

**Continuum of Care Debriefing Webinar
February 21, 2008**

** On February 21st, HUD presented a broadcast that provided an oral debriefing of the five major scoring factors of the 2007 COC application, as well as a discussion of the registration process for the 2008 COC application. Please note that the information presented in “*Italics*” is what HUD had provided as an overview prior to the broadcast.

Notes taken by Erica Mulryan of COHHIO

Presenters: Ann Oliva (Special Needs Assistance Program - SNAPS Office Director); Robyn Raysor (SNAPS Deputy Director); Lisa Hill (SNAPS Specialist); Marcy Kinnaman (SNAPS Specialist); and Julie Hovden (SNAPS Specialist).

2007 Debriefing

Overview

- 96% of the U.S. geographic area is now covered by COC
- The grant application process is becoming more competitive.
- Of the 449 COC’s awarded funding – 228 new/renewal; 217 1 year renewal only; 4 new only
- In 2007, 8% of funding went towards new projects (467) for a total of \$186 million
- COC’s have responded to HUD’s request to increase the amount utilized for housing costs and decreased the amount utilized for supportive services – 60% of funds are utilized for housing currently
- 24% of funds were utilized for chronic homeless
- 199 COC’s received the Samaritan Bonus
- 20,000 chronically homeless moved into permanent housing
- 73,000 persons were employed at exit
- 305,000 persons were in Permanent Supportive Housing
- Programs scoring 90.25 and above were funded

Scoring Categories

Scoring Categories	Maximum Score	BOSCOC Score	Average Score
Part I – COC Organizational Structure	8	8	7.58
Part II – COC Housing and Service Needs			
• Needs	7	6.5	* missed
• HMIS	5	4.75	4.2
Part III – COC Strategic Planning	10	7.75	8.1
Part IV – COC Performance			12.7
• Performance	16	13.75	
• Removal of Regulatory Barriers	2	0	
Part V – Emphasis on Housing Activities	12	10	7.9
Exhibit I Competitive Points Subtotal	60	50.75	
Need Points	40	40	

Total COC Score	100	90.75	
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Scoring Summary

Part I: COC Organizational Structure (Possible Score of 8 Points) * Part I score includes applications pages 1-5 of the 2007 Exhibit 1

- Overall they discussed that there were several charts that were not completed correctly – missing information, NA not noted, math was incorrect, charts not filled out
- A. *Lead Organization Chart*
 - *all organizational information must be completely filled out*
- B. *Geography Chart*
 - *geographic area name(s) and 6-digit code(s) within a COC must be included. Failure to list an individual name and code will result in a reduced pro rata need amount.*
- C. *Groups and Meetings Chart*
 - *One COC Primary Decision-Making Group and multiple COC committees, sub-committees, workgroups, etc. must be listed, including the role of each.*
 - *Meeting frequency and number of organizations must be filled out with an appropriate meeting frequency and size as related to the size of your COC.*
- D. *Planning Process Organizations Chart*
 - *A broad and inclusive list of Public Sector Organizations, Private Sector Organizations, and all subpopulations must be actively participating in COC planning. This chart should include Geographic Area Represented and Subpopulation Represented. Insufficient information on this chart will result in a lower score.*
 - *One or more specialized subpopulations for each organization should be clearly identified. Homeless subpopulations were disregarded if the chart identified “general” or “all”.*
- E. *Governing Process Chart*
 - *A response to each question earned full credit for this chart*
- F. *Project Review and Selection Chart*
 - *A COC must check all boxes, as applicable, for Open Solicitation, Objective Rating Measures & Performance Assessment and Voting/Decision System.*
 - *COCs need to show that the process of selection is open, fair and transparent*
- G. *Written Complaints Chart*
 - *COCs must indicate “yes” or “no” if any written complaints have been received in the last 12 months prior to the application deadline. If “yes,” adequate description of the complaint(s) and how each was resolved must be included. COCs need to remember, complainants usually send copies of complaints to HUD as well as the COC.*

Part II: COC Housing and Service Needs (Possible Score of 12 Points) * Part II Score includes applications pages 6-15 of the 2007 Exhibit 1

- H. *Services Inventory Chart*
 - *All service provider organization names within a COC should be included in this chart. The appropriate column(s) corresponding to the service(s) provided by the*

organization must be checked. All or most of the listed prevention, outreach, and supportive services should be available within a COC.

I. Housing Inventory Charts

- *The charts Emergency Shelter, Transitional Housing and Permanent Housing should describe all housing in the COCs Inventory, New Inventory in Place in 2006, Inventory Under Development in 2007.*
- *All data should be included and calculations should be correct. All cells must be filled in, or if N/A put a zero or N/A. Every COC should have something in Current Inventory but not all COCs will have New Inventory or Under Development Inventory.*
- *Unmet need rows should include subcategories (at least: units, family beds, and individual beds) for relevant unmet need columns.*
- *Family units not listed, when there were family beds listed; target population missing; missing information in boxes; HMIS/Geocodes missing data; HMIS data overstated*

J. Housing Inventory Sources and Methods

- *A COC must check all boxes and provide all the information as applicable.*

K. Homeless Population and Subpopulations Chart

- *Part 1 and Part 2 of the chart must be completed using statistically reliable, unduplicated counts or estimates of homeless persons sheltered and unsheltered at a one-day Point-In-Time Count that was conducted during the last seven days of January, 2007. All calculations must be correct.*
- *All communities that requested waivers for PIT Count dates – were given waivers.*

L. Population and Subpopulations Data Sources and Methods

- *A COC must check all boxes and provide all the information as applicable.*

M. HMIS

- *These charts should have been completed in conjunction with the lead agency responsible for the continuum's HMIS. A COC must check all boxes and provide all the information as applicable.*

Part III: Strategic Planning (Possible Score of 10 Points) * Part III score includes applications pages 16-23 of the 2007 Exhibit 1.

N. 10-Year Plan, Objectives, Action Steps Chart

- *Local Action Steps should be directly linked to each objective. If action steps are poorly linked, too general, or not clearly stated scoring was reduced. Actions steps should be specific, not general or broad statements. All steps should be accomplished in the next 12 months.*
- *A single Lead Person should have been identified as accountable for accomplishing each objective.*
- *Baseline and Numeric Achievements should be numeric values, for example 100 beds, 12 new agencies in HMIS, etc.*
- *Objectives were not measurable; measurable achievements should have numeric value; only list 1 responsible party as lead*

O. Discharge Planning Policy Chart

- A COC must fill out this chart for each category of publicly funded institution or system of care in your COC and identify the level of development of a discharge planning protocol, policy, plan, or process.
- If “yes” is answered on the chart for “Formal Protocol Implemented” a higher score is given than if “yes” is marked for “Formal Protocol Finalized” etc.
- If the boxes for either “Formal Protocol Implemented,” “Formal Protocol Finalized,” or “Protocol in Development” are checked, a narrative must be included. An unacceptable protocol is one that is missing or one that includes discharging clients into the McKinney-Vento funded COC system.
- If a weak, unacceptable, vague, or unclear narrative were given for “Formal Protocol Implemented,” “Formal Protocol Finalized,” or “Protocol in Development” scores were lowered to a more appropriate category.
- *Formal Protocol Implemented* – this is when a protocol is in place, agreed to and is being executed by the institution and the Continuum providers.
- *Formal Protocol Finalized* – this should identify that a protocol has been agreed upon but not yet implemented or activated.
- *Protocol Development* – a “yes” in this category indicates that the protocol is being developed. It has not been finalized or implemented.
- *Initial Discussion* – a “yes” in this category indicates there has been no discussion to initiate the development of a protocol.
- COCs not routinely explaining their process to ensure that individuals are not discharged to the streets/homeless

P. *Coordination Chart*

- The COC Coordination Chart is designed to evaluate the basics of COC coordination with diverse stakeholders. The need for a COC to coordinate with multiple funding sources and multiple strategic planning groups is imperative. In general, affirmative (YES) answers to these questions signify better COC coordination.
- HUD feels that there is a “high-level” of coordination

Q. *Project Priorities Chart*

- This chart includes the major categories of COC Name/Number, Applicants, Project Sponsors, Project Names, Priority Numbers, Project Amounts, Project Terms, Component Types and S+C Renewals. Errors found in any of these categories may have resulted in a lower score. Every effort should be made to avoid a mistake.
- Math errors; not indicating component type

R. *Pro Rata Need Reallocation Chart*

- If a COC is utilizing pro rata need reallocation this chart must be filled out numerically correct. An explanation of the open decision making process the COC used to reduce and/or eliminate projects must be included.

S. *Project Leveraging*

- Project leveraging includes cash and non-cash resources your COC projects bring to the table. This is a computer-generated score; the more written commitments projects have, the higher the score. If leveraging is 200% of the priority chart requested amount then full credit was given.

- COCs that showed 200% or greater leveraged funds received full credit; COCs that showed 100-199% leveraged funds received half credit

T. Renewal Projection Chart

- *This chart must be filled out with funding amounts for all renewal projects projected into the future. This should include information regarding renewal projections for the years listed on the chart.*

Part IV: Performance (Possible Score of 18 Points – includes 2 points for Removal of Regulatory Barriers) * Part IV score includes applications pages 24-28 of the 2007 Exhibit 1. ** Note: Removal of Regulatory Barriers (2 points) and Housing Emphasis (12 points) are represented separately at the end of this section.

U. Achievements

- *COCs should have clearly stated the 12-month measurable achievements that were provided in Exhibit 1, Chart N of the 2006 application for the five HUD national objectives in 2006. There should be measurable numeric achievements within the last 12 months that are directly related to the measurable achievements and/or HUD's 2006 national objectives.*
- *Data entered in to chart were not from 2006 data; at this point they have not penalized COCs for missing achievement milestones*

V. Chronic Homeless (CH) Progress Chart

- *COCs actively concerned about the progress made in reducing chronic homeless should be able to show a reduction in the number of chronically homeless between 2006 and 2007.*
- *2007 CH number should match the CH number in homeless subpopulations in Chart K. COCs should indicate the total number of new permanent housing beds that became available for occupancy for the chronically homeless between February 1, 2006 and January 31, 2007, as well as the amount of funds from each funding source listed on the chart.*
- *Chart K and I should be the same as what is in this chart; there should be signs of an increase number of chronically homeless beds and a decrease in the number of chronically homeless persons – COCs that did not see a reduction in the number of chronically homeless were given partial credit if they were able to give an explanation as to the reason for the increase*

W. & X. Housing Performance Chart and Mainstream Programs and Employment Performance Chart

- *These two sections assess APR housing and services data for which clients move to permanent housing, access mainstream services and gain employment as compared to the national objectives. Points can be gained or lost compared to how a COCs percentage are above or below the national objectives. The percentages for the national objectives for permanent housing, transitional housing, and employment are given in Chart N.*
- *Both the goals of individuals moving from transitional housing to permanent housing and those maintaining permanent housing outcomes were exceeded nationwide. The employment goal at exit came close to being met.*

Y. Mainstream Programs Chart

- *This is a computer-generated score based on the number of activities being implemented by the COC. The more activities, the higher the score.*
- Z. *Unexecuted Grants*
- *COCs should include any unexecuted grants prior to the 2006 competition (2005 and back) that remain unexecuted as of the 2007 competition deadline date.*
 - *There is a concern with the amount of unexecuted grants; HUD is completing a report to give to Congress regarding same and there are concerns that allocation may be reduced – those with unexecuted grants need to work with field office*
- AA. *Energy Star Chart*
- *A COC must indicate if projects have been informed about the Energy Star Initiative and at what percentage of projects are using Energy Star appliances.*
- AB. *Section 3 Employment Policy Chart*
- *Read carefully and follow the instructions for checking the appropriate boxes.*

Removal of Regulatory Barriers (Possible Score 2 Points)

- *COCs need to submit “Yes or No type” questionnaire from HUD 23700.*
- *Only Part A or Part B needed to be submitted, not both. Part A is for cities or counties that have regulatory authority. Part B is for state agencies, small towns, or other incorporated areas with no regulatory authority.*
- *Communities that are following HUD’s initiative on removal of regulatory barriers will score higher than communities that are only partially, or not at all, following the initiative.*
- *Forms were not completed correctly; questions were not answered*

Part V: Housing Emphasis (Possible Score 12 Points)

- *This is a computer-generated score that compares the ratio of approvable housing dollars to approvable service dollars. Housing dollars (e.g., acquisition, new construction, rehabilitation, leasing, and operations) are compared to service dollars in the projects that receive 40 points for Need.*
- *To improve this score a COC must increase the dollars spent on housing activities and decrease the dollars spent on service activities.*
- *HMIS and Administration dollars are not included in this calculation.*
- *HUD does not expect that this will be a 100% outcome – they understand that there is a need for supportive services funding to assist people to secure/maintain housing*

All dollars in SPC renewals are included as housing dollars as well as all dollars in Section 8 SRO projects.

Interventions to increase local scores

- *Ensure that projects for which funding is requested is within the pro-rata need and the hold-harmless need – there were COC’s not funded due to asking for funding above their need ratios*
- *May wish to consider moving projects to re-allocate funding*
- *May wish to shift up to 10% of funding from services to housing*

- May wish to decrease amount of supportive services funding
- May wish to change to 1-year renewals

2008 Preview

- SNAPS' is laying the groundwork to become more efficient – would like to be able to get the funding out more quickly. They request that people be patient with them and “not panic” – that there will be a learning curve for them.
- There will be a later application start date and submission date, while still having a December 2008 announcement
- This will not be incorporated into the www.grants.gov program – this will be an outside website
- It will be an on-line data system, that will enter data directly into a database for HUD
- Exhibit I and II may look different
- There will be no paper application, unless there is a written request for a waiver and HUD replies with a written approval of that waiver (highly unlikely) – it will all need to be completed in written form if the COC is approved for same (will not be able to do part of it electronically and part of it written)
- No fax copies will be accepted
- April 2008 – there will be an online COC Registration Training – will be able to see the screens for the data entry website
- June 2008 – there will be an Exhibit I and II training module
- For documents that have signatures, they will need to be scanned into a PDF document and attached to the electronic submission; the system will accept Word and Excel documents also – there may be some other documents that will need to be attached to the electronic submission
- Both the applicant and sponsor will need to have a DUN's Number – if either entity has multiple locations – make sure the 4 digit extension is listed
- New – Central Contractor Registration – must register prior to starting the application process – need to register early – this may take weeks to confirm the registration – to register go to www.ccr.gov
- New – COC Registration - beginning in May, COC's will need to register on-line – need to identify lead organization, primary/secondary contacts, and geographic areas served (there will be an area to “click/select” the geographic areas) – this will only be open for COC's to register for 2 months – must be completed by June 30th – if not registered, you will not be able to apply for funding and you will not receive funding. HUD will send verification of registration.
 - Each COC and each applicant organization will need at least one person to request an ID/password to gain access to the new on-line system ** suggested at least two from each COC and applicant organization have access
 - The COC will be notified when this process is ready to begin
- New – Grant Inventory Process – HUD field office will send information to each COC regarding information they have on grants that will expire in 2009 or 2010

and any unexecuted grants. This will need to be reviewed and checked for accuracy. By May 9th the information will need to be returned to the field office with any concerns, issues, errors. Field office will make changes and will again need reviewed for accuracy – will need to confirm with field office that it has been approved/corrected.

- Information from today's debriefing will be on the Homeless Resource Exchange – http://hudhre.info/documents/2007_debrief_summary.pdf

Questions and Answers – please note these are paraphrased

- Q – only applying for renewals, how important is it to do a complete Chart F? A – all charts are scored consistently between new/renewal projects; need to complete ranking and review process the same no matter if new or renewal projects.
- Q - regarding chart K, what needs to be completed? A – All boxes need to be filled out, except those marked as optional; need to ensure that the math is correct; need to ensure that the date box is completed and all information in the columns are completed
- Q – COC has been below funding line last 3 years, what should we do? A – needs to be a local decision, but may wish to merge with a successful COC; may wish to weigh the time/effort being put into new project proposal to determine local capacity
- Q – Last 2 renewal projects were not funded, why? A – most likely due to the amount requested being above the preliminary pro-rata need and/or hold harmless need
- Q – Our application was rejected, field office said they couldn't tell us why. How can we find out what was wrong? A – field office should be able to tell why not funded – but could be due to ineligible applicant, ineligible population, or the quality of the project not being up to NOFA standards
- Q – New COC, how do we register to request funds? A – All COC's will need to complete the registration process. New COC's will need to contact field office so that the HUD staff can provide a COC name and number
- Q – Do sponsors need a DUN's number? A – All Applicants and Sponsors will need a DUN's number. Sponsors will not enter any data into the database – applicants will need to obtain the sponsor's DUN's number so that they can enter it.
- Q – Small COC wanting to merge with larger COC – how do we do this? A – Larger COC will register with HUD online and include the new geographic area.