is accepting Expansion Project Proposals for the program types specified in renewal eligible projects (PH-PSH, TH & PH-RRH, DV SSO-CE). YHDP projects cannot use the expansion process. HUD will allow project applicants to apply for a new expansion project (see Section III.B.2.k of the NOFO) under the DV Bonus, reallocation, and CoC bonus processes to expand existing projects that will increase the number of units, persons served, services provided to existing program participants, or to add additional activities to HMIS and SSO-Coordinated Entry projects. If the new expansion project will expand an existing eligible CoC Program renewal project, HUD will not fund capital costs (i.e., new constructions, rehabilitation, or acquisition) and HUD will only allow a 1-year funding request. To apply for an expansion grant, project applicants must submit separate renewal and new project applications.

**Domestic Violence (DV) Bonus Projects.** PIC is accepting DV Bonus Projects totaling \$1,071,065, for the following types of projects, which are limited to a 1-year funding request and must follow the Housing First approach:

- Permanent Housing-Rapid Re-Housing (PH-RRH) projects dedicated to serving survivors of domestic violence, dating violence, or stalking that are defined as homeless at [24 CFR 578.3](#);

- Joint TH and PH-RRH component projects as defined in Section III.C.2.n of the NOFO dedicated to serving survivors of domestic violence, dating violence, or stalking that are defined as homeless at [24 CFR 578.3](#); or
- Supportive Services Only—Coordinated Entry project to implement policies, procedures, and practices that equip the DV CoC's Coordinated Entry System to better meet the needs of survivors of domestic violence, dating violence, or stalking. Only the CoC designated DV CES lead may apply for SSO-CE monies.

\*\*DV Bonus funding may be used to expand an existing renewal project that is not dedicated to serving survivors of domestic violence, dating violence, sexual assault, or stalking who meet the definition of homeless in paragraph (4) of [24 CFR 578.3](#) so long as the DV Bonus funds for expansion are solely for additional units, beds, or services dedicated to persons eligible to be served with DV Bonus funding.\*\*

**CoC Bonus Project.** Collaborative Applicants may include new project applications of up to 5 percent of its CoC Final Pro Rata Need (FPRN). New projects created through the CoC Bonus must meet the project eligibility and project quality threshold requirements established by HUD in Sections V.C.3.b and c of the NOFO. To be eligible to receive a CoC Bonus project, a Collaborative Applicant must demonstrate its CoC ranks projects based on how they improve system performance as outlined in Section VII.B.2.b of the NOFO. This amount represents \$599,098 in possible funding for new PIC Project Applicants.

#### **D. CES and HMIS or Equivalent Participation Requirement**

Project applicants must agree to participate in a local CES and HMIS system. However, in accordance with Section 407 of the Act, any Victim Service Provider that is a recipient or subrecipient must not disclose, for purposes of HMIS, any personally identifying information about any client. Instead, Victim Service Providers must use the local DV CES/HMIS system.

### **III. Application and Evaluation Process**

HUD expects each CoC to implement a thorough review of both new and renewal project applications submitted to HUD in the FY 2021 CoC Program Competition. CoCs must ensure: (1) all proposed program participants will be eligible for the program component type selected; (2) the information provided in the project application and proposed activities are eligible and consistent with program requirements established in the [CoC Program Rule](#); (3) each project narrative is fully responsive to the question being asked and meets all criteria for that question as required by the NOFO; (4) the data provided in various parts of the project application are consistent; and (5) all required attachments correspond to e-snaps' list of attachments and contain accurate and complete information dated between August 17, 2021 and November 16, 2021.

#### **A. Pre-Submission Preparation**

Prior to applying, we recommend potential applicants read this RFP in full. Additionally, applicants should read the [NOFO](#) in its entirety in conjunction with the [CoC Program Rule](#) to ensure a comprehensive understanding of and compliance with all CoC program requirements. Ideally, applicants will read these documents prior to attending mandatory RFP Information and Q&A Sessions.



**Determine Eligibility.** All project applicants must meet all statutory and regulatory requirements in the Act and the Rule; and all project applicants must meet Threshold Requirements as outlined in Section V.C.3 of the NOFO. If a project does not meet these requirements, it will not be scored or included in the rankings.

**Mandatory RFP Information and Q&A Sessions.** The strength of project applications is an important component in the overall CoC application submitted to HUD. To ensure each project is submitting the best application possible, PIC is conducting two mandatory RFP Information and Q&A Sessions via Microsoft TEAMS:

**Wednesday, September 15, 2021, 3:00 p.m. to 4:00 p.m. HST– [Join Here!](#)**

**Friday, September 17, 2021, 2:00 p.m. to 3:00 p.m. HST– [Join Here!](#)**

A representative from each applicant agency must attend one of the sessions and document attendance in the TEAMS chat window. Applications will not be accepted from organizations that do not attend one of the RFP Information and Q&A Sessions.

**Questions, RFP Answers & Clarifications.** Questions will be answered during the RFP Information and Q&A Sessions. Additional questions or requests for interpretation must be submitted by email to Sharon at [sharonb@partnersincareoahu.org](mailto:sharonb@partnersincareoahu.org) by the RFP Questions Deadline, **Wednesday, September 22, 2021 at 5:00 p.m. HST.**

A summary of questions and answers pertaining to this RFP, submitted through email and provided during the RFP Information and Q&A Sessions, will be published on the PIC [website](#) by **Friday, September 24, 2021.**

## **B. Evaluation Process**

The NOFO requires that each CoC conduct a transparent and objective process to review and rank all applications for renewal of existing projects and creation of new projects. Ranking of renewal projects must incorporate regularly collected data on project performance and effectiveness and should reflect compliance with the CoC's established processes and priorities.

External evaluators identified by PIC will be responsible for evaluating proposals by scoring and ranking projects. These evaluators have extensive experience in homelessness services, finances, evaluation, and/or service systems.

**Scoring & Ranking.** Evaluators will score individual projects using the O'ahu CoC Scorecards. Scorecards will correspond directly to questions addressed in the narrative and e-snaps application. Scorecard criteria reflects HUD and CoC priorities. Notably, the NOFO emphasizes objective measures, systems level performance, and racial equity in this year's funding competition. HUD suggests that 33% of housing projects' scorecard criteria use objective measures, that 20% of scorecard criteria evaluate the project's contributions to overall system performance, and that the project use an equity lens when evaluating procedures and data.

Evaluators will rank order projects based on application scores as well as CoC system factors, such as:

- Ensuring geographic coverage
- Ensuring service to sub-populations
- Overall system-level functioning of the CoC\*

Based on these rankings, projects will be placed into either Tier 1 or Tier 2 and ranked by raw score within each tier.

\*To ensure overall system functioning, the O'ahu CoC has determined that all CES and HMIS projects will be placed in Tier 1 and ranked by raw score amongst other Tier 1 projects. Additionally, all new and renewal projects awarded in FY19 and FY20, which are not yet under grant agreement or have not operated for a full year will be placed in Tier 1 and ranked by raw score with other Tier 1 ranked projects. Per HUD, CoC Bonus and YHDP projects will not be included in tier rankings but will be scored.

**Tier 1 and 2 Funding Process.** HUD will continue the Tier 1 and Tier 2 funding process. HUD will conditionally select project applications in Tier 1 from the highest scoring to the lowest scoring CoC, provided the project applications pass both eligibility and threshold review. In the event insufficient funding is available to award all Tier 1 projects, Tier 1 will be reduced proportionately, which could result in some Tier 1 projects falling into Tier 2. Therefore, the CoC should carefully rank Tier 1 applications.

If a project application straddles the Tier 1 and Tier 2 funding line, HUD will conditionally select the project up to the amount of funding that falls within Tier 1. Using the CoC score and other factors described in Section II.B.10 of the NOFO, HUD may fund the Tier 2 portion of the project. If HUD does not fund the Tier 2 portion of the project, HUD may award the project at the reduced amount, provided the project is still feasible with the reduced funding (e.g., the project is able to continue serving homeless program participants effectively). Project applications placed in Tier 2 will be assessed for eligibility and threshold requirements, and funding will be determined using the CoC Application score as well as the factors listed in Section II.B.10 of the NOFO. For full explanation of this process, please refer to NOFO Section II.B.11.

**Tier 1 and 2 Available Funding.** Tier 1 is equal to the combined ARD amounts as described in Section III.B.2.a (**\$10,142,099**). Tier 2 is the difference between Tier 1 and the maximum amount of CoC renewal, reallocation, and CoC bonus funds that a CoC can apply for, but does not include YHDP renewal, YHDP replacement, or projects selected with DV Bonus funds. CoC Planning will be reviewed separately from these tiers. YHDP renewal and YHDP replacement projects are being non-competitively awarded separately from the tiers. DV Bonus funding is also being awarded separately from the tiers as described in NOFO Section II.B.11.e. for new projects (including the new projects that are part of an expansion) that CoCs indicate they would like considered for the available DV Bonus funding.

## **C. CoC Approval Process**

The O'ahu CoC will review all project applications in accordance with Section II.B. of the NOFO consistent with Performance-Based Decisions. Pursuant to the requirements of the [FY 2021 Appropriations Act](#):

- CoCs cannot receive grants for new projects, other than through reallocation, unless the CoC competitively ranks projects based on how they improve system performance as outlined in Section VII.B.2.b of the NOFO;
- HUD will prioritize funding for CoCs that have demonstrated the ability to reallocate resources to higher performing projects.

#### **D. Applicant Appeals Process**

Applicants may appeal any of the following decisions:

- Project ranking in Tier 1
- Project placement in Tier 2
- Reduction in renewal grant amount (i.e., renewal grant partially re-allocated to a new project)
- Elimination of renewal grant (i.e., entire grant re-allocated to a new project) if not previously notified that grant was to be re-allocated because of low performance.

Appeals must be submitted in writing to the O'ahu CoC Advisory Board and received by **12:00 PM on Monday, November 1, 2021**, mailed or delivered to 200 North Vineyard Boulevard, Suite A-210, Honolulu, HI 96817. Appeals will be heard by an appeal panel made up of the non-conflicted members of the O'ahu CoC Advisory Board who did not serve on the initial Evaluation Committee. The decision of the appeal panel is final.

## **IV. Application Components**

Applicants should be sure to have all application components, including:

1. E-snaps application
2. Project narrative
3. Project budget
4. Documented match
5. HMIS APR for NOFO funding period
6. Agency's most recent financial audit

#### **A. E-snaps Application**

The e-snaps application can be found [here](#). Please be sure to fill out the application in full, but do not press submit. Please print the e-snaps application and any uploaded documents for inclusion in your packets.

#### **B. Project Narrative**

All applicants should address all project narrative questions provided by project type in [Appendix B](#). These questions will directly correspond to scorecard criteria for each project type. If you are unable to provide an answer to any of these questions, please

explain why in the notes at the end of each section. Where applicable, we provide the location in the APR and e-snaps application to find answers to narrative questions.

### **C. Project Budget**

Please include the project budget for this funding cycle. You may use the budget template found in [Appendix C](#). Costs should be reasonable, justified, and competitive. The budget must demonstrate the project is cost effective, with costs not deviating substantially from the norm in that locale for the type of structure or kind of activity.

- Provide an overview of the one-year project budget using an excel spreadsheet or word document. Include all costs, including those that will be provided using in kind or leveraged resources (which should be at least 25% of the total cost).
- Provide a separate 1- to 2-page budget narrative that shows how budget costs were calculated and briefly explains how each item is needed to support project implementation/program.

### **D. Match Requirements**

Applicants should describe the source(s) for the required 25% match. Applicants should ensure that the match source aligns with project goals and proposed population served. If sources are secured but not documented, describe the plan for doing so in the project narrative financial section. Types of acceptable matches:

**In-Kind Matches.** The applicant may use the value of property, equipment, goods, or services contributed to the project, provided that, if the applicant had to pay for such items with grants funds, the costs would have been eligible.

**Third-Party Services.** are to be used as a match, the applicant and the third-party services provider that will deliver the services must enter into a memorandum of understanding (MOU) *before the grant is executed* documenting that the third party will provide such services and value towards the project. To be eligible for match, the cash or in-kind must be used for services that are eligible under the activities listed in 24 CFR 578 Subpart D.

**Program Income.** Project applicants that intend to use program income as match must provide an estimate of how much program income will be used for match.

**Leverage.** HUD considers any matching funds above and beyond the minimum required amount to be leverage. Leveraging includes all funds, resources, and/or services that the applicant can secure on behalf of the client being served. While leveraging includes all cash matching funds, it is broader in scope, including any other services, supplies, equipment, space, etc. that are provided by sources other than HUD.

**Please note that applicants will be expected to spend down 25% of the match each quarter if awarded funding.**

### **E. APR for NOFO Funding Period**

All applicants must submit the HMIS Annual Performance Report (APR) for the period of July 1, 2020—June 30, 2021. For assistance, please contact HMIS at [hmis@partnersincareoahu.org](mailto:hmis@partnersincareoahu.org). **Applicants only have until September 22, 2021, at 5:00 p.m.** to ask HMIS how to pull report. HMIS will not help assist with calculating numbers, percentages, or with cleaning data.

## **F. Agency Financial Audit**

Provide the most recent agency financial audit. If your agency does not have an audit, explain why in the project narrative.

## **V. Submission Instructions**

**Proposals must be received no later than Wednesday, October 6, 2021 at noon.**

Completed proposals must include:

- 1) One (1) original hard copy
- 2) Five (5) hard copies of project proposal packets, being sure to:
  - a. Label the folder with the agency name on the front cover, year and program name, type of project submission (i.e., Renewal, New, DV Bonus, Expansion, etc.), and amount requested.
  - b. Tab and label each section of the application according to the contents that follow.
- 3) One (1) electronic PDF copy via flash drive.
  - a. File names should be descriptive in the electronic copy with agency and project type (i.e., PIC\_HMIS\_FY21).

Applications that do not include both hard and electronic copies will not be considered.

**Mail or deliver proposal submissions to:**

**Partners In Care  
200 North Vineyard Boulevard, Suite A-210  
Honolulu, HI 96817**

All applications must be received in the PIC office by the deadline. Proposals submitted by email or fax will not be accepted. Late submissions will not be considered, including those submitted late due to mail or delivery service failure. Supplemental documents or revisions after the Proposal Deadline will not be accepted.

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*CoC program participants shall be responsible for compliance with all applicable federal, state, and local laws, ordinances, directives, rules, and regulations, including but not limited to the program requirements of 24 CFR 578.*

*Successful applicants are expected to initiate approved projects promptly after execution of the grant agreement. HUD may take action if certain performance standards are not met. In addition, applicants are expected to expend grant funds on a timely basis.*

*The O'ahu CoC reserves the right to amend or revise the terms and conditions of this RFP at any time and will publish any and all amendments at [www.partnersincareoahu.org](http://www.partnersincareoahu.org). Applicants should review this website regularly for any and all amendments to the RFP FY 2021 HUD Continuum of Care (CoC) Program Competition HI-501 Honolulu City and County, Homeless Assistance Programs.*

## Appendix A: Resources

The following resources may be useful for the preparation of your application:

- HUD Exchange e-snaps: CoC Program Resources  
<https://www.hudexchange.info/programs/e-snaps/>
- HUD CoC Program Competition  
[https://www.hud.gov/program\\_offices/comm\\_planning/coc/competition](https://www.hud.gov/program_offices/comm_planning/coc/competition)
- Data Universal Number System (DUNS) Number  
<https://fedgov.dnb.com/webform/displayHomePage.do>
- System for Award Management (SAM)  
<https://sam.gov/content/home>
- 24 CFR Part 578 Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH): Continuum of Care Program  
[https://files.hudexchange.info/resources/documents/CoCProgramInterimRule\\_Fo  
rmattedVersion.pdf](https://files.hudexchange.info/resources/documents/CoCProgramInterimRule_Fo<br/>rmattedVersion.pdf)
- 2021 HI-501 CoC Program Competition  
<https://www.partnersincareoahu.org/fy21-coc-application>

## Appendix B: Project Narrative Questions

Please see the following questions for each project type:

- [Renewal Project](#)
- [New/Expansion Project](#)
- [Renewal New Project](#)
- [Renewal—HMIS Project](#)
- [Renewal—SSO CE Project](#)

### Renewal Project Narrative & Project Performance Questions

#### I. Program Description

1. Application Type
  - Renewal Project Application
  - Renewal New Project Application
  - Expansion Project Application
  - DV Bonus Project Application
2. Program Type & Name
  - Permanent Supportive Housing: \_\_\_\_\_
  - Rapid Re-Housing: \_\_\_\_\_
  - Transitional Housing: \_\_\_\_\_
  - Joint Component Transitional Housing and Rapid Rehousing/Youth Demonstration Program Bridge Housing: \_\_\_\_\_
  - Supportive Services Only: \_\_\_\_\_
  - Other (please specify) \_\_\_\_\_
3. Who is the target population for this program? (Place an "X" next to all that apply)
  - Chronically Homeless
  - Minors (under 18)
  - Young adults (18-24)
  - Individuals seeking substance use treatment
  - Families with children
  - Single adults
  - Households fleeing domestic violence
  - Individuals living with HIV/AIDS
  - Medically vulnerable
  - Individuals living with severe mental illness
  - Veterans
  - Other (please specify): \_\_\_\_\_



4. Describe the program, including **services provided** and the program's main **goals**. [Applicants may copy/paste from e-snaps section 3B.1]
5. How many people and households does the program estimate serving in the next funding year? [These numbers should match e-snaps section 5A]
  - Total Households: \_\_\_\_\_
  - Total Individuals: \_\_\_\_\_

## II. Program Approach and Alignment with Policy Priorities

6. Explain how this program adheres to a Housing First or Low Barriers model or approach. [e-snaps 3B.3]
7. Explain what rules your program has/will have for participants and what happens if clients break these rules. [e-snaps 3B.3]
8. Explain the program's process for terminating participants from the program. [e-snaps 3B.3]
9. Describe how this program has/will advance(d) racial equity in homelessness service provision.
10. How does this program consider perspectives from individuals with lived experience in program design, planning, implementation, evaluation, etc.?
11. How does your program work to ensure cost-effectiveness?
12. Explain how the program leverages partnerships, community resources, and coordination with healthcare, housing, and service agencies to meet client needs.
13. How did your program adapt to the COVID-19 pandemic, and what plans are in place long-term (e.g., vaccine mandates, testing, quarantine procedures, etc.)?

## III. Program Implementation and Performance

In this section, please provide data on program implementation for the period of 7/1/20 - 6/30/21. Where applicable, the location in the HMIS Annual Performance Report (APR) is provided in parentheses. If the data provided does not match the attached APR, or if data is not available, indicate why in the notes at the end of this section.

14. How many individuals did the program estimate serving? [This number should match previous application]
15. How many individuals has the program served? [APR 1a1]
16. Of these individuals, how many were identified through coordinated entry?
17. If less than 100% of individuals were referred through coordinated entry, please explain how these individuals were identified and determined to be eligible for the program? (If 100% CES-referred, enter "n/a")

18. What is the average time (in days) from program entry to residential placement for clients in your program? [APR 22c;]
19. Please provide the percentage of clients that identify as each racial group. Note that percentages should add up to 100%. [APR 12a;]
  - Native Hawaiian or Other Pacific Islander \_\_\_\_\_
  - White \_\_\_\_\_
  - Asian: \_\_\_\_\_
  - Black or African American \_\_\_\_\_
  - Native American or Alaskan Native \_\_\_\_\_
  - Multiple Races: \_\_\_\_\_
  - Other: \_\_\_\_\_
  - Missing: \_\_\_\_\_
20. How has agency reviewed client outcomes through an equity lens? Describe how the program has identified any programmatic changes needed to make these outcomes more equitable and what plans are in place to make those changes.
21. How does the program determine progress made toward program goals and assess program outcomes (e.g., internal or external evaluation, review of HMIS data, etc.)?
22. What percentage of program leavers exited to permanent housing? [APR 23c]
23. What percentage of participants remained in the program or moved into permanent housing? In other words, what percentage of participants served remained in housing either by staying in the program [APR 1] or exited to permanent housing [APR 23c]?
24. Does your program track homeless recidivism? If so, what percentage of program participants returned to homelessness within 12 months of exit to permanent housing? Please explain how your program tracks this data.
25. What percentage of adult leavers gained or increased income (from any source)? [APR 19a2]
26. What percentage of adult stayers gained or increased income (from any source)? [APR 19a1]
27. Please describe any other outcomes provided by internal or external evaluation process (note what data was used to determine these outcomes).
28. Provide any additional notes on Program Performance that you would like evaluators to know.

#### **IV. CoC System Participation & Impact**

##### *System Needs & Impact*

29. Please describe how this program fits a need within the CoC and meets its priorities for this RFP.

30. Bed utilization rate—what was the program’s bed utilization rate at each quarter?  
[APR Q7b; divide total by program capacity]

*Participation*

31. Please describe how this program collaborates with other agencies within the CoC and within the larger community.
32. Besides General PIC meetings, what other meetings does your agency attend? (e.g., committee meetings)
33. How many committee meetings has your agency attended in the last 12 months?

*HMIS Participation & Timelines of Data Entry*

34. What percentage of project start records took more than 3 days for entry? What percentage of project exit records took more than three days for entry? [APR Q6]
35. Provide any additional notes on CoC System Participation & Impact that you would like evaluators to know.

**V. Monitoring**

36. Has this program been monitored by HUD since 1/1/2018?
37. Are there any unresolved HUD monitoring findings related to this HUD CoC Program project or other HUD funded projects within your agency?
- Yes\*
  - No
38. Are there any unresolved audit findings related to this project or any other HUD funded project in your agency?
- Yes\*
  - No
39. \*If yes, was your agency on a Corrective Action Plan?
- Yes\*
  - No
40. \*If yes, was the HUD Corrective Action Plan resolved by the deadline?
- Yes
  - No\*
41. \*If not, why not?
42. Are you currently on a Corrective Action Plan with HUD or the CoC?
- Yes
  - No

43. Provide any additional notes on Monitoring that you would like evaluators to know.

**VI. Program Finances and Grant Expenditure**

44. What is the cost per person (total number of participants divided by the total budget, including match)?
45. What is the cost per positive exit/retention (Number of stayers [APR Q1] + leavers who exited to permanent destinations [APR 23c] divided by total budget including match)?
46. Did this project expend 100% of awarded HUD funds for the grant most recently ended?
47. What is the average unspent amount from the three most recently completed renewal grant years? (If grant has not yet been renewed, enter "n/a")
48. Has the applicant secured AND documented a match of at least 25%? If so, please explain what kind of match and if the applicant has ensured that the match source has no stipulations on spending that could affect project funding. If applicant has not secured AND documented a match, please explain why.
49. Provide any additional notes on Program Finances and Grant Expenditure that you would like evaluators to know.

## **VII. Agency Information**

50. Has your agency been financially audited in the last three years?
  - Yes
  - No\*
51. \*If not, why not?
52. Describe any findings or exceptions found in your most recent agency financial audit. Please explain them and any corrective action being taken and whether they have been resolved.
53. Describe the agency's efforts to advance racial equity within the organization, including
  - having under-represented individuals in leadership and managerial positions and
  - having reviewed internal policies and procedures from an equity lens and developing a plan to ensure that policies do not impose undue barriers on certain groups.
54. Describe the agency's efforts to incorporate the perspectives of people with lived experience into organizational policies and practices, including
  - having representation from multiple individuals with lived experience on the Board of Directors and
  - having a process for receiving and incorporating feedback from individuals with lived experience.
55. Provide additional notes on Agency Information you would like evaluators to know.

## **New/Expansion Projects**

# Narrative Questions

## I. Program Description

1. Application Type
  - Renewal Project Application
  - Renewal New Project Application
  - Expansion Project Application
  - DV Bonus Project Application
  
2. Program Type & Name
  - Permanent Supportive Housing: \_\_\_\_\_
  - Rapid Re-Housing: \_\_\_\_\_
  - Transitional Housing: \_\_\_\_\_
  - Joint Component Transitional Housing and Rapid Rehousing/Youth Demonstration Program Bridge Housing: \_\_\_\_\_
  - Supportive Services Only: \_\_\_\_\_
  - Other (please specify) \_\_\_\_\_
  
3. Who is the target population for this program? (Place an "X" next to all that apply)
  - Chronically Homeless
  - Minors (under 18)
  - Young adults (18-24)
  - Individuals seeking substance use treatment
  - Families with children
  - Single adults
  - Households fleeing domestic violence
  - Individuals living with HIV/AIDS
  - Medically vulnerable
  - Individuals living with severe mental illness
  - Veterans
  - Other (please specify): \_\_\_\_\_
  
4. Briefly describe the program, including the **program's main goals**. [e-snaps 3B.1]
  
5. What are the needs of the clients this program will serve, and how will this program address those needs?
  
6. Please describe the type, scale, and location of housing the program will provide (if applicable). [e-snaps 4B]
  
7. How will the program assist clients to rapidly secure and maintain permanent housing that is safe, affordable, accessible, and acceptable to their needs? [e-snaps 4A.1]
  
8. What support services will the program offer? Be sure to explain how the program will assist clients in obtaining mainstream benefits, in increasing employment and/or income, and in working to maximize their ability to live independently. [e-snaps 4A.2-3]
  
9. Describe the plan for rapid implementation if funded, including a description of how

the project will be ready to begin housing the first program participant. Be sure to provide a detailed schedule of proposed activities for 60 days, 120 days, and 180 days after grant award.

10. How many people and households does the program estimate serving in the next funding year? [These numbers should match e-snaps section 5A]
  - Total Households: \_\_\_\_\_
  - Total Individuals: \_\_\_\_\_
11. Provide any additional notes on Program Description that you would like evaluators to know.

## **II. Project Approach and Alignment with Policy Priorities**

12. Explain how this program will adhere to a Housing First or Low Barriers model or approach. [e-snaps 3B.5]
13. Explain what rules your program will have for participants and what happens if clients break these rules. [e-snaps 3B.5]
14. Explain the program's process for terminating participants from the program. [e-snaps 3B.5]
15. Describe how this program will advance racial equity in homelessness service provision.
16. How will this program consider perspectives from individuals with lived experience in program design, planning implementation, evaluation, etc.?
17. How will your program work to ensure cost-effectiveness?
18. Explain how the program will leverage partnerships, community resources, and coordination with healthcare, housing, and service agencies to meet client needs. In particular, describe if and how this project 1) will leverage housing resources with housing subsidies or units not funded through CoC or ESG programs and/or 2) will leverage health resources, including a partnership commitment with a healthcare organization.
19. Describe the program's short-term and long-term plans for dealing with COVID-19 impacts (e.g., vaccine mandates, testing, quarantine procedures, etc.).
20. Provide any additional notes on Project Approach and Alignment with Policy Priorities that you would like evaluators to know.

## **III. Program Performance & Evaluation**

21. What performance measures will your program establish, and how will the agency evaluate progress towards those measures?

22. How will the program review program participant outcomes with an equity lens, including the disaggregation of outcome data by race, ethnicity, gender identity, age, etc.?

#### **IV. Financial**

23. What is the estimated cost per person (total number of participants divided by the total budget, including match)?
24. Has the applicant secured AND documented a match of at least 25%? If so, please explain what kind of match and if the applicant has ensured that the match source has no stipulations on spending that could affect project funding. If applicant has not secured AND documented a match, please explain why.

#### **V. Agency Background and Experience**

25. Describe the experience of the applicant and sub-recipients (if any) working with the proposed population and providing housing similar to that proposed in the application.
26. Describe the experience of the applicant and sub-recipients (if any) in utilizing a Housing First approach.
27. Describe the applicant's experience in effectively utilizing federal funds, including HUD grants and other public funding. For example, does the applicant show satisfactory drawdowns and performance for existing grants as evidenced by timely reimbursement of subrecipients, regular drawdowns, timely resolution of monitoring findings, and timely submission of required reporting on existing grants? [e-snaps 2B.1-4]
28. Has your agency been financially audited in the last three years?
- Yes
  - No\*
29. \*If not, why?
30. Describe any findings or exceptions found in your most recent agency financial audit. Explain any corrective action being taken and whether these findings have been resolved.
31. Describe the agency's efforts to advance racial equity within the organization, including
- having under-represented individuals (e.g., BIPOC, LGBTQ+, etc.) in leadership and managerial positions and
  - having reviewed internal policies and procedures from an equity lens and developing a plan to ensure that policies do not impose undue barriers on certain groups.
32. Describe the agency's efforts to incorporate the perspectives of people with lived experience into organizational policies and practices, including
- having representation from multiple individuals with lived experience on the

- Board of Directors and
  - having a relational process for receiving and incorporating feedback from individuals with lived experience.

33. Provide any additional notes on Agency Background & Experience that you want evaluators to know.

#### **IV. CoC System Participation & Impact**

##### *System Needs & Impact*

34. Please describe how this program fits a need within the CoC and meets its priorities for this RFP.

##### *Participation*

35. Please describe how this program will collaborate with other agencies within the CoC and within the larger community?

36. Besides General PIC meetings, what other meetings does your agency attend? (e.g., committee meetings)

37. How many committee meetings has your agency attended in the last 12 months?

38. How will this program participate in HMIS and CES?

39. Provide any additional notes on CoC System Participation & Impact that you would like evaluators to know.

## **Renewal-New Projects Narrative and Performance Measures Questions**

### **I. Program Description**

1. Application Type

- Renewal Project Application
- Renewal New Project Application
- Expansion Project Application
- DV Bonus Project Application

2. Program Type & Name

- Permanent Supportive Housing: \_\_\_\_\_
- Rapid Re-Housing: \_\_\_\_\_
- Transitional Housing: \_\_\_\_\_
- Joint Component Transitional Housing and Rapid Rehousing/Youth Demonstration Program Bridge Housing: \_\_\_\_\_
- Supportive Services Only: \_\_\_\_\_
- Other (please specify) \_\_\_\_\_



3. Who is the target population for this program? (Place an “X” next to all that apply)
  - Chronically Homeless
  - Minors (under 18)
  - Young adults (18-24)
  - Individuals seeking substance use treatment
  - Families with children
  - Single adults
  - Households fleeing domestic violence
  - Individuals living with HIV/AIDS
  - Medically vulnerable
  - Individuals living with severe mental illness
  - Veterans
  - Other (please specify): \_\_\_\_\_
4. Describe the program, including **services provided** and the program’s main **goals**.  
[Applicants may copy/paste from e-snaps 3B.1]
5. How many people and households does the program estimate serving in the next funding year? [These numbers should match e-snaps section 5A]
  - Total Households: \_\_\_\_\_
  - Total Individuals: \_\_\_\_\_

## II. Project Approach and Alignment with Policy Priorities

6. Explain how this program adheres to a Housing First or Low Barriers model or approach. [e-snaps 3B.3]
7. Explain what rules your program has/will have for participants and what happens if clients break these rules. [e-snaps 3B.3]
8. Explain the program’s process for terminating participants from the program. [e-snaps 3B.3]
9. Describe how this program has/will advance(d) racial equity in homelessness service provision.
10. How does this program consider perspectives from individuals with lived experience in program design, planning, implementation, evaluation, etc.?
11. How does your program work to ensure cost-effectiveness?
12. Explain how the program leverages partnerships, community resources, and coordination with healthcare, housing, and service agencies to meet client needs.
13. How did your program adapt to the COVID-19 pandemic, if applicable, and what plans are in place long-term (e.g., vaccine mandates, testing, quarantine procedures, etc.)?

## III. Program Implementation and Performance

In this section, please provide data on program implementation for the period of 7/1/20 - 6/30/21. Where applicable, the location in the APR is provided in parentheses. If the data provided does not match the attached APR, or if data is not available, indicate why in the notes at the end of this section.

\*If program has not begun enrolling clients, please skip to question 21.

14. How many individuals did the program estimate serving? [This number should match previous application]
15. How many individuals has the program served? [APR 1a1]
16. Of these individuals, how many were identified through coordinated entry?
17. If less than 100% of individuals were referred through coordinated entry, please explain how these individuals were identified and determined to be eligible for the program? (If 100% CES-referred, enter "n/a")
18. What percentage of participants exited without move-in? [APR 22c]
19. What is the average time (in days) from program entry to residential placement for participants in your program? [APR 22c]
20. Please provide the percentage of participants that identify as each racial group. Note that percentages should add up to 100%. [APR 12a]
  - Native Hawaiian or Other Pacific Islander \_\_\_\_\_
  - White \_\_\_\_\_
  - Asian: \_\_\_\_\_
  - Black or African American \_\_\_\_\_
  - Native American or Alaskan Native \_\_\_\_\_
  - Multiple Races: \_\_\_\_\_
  - Other: \_\_\_\_\_
  - Missing: \_\_\_\_\_
21. If project has not yet enrolled clients, please provide a detailed schedule of proposed activities for 60 days, 120 days, and 180 days after grant award.
22. How does/will the program determine progress made toward program goals and assess program outcomes (e.g., internal or external evaluation, review of HMIS data, etc.)?
23. How has/will the program review program participant outcomes with an equity lens, including the disaggregation of outcome data by race, ethnicity, gender identity, age, etc.?
24. Please describe any other outcomes provided by internal or external evaluation process (note what data was used to determine these outcomes).
25. Provide any additional notes on Program Performance that you would like evaluators to know.

#### **IV. CoC System Participation**

26. Please describe how this program fits a need within the CoC and meets its priorities for this RFP.
27. Please describe how this program collaborates with other agencies within the CoC and within the larger community.
28. Besides General PIC meetings, what other meetings does your agency attend? (e.g., committee meetings)
29. How many committee meetings has your agency attended in the last 12 months?
30. Provide any additional notes on CoC System Participation that you would like evaluators to know.

#### **V. Monitoring**

31. Has this program been monitored by HUD since 1/1/2018?
32. Are there any unresolved HUD monitoring findings related to this HUD CoC Program project or other HUD funded projects within your agency?
  - Yes\*
  - No
33. Are there any unresolved audit findings related to this project or any other HUD funded project in your agency?
  - Yes\*
  - No
34. \*If yes, was your agency on a Corrective Action Plan?
  - Yes\*
  - No
35. \*If yes, was the HUD Corrective Action Plan resolved by the deadline?
  - Yes
  - No\*
36. \*If not, why not?
37. Are you currently on a Corrective Action Plan with HUD or the CoC?
  - Yes
  - No
38. Provide any additional notes on Monitoring that you would like evaluators to know.

#### **VI. Program Finances and Grant Expenditure**

39. What is the cost per person (total number of participants divided by the total budget,

including match)?

40. Did this project expend 100% of awarded HUD funds for the grant most recently ended?
41. Has the applicant secured AND documented a match of at least 25%? If so, please explain what kind of match and if the applicant has ensured that the match source has no stipulations on spending that could affect project funding. If applicant has not secured AND documented a match, please explain why.
42. Provide any additional notes on Program Finances and Grant Expenditure that you would like evaluators to know.

## **VII. Agency Information**

43. Has your agency been financially audited in the last three years?
  - Yes
  - No\*
44. \*If not, why?
45. Describe any findings or exceptions found in your most recent agency financial audit. Please explain them and any corrective action being taken and whether they have been resolved.
46. Describe the agency's efforts to advance racial equity within the organization, including
  - having under-represented individuals in leadership and managerial positions and
  - having reviewed internal policies and procedures from an equity lens and developing a plan to ensure that policies do not impose undue barriers on certain groups.
47. Describe the agency's efforts to incorporate the perspectives of people with lived experience into organizational policies and practices, including
  - having representation from multiple individuals with lived experience on the Board of Directors and
  - having a relational process for receiving and incorporating feedback from individuals with lived experience.
48. Provide any additional notes on Agency Information that you would like evaluators to know.

## **Renewal—HMIS Projects**

## Narrative Questions

### I. Project Description

1. Application Type
  - Renewal Project Application
  - Renewal New Project Application
  - Expansion Project Application
  - DV Bonus Project Application
2. Program Type & Name
  - Permanent Supportive Housing: \_\_\_\_\_
  - Rapid Re-Housing: \_\_\_\_\_
  - Transitional Housing: \_\_\_\_\_
  - Joint Component Transitional Housing and Rapid Rehousing/Youth Demonstration Program Bridge Housing: \_\_\_\_\_
  - Supportive Services Only: \_\_\_\_\_
  - Other (please specify) \_\_\_\_\_
3. Please describe all current HMIS activities within the CoC, including training, monitoring and evaluation, data management, and reporting. [e-snaps 3B.1]
4. Describe HMIS current data standards (e.g., collection of Universal Data Elements) and abilities, including the ability to un-duplicate client records. [e-snaps 4A.1-8]
5. How does HMIS work with the CoC's Coordinated Entry System?
6. Provide any additional notes on Project Description you would like evaluators to know.

### II. Project Approach and Alignment with Policy Priorities

7. Explain how HMIS promotes a system-wide Housing First or Low Barriers model or approach.
8. How does the agency use HMIS data to advance racial equity in the CoC?
9. How does HMIS work to promote cost-effectiveness within the CoC?
10. Explain how HMIS leverages partnerships, community resources, and coordination with healthcare, housing, and service agencies to meet system needs.
11. How did HMIS respond to the COVID-19 pandemic, and what plans are in place long-term (e.g., assisting providers with vaccination and testing records)?
12. Provide any additional notes on Project Approach and Alignment with Policy Priorities you would like evaluators to know.

### III. Monitoring

13. Has this program been monitored by HUD since 1/1/2018?
14. Are there any unresolved HUD monitoring findings related to this HUD CoC Program project or other HUD funded projects within your agency?  
 Yes\*  
 No
15. Are there any unresolved audit findings related to this project or any other HUD funded project in your agency?  
 Yes\*  
 No
16. \*If yes, was your agency on a Corrective Action Plan?  
 Yes\*  
 No
17. \*If yes, was the HUD Corrective Action Plan resolved by the deadline?  
 Yes  
 No\*
18. \*If not, why not?
19. Are you currently on a Corrective Action Plan with HUD or the CoC?  
 Yes  
 No
20. Provide any additional notes on Monitoring that you would like evaluators to know.

#### **IV. Program Finances and Grant Expenditure**

21. Did this project expend 100% of awarded HUD funds for the grant most recently ended?
22. What is the average unspent amount from the three most recently completed renewal grant years? (If grant has not yet been renewed, enter "n/a")
23. Has the applicant secured AND documented a match of at least 25%? If so, please explain what kind of match and if the applicant has ensured that the match source has no stipulations on spending that could affect project funding. If applicant has not secured AND documented a match, please explain why.
24. Provide any additional notes on Program Finances and Grant Expenditure that you would like evaluators to know.

#### **V. Agency Information**

25. Has your agency been financially audited in the last three years?  
 Yes  
 No\*

26. \*If not, why not?
27. Describe any findings or exceptions found in your most recent agency financial audit. Please explain them and any corrective action being taken and whether they have been resolved.
28. Describe the agency's efforts to advance racial equity within the organization, including
  - a. having under-represented individuals in leadership and managerial positions and
  - b. having reviewed internal policies and procedures from an equity lens and developing a plan to ensure that policies do not impose undue barriers on certain groups.
29. Describe the agency's efforts to incorporate the perspectives of people with lived experience into organizational policies and practices, including
  - c. having representation from multiple individuals with lived experience on the Board of Directors and
  - d. having a relational process for receiving and incorporating feedback from individuals with lived experience.
30. Provide any additional notes on Agency Information that you would like evaluators to know.

## **Renewal SSO—CE Project Narrative Questions**

### **I. Project Description**

1. Application Type
  - Renewal Project Application
  - Renewal New Project Application
  - Expansion Project Application
  - DV Bonus Project Application
2. Program Type & Name
  - Permanent Supportive Housing: \_\_\_\_\_
  - Rapid Re-Housing: \_\_\_\_\_
  - Transitional Housing: \_\_\_\_\_
  - Joint Component Transitional Housing and Rapid Rehousing/Youth Demonstration Program Bridge Housing: \_\_\_\_\_
  - Supportive Services Only: \_\_\_\_\_
  - Other (please specify) \_\_\_\_\_

### **II. Planning & Access**

3. How does CES ensure accessibility to all individuals and families seeking homeless and homeless prevention services on O‘ahu?
4. How does CES reach people who are least likely to apply in the absence of special outreach?
5. How does CES ensure access points for sub-populations (including individuals living with disabilities), and how are these access points integrated into the overall CES?
6. How is CES advertised to families and individuals seeking services, particularly those who have the highest barriers? [e-snaps 3B.4.c]
7. Explain policies and procedures for ensuring that the CES process is available to all eligible persons regardless of race, color, national origin, religion, sex, age, familial status, disability, actual or perceived sexual orientation, gender identity, or marital status?
8. How are individuals fleeing domestic violence served through CES?
9. How does CES work with a broad range of organizations across sectors (government, healthcare, etc.)?

### **III. Assessment, Prioritization, & Referrals**

10. Please describe the standardized assessment process and how it is used to direct clients to appropriate housing and services that best fit their needs.
11. How does CES prioritize individuals and families who are most in need of assistance and ensure that they receive it in a timely manner?
12. Describe the referral process, including steps taken to serve clients who fall out of housing or who have an unsuccessful referral. [e-snaps 3B.4.e]

### **IV. Data Management**

13. Describe the CES data management system.
14. Describe how CES works with HMIS to ensure high quality system performance.

### **V. Evaluation**

15. Please describe how CES evaluates the CE process at system and programmatic levels (e.g., meeting with projects regarding intake, assessment, and referral processes AND soliciting feedback from projects and participants regarding the CES process).
16. How has CES adapted to COVID-19 impacts and what long-term plans are in place?



## VI. Monitoring

17. Has this program been monitored by HUD since 1/1/2018?
18. Are there any unresolved HUD monitoring findings related to this HUD CoC Program project or other HUD funded projects within your agency?
- Yes\*
  - No
19. Are there any unresolved audit findings related to this project or any other HUD funded project in your agency?
- Yes\*
  - No
20. \*If yes, was your agency on a Corrective Action Plan?
- Yes\*
  - No
21. \*If yes, was the HUD Corrective Action Plan resolved by the deadline?
- Yes
  - No\*
22. \*If not, why not?
23. Are you currently on a Corrective Action Plan with HUD or the CoC?
- Yes
  - No
24. Provide any additional notes on Monitoring that you would like evaluators to know.

## VII. Program Finances and Grant Expenditure

25. Did this project expend 100% of awarded HUD funds for the grant most recently ended?
26. What is the average unspent amount from the three most recently completed renewal grant years? (If grant has not yet been renewed, enter "n/a")
27. Has the applicant secured AND documented a match of at least 25%? If so, please explain what kind of match and if the applicant has ensured that the match source has no stipulations on spending that could affect project funding. If applicant has not secured AND documented a match, please explain why.
28. Provide any additional notes on Program Finances and Grant Expenditure that you would like evaluators to know.

## VIII. Agency Information

29. Has your agency been financially audited in the last three years?
- Yes

No\*

30. \*If not, why not?
31. Describe any findings or exceptions found in your most recent agency financial audit. Please explain them and any corrective action being taken and whether they have been resolved.
32. Describe the agency's efforts to advance racial equity within the organization, including
  - a. having under-represented individuals in leadership and managerial positions and
  - b. having reviewed internal policies and procedures from an equity lens and developing a plan to ensure that policies do not impose undue barriers on certain groups.
33. Describe the agency's efforts to incorporate the perspectives of people with lived experience into organizational policies and practices, including
  - c. having representation from multiple individuals with lived experience on the Board of Directors and
  - d. having a relational process for receiving and incorporating feedback from individuals with lived experience.
34. Provide any additional notes on Agency Information that you would like evaluators to know.

## Appendix C: Example Budget

Please include the costs that you need – *not limited to the items listed below.*

Line Item	Amount Requested	Match/In-Kind	Total
<b>Personnel</b>			
<b>Benefits</b>			
<b>A. Subtotal Personnel/Benefits</b>			
<b>Non-Personnel</b>			
Rent			
Utilities			
Repair/Maintenance			
Program Materials and Supplies			
Printing			
Participant Costs			
Travel			
Communications			
Contracted Services			
Staff Training			
Equipment			
Rental Assistance/ Leasing			
Other			
<b>B. Subtotal Non-Personnel</b>			
<b>C. Subtotal Direct Costs (A+B)</b>			
<b>D. Indirect Costs @ X%</b>			
<b>E. Total Costs (C + D)</b>			