



FY 2021 HUD COC PROGRAM COMPETITION LOCAL APPLICATION PROCESS GUIDE

Overview

The Michigan Balance of State Continuum of Care (MIBOSCOC), additionally known as MI-500, is a participant in the national annual funding competition for HUD Continuum of Care Program funding to support the efforts of MIBOSCOC to end homelessness within its 61 member counties.

As part of the nationwide competition for funding, MIBOSCOC will conduct a “local application process” to determine which potential housing projects will be submitted to HUD for consideration for funding. MIBOSCOC strives to create a fair and accessible process with the aim of funding the housing projects that will best serve those experiencing homelessness within the geographic area of MIBOSCOC.

All updates, forms, or other pertinent information related to the competition will be posted on the website for MIBOSCOC at <http://www.miboscoc.com/hud-fy21-coc-program-competition.html>. The CoC Coordinator will remain available to answer questions potential applicants may have but will not advise project applicants in a way that may give any one applicant an advantage over any other.

As of this publication date, the HUD Notice of Funding Opportunity (NOFO) for the CoC Program Competition has not been released. Therefore, there are several areas within this guide that will note where an item is subject to change pending the NOFO’s release. As more information is known, additional guidance will also be made available.

Priorities

The priorities of MIBOSCOC for the FY2021 Competition were shared and affirmed at the May 13, 2021 Governance Council meeting. They are as follows:

- 1) Strengthening of CoC infrastructure projects. This includes investments in HMIS and Coordinated Entry to improve supporting functions.
- 2) Ensuring all Bonus funding available is sought in quality applications.
- 3) Ranking processes will consider the application’s overall competitiveness in selecting and ranking projects.

Available Funding

MIBOSCOC expects approximately \$403,383 available for new or expansion applications through the reallocation process. Additionally, the combined renewal projects anticipated equal approximately \$9,083,878.

Traditionally high performing projects may seek expansion to their existing grants if allowed in the NOFO.

Eligible Projects and Applicants

This year, tribal organizations are eligible to apply and are encouraged to do so in the new and bonus project categories.

All projects currently receiving HUD CoC Program Funds are eligible for renewal, providing they have continued to meet HUD thresholds for funding.

At this time, it is anticipated that HUD will allow applications for new projects in the following categories:

- Rapid Re-Housing for literally homeless households
- Permanent Supportive Housing for literally homeless households
- Joint Component Transitional Housing/Rapid Rehousing for literally homeless households
- HMIS for the CoC HMIS Lead Agency
- Coordinated Entry as an expansion of the existing project

Service providers with interest in developing a project in the first three categories are encouraged to work with their Local Planning Bodies in determining need and scope.

Project Requirements

New projects must meet all HUD funding thresholds for new projects. Additional information will be made available as the New and Bonus Project Applications are released.

Project applicants are advised that HUD requires a 25% match of cash (project funding) or in kind (donations, volunteer time) for all funds requested except leasing funds. (CFR 578.73)

All applicants are encouraged to become familiar with HUD funding requirements. New materials are being released by HUD as Virtual Binders, see Resources section for links.

Application Process

The renewal application process occurs first, to determine the amount of funding expected for reallocation into new projects. However, the CoC reserves the right to reallocate more funds into new project applications, if the new project application is determined to be in the best interest of ending homelessness.

Along with a completed local application, applicants will need to submit an Annual Performance Report (APR) for the project or a similar project, and any monitoring or audit documentation for the specified timeframe.

Applicants should answer the questions and supply an APR for the most recent, completed, grant year for the project. If the project is a first-year renewal and has not completed a grant year, a partial operation year can be submitted, and this will be considered in scoring and ranking.

It is expected that this year, many most recent, completed grant years, will have had some operating months within the COVID-19 pandemic. While scoring will not be adjusted on the application, the number of months the project operated within the pandemic will be considered in weighting those scores. For example, if one project scored within the 5 point range for income growth but only had two months within the pandemic, and another scored within the 2.5 point range but had 10 months within the pandemic, additional consideration will be given to the second project in its ranking, i.e. it would not be ranked below the first project based only on this criteria.

Once made available in eSnaps, the HUD Project Applications will be due for completion by applicants as well. Failure to complete and submit an application in eSnaps by the stated deadline can result in the project not being included in the final submission to HUD for funding. This deadline includes deadlines to correct any errors if the application had been sent back for amending.

Scoring, Rating, and Ranking

All projects will be scored according to the supplied scorecard. In the case of renewal projects, applicants should have a clear idea of how their project will score. Because these projects are objectively scored according to performance, only one reviewer is necessary. Following the scoring, the HUD Application and Evaluation Committee will meet to discuss any additional criteria, such as adjustments due to the pandemic or shortened operating years.

Please note that if answer is known to be incorrect on the application, as proven by the included APR, the score will correspond to the correct answer rather than the given one. This will occur whether the correction is in benefit or detriment to the application score. For example, the APR shows that 95% of participants exited to permanent housing destinations, but the application answer reads 59%. In this case, the project will be scored for the correct 95% outcome. If the applicant is aware their answer does not align with the APR, this should be noted and explained within the narrative space in the application.

Due to their more subjective nature, new and bonus projects will be scored by a minimum of three reviewers and the scoring averaged and discussed within a committee meeting.

In the event that a question does not apply to a project's performance (question about leavers and there were no leavers, etc) that question will be set aside and not counted toward available points a project was able to earn. The percentage of points earned of those available will be considered in ranking.

The HUD Application and Evaluation Committee is then tasked with ranking projects to place projects in ranked order into a Tier 1 and Tier 2. Tier 1 projects are those considered most likely to retain their funding in the event the CoC Consolidated Application scores too low for all projects to be renewed.

While straight scores (percentage of total earned) will be the first consideration in ranking, the Committee must consider additional factors in line with the previously stated priorities of the CoC. This includes the overall importance of the project for the CoC to conduct critical functions, such as operating HMIS or Coordinated Entry, and the impact on homelessness overall (eg. how many people does the project house).

The score a project earned will be sent to the project applicant in writing in advance of the ranking process. Ranking will not occur until the new and bonus project applications have been received and scored.

Appeals

If an applicant disagrees with the score a project has received, they will be given an opportunity to appeal the decision in writing. An Appeals Committee will be assembled consisting of one member from the original Application and Evaluation Committee, and additional members from

outside the Balance of State CoC. Appeals will receive a written response before ranking occurs as well.

Questions

Applicants should direct all questions to the Coordinator, Jesica Mays, at coordinator@miboscoc.com. Answers given cannot give the applicant an undue advantage over other applicants, and the question and answer may be shared with all applicants as needed. Questions on the Permanent Housing Renewal Application must be received before 12:00 PM ET on July 27, 2021 to receive an answer before the **application deadline of 5:00 PM ET July 29, 2021.**

Links to HUD Resources

[Eligible Expenses Binder for CoC Program](#)

[CoC Program Laws, Regulations and Notices](#)