

## **Before Starting the CoC Application**

The CoC Consolidated Application consists of three parts, the CoC Application, the CoC Priority Listing, and all the CoC's project applications that were either approved and ranked, or rejected. All three must be submitted for the CoC Consolidated Application to be considered complete.

The Collaborative Applicant is responsible for reviewing the following:

1. The FY 2019 CoC Program Competition Notice of Funding Available (NOFA) for specific application and program requirements.
2. The FY 2019 CoC Application Detailed Instructions which provide additional information and guidance for completing the application.
3. All information provided to ensure it is correct and current.
4. Responses provided by project applicants in their Project Applications.
5. The application to ensure all documentation, including attachment are provided.
6. Questions marked with an asterisk (\*), which are mandatory and require a response.

## 1A. Continuum of Care (CoC) Identification

### Instructions:

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions.

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#### Resources:

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**1A-1. CoC Name and Number:** CA-612 - Glendale CoC

**1A-2. Collaborative Applicant Name:** City of Glendale/Glendale Housing Authority

**1A-3. CoC Designation:** CA

**1A-4. HMIS Lead:** City of Glendale/Glendale Housing Authority

## 1B. Continuum of Care (CoC) Engagement

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**1B-1. CoC Meeting Participants.**

**For the period of May 1, 2018 to April 30, 2019, applicants must indicate whether the Organization/Person listed:**

- 1. participated in CoC meetings;**
- 2. voted, including selecting CoC Board members; and**
- 3. participated in the CoC’s coordinated entry system.**

Organization/Person	Participates in CoC Meetings	Votes, including selecting CoC Board Members	Participates in Coordinated Entry System
Local Government Staff/Officials	Yes	Yes	Yes
CDBG/HOME/ESG Entitlement Jurisdiction	Yes	Yes	Yes
Law Enforcement	Yes	Yes	Yes
Local Jail(s)	Yes	Yes	Yes
Hospital(s)	Yes	Yes	Yes
EMS/Crisis Response Team(s)	Yes	Yes	Yes
Mental Health Service Organizations	Yes	Yes	Yes
Substance Abuse Service Organizations	Yes	Yes	Yes
Affordable Housing Developer(s)	Yes	Yes	Yes
Disability Service Organizations	Yes	Yes	Yes
Disability Advocates	Yes	Yes	Yes
Public Housing Authorities	Yes	Yes	Yes
CoC Funded Youth Homeless Organizations	Yes	Yes	Yes
Non-CoC Funded Youth Homeless Organizations	Yes	Yes	Yes

Youth Advocates	Yes	Yes	Yes
School Administrators/Homeless Liaisons	Yes	Yes	Yes
CoC Funded Victim Service Providers	Yes	Yes	Yes
Non-CoC Funded Victim Service Providers	Yes	Yes	Yes
Domestic Violence Advocates	Yes	Yes	Yes
Street Outreach Team(s)	Yes	Yes	Yes
Lesbian, Gay, Bisexual, Transgender (LGBT) Advocates	Yes	Yes	Yes
LGBT Service Organizations	Yes	Yes	Yes
Agencies that serve survivors of human trafficking	Yes	Yes	No
Other homeless subpopulation advocates	Yes	Yes	Yes
Homeless or Formerly Homeless Persons	Yes	Yes	Yes
Mental Illness Advocates	Yes	Yes	Yes
Substance Abuse Advocates	Yes	Yes	Yes
Other:(limit 50 characters)			
Alfred Hernandez	Yes	Yes	Yes
George Murray	Yes	Yes	Yes

**1B-1a. CoC’s Strategy to Solicit/Consider Opinions on Preventing/Ending Homelessness.**

**Applicants must describe how the CoC:**

- 1. solicits and considers opinions from a broad array of organizations and individuals that have knowledge of homelessness, or an interest in preventing and ending homelessness;**
- 2. communicates information during public meetings or other forums the CoC uses to solicit public information;**
- 3. takes into consideration information gathered in public meetings or forums to address improvements or new approaches to preventing and ending homelessness; and**
- 4. ensures effective communication with individuals with disabilities, including the availability of accessible electronic formats, e.g., PDF. (limit 2,000 characters)**

Glendale CoC solicits and considers diverse input by hosting public meetings announced on the City of Glendale website and via email to the CoC list serve. These include monthly CoC Collaborative , Outreach, parks commission, CDBG commission, city council, WIA, DPSS and quarterly regional CES Council and REHAC Board meetings. CoC leadership rotates annually. The breadth of participation is documented by sign in meetings, meeting minutes. Since some homeless persons often have difficulty making these meetings, CoC solicits feedback from clients. Ascencia conducts a monthly report on client experience and helps to improve service delivery through CES process. CoC engages with divers perspective by engaging membership with other local coalitions, including the healthier coalition, hospitals, fire department, law enforcement and school district. Meeting agendas are published through out the various work groups including all the sub-population, its accessible via email, on City's website, posted at community centers and send out by Parks weekly/monthly

news communication.

### **1B-2. Open Invitation for New Members.**

**Applicants must describe:**

- 1. the invitation process;**
  - 2. how the CoC communicates the invitation process to solicit new members;**
  - 3. how the CoC ensures effective communication with individuals with disabilities, including the availability of accessible electronic formats;**
  - 4. how often the CoC solicits new members; and**
  - 5. any special outreach the CoC conducted to ensure persons experiencing homelessness or formerly homeless persons are encouraged to join the CoC.**
- (limit 2,000 characters)**

CoC Membership is open to any stakeholders willing to actively participate in and support community wide strategies to prevent and end homeless sin the public and widely advertised via the CoC's website and through email invitation. All CoC members and CoC board continue to recruit and engage new members. CoC staff identifies and handles membership gaps in the CoC meetings and coordinate quarterly meetings. Staff, council and advocate also attend the various meetings and council. CoC recruits homeless alumni and actively homeless person to participate through outreach efforts, during annual homeless connect, count and the board meetings.

### **1B-3. Public Notification for Proposals from Organizations Not Previously Funded.**

**Applicants must describe:**

- 1. how the CoC notifies the public that it is accepting project application proposals, and that it is open to and will consider applications from organizations that have not previously received CoC Program funding, as well as the method in which proposals should be submitted;**
  - 2. the process the CoC uses to determine whether the project application will be included in the FY 2019 CoC Program Competition process;**
  - 3. the date(s) the CoC publicly announced it was open to proposal;**
  - 4. how the CoC ensures effective communication with individuals with disabilities, including the availability of accessible electronic formats; and**
  - 5. if the CoC does not accept proposals from organizations that have not previously received CoC Program funding or did not announce it was open to proposals from non-CoC Program funded organizations, the applicant must state this fact in the response and provide the reason the CoC does not accept proposals from organizations that have not previously received CoC Program funding.**
- (limit 2,000 characters)**

The CoC issues Requests for Proposals/Qualifications (RFP/RFQ) using open solicitation methods for new entities. This is handled through CoC outreach to faith based organizations, new paper notices, announcement at city council, parks, CDBG and CoC Board Commission meetings, including all various coalitions. RFP was issued in July with application deadline. RFP was posted

on social media, LinkedIn, city's website, purchasing procurement announcements and other marketing resources. During CoC meeting, opportunity for new funding and new agency recruitment occurs to broaden the involvement of all stakeholders not just in City of Glendale, rather entire SPA 2. CoC is part of the San Fernando Valley Councils of Government and during these meetings all entities in SPA are informed and received notifications for all public funding.

# 1C. Continuum of Care (CoC) Coordination

## Instructions:

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## 1C-1. CoCs Coordination, Planning, and Operation of Projects.

**Applicants must select the appropriate response for each federal, state, local, private, other organizations, or program source the CoC included in the planning and operation of projects that serve individuals experiencing homelessness, families experiencing homelessness, unaccompanied youth experiencing homelessness, persons who are fleeing domestic violence, or persons at risk of homelessness.**

Entities or Organizations the CoC coordinates planning and operation of projects	Coordinates with Planning and Operation of Projects
Housing Opportunities for Persons with AIDS (HOPWA)	Yes
Temporary Assistance for Needy Families (TANF)	Yes
Runaway and Homeless Youth (RHY)	Yes
Head Start Program	Yes
Funding Collaboratives	Yes
Private Foundations	Yes
Housing and services programs funded through U.S. Department of Justice (DOJ) Funded Housing and Service Programs	Yes
Housing and services programs funded through U.S. Health and Human Services (HHS) Funded Housing and Service Programs	Yes
Housing and service programs funded through other Federal resources	Yes
Housing and services programs funded through State Government	Yes
Housing and services programs funded through Local Government	Yes
Housing and service programs funded through private entities, including foundations	Yes
Other:(limit 50 characters)	
Ascencia	Yes

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**1C-2. CoC Consultation with ESG Program Recipients.**

Applicants must describe how the CoC:

1. consulted with ESG Program recipients in planning and allocating ESG funds;
2. participated in the evaluating and reporting performance of ESG Program recipients and subrecipients; and
3. ensured local homelessness information is communicated and addressed in the Consolidated Plan updates.

(limit 2,000 characters)

The Consolidated plan jurisdiction, the City of Glendale, through the Consolidated Plan Coordinator consults with the CoC semi-annual to identify and collaborate on homeless needs and services for the development of the City's Consolidated Plan and the Annual Action Plan. During the annual meeting, CoC reports the ESG program performance and the outcomes, this is done through CAPER, IDIS, and recently the submission via SAGE. The CSP manager in charge of the Continuum continues to collaborate and update the CAPER and all new homelessness information is updated as reported to HUD.

**1C-2a. Providing PIT and HIC Data to Consolidated Plan Jurisdictions.** Yes to PIT

Applicants must indicate whether the CoC provided Point-in-Time (PIT) and Housing Inventory Count (HIC) data to the Consolidated Plan jurisdictions within its geographic area.

**1C-2b. Providing Other Data to Consolidated Plan Jurisdictions.** Yes

Applicants must indicate whether the CoC ensured local homelessness information is communicated to Consolidated Plan Jurisdictions within its geographic area so it can be addressed in Consolidated Plan updates.

**1C-3. Addressing the Safety Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors.**

Applicants must describe:

1. the CoC's protocols, including protocols for coordinated entry and the CoC's emergency transfer plan, that prioritize safety and incorporate trauma-informed, victim-centered services; and
2. how the CoC, through its coordinated entry, maximizes client choice for housing and services while ensuring safety and confidentiality.

**(limit 2,000 characters)**

CoC has two main entry for DV programs, YWCA of Glendale and Door of Hope programs. YWCA's crisis hotline is the main CES tool to refer and assist clients experiencing for fleeing domestic violence. Families are provided safety transfers to the shelter, shelter coordinators work with family. The current shelter has 12 beds, recently expanded from 10 to 12, and serves over 50 un-duplicated household . The Housing Navigator both at YWCA and DOH continue to provide safe housing opportunity and ensure client confidential and safety. All DV clients are entered in IT system comparability to HIMS and submit quarterly reporting to City.

**1C-3a. Training–Best Practices in Serving DV Survivors.**

**Applicants must describe how the CoC coordinates with victim services providers to provide training, at least on an annual basis, for:**

- 1. CoC area project staff that addresses safety and best practices (e.g., trauma-informed, victim-centered) on safety and planning protocols in serving survivors of domestic violence; and**
- 2. Coordinated Entry staff that addresses safety and best practices (e.g., Trauma Informed Care) on safety and planning protocols in serving survivors of domestic violence.**

**(limit 2,000 characters)**

The CoC will coordinate with the YWCA Glendale Domestic Violence Program for training and technical assistance. The YWCA Glendale offers a range of free trainings, presentations, activities and workshops that help build awareness of domestic violence issues as well as current and emerging thinking on how we can best respond to the complex challenges faced by those who have experienced or struggle with intimate partner violence. YWCA Glendale offers two 40-hour Domestic Violence Counselor Training's per year for staff, volunteers and community members who are looking to offer direct support to survivors of domestic violence or to better understand domestic violence. Training participants have an opportunity to learn about domestic violence, explore the newest thinking in the field, and join in the overall effort to continuously improve our responses to all who are affected by domestic violence. Topics include are as followed: The Context of our Work, History of Domestic Violence, Experiences of DV Survivors Pt. I and II, Cultural Humility, Service Interventions, Confidentiality and Mandated Reporting, Secondary Trauma and Self-Care, Peer Counseling, IPV Prevention, Children and IPV and Abuse, Teen Dating Violence, ACEs and Resiliency, Deconstructing Masculinity, Undocumented Survivor Needs, Domestic Violence and Homelessness, Legal Options for Survivors, Survivor Advocacy, IPV in the Healthcare Setting, and Safety Planning.

**1C-3b. Domestic Violence–Community Need Data.**

**Applicants must describe how the CoC uses de-identified aggregate data from a comparable database to assess the special needs related to domestic violence, dating violence, sexual assault, and stalking.**

**(limit 2,000 characters)**

YWCA of Glendale, Door of Hope and Ascencia provide annual Domestic

Violence Training for serving domestic violence training to our point of entry staff. DV database is used to assess effectiveness and coordination for the CES system. The Continuum relies on specialized domestic violence providers for CoC safety and planning protocols; such as the Emergency transfer plan of Response, which is being developed. The CES sub committee is in the process of designing and implementing a GAPS Analysis/Service Needs Survey that includes the scope of domestic violence. Coordinated Entry policies are specific with safety protocols regarding victims of domestic violence. Upon identification as a victim/survivor choice. No identifying information is entered into HMIS or the CES System.

**\*1C-4. PHAs within CoC. Attachments Required.**

**Applicants must submit information for the two largest PHAs or the two PHAs with which the CoC has a working relationship within the CoC’s geographic area.**

Public Housing Agency Name	% New Admissions into Public Housing and Housing Choice Voucher Program during FY 2018 who were experiencing homelessness at entry	PHA has General or Limited Homeless Preference	PHA has a Preference for current PSH program participants no longer needing intensive supportive services, e.g., Moving On
Glendale Housing Authority	100.00%	Yes-Both	Yes-Both

**1C-4a. PHAs’ Written Policies on Homeless Admission Preferences.**

**Applicants must:**

**1. provide the steps the CoC has taken, with the two largest PHAs within the CoC’s geographic area or the two PHAs the CoC has working relationships with, to adopt a homeless admission preference—if the CoC only has one PHA within its geographic area, applicants may respond for one; or**

**2. state that the CoC does not work with the PHAs in its geographic area. (limit 2,000 characters)**

CoC met with the Glendale PHA and developed the several preferences as follows: Homeless Families and Victims of Domestic Violence, Hate Crimes, or Witness Relocation. The PHA assists families living on the streets, shelters, transitional housing and referred by CoC, including those who are at risk of returning to homelessness and those who are subjected to or victimized by a member of the family or household within the past 60 days. The City of Glendale’s Homeless Continuum of Care must refer the family. The PHA will assist families residing within it’s jurisdiction who are victim(s) of hate crimes if a member of the family has been the victim of one or more hate crimes, and the family has fled or will vacate the unit. A hate crime is actual or threatened physical violence or intimidation that is directed against a person or his property and is based on the person’s race, color, religion, gender, national origin, disability, familial status or sexual orientation and occurred within the last 60 days or is of a continuing nature and has been classified as a hate crime by a law enforcement agency. The PHA will assist families living in or outside the

PHA's jurisdiction determined by local law enforcement or the HUD office as participants of a Witness Relocation Protection Program. These families are referred by CSP Managers who verifies homelessness and advocate on behalf of the homeless household for expedited application and placement in permanent housing through the Section 8 Program.

**1C-4b. Moving On Strategy with Affordable Housing Providers.**

**Applicants must indicate whether the CoC has a Moving On Strategy with affordable housing providers in its jurisdiction.**

Yes

**If "Yes" is selected above, describe the type of provider, for example, multifamily assisted housing owners, PHAs, Low Income Tax Credit (LIHTC) developments, or local low-income housing programs. (limit 1,000 characters)**

The Glendale Housing Authority's Community Development Department has been actively funding and partnership with developers to provide housing for low income and special needs population in the City of Glendale. There are several affordable housing targeting extremely low income, developed by HOME, LMIHAF loaned developers. Currently the CoC is working with the Housing Authority to develop a move on strategy for participants who are able to move onto from PSH to Section 8 and other affordable senior subsidized housing programs and will continue to provide priority and opportunity to those in need.

**1C-5. Protecting Against Discrimination.**

**Applicants must describe the actions the CoC has taken to address all forms of discrimination, such as discrimination based on any protected classes under the Fair Housing Act and 24 CFR 5.105(a)(2) – Equal Access to HUD-Assisted or -Insured Housing. (limit 2,000 characters)**

The CoC has adopted a CoC-wide anti-discrimination policy to ensure that all CoC and ESG funded housing programs are open to all eligible homeless persons regardless of sexual orientation, gender identity, and marital status in accordance with Fair Housing Act and 24 CFR 5.105(a)(2)–Equal Access to HUD-Assisted or HUD-Insured Housing. The CoC conducts an annual CoC-wide training on how to effectively address discrimination based on any protected class under the Fair Housing Act including Title VI of the Civil Rights Act of 1964, Section 504 of the Rehab. Act of 1973 (Section 504), and title II of the Americans with Disabilities Act. This includes affirmatively furthering fair housing by marketing their housing and supportive services to eligible persons regardless of race, color, national origin, religion, sex, age, familial status, or handicap who are least likely to apply in the absence of special outreach, and maintain records of those marketing activities as noted in the CoC Interim Rule. This also includes providing program participants with information on rights and remedies available under applicable federal, State and local fair housing and civil rights laws and complying with accessibility and integrative housing and

services for persons with disabilities also noted in the CoC Interim Rule. The CoC conducts an annual training on how to effectively address discrimination based on any protected class under 24 CFR 5.105(a)(2). Training focuses on 1) ensuring that housing across HUD programs is open to all eligible persons regardless of actual or perceived sexual orientation, gender identity, or marital status; 2) housing is made available without regard to actual or perceived sexual orientation, gender identity, or marital status; and 3) no recipient or subrecipient of HUD funds may inquire about the sexual orientation or gender identity of a potential resident or recipient except for exceptions noted in 24 CFR 5.105.

**\*1C-5a. Anti-Discrimination Policy and Training.**

**Applicants must indicate whether the CoC implemented an anti-discrimination policy and conduct training:**

1. Did the CoC implement a CoC-wide anti-discrimination policy that applies to all projects regardless of funding source?	Yes
2. Did the CoC conduct annual CoC-wide training with providers on how to effectively address discrimination based on any protected class under the Fair Housing Act?	Yes
3. Did the CoC conduct annual training on how to effectively address discrimination based on any protected class under 24 CFR 5.105(a)(2) – Equal Access to HUD-Assisted or -Insured Housing?	Yes

**\*1C-6. Criminalization of Homelessness.**

**Applicants must select all that apply that describe the strategies the CoC implemented to prevent the criminalization of homelessness in the CoC’s geographic area.**

1. Engaged/educated local policymakers:	<input checked="" type="checkbox"/>
2. Engaged/educated law enforcement:	<input checked="" type="checkbox"/>
3. Engaged/educated local business leaders:	<input checked="" type="checkbox"/>
4. Implemented communitywide plans:	<input checked="" type="checkbox"/>
5. No strategies have been implemented:	<input type="checkbox"/>
6. Other:(limit 50 characters)	
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

**1C-7. Centralized or Coordinated Assessment System. Attachment Required.**

**Applicants must:**

- 1. demonstrate the coordinated entry system covers the entire CoC geographic area;**
- 2. demonstrate the coordinated entry system reaches people who are least likely to apply for homelessness assistance in the absence of special outreach; and**
- 3. demonstrate the assessment process prioritizes people most in need of assistance and ensures they receive assistance in a timely manner. (limit 2,000 characters)**

The Glendale CES affirmatively markets housing and supportive services to eligible persons regardless of race, color, national origin, religion, sex, age, familial status, disability, actual or perceived sexual orientation, gender identity, marital status, immigration status, limited English proficiency, or who are least likely to apply in the absence of specialized outreach in order to promote every individual's full and complete participation in CES. CoC covers the entire geographic area, prioritizes participants based on VI-SPDAT tool Scoring to ensure need and assistance is handled in a timely manner.

# 1D. Continuum of Care (CoC) Discharge Planning

**Instructions:**

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**1D-1. Discharge Planning Coordination.**

**Applicants must indicate whether the CoC actively coordinates with the systems of care listed to ensure persons who have resided in them longer than 90 days are not discharged directly to the streets, emergency shelters, or other homeless assistance programs. Check all that apply (note that when "None:" is selected no other system of care should be selected).**

Foster Care:	<input checked="" type="checkbox"/>
Health Care:	<input checked="" type="checkbox"/>
Mental Health Care:	<input checked="" type="checkbox"/>
Correctional Facilities:	<input checked="" type="checkbox"/>
None:	<input type="checkbox"/>

# 1E. Local CoC Competition

## Instructions

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## \*1E-1. Local CoC Competition–Announcement, Established Deadline, Applicant Notifications. Attachments Required.

**Applicants must indicate whether the CoC:**

1. informed project applicants in its local competition announcement about point values or other ranking criteria the CoC would use to rank projects on the CoC Project Listings for submission to HUD for the FY 2019 CoC Program Competition;	Yes
2. established a local competition deadline, and posted publicly, for project applications that was no later than 30 days before the FY 2019 CoC Program Competition Application submission deadline;	Yes
3. notified applicants that their project application(s) were being rejected or reduced, in writing along with the reason for the decision, outside of e-snaps, at least 15 days before the FY 2019 CoC Program Competition Application submission deadline; and	Yes
4. notified applicants that their project applications were accepted and ranked on the CoC Priority Listing in writing, outside of e-snaps, at least 15 days before the FY 2019 CoC Program Competition Application submission deadline.	Yes

## 1E-2. Project Review and Ranking–Objective Criteria.

**Applicants must indicate whether the CoC used the following to rank and select project applications for the FY 2019 CoC Program Competition:**

1. Used objective criteria to review and rank projects for funding (e.g., cost effectiveness of the project, performance data, type of population served);	Yes
2. Included one factor related to improving system performance (e.g., exits to permanent housing (PH) destinations, retention of PH, length of time homeless, returns to homelessness, job/income growth, etc.); and	Yes
3. Included a specific method for evaluating projects submitted by victim services providers that utilized data generated from a comparable database and evaluated these projects on the degree they improve safety for the population served.	Yes

## 1E-3. Project Review and Ranking–Severity of Needs and Vulnerabilities.

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**Applicants must describe:**

**1. the specific severity of needs and vulnerabilities the CoC considered when reviewing and ranking projects; and**

**2. how the CoC takes severity of needs and vulnerabilities into account when reviewing and ranking projects.**

**(limit 2,000 characters)**

Strategy to rapidly rehouse every family in 30 days first includes local housing identification services, which involves assisting families with finding and securing suitable housing and contacting and recruiting landlords for an appropriate housing opportunity. At the same time, Housing Navigators work with families to develop a housing plan to identify family’s needs and preferences while implementing a housing first and low barrier approach to remove barriers to landlord participation. The plan also provides the basis for the initial level of financial assistance and/or supportive services needed. Next, Housing Navigators assist families with financial assistance that includes rent and utility assistance and move-in costs and deposits. A progressive engagement approach is used, wherein families are provided an initial level of assistance typically for six months. Ongoing monitoring and reassessment determines if and when the basic level of assistance should be changed or increased. In order to ensure that families maintain their housing, case managers assist families with connecting them to mainstream and community resources that may include income assistance, employment services, health care, mental health services, and substance use treatment. Case managers do not simply provide referrals. They make sure that families participate in the process so that they will gain the knowledge and skills necessary to maintain the resources and connect and navigate the process for any future resources. Case managers generally work with families for up to six months after rapid rehousing assistance ends. The organization responsible for overseeing the CoC’s RRH strategy is Family Promise and YWCA of Glendale. Responsibility also includes overseeing the CoC’s county-wide coordinated entry system, which operates within a no wrong-door approach. The CES, which is also linked to outreach teams and shelters, helps ensure appropriateness for every eligible family.

**1E-4. Public Postings–CoC Consolidated Application. Attachment Required.**

**Applicants must:**

**1. indicate how the CoC made public the review and ranking process the CoC used for all project applications; or**

**2. check 6 if the CoC did not make public the review and ranking process; and**

**3. indicate how the CoC made public the CoC Consolidated Application—including the CoC Application and CoC Priority Listing that includes all project applications accepted and ranked or rejected—which HUD required CoCs to post to their websites, or partners websites, at least 2 days before the FY 2019 CoC Program Competition application submission deadline; or**

**4. check 6 if the CoC did not make public the CoC Consolidated Application.**

Public Posting of Objective Review and Ranking Process		Public Posting of CoC Consolidated Application including: CoC Application, CoC Priority Listing, Project Listings	
1. Email	<input checked="" type="checkbox"/>	1. Email	<input checked="" type="checkbox"/>
2. Mail	<input type="checkbox"/>	2. Mail	<input type="checkbox"/>
3. Advertising in Local Newspaper(s)	<input type="checkbox"/>	3. Advertising in Local Newspaper(s)	<input type="checkbox"/>
4. Advertising on Radio or Television	<input type="checkbox"/>	4. Advertising on Radio or Television	<input type="checkbox"/>
5. Social Media (Twitter, Facebook, etc.)	<input type="checkbox"/>	5. Social Media (Twitter, Facebook, etc.)	<input type="checkbox"/>
6. Did Not Publicly Post Review and Ranking Process	<input type="checkbox"/>	6. Did Not Publicly Post CoC Consolidated Application	<input type="checkbox"/>

**1E-5. Reallocation between FY 2015 and FY 2018.**

**Applicants must report the percentage of the CoC’s ARD that was reallocated between the FY 2015 and FY 2018 CoC Program Competitions.**

**Reallocation: 14%**

**1E-5a. Reallocation–CoC Review of Performance of Existing Projects.**

**Applicants must:**

- 1. describe the CoC written process for reallocation;**
  - 2. indicate whether the CoC approved the reallocation process;**
  - 3. describe how the CoC communicated to all applicants the reallocation process;**
  - 4. describe how the CoC identified projects that were low performing or for which there is less need; and**
  - 5. describe how the CoC determined whether projects that were deemed low performing would be reallocated.**
- (limit 2,000 characters)**

City of Glendale as the Continuum of Care Lead agency is responsible for the submission of the CoC program application to the U.S. Department of HUD. As in the past, HUD has created several opportunities through the reallocation process for CoC to consider reallocating to a new project with specific target population that could be from a fully or partially reallocated. The process was discussed at CoC committee meeting and CoC Board and was fully adopted and approved. Procedure Process of reallocation includes review of each of the CoC projects eligible for renewal under the 2019 CoC competition.

1)CoC is able to recapture funds from all grants including Supportive Services Only, Transitional Housing Projects, poor or underperforming permanent housing projects who demonstrate understanding spending, non-compliance with grant requirements, no longer a CoC priority in terms of meeting a gap in

the CoC.

2)Recapturing of funds from the formerly S+C projects from the Housing Authority if projects are not spending or at full capacity.

3)Established a performance Thresholds, system performance, HMIS, CES Participation, Funding allocation and expenditure rate, project capillarity units/beds occupied vs as attached to the CoC application and the RFP process.

# DV Bonus

## Instructions

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions.

Please submit technical questions to the HUD Exchange Ask-A-Question at <https://www.hudexchange.info/program-support/my-question/>

Resources:

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### 1F-1 DV Bonus Projects.

Applicants must indicate whether the CoC is requesting DV Bonus projects which are included on the CoC Priority Listing:  Yes  No

Applicant Name	DUNS Number
This list contains no items	

## 2A. Homeless Management Information System (HMIS) Implementation

**Intructions:**

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions.

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**2A-1. HMIS Vendor Identification.** Bitfocus/Clarity

**Applicants must review the HMIS software vendor name brought forward from FY 2018 CoC Application and update the information if there was a change.**

**2A-2. Bed Coverage Rate Using HIC and HMIS Data.**

**Using 2019 HIC and HMIS data, applicants must report by project type:**

Project Type	Total Number of Beds in 2019 HIC	Total Beds Dedicated for DV in 2019 HIC	Total Number of 2019 HIC Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ES) beds	55	10	45	100.00%
Safe Haven (SH) beds	0	0	0	
Transitional Housing (TH) beds	55	55	55	0.00%
Rapid Re-Housing (RRH) beds	13	0	13	100.00%
Permanent Supportive Housing (PSH) beds	128	0	128	100.00%
Other Permanent Housing (OPH) beds	64	0	52	81.25%

**2A-2a. Partial Credit for Bed Coverage Rates at or Below 84.99 for Any Project Type in Question 2A-2.**

**For each project type with a bed coverage rate that is at or below 84.99 percent in question 2A-2., applicants must describe:**

- 1. steps the CoC will take over the next 12 months to increase the bed coverage rate to at least 85 percent for that project type; and**
- 2. how the CoC will implement the steps described to increase bed coverage to at least 85 percent.**  
**(limit 2,000 characters)**

City of Glendale expanded the OPH beds in HIC reporting during the year. One of the three projects dedicated 12 beds for homeless families. This program is now implemented 100% in the HMIS system.

**\*2A-3. Longitudinal System Analysis (LSA) Submission.**

**Applicants must indicate whether the CoC submitted its LSA data to HUD in HDX 2.0.** Yes

**\*2A-4. HIC HDX Submission Date.**

**Applicants must enter the date the CoC submitted the 2019 Housing Inventory Count (HIC) data into the Homelessness Data Exchange (HDX).** 04/23/2019  
**(mm/dd/yyyy)**

## 2B. Continuum of Care (CoC) Point-in-Time Count

### Instructions:

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions.

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**2B-1. PIT Count Date.** 01/22/2019

**Applicants must enter the date the CoC conducted its 2019 PIT count (mm/dd/yyyy).**

**2B-2. PIT Count Data–HDX Submission Date.** 04/23/2019

**Applicants must enter the date the CoC submitted its PIT count data in HDX (mm/dd/yyyy).**

**2B-3. Sheltered PIT Count–Change in Implementation.**

**Applicants must describe:**

**1. any changes in the sheltered count implementation, including methodology or data quality methodology changes from 2018 to 2019, if applicable; and**

**2. how the changes affected the CoC’s sheltered PIT count results; or**  
**3. state “Not Applicable” if there were no changes.**

**(limit 2,000 characters)**

Not Applicable. However, staff and volunteer received additional training in preparation for the sheltered count from HMIS and DV programs reported manually in a comparable database which was incorporated into the final report submissions to HUD.

**\*2B-4. Sheltered PIT Count–Changes Due to Presidentially-declared Disaster.**

**Applicants must select whether the CoC added or removed emergency shelter, transitional housing, or Safe-Haven inventory because of funding specific to a Presidentially-declared disaster, resulting in a change to the CoC’s 2019 sheltered PIT count.** No

**2B-5. Unsheltered PIT Count–Changes in Implementation.**

**Applicants must describe:**  
1. any changes in the unsheltered count implementation, including methodology or data quality methodology changes from 2018 to 2019, if applicable; and  
2. how the changes affected the CoC’s unsheltered PIT count results; or  
3. state “Not Applicable” if there were no changes.  
(limit 2,000 characters)

Not Applicable. However, though the methodology did not change, additional training was provided with expanded outreach teams including a police officer, a nurse, homeless services staff and volunteers, canvassing the entire City.

**\*2B-6. PIT Count–Identifying Youth Experiencing Homelessness.**

**Applicants must:**

**Indicate whether the CoC implemented specific measures to identify youth experiencing homelessness in their 2019 PIT count.** Yes

**2B-6a. PIT Count–Involving Youth in Implementation.**

**Applicants must describe how the CoC engaged stakeholders serving youth experiencing homelessness to:**  
1. plan the 2019 PIT count;  
2. select locations where youth experiencing homelessness are most likely to be identified; and  
3. involve youth in counting during the 2019 PIT count.  
(limit 2,000 characters)

During the 2019 PIT Count, CoC reached out to all youth providers to ensure that all youth were counted during the PIT. Stakeholders identified locations where mostly like our youth typically access services. The CoC worked with stakeholders to identify locations that resulted in expanded coverage by going beyond known hot spots where youth gather, and going to all known drop-in centers, libraries, community centers, parks, faith-based programs, and after school programs or hangouts where youth are known to attend Glendale Unified School District (GUSD) and Youth and Family Case Manager were part of the PIT assessment and all youth service providers were included in our efforts to reach out to all youth experience homelessness. Also involved were LGBT partners, school districts, and homeless or formerly homeless youth who have

the best knowledge about how and where to conduct outreach and counting efforts. Outreach materials to let youth and those who engage youth know about the count in order to raise awareness were developed. Such materials were used to develop training materials that were youth-sensitive. CoC decided to extend the count time into the afternoon just for youth (use of a unique identifier was used to prevent double-counting). CoC Board includes a member from the Glendale Unified School District who is also the McKinney Vento Act liaison and is part of the Youth Committee through the Greater Glendale area. All Youth providers within the community attended the training and involved the youth participants during the 2018 Homeless Count.

**2B-7. PIT Count–Improvements to Implementation.**

**Applicants must describe the CoC’s actions implemented in its 2019 PIT count to better count:**

- 1. individuals and families experiencing chronic homelessness;**
- 2. families with children experiencing homelessness; and**
- 3. Veterans experiencing homelessness.**

**(limit 2,000 characters)**

Meetings involved coordination with vets, local VA Medical Center, VA Veteran Resource & Referral Centers, HUD-VASH, SSVF & all veteran service providers and mainstream service providers that connect families and vets to community resources such as General Relief and TANF. Meetings involved agencies that serve CH, outreach workers, CALTRANS, homeless & formerly homeless persons who are familiar with CH persons & where they live which includes hidden encampments, parks, embankments, and fields. Meetings also involved agencies serving homeless families including Glendale Unified School District.

Pre-count efforts also focused on the recent increase in tents, makeshift shelters, and people sleeping in vehicles. Due to this recent identified need, concerted efforts were made to pre-identify clusters of tents and makeshift shelters as well as individual ones. Efforts were also made to pre-identify locations where there were vehicles being used as overnight sleeping accommodations.

The CoC provided one-on-one training with street outreach team, volunteers and Glendale Police Department's Community Impact Team assigned to homeless outreach, homeless graduates/alumni, hospital liaison and Fire Paramedic staff. The training included review of the survey questions, process of identifying homeless persons through respectful and sensitive approach. All homeless persons were asked if they were “previously interviewed”, if the answer was no, the counters continue their interview. City's Homeless Outreach Team who are police officers assigned to the Homeless team, along with Mental Health Team assisted in efforts identifying the chronically homeless persons long with working with the Veterans Wellness center to ensure all Veterans are quickly connected to services and housing.

## **3A. Continuum of Care (CoC) System Performance**

### **Instructions**

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions.

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### **\*3A-1. First Time Homeless as Reported in HDX.**

**Applicants must:**

Report the Number of First Time Homeless as Reported in HDX.	177
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#### **3A-1a. First Time Homeless Risk Factors.**

**Applicants must:**

- 1. describe the process the CoC developed to identify risk factors the CoC uses to identify persons becoming homeless for the first time;**
- 2. describe the CoC’s strategy to address individuals and families at risk of becoming homeless; and**
- 3. provide the name of the organization or position title that is responsible for overseeing the CoC’s strategy to reduce the number of individuals and families experiencing homelessness for the first time. (limit 2,000 characters)**

The number of first time homeless decreased overall by 9%. CoC has identified several ways to educate individuals and families about resources to prevent homelessness; coordination of notices in utility bills targeted to lower income neighborhoods in CoC. CSP Manager, Ivet Samvelyan continues to do presentation to local service agencies, and engagement of school personnel for referrals to the CoC designated homeless prevention and Rapid RE Housing Programs. Through landlord incentive programs CoC offers incentives to clients to maintain their housing. The prevention agencies responsible for this outcomes are Catholic Charities, Sandra Yanez, the director of programs and Salvation Army programs, Captains.

**\*3A-2. Length of Time Homeless as Reported in HDX.**

**Applicants must:**

Report Average Length of Time Individuals and Persons in Families Remained Homeless as Reported in HDX.	88
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**3A-2a. Strategy to Reduce Length of Time Homeless.**

**Applicants must:**

- 1. describe the CoC’s strategy to reduce the length of time individuals and persons in families remain homeless;**
  - 2. describe how the CoC identifies and houses individuals and persons in families with the longest lengths of time homeless; and**
  - 3. provide the name of the organization or position title that is responsible for overseeing the CoC’s strategy to reduce the length of time individuals and families remain homeless.**
- (limit 2,000 characters)**

The average length of time persons remain homeless is 88 days. CoC had adopted housing first and rapid re housing strategies to reduce duration of homelessness. The CES lead agency, Ascencia, Director of Programs uses the VISPDAT to identify and prioritizing the most vulnerable clients for PSH placement and track RRH referrals for households with higher length of time on the streets. CoC has active landlord outreach program to secure units for homeless clients and facilities prompt unit inspections so that participants move within two weeks into housing. CoC's emergency housing program is connected to the CES system, begins housing placement planning immediately and uses HMIS to generate weekly length of stay reports to track progress and identify long stayers. City's 5 member outreach team coordinates with housing placement, prevention and diversion programs and coordinate with the available incentive programs to secure units for families to reduce length of stay.

**\*3A-3. Successful Permanent Housing Placement and Retention as Reported in HDX.**

**Applicants must:**

	Percentage
1. Report the percentage of individuals and persons in families in emergency shelter, safe havens, transitional housing, and rapid rehousing that exit to permanent housing destinations as reported in HDX.	41%
2. Report the percentage of individuals and persons in families in permanent housing projects, other than rapid rehousing, that retain their permanent housing or exit to permanent housing destinations as reported in HDX.	98%

**3A-3a. Exits to Permanent Housing Destinations/Retention of Permanent Housing.**

**Applicants must:**

1. describe the CoC’s strategy to increase the rate at which individuals and persons in families in emergency shelter, safe havens, transitional housing and rapid rehousing exit to permanent housing destinations;
  2. provide the organization name or position title responsible for overseeing the CoC’s strategy to increase the rate at which individuals and persons in families in emergency shelter, safe havens, transitional housing and rapid rehousing exit to permanent housing destinations;
  3. describe the CoC’s strategy to increase the rate at which individuals and persons in families in permanent housing projects, other than rapid rehousing, retain their permanent housing or exit to permanent housing destinations; and
  4. provide the organization name or position title responsible for overseeing the CoC’s strategy to increase the rate at which individuals and persons in families in permanent housing projects, other than rapid rehousing, retain their permanent housing or exit to permanent housing destinations.
- (limit 2,000 characters)

All CoC Housing standards have been revised to ensure that participants are served and following the low barrier, housing first, and access to all CoC housing opportunities. Intensive case management services and rap around programming included house visits, mental health services, connection to food and resources are provided to tenants. City's homeless outreach team officers and housing navigators visit participants are retaining housing. Ascencia, Family Promise and City's Housing Authority managers are responsible to ensure that families are quickly exited to Rapid Re Housing Programs and Permanent supportive housing programs. CoC also implemented a Landlord Incentive Program which offers incentives to work with the City and the participant for quick housing placements.

**\*3A-4. Returns to Homelessness as Reported in HDX.**

**Applicants must:**

	Percentage
1. Report the percentage of individuals and persons in families returning to homelessness over a 6-month period as reported in HDX.	4%
2. Report the percentage of individuals and persons in families returning to homelessness over a 12-month period as reported in HDX.	2%

**3A-4a. Returns to Homelessness–CoC Strategy to Reduce Rate.**

**Applicants must:**

1. describe the strategy the CoC has implemented to identify individuals and persons in families who return to homelessness;
  2. describe the CoC’s strategy to reduce the rate of additional returns to homelessness; and
  3. provide the name of the organization or position title that is responsible for overseeing the CoC’s strategy to reduce the rate individuals and persons in families return to homelessness.
- (limit 2,000 characters)

The percentage of individuals and persons in families returning to homelessness over a 12-month period as reported in HDX is only 2%. CoC coordinates with all the housing providers to ensure that participants are not returned to homelessness. The agencies responsible for this is Ascencia, working closely with Verdugo Jobs Center to have the housing navigators and the employment navigators working together to increase income and provide life skills to maintain their housing. Monthly HMIS reports are run and analyzed for the returns on homelessness. CoC has also recently implemented diversion, prevention, financial assistance through homeless prevention opportunities funded by HEAP and CESH programs.

**\*3A-5. Cash Income Changes as Reported in HDX.**

**Applicants must:**

	Percentage
1. Report the percentage of individuals and persons in families in CoC Program-funded Safe Haven, transitional housing, rapid rehousing, and permanent supportive housing projects that increased their employment income from entry to exit as reported in HDX.	22%
2. Report the percentage of individuals and persons in families in CoC Program-funded Safe Haven, transitional housing, rapid rehousing, and permanent supportive housing projects that increased their non-employment cash income from entry to exit as reported in HDX.	48%

**3A-5a. Increasing Employment Income.**

**Applicants must:**

- 1. describe the CoC's strategy to increase employment income;**
  - 2. describe the CoC's strategy to increase access to employment;**
  - 3. describe how the CoC works with mainstream employment organizations to help individuals and families increase their cash income; and**
  - 4. provide the organization name or position title that is responsible for overseeing the CoC's strategy to increase jobs and income from employment.**
- (limit 2,000 characters)**

Trained employment case managers from CoC agencies work closely with establish job developers, Glendale youth alliance, WIA programs to prepare clients to seek jobs, including resume assistance, interview practice. WIA, Labor Ready, Good will provide opportunity through State of Rehabilitation to referring homeless client. City's parks department has partners with Verdugo Jobs Center and has implemented the Glendale Rise Program. The Glendale RISE program offers training services with City's parks maintenance department. Thus far over thirteen persons has been trained, and all are currently employed at various capacity. Verdugo Jobs Center and Ascencia are responsible ensuring clients increase income and have equal access and advocacy for employment. As it relates to mainstream cash income, each case manager works closely with local public social services homeless liaison, staff facilitates the enrollment cash benefits, calworks, SOARs, SSI and veterans benefits.

### **3A-5b. Increasing Non-employment Cash Income.**

**Applicants must:**

- 1. describe the CoC's strategy to increase non-employment cash income;**
- 2. describe the CoC's strategy to increase access to non-employment cash sources;**
- 3. provide the organization name or position title that is responsible for overseeing the CoC's strategy to increase non-employment cash income.**

Participants are assigned to case manager who works directly with the local mainstream non cash benefit agencies to enroll participants to all such as covered California health care insurance, calfresh, general relief, veterans benefits, child care services and much more to ensure that the participant has adequate non employment benefits upon qualification. DPSS is part of the CoC and responsible for the strategy of increasing non cash income.

### **3A-5c. Increasing Employment. Attachment Required.**

**Applicants must describe how the CoC:**

- 1. promoted partnerships and access to employment opportunities with private employers and private employment organizations, such as holding job fairs, outreach to employers, and partnering with staffing agencies; and**
  - 2. is working with public and private organizations to provide meaningful, education and training, on-the-job training, internship, and employment opportunities for residents of permanent supportive housing that further their recovery and well-being.**
- (limit 2,000 characters)**

VWDB prioritizes the following barriers: Low Income; Homeless; Individuals with Disabilities; English Language Learners; Re-entry. COC coordinates with VJC and provides a 20 hours work readiness/soft skills training and Work Experience Opportunity:

a. A customized Work Readiness training will be provided immediately upon enrollment which includes employment preparation services such as application completion, resume preparation and interviewing techniques. Developed based on adult education's 21st Century Skills, this training also includes financial literacy, opening a bank account for direct deposit of paychecks, communication skills, interpersonal skills, emotional intelligence, following directions in the workplace, and problem solving.

b. This Work Experience is customized to the individual career goals of the individual offering opportunities in the business community. The purpose of this model is to engage local business in investing efforts to develop its own future workforce. The overall goal is for the business to become the permanent employer for the participant. Employers are carefully screened for their hiring needs and commitment to hire participants, many of which have long-term relationships with the VWDB and frequently hire from its programs. Individuals may enter short-term job skills courses such as Microsoft Office in order to prepare for their Work Experience as well as permanent employment. CoC coordinates annual homeless count, stand downs, job fairs with Economic development Tech Week and has CoC participants participate to connect with business owners. CoC also works with Verdugo Jobs Center has made referrals

for the Rise program which has successfully trained and placed in permanent jobs with City's parks department and coordinate with CoC for housing.

**3A-5d. Promoting Employment, Volunteerism, and Community Service.**

**Applicants must select all the steps the CoC has taken to promote employment, volunteerism and community service among people experiencing homelessness in the CoC's geographic area:**

1. The CoC trains provider organization staff on connecting program participants and people experiencing homelessness with education and job training opportunities.	<input type="checkbox"/>
2. The CoC trains provider organization staff on facilitating informal employment opportunities for program participants and people experiencing homelessness (e.g., babysitting, housekeeping, food delivery).	<input type="checkbox"/>
3. The CoC trains provider organization staff on connecting program participants with formal employment opportunities.	<input type="checkbox"/>
4. The CoC trains provider organization staff on volunteer opportunities for program participants and people experiencing homelessness.	<input type="checkbox"/>
5. The CoC works with organizations to create volunteer opportunities for program participants.	<input type="checkbox"/>
6. The CoC works with community organizations to create opportunities for civic participation for people experiencing homelessness (e.g., townhall forums, meeting with public officials).	<input type="checkbox"/>
7. Provider organizations within the CoC have incentives for employment.	<input type="checkbox"/>
8. The CoC trains provider organization staff on helping program participants budget and maximize their income to maintain stability in permanent housing.	<input type="checkbox"/>

**3A-6. System Performance Measures Data–HDX Submission Date** 05/30/2019

**Applicants must enter the date the CoCs submitted its FY 2018 System Performance Measures data in HDX. (mm/dd/yyyy)**

## 3B. Continuum of Care (CoC) Performance and Strategic Planning Objectives

### Instructions

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions.

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### 3B-1. Prioritizing Households with Children.

**Applicants must check each factor the CoC currently uses to prioritize households with children for assistance during FY 2019.**

1. History of or Vulnerability to Victimization (e.g. domestic violence, sexual assault, childhood abuse)	<input checked="" type="checkbox"/>
2. Number of previous homeless episodes	<input checked="" type="checkbox"/>
3. Unsheltered homelessness	<input checked="" type="checkbox"/>
4. Criminal History	<input checked="" type="checkbox"/>
5. Bad credit or rental history	<input checked="" type="checkbox"/>
6. Head of Household with Mental/Physical Disability	<input checked="" type="checkbox"/>

### 3B-1a. Rapid Rehousing of Families with Children.

**Applicants must:**

**1. describe how the CoC currently rehouses every household of families with children within 30 days of becoming homeless that addresses both housing and service needs;**

**2. describe how the CoC addresses both housing and service needs to ensure families with children successfully maintain their housing once**

assistance ends; and

**3. provide the organization name or position title responsible for overseeing the CoC’s strategy to rapidly rehouse families with children within 30 days of them becoming homeless.**

**(limit 2,000 characters)**

Strategy to rapidly rehouse every family in 30 days first includes local housing identification services, which involves assisting families with finding and securing suitable housing and contacting and recruiting landlords for an appropriate housing opportunity. At the same time, Housing Navigators work with families to develop a housing plan to identify family’s needs and preferences while implementing a housing first and low barrier approach to remove barriers to landlord participation. The plan also provides the basis for the initial level of financial assistance and/or supportive services needed.

Next, Housing Navigators assist families with financial assistance that includes rent and utility assistance and move-in costs and deposits. A progressive engagement approach is used, wherein families are provided an initial level of assistance typically for six months. Ongoing monitoring and periodic reassessment determines if and when the basic level of assistance should be changed or increased.

In order to ensure that families maintain their housing, case managers assist families with connecting them to mainstream and community resources that may include income assistance, employment services, health care, mental health services, and substance use treatment. Case managers do not simply provide referrals. They make sure that families participate in the process so that they will gain the knowledge and skills necessary to maintain the resources and connect and navigate the process for any future resources. Case managers generally work with families for up to six months after rapid rehousing assistance ends.

The organization responsible for overseeing the CoC’s RRH strategy is Family Promise of Verdugos.

Responsibility also includes overseeing the CoC’s county-wide coordinated entry system, which operates within a no wrong-door approach. The CES, which is also linked to outreach teams and shelters, helps ensures appropriateness for every eligible family.

**3B-1b. Antidiscrimination Policies.**

**Applicants must check all that apply that describe actions the CoC is taking to ensure providers (including emergency shelter, transitional housing, and permanent housing (PSH and RRH)) within the CoC adhere to antidiscrimination policies by not denying admission to or separating any family members from other members of their family or caregivers based on any protected classes under the Fair Housing Act, and consistent with 24 CFR 5.105(a)(2) – Equal Access to HUD-Assisted or - Insured Housing.**

1. CoC conducts mandatory training for all CoC- and ESG-funded housing and services providers on these topics.	<input checked="" type="checkbox"/>
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2. CoC conducts optional training for all CoC- and ESG-funded housing and service providers on these topics.	<input checked="" type="checkbox"/>
3. CoC has worked with ESG recipient(s) to adopt uniform anti-discrimination policies for all subrecipients.	<input checked="" type="checkbox"/>
4. CoC has worked with ESG recipient(s) to identify both CoC- and ESG-funded facilities within the CoC geographic area that might be out of compliance and has taken steps to work directly with those facilities to come into compliance.	<input checked="" type="checkbox"/>

**3B-1c. Unaccompanied Youth Experiencing Homelessness–Addressing Needs.**

**Applicants must indicate whether the CoC’s strategy to address the unique needs of unaccompanied youth experiencing homelessness who are 24 years of age and younger includes the following:**

1. Unsheltered homelessness	Yes
2. Human trafficking and other forms of exploitation	Yes
3. LGBT youth homelessness	Yes
4. Exits from foster care into homelessness	Yes
5. Family reunification and community engagement	Yes
6. Positive Youth Development, Trauma Informed Care, and the use of Risk and Protective Factors in assessing youth housing and service needs	Yes

**3B-1c.1. Unaccompanied Youth Experiencing Homelessness–Prioritization Based on Needs.**

**Applicants must check all that apply that describes the CoC’s current strategy to prioritize unaccompanied youth based on their needs.**

1. History of, or Vulnerability to, Victimization (e.g., domestic violence, sexual assault, childhood abuse)	<input checked="" type="checkbox"/>
2. Number of Previous Homeless Episodes	<input checked="" type="checkbox"/>
3. Unsheltered Homelessness	<input checked="" type="checkbox"/>
4. Criminal History	<input checked="" type="checkbox"/>
5. Bad Credit or Rental History	<input checked="" type="checkbox"/>

**3B-1d. Youth Experiencing Homelessness–Housing and Services Strategies.**

**Applicants must describe how the CoC increased availability of housing and services for:**

- 1. all youth experiencing homelessness, including creating new youth-focused projects or modifying current projects to be more youth-specific**

**or youth-inclusive; and  
2. youth experiencing unsheltered homelessness including creating new youth-focused projects or modifying current projects to be more youth-specific or youth-inclusive.  
(limit 3,000 characters)**

Effective strategies used include 1) identifying all unaccompanied youth through outreach and coordination with youth-serving agencies that provide drop-in centers, hotlines, and after school programs; 2) using CES to effectively use assessment tools adapted for youth to link all youth to housing and service solutions including those fleeing violent situations, and trafficking; and 3) using Housing First approach that helps entry into time-limited housing when needed and permanent housing. CoC uses a master list that is reviewed weekly in case conferencing meetings that includes a summary of persons including youth that lists total number of persons, persons currently housed, persons searching for housing with housing navigators, and persons in temporary housing. Information helps to measure effectiveness and success of strategies being used and effective housing options that include various levels of services including group home settings. HMIS data is used to track total number of unsheltered youth and compared over periods of time. HMIS and CES data is used to determine effectiveness in revealing family problems, economic circumstances, involvement with public systems such as child welfare, criminal justice, foster care, and other situations that make youth particularly vulnerable to loss of housing and hinder obtaining and maintaining permanent housing. Homeless count data is used to determine underlying issues that hinder permanent housing placement.

In 2019, CoC develop a community plan to increase housing services for homeless youth by improved coordination of existing resources and securing more funding, including new state funding earmarked for youth homelessness. There are a few prominent youth providers in Glendale at the forefront of the CoC's effort to end homelessness among youth that have implemented innovative initiatives that can be galvanized in a broader community planning effort to integrate existing and create new systems to effectively end youth homelessness.

**3B-1d.1. Youth Experiencing Homelessness—Measuring Effectiveness of Housing and Services Strategies.**

**Applicants must:**

- 1. provide evidence the CoC uses to measure each of the strategies in question 3B-1d. to increase the availability of housing and services for youth experiencing homelessness;**
- 2. describe the measure(s) the CoC uses to calculate the effectiveness of both strategies in question 3B-1d.; and**
- 3. describe why the CoC believes the measure it uses is an appropriate way to determine the effectiveness of both strategies in question 3B-1d.  
(limit 3,000 characters)**

CoC uses a variety of different data sources that drive local planning and action towards increasing housing and services for all homeless youth and availability of housing and services for unsheltered youth. Point-in-Time data is used to estimate the number of youth experiencing homelessness within the CoC region, the scale of the need for homelessness services and housing on any

given day, and how that need is changing from year to year. HMIS data is used to help understand the number and characteristics of youth who experience housing instability or homelessness on a monthly basis and over the course of a year. This data is critical to understanding the level of local need and the resources necessary to provide each youth with an appropriate and effective level of housing assistance and connections to services to address their needs.

By-name list is used to develop real-time information about homeless youth on a weekly basis. Local Education Agency (LEA) Public School Data is used to help understand the scope and scale of homelessness among youth and families with children three years of age through high school. The data helps understand the challenges facing families, children, and teenagers. CoC believes the measures used are effective for the following reasons. The PIT data provides a point-in-time number, the by-name list provides a weekly number, and HMIS an annual number, which the CoC uses for comparative purposes in order to determine increases or decreases over the course of a week, month, or year. These sources of data also help determine if there are subpopulations within the homeless youth population that are increasing such as women or youth age 18 – 21 that help develop targeted outreach and engagement strategies.

The weekly contact through outreach and in-reach help workers get to know homeless youth by name and needs, which provides workers with on-going opportunities to help homeless youth understand the temporary and permanent housing opportunities available and supportive services. Analyzing the data from the data sources noted above, helps the CoC determine the number of types of permanent housing needed. Since the data has shown that a significant majority of homeless youth are not chronically homeless, the CoC has prioritized rapid rehousing assistance over permanent supportive housing, though the CoC does want to increase the number of PSH units.

**3B-1e. Collaboration–Education Services.**

**Applicants must describe:**

- 1. the formal partnerships with:**
  - a. youth education providers;**
  - b. McKinney-Vento LEA or SEA; and**
  - c. school districts; and**
- 2. how the CoC collaborates with:**
  - a. youth education providers;**
  - b. McKinney-Vento Local LEA or SEA; and**
  - c. school districts.**

**(limit 2,000 characters)**

The CoC has regular meetings with local school district liaisons and mutually provide information and resources. Together, they work with CoC and ESG funded programs to identify homeless children and youth through the coordinated entry system. Once placed in a CoC and ESG funded program, program representatives’ work with liaisons through designated staff to ensure the identification of homeless youth and children. They also work together to inform homeless families of eligibility for McKinney-Vento education services

which includes ensuring that families are aware of educational rights through regular school mailings and handouts at the beginning of the school year. Such materials are provided in English and Spanish and reviewed orally between families, children, youth, case managers, and liaisons. More specifically, they assure families receive a letter verifying eligibility for services, ensure transportation (bused to their school of origin if possible); formally reviews educational rights with parents; posts Educational Rights at program sites; provide mutual advocacy when educational rights are violated, have access to academic tutoring and counseling, and incorporate education in exit planning with clients. If possible, they help ensure every homeless child and youth remain enrolled in the school of their original residence prior to becoming homeless. When necessary, they give families and youth access to shelters and transitional housing programs closet to the school where they are enrolled. Also, when necessary, they work together to help enroll children escaping Domestic Violence in a school of their choice within the district and establish procedures to protect their safety and rights. CoC and ESG funded programs inform liaisons when children have exited their programs to help ensure their education continues uninterrupted.

**3B-1e.1. Informing Individuals and Families Experiencing Homeless about Education Services Eligibility.**

**Applicants must describe policies and procedures the CoC adopted to inform individuals and families who become homeless of their eligibility for education services.  
(limit 2,000 characters)**

The GUSD office of Student Support Services coordinates programs for homeless and foster youth to break down barriers to school enrollment and create academic stability for our students. We ensure immediate enrollment in the Free & Reduced lunch program, assist families with before and after school programs, and facilitate communication and problem-solving between families and school site staff.

GUSD collaborates with the Housing Department, Police Department, Glendale Youth Alliance, Pacific Clinics, Didi Hirsch, Ascencia, YMCA, Las Caritas, an Auxiliary of Assistance League of Glendale, Glendale Council PTA, Shoes That Fit, Assistance League of Glendale - Operation School Bell, and Los Angeles County of Education. Services Provided includes but not limited Mental health counseling, Parenting classes, Tutoring, Transportation , Housing and shelter referrals, Food, Shoes, School uniforms, School supplies, Clothing, and referral to GYA employment and Project Access to Children’s Education (PACE) Program. The PACE program provides various services to our homeless students and their families, including: Backpacks, School supplies, Shoes Gift cards, Target, Food, Clothing and Glendale Beeline Bus Passes.

**3B-1e.2. Written/Formal Agreements or Partnerships with Early Childhood Services Providers.**

**Applicant must indicate whether the CoC has an MOU/MOA or other types of agreements with listed providers of early childhood services and supports and may add other providers not listed.**

	MOU/MOA	Other Formal Agreement
Early Childhood Providers	Yes	Yes
Head Start	Yes	Yes
Early Head Start	Yes	Yes
Child Care and Development Fund	No	Yes
Federal Home Visiting Program	No	No
Healthy Start	Yes	Yes
Public Pre-K	No	No
Birth to 3 years		
Tribal Home Visting Program		
Other: (limit 50 characters)		

**Applicants must select Yes or No for all of the agreements listed in 3B-1e.2.**

**3B-2. Active List of Veterans Experiencing Homelessness.**

**Applicant must indicate whether the CoC** Yes  
**uses an active list or by-name list to identify**  
**all veterans experiencing homelessness in**  
**the CoC.**

**3B-2a. VA Coordination–Ending Veterans Homelessness.**

**Applicants must indicate whether the CoC is** Yes  
**actively working with the U.S. Department of**  
**Veterans Affairs (VA) and VA-funded**  
**programs to achieve the benchmarks and**  
**criteria for ending veteran homelessness.**

**3B-2b. Housing First for Veterans.**

**Applicants must indicate whether the CoC** Yes  
**has sufficient resources to ensure each**  
**veteran experiencing homelessness is**  
**assisted to quickly move into permanent**  
**housing using a Housing First approach.**

**3B-3. Racial Disparity Assessment. Attachment Required.**

**Applicants must:**  
**1. select all that apply to indicate the findings from the CoC’s Racial**  
**Disparity Assessment; or**  
**2. select 7 if the CoC did not conduct a Racial Disparity Assessment.**

1. People of different races or ethnicities are more likely to receive homeless assistance.	<input checked="" type="checkbox"/>
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2. People of different races or ethnicities are less likely to receive homeless assistance.	<input checked="" type="checkbox"/>
3. People of different races or ethnicities are more likely to receive a positive outcome from homeless assistance.	<input checked="" type="checkbox"/>
4. People of different races or ethnicities are less likely to receive a positive outcome from homeless assistance.	<input checked="" type="checkbox"/>
5. There are no racial or ethnic disparities in the provision or outcome of homeless assistance.	<input checked="" type="checkbox"/>
6. The results are inconclusive for racial or ethnic disparities in the provision or outcome of homeless assistance.	<input checked="" type="checkbox"/>
7. The CoC did not conduct a racial disparity assessment.	<input checked="" type="checkbox"/>

## 4A. Continuum of Care (CoC) Accessing Mainstream Benefits and Additional Policies

**Instructions:**

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions.

Please submit technical questions to the HUD Exchange Ask-A-Question at <https://www.hudexchange.info/program-support/my-question/>

**Resources:**

The FY 2019 CoC Application Detailed Instruction can be found at:

<https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources>

The FY 2019 CoC Program Competition Notice of Funding Availability at:

<https://www.hudexchange.info/programs/e-snaps/fy-2019-coc-program-nofa-coc-program-competition/#nofa-and-notices>

**Warning! The CoC Application score could be affected if information is incomplete on this formlet.**

### 4A-1. Healthcare—Enrollment/Effective Utilization

**Applicants must indicate, for each type of healthcare listed below, whether the CoC assists persons experiencing homelessness with enrolling in health insurance and effectively utilizing Medicaid and other benefits.**

Type of Health Care	Assist with Enrollment	Assist with Utilization of Benefits?
Public Health Care Benefits (State or Federal benefits, Medicaid, Indian Health Services)	Yes	Yes
Private Insurers:	Yes	Yes
Non-Profit, Philanthropic:	Yes	Yes
Other: (limit 50 characters)		

#### 4A-1a. Mainstream Benefits.

**Applicants must:**

- 1. describe how the CoC systematically keeps program staff up to date regarding mainstream resources available for program participants (e.g., Food Stamps, SSI, TANF, substance abuse programs) within the geographic area;**
- 2. describe how the CoC disseminates the availability of mainstream resources and other assistance information to projects and how often;**
- 3. describe how the CoC works with projects to collaborate with healthcare organizations to assist program participants with enrolling in**

**health insurance;**

**4. describe how the CoC provides assistance with the effective utilization of Medicaid and other benefits; and**

**5. provide the name of the organization or position title that is responsible for overseeing the CoC’s strategy for mainstream benefits. (limit 2,000 characters)**

CoC service providers connects homeless individuals and families with the local Department of Public Social Services (DPSS) which provides a wide-range of health care programs and services including Medical which offers free or low-cost health coverage. DPSS also provides the Women, Infants, and Children Supplemental Nutrition Program (WIC) that offers vouchers for healthy foods and other health care and community services for mothers and children. Trained employment case managers from all CoC agencies work closely with established job development organizations in the Glendale Employment Collaborative to prepare homeless clients to seek jobs, including resume assistance, interviews to practice how to handle difficult questions, and post placement support. WIA, Labor Ready, and Goodwill provide job opportunities and the State Department of Rehabilitation conducts onsite orientations for participants. CoC agencies also work directly with local employers to fill job openings. Verdugo Jobs Center/WIA. All clients are assessed for benefits eligibility. At the local LA County DPSS office, staff facilitate enrollment for Covered California health insurance, California Fresh, General Relief and CalWORKS/. SOAR-trained case managers facilitate SSI applications. Veterans are assisted with benefits through the VA. Ascencia Outreach Navigators accompany high-need clients to appointments to ensure they complete needed steps. Ascencia connects people with Medi-cal through the DPSS or Veterans with the VA Healthcare system. If people are working full time, it is up to them to access any offered benefits through their workplace which we would encourage. Glendale Medical Adventist Hospital assists homeless clients to assist with enrollment whenever needed at AHGL. Additionally, All for Health is a FQHCs, including 2 that are operating on City property, provide enrollment services for patients whenever needed and provide health care services to homeless patients.

**4A-2. Lowering Barriers to Entry Data:**

**Applicants must report:**

1. Total number of new and renewal CoC Program-funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC has ranked in its CoC Priority Listing in FY 2019 CoC Program Competition.	12
2. Total number of new and renewal CoC Program-funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC has ranked in its CoC Priority Listing in FY 2019 CoC Program Competition that reported that they are lowering barriers to entry and prioritizing rapid placement and stabilization to permanent housing.	12
Percentage of new and renewal PSH, RRH, Safe-Haven, SSO non-Coordinated Entry projects the CoC has ranked in its CoC Priority Listing in the FY 2019 CoC Program Competition that reported that they are lowering barriers to entry and prioritizing rapid placement and stabilization to permanent housing.	100%

**4A-3. Street Outreach.**

**Applicants must:**

**1. describe the CoC’s street outreach efforts, including the methods it**

- uses to ensure all persons experiencing unsheltered homelessness are identified and engaged;**  
**2. state whether the CoC’s Street Outreach covers 100 percent of the CoC’s geographic area;**  
**3. describe how often the CoC conducts street outreach; and**  
**4. describe how the CoC tailored its street outreach to persons experiencing homelessness who are least likely to request assistance.**  
**(limit 2,000 characters)**

Glendale has an integrated 5-person street outreach team that covers 100% of the CoC’s geographic area with the primary goal of engaging all unsheltered homelessness. The 5-person team consists of 3 street outreach and engagement workers through Ascencia/CES lead agency, 1 FTE Outreach CM stationed at City hall, and the Glendale Police has designated 1 FTE officer to work with outreach and cross training police officer and service providers to engage and coordinating unsheltered homeless persons for housing and services. The MHET is working with the all the homeless persons to help police officers to potentially reduce dangerous psychiatric incidences by connecting clinician to homeless persons who are frequent need of emergency services because of mental illness and provide the referral to housing through the CoC’s CES Process. Outreach and engagement are conducted daily. Target areas include encampments, to serve persons with the longest history of homelessness and most severe service needs. Street outreach staff immediately connects and link them to resources that assist with obtaining permanent housing. Engagement consists of multiple contacts to develop rapport and trust, entering information into HMIS for the CES by-name master list to measure progress and to help make housing related decisions. CES has protocols in place to ensure that persons have immediate access to assistance and assist with obtaining permanent housing. Resources include housing navigation to help with housing search and overcoming barriers to obtain housing. The teams administer the VI-SPDAT and facilitate the connection to permanent housing resources. Outreach teams have bilingual staff and translation services readily available to enhance communication and reduce language barriers to engagement. Transportation vehicles, such as wheelchair accessible vans, are also accessible to accommodate people with disabilities.

**4A-4. RRH Beds as Reported in HIC.**

**Applicants must report the total number of rapid rehousing beds available to serve all household types as reported in the Housing Inventory Count (HIC) for 2018 and 2019.**

	2018	2019	Difference
RRH beds available to serve all populations in the HIC	0	13	13

**4A-5. Rehabilitation/Construction Costs–New No Projects.**

**Applicants must indicate whether any new project application the CoC ranked and submitted in its CoC Priority Listing in the FY**

**2019 CoC Program Competition is requesting \$200,000 or more in funding for housing rehabilitation or new construction.**

**4A-6. Projects Serving Homeless under Other Federal Statutes.** No

**Applicants must indicate whether the CoC is requesting to designate one or more of its SSO or TH projects to serve families with children or youth defined as homeless under other federal statutes.**

## 4B. Attachments

**Instructions:**

Multiple files may be attached as a single .zip file. For instructions on how to use .zip files, a reference document is available on the e-snaps training site:  
<https://www.hudexchange.info/resource/3118/creating-a-zip-file-and-capturing-a-screenshot-resource>

Document Type	Required?	Document Description	Date Attached
_ FY 2019 CoC Competition Report (HDX Report)	Yes	2019 Competition ...	09/12/2019
1C-4.PHA Administration Plan–Moving On Multifamily Assisted Housing Owners’ Preference.	No		
1C-4. PHA Administrative Plan Homeless Preference.	No		
1C-7. Centralized or Coordinated Assessment System.	Yes	CA-612 Coordinate...	08/23/2019
1E-1.Public Posting–15-Day Notification Outside e-snaps–Projects Accepted.	Yes	Public Posting of...	09/12/2019
1E-1. Public Posting–15-Day Notification Outside e-snaps–Projects Rejected or Reduced.	Yes	Public Posting of...	09/06/2019
1E-1.Public Posting–30-Day Local Competition Deadline.	Yes	Public Posting of...	09/13/2019
1E-1. Public Posting–Local Competition Announcement.	Yes	2019 Public Noti...	09/06/2019
1E-4.Public Posting–CoC-Approved Consolidated Application	Yes		
3A. Written Agreement with Local Education or Training Organization.	No		
3A. Written Agreement with State or Local Workforce Development Board.	No		
3B-3. Summary of Racial Disparity Assessment.	Yes		
4A-7a. Project List-Homeless under Other Federal Statutes.	No		
Other	No		
Other	No		

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Other	No		
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## **Attachment Details**

**Document Description:** 2019 Competition Reports

## **Attachment Details**

**Document Description:**

## **Attachment Details**

**Document Description:**

## **Attachment Details**

**Document Description:** CA-612 Coordinated Assessment System

## **Attachment Details**

**Document Description:** Public Posting of CoC Accepted Projects

## **Attachment Details**

**Document Description:** Public Posting of Projects Reduced or Rejected

## **Attachment Details**

**Document Description:** Public Posting of local competition deadline

## **Attachment Details**

**Document Description:** 2019 Public Notice of Funding Availability

## **Attachment Details**

**Document Description:**

## Submission Summary

**Ensure that the Project Priority List is complete prior to submitting.**

Page	Last Updated
<b>1A. Identification</b>	08/26/2019
<b>1B. Engagement</b>	08/26/2019
<b>1C. Coordination</b>	09/03/2019
<b>1D. Discharge Planning</b>	No Input Required
<b>1E. Local CoC Competition</b>	09/03/2019
<b>1F. DV Bonus</b>	No Input Required
<b>2A. HMIS Implementation</b>	09/03/2019
<b>2B. PIT Count</b>	09/03/2019
<b>3A. System Performance</b>	09/13/2019
<b>3B. Performance and Strategic Planning</b>	09/12/2019
<b>4A. Mainstream Benefits and Additional Policies</b>	09/13/2019
<b>4B. Attachments</b>	Please Complete

**Submission Summary**

No Input Required

## 2019 HDX Competition Report

### PIT Count Data for CA-612 - Glendale CoC

#### Total Population PIT Count Data

	2016 PIT	2017 PIT	2018 PIT	2019 PIT
Total Sheltered and Unsheltered Count	240	168	260	243
Emergency Shelter Total	154	71	52	55
Safe Haven Total	0	0	0	0
Transitional Housing Total	31	40	52	41
Total Sheltered Count	185	111	104	96
Total Unsheltered Count	55	57	156	147

#### Chronically Homeless PIT Counts

	2016 PIT	2017 PIT	2018 PIT	2019 PIT
Total Sheltered and Unsheltered Count of Chronically Homeless Persons	115	67	49	76
Sheltered Count of Chronically Homeless Persons	80	25	11	27
Unsheltered Count of Chronically Homeless Persons	35	42	38	49

## 2019 HDX Competition Report

### PIT Count Data for CA-612 - Glendale CoC

#### Homeless Households with Children PIT Counts

	2016 PIT	2017 PIT	2018 PIT	2019 PIT
Total Sheltered and Unsheltered Count of the Number of Homeless Households with Children	24	32	30	30
Sheltered Count of Homeless Households with Children	19	28	24	25
Unsheltered Count of Homeless Households with Children	5	4	6	5

#### Homeless Veteran PIT Counts

	2011	2016	2017	2018	2019
Total Sheltered and Unsheltered Count of the Number of Homeless Veterans	39	10	4	12	5
Sheltered Count of Homeless Veterans	20	2	0	0	0
Unsheltered Count of Homeless Veterans	19	8	4	12	5

2019 HDX Competition Report  
HIC Data for CA-612 - Glendale CoC

**HMIS Bed Coverage Rate**

Project Type	Total Beds in 2019 HIC	Total Beds in 2019 HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ES) Beds	55	10	45	100.00%
Safe Haven (SH) Beds	0	0	0	NA
Transitional Housing (TH) Beds	55	0	55	100.00%
Rapid Re-Housing (RRH) Beds	13	0	13	100.00%
Permanent Supportive Housing (PSH) Beds	192	0	128	66.67%
Other Permanent Housing (OPH) Beds	0	0	0	NA
Total Beds	315	10	241	79.02%

2019 HDX Competition Report  
HIC Data for CA-612 - Glendale CoC

**PSH Beds Dedicated to Persons Experiencing Chronic Homelessness**

Chronically Homeless Bed Counts	2016 HIC	2017 HIC	2018 HIC	2019 HIC
Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homeless persons identified on the HIC	100	103	99	105

**Rapid Rehousing (RRH) Units Dedicated to Persons in Household with Children**

Households with Children	2016 HIC	2017 HIC	2018 HIC	2019 HIC
RRH units available to serve families on the HIC				4

**Rapid Rehousing Beds Dedicated to All Persons**

All Household Types	2016 HIC	2017 HIC	2018 HIC	2019 HIC
RRH beds available to serve all populations on the HIC				13

# 2019 HDX Competition Report

## FY2018 - Performance Measurement Module (Sys PM)

### Summary Report for CA-612 - Glendale CoC

#### Measure 1: Length of Time Persons Remain Homeless

This measures the number of clients active in the report date range across ES, SH (Metric 1.1) and then ES, SH and TH (Metric 1.2) along with their average and median length of time homeless. This includes time homeless during the report date range as well as prior to the report start date, going back no further than October, 1, 2012.

**Metric 1.1:** Change in the average and median length of time persons are homeless in ES and SH projects.  
**Metric 1.2:** Change in the average and median length of time persons are homeless in ES, SH, and TH projects.

a. This measure is of the client's entry, exit, and bed night dates strictly as entered in the HMIS system.

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Submitted FY 2017	FY 2018	Submitted FY 2017	FY 2018	Difference	Submitted FY 2017	FY 2018	Difference
1.1 Persons in ES and SH	194	178	82	88	6	64	70	6
1.2 Persons in ES, SH, and TH	259	242	149	168	19	98	87	-11

b. This measure is based on data element 3.17.

This measure includes data from each client's Living Situation (Data Standards element 3.917) response as well as time spent in permanent housing projects between Project Start and Housing Move-In. This information is added to the client's entry date, effectively extending the client's entry date backward in time. This "adjusted entry date" is then used in the calculations just as if it were the client's actual entry date.

The construction of this measure changed, per HUD's specifications, between FY 2016 and FY 2017. HUD is aware that this may impact the change between these two years.

# 2019 HDX Competition Report

## FY2018 - Performance Measurement Module (Sys PM)

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Submitted FY 2017	FY 2018	Submitted FY 2017	FY 2018	Difference	Submitted FY 2017	FY 2018	Difference
1.1 Persons in ES, SH, and PH (prior to "housing move in")	192	179	335	715	380	123	413	290
1.2 Persons in ES, SH, TH, and PH (prior to "housing move in")	259	243	360	655	295	193	457	264

## 2019 HDX Competition Report

### FY2018 - Performance Measurement Module (Sys PM)

#### Measure 2: The Extent to which Persons who Exit Homelessness to Permanent Housing Destinations Return to Homelessness

This measures clients who exited SO, ES, TH, SH or PH to a permanent housing destination in the date range two years prior to the report date range. Of those clients, the measure reports on how many of them returned to homelessness as indicated in the HMIS for up to two years after their initial exit.

After entering data, please review and confirm your entries and totals. Some HMIS reports may not list the project types in exactly the same order as they are displayed below.

	Total # of Persons who Exited to a Permanent Housing Destination (2 Years Prior)	Returns to Homelessness in Less than 6 Months		Returns to Homelessness from 6 to 12 Months		Returns to Homelessness from 13 to 24 Months		Number of Returns in 2 Years	
		FY 2018	% of Returns	FY 2018	% of Returns	FY 2018	% of Returns	FY 2018	% of Returns
Exit was from SO	0	0		0		0		0	
Exit was from ES	69	0	0%	4	6%	2	3%	6	9%
Exit was from TH	18	0	0%	0	0%	0	0%	0	0%
Exit was from SH	0	0		0		0		0	
Exit was from PH	6	0	0%	0	0%	0	0%	0	0%
TOTAL Returns to Homelessness	93	0	0%	4	4%	2	2%	6	6%

#### Measure 3: Number of Homeless Persons

##### Metric 3.1 – Change in PIT Counts

## 2019 HDX Competition Report

### FY2018 - Performance Measurement Module (Sys PM)

This measures the change in PIT counts of sheltered and unsheltered homeless person as reported on the PIT (not from HMIS).

	January 2017 PIT Count	January 2018 PIT Count	Difference
Universe: Total PIT Count of sheltered and unsheltered persons	168	260	92
Emergency Shelter Total	71	52	-19
Safe Haven Total	0	0	0
Transitional Housing Total	40	52	12
Total Sheltered Count	111	104	-7
Unsheltered Count	57	156	99

### Metric 3.2 – Change in Annual Counts

This measures the change in annual counts of sheltered homeless persons in HMIS.

	Submitted FY 2017	FY 2018	Difference
Universe: Unduplicated Total sheltered homeless persons	260	246	-14
Emergency Shelter Total	195	182	-13
Safe Haven Total	0	0	0
Transitional Housing Total	69	64	-5

# 2019 HDX Competition Report

## FY2018 - Performance Measurement Module (Sys PM)

### Measure 4: Employment and Income Growth for Homeless Persons in CoC Program-funded Projects

Metric 4.1 – Change in earned income for adult system stayers during the reporting period

	Submitted FY 2017	FY 2018	Difference
Universe: Number of adults (system stayers)	68	85	17
Number of adults with increased earned income	13	7	-6
Percentage of adults who increased earned income	19%	8%	-11%

Metric 4.2 – Change in non-employment cash income for adult system stayers during the reporting period

	Submitted FY 2017	FY 2018	Difference
Universe: Number of adults (system stayers)	68	85	17
Number of adults with increased non-employment cash income	29	21	-8
Percentage of adults who increased non-employment cash income	43%	25%	-18%

Metric 4.3 – Change in total income for adult system stayers during the reporting period

	Submitted FY 2017	FY 2018	Difference
Universe: Number of adults (system stayers)	68	85	17
Number of adults with increased total income	40	27	-13
Percentage of adults who increased total income	59%	32%	-27%

## 2019 HDX Competition Report

### FY2018 - Performance Measurement Module (Sys PM)

#### Metric 4.4 – Change in earned income for adult system leavers

	Submitted FY 2017	FY 2018	Difference
Universe: Number of adults who exited (system leavers)	27	23	-4
Number of adults who exited with increased earned income	7	5	-2
Percentage of adults who increased earned income	26%	22%	-4%

#### Metric 4.5 – Change in non-employment cash income for adult system leavers

	Submitted FY 2017	FY 2018	Difference
Universe: Number of adults who exited (system leavers)	27	23	-4
Number of adults who exited with increased non-employment cash income	8	11	3
Percentage of adults who increased non-employment cash income	30%	48%	18%

#### Metric 4.6 – Change in total income for adult system leavers

	Submitted FY 2017	FY 2018	Difference
Universe: Number of adults who exited (system leavers)	27	23	-4
Number of adults who exited with increased total income	12	15	3
Percentage of adults who increased total income	44%	65%	21%

## 2019 HDX Competition Report

### FY2018 - Performance Measurement Module (Sys PM)

#### Measure 5: Number of persons who become homeless for the 1st time

Metric 5.1 – Change in the number of persons entering ES, SH, and TH projects with no prior enrollments in HMIS

	Submitted FY 2017	FY 2018	Difference
Universe: Person with entries into ES, SH or TH during the reporting period.	194	177	-17
Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.	14	10	-4
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time)	180	167	-13

Metric 5.2 – Change in the number of persons entering ES, SH, TH, and PH projects with no prior enrollments in HMIS

	Submitted FY 2017	FY 2018	Difference
Universe: Person with entries into ES, SH, TH or PH during the reporting period.	209	179	-30
Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.	16	11	-5
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time.)	193	168	-25

## 2019 HDX Competition Report

### FY2018 - Performance Measurement Module (Sys PM)

#### Measure 6: Homeless Prevention and Housing Placement of Persons defined by category 3 of HUD's Homeless Definition in CoC Program-funded Projects

This Measure is not applicable to CoCs in FY2018 (Oct 1, 2017 - Sept 30, 2018) reporting period.

#### Measure 7: Successful Placement from Street Outreach and Successful Placement in or Retention of Permanent Housing

Metric 7a.1 – Change in exits to permanent housing destinations

	Submitted FY 2017	FY 2018	Difference
Universe: Persons who exit Street Outreach	114	127	13
Of persons above, those who exited to temporary & some institutional destinations	6	3	-3
Of the persons above, those who exited to permanent housing destinations	0	1	1
% Successful exits	5%	3%	-2%

Metric 7b.1 – Change in exits to permanent housing destinations

## 2019 HDX Competition Report

### FY2018 - Performance Measurement Module (Sys PM)

	Submitted FY 2017	FY 2018	Difference
Universe: Persons in ES, SH, TH and PH-RRH who exited, plus persons in other PH projects who exited without moving into housing	177	169	-8
Of the persons above, those who exited to permanent housing destinations	90	69	-21
% Successful exits	51%	41%	-10%

#### Metric 7b.2 – Change in exit to or retention of permanent housing

	Submitted FY 2017	FY 2018	Difference
Universe: Persons in all PH projects except PH-RRH	130	120	-10
Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations	122	117	-5
% Successful exits/retention	94%	98%	4%

# 2019 HDX Competition Report

## **FY2018 - SysPM Data Quality**

### **CA-612 - Glendale CoC**

This is a new tab for FY 2016 submissions only. Submission must be performed manually (data cannot be uploaded). Data coverage and quality will allow HUD to better interpret your Sys PM submissions.

Your bed coverage data has been imported from the HIC module. The remainder of the data quality points should be pulled from data quality reports made available by your vendor according to the specifications provided in the HMIS Standard Reporting Terminology Glossary. You may need to run multiple reports in order to get data for each combination of year and project type.

You may enter a note about any field if you wish to provide an explanation about your data quality results. This is not required.

## 2019 HDX Competition Report FY2018 - SysPM Data Quality

	All ES, SH				All TH				All PSH, OPH				All RRH				All Street Outreach			
	2014-2015	2015-2016	2016-2017	2017-2018	2014-2015	2015-2016	2016-2017	2017-2018	2014-2015	2015-2016	2016-2017	2017-2018	2014-2015	2015-2016	2016-2017	2017-2018	2014-2015	2015-2016	2016-2017	2017-2018
1. Number of non-DV Beds on HIC	40	41	54	42	40	40	40	52	152	148	137	130								
2. Number of HMIS Beds	40	41	40	42	40	40	40	40	152	148	137	129								
3. HMIS Participation Rate from HIC ( % )	100.00	100.00	74.07	100.00	100.00	100.00	100.00	76.92	100.00	100.00	100.00	99.23								
4. Unduplicated Persons Served (HMIS)	213	681	197	184	88	79	69	63	151	200	127	127	538	701	30	19	73	176	9	137
5. Total Leavers (HMIS)	176	637	162	149	47	37	32	33	17	19	21	15	393	534	26	19	63	171	9	128
6. Destination of Don't Know, Refused, or Missing (HMIS)	32	489	7	0	0	0	1	0	1	3	0	1	17	19	1	0	2	19	0	0
7. Destination Error Rate (%)	18.18	76.77	4.32	0.00	0.00	0.00	3.13	0.00	5.88	15.79	0.00	6.67	4.33	3.56	3.85	0.00	3.17	11.11	0.00	0.00

# 2019 HDX Competition Report

## Submission and Count Dates for CA-612 - Glendale CoC

### Date of PIT Count

	Date	Received HUD Waiver
Date CoC Conducted 2019 PIT Count	1/22/2019	

### Report Submission Date in HDX

	Submitted On	Met Deadline
2019 PIT Count Submittal Date	4/23/2019	Yes
2019 HIC Count Submittal Date	4/23/2019	Yes
2018 System PM Submittal Date	5/30/2019	Yes

**Samvelyan, Ivet**

**From:** Samvelyan, Ivet  
**Sent:** Wednesday, September 11, 2019 8:22 AM  
**To:** HMIS Support; 'Laura Duncan'; 'Marcell Mitchell'; Kiara Banks; McCollum, Philip; Foster, Cynthia; Ghazarian, Renia; Reyes, Nancy; Ana Aguirre; Pilar Buelna; Marlin Galvez; Albert Hernandez; Carrie; Bulanikian, Onnig; Richard Corral; Nelson, Bruce; Younesian, Melissa; Ilin Magran; George Murray; Gabrielle Waring; GABRIELLE WARING; Gilkerson, John; Moreno Hernandez, Iris; Newborg, Mark; Magtoto, Patrick; Carver, Danny; Lee, Daniel; Miranda M. Urquilla (MUrquilla@dmh.lacounty.gov); alen.davtian@usw.salvationarmy.org; Alfred Hernandez; ARS; Barrett, Natalie; Bernice; Biaina Asatoorian; Bonnie Clark; Bruce Nelson (nelsonbr@ah.org); Christina Cruz; Dzhanyan, Eliza; Elizabeth Sahagun; Eufemio; FP Verdugos Office; Grigoryan, Karine; Hamidy, Sayed; Jennifer Shiflett; Justin Shiflett; Keith Buck; Laura Duncan; M Roldan; Magda Sellon; Marcell Mitchell; Natalie Smith; Regina Alexander; Robertson, Scott; Ruzanna Mkrtchyan; Samvelyan, Ivet; Sandra Yanez; Seda; Starla; tarapeterson@glendaleywc.org; Todd; XGranados@ascenciaca.org  
**Cc:** Samvelyan, Ivet  
**Subject:** 2019 Continuum of Care Funding Application -Public Posting CoC Approved Consolidated Application

Dear Continuum of Care Applicants,

In accordance to the NOFA Requirements for Public Posting–CoC-Approved Consolidated Application, this email is to inform you that on **Tuesday, September 10, 2019 at 3pm**, the Glendale Housing Authority approved the CoC Board Recommendations for the submission of the Glendale’s COC application to HUD for FY 2020-2021. City’s application to HUD is in the amount of \$2,586,109.

Glendale CoC’s eligible application amounts for 2019 NOFA (FY 2020-2021) are as follows:

Project Name	Funding Requested		
	Totals	Tier 1	Tier 2
Ascencia Housing Now Program	\$ 374,856	\$ 374,856	
Family Promise of the Verdugos Rapid Re Housing Program	\$ 103,752	\$ 103,752	
Ascencia Scattered Site Permanent Supportive Housing Program	\$ 211,929	\$ 211,929	
2001 Shelter Plus Care Project	\$ 182,500	\$ 182,500	
2011 Shelter Plus Care Project	\$ 59,954	\$ 59,954	
2005 Shelter Plus Care Project	\$ 127,781	\$ 127,781	
1998 and 1999 Shelter Plus Care Project	\$ 347,485	\$ 347,485	
Next Step Permanent Supportive Housing Project	\$ 174,318	\$ 174,318	
Glendale HMIS Project	\$ 88,577	\$ 88,577	
Chester Street Permanent Supportive Housing Program	\$ 81,187	\$ -	\$81,187
CES Reallocation 2018	\$ 620,951	\$ 559,741	\$61,210
<b>Annual Renewal Demand</b>	<b>\$ 2,373,290</b>	<b>\$ 2,230,893</b>	<b>\$142,397</b>
Tier 1 (94%)	\$ 2,230,893		
Tier 2 (6%)	\$ 142,397		

## Samvelyan, Ivet

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**From:** Samvelyan, Ivet  
**Sent:** Tuesday, August 20, 2019 11:42 AM  
**To:** 'Laura Duncan'; Kiara Banks; 'Marcell Mitchell'; Pilar Buelna; Anabel Sanchez; 'Albert Hernandez';  
carrie; Rita Campos; Ghazarian, Renia; Moreno Hernandez, Iris; Reyes, Nancy; McCollum, Philip;  
Foster, Cynthia  
**Cc:** HMIS Support; 'Richard Corral'; 'George Murray'; Gabrielle Waring; 'Ilin Magran'; 'Nelson,Bruce';  
Younesian, Melissa  
**Subject:** 2019 CoC Reallocation Process and Posting of 2019 CoC NOFA Priority  
**Attachments:** 2019 Reallocation Process Policy.docx; 2019 NOFA priority Ranking.pdf

Tracking:	Recipient	Delivery	Read
	'Laura Duncan'		
	Kiara Banks		
	'Marcell Mitchell'		
	Pilar Buelna		
	Anabel Sanchez		
	'Albert Hernandez'		
	carrie		
	Rita Campos		
	Ghazarian, Renia	Delivered: 8/20/2019 11:42 AM	
	Moreno Hernandez, Iris	Delivered: 8/20/2019 11:42 AM	
	Reyes, Nancy	Delivered: 8/20/2019 11:42 AM	Read: 8/20/2019 11:44 AM
	McCollum, Philip	Delivered: 8/20/2019 11:42 AM	Read: 8/20/2019 12:02 PM
	Foster, Cynthia	Delivered: 8/20/2019 11:42 AM	Read: 8/20/2019 12:01 PM
	HMIS Support		
	'Richard Corral'		
	'George Murray'		
	Gabrielle Waring		
	'Ilin Magran'		
	'Nelson,Bruce'		
	Younesian, Melissa	Delivered: 8/20/2019 11:42 AM	
	HMISsupport@Glendaleca.gov	Delivered: 8/20/2019 11:42 AM	
	Samvelyan, Ivet		Read: 8/20/2019 1:02 PM

### Good Morning CoC Applicants:

This email is City's compliance to demonstrate transparency in the local CoC competition results and notification to project applicants with the Public Posting of CoC's Approved Consolidated Application including, the CoC Priority Listing which includes all project applications accepted and ranked, or rejected.

Attached please find the CoC 2019 Reallocation Process policy. This along with the 2019 - Priority listing will be published today at on our homeless services website

<https://www.glendaleca.gov/government/city-departments/community-services-parks/community-development-block-grant/homeless-services> under the 2019 NOFA Continuum of Care.

Please note, this year, City of Glendale, as the Collaborative Applicant did not reallocate any grants as part of our submission to HUD. Please note the renewal, ranking and tiering of the projects per the CoC Board meeting on 8/9/2019 was submitted to HUD as part of the CoC's project listing.

Thank you, Ivet

Best Regards,

Ivet Samvelyan, Community Services Manager • City of Glendale • Community Services and Parks

613 East Broadway Room 120 • Glendale, CA 91206 • (818) 548-3720 • [isamvelyan@glendaleca.gov](mailto:isamvelyan@glendaleca.gov)

Homeless Outreach 818-246-7900 or 211



## **2019 Reallocation–CoC Review of Performance of Existing Projects**

### **FY 2019 Continuum of Care Reallocation Policy**

City of Glendale as the Continuum of Care Lead agency is responsible for the submission of the CoC program application to the U.S. Department of HUD. As in the past, HUD has created several opportunities through the reallocation process for CoC to consider reallocating to a new project with specific target population that could be from a fully or partially reallocated. The process was discussed at CoC committee meeting and CoC Board and was fully adopted and approved.

#### **Procedure**

Process of reallocation includes review of each of the CoC projects eligible for renewal under the 2019 CoC competition.

- 1) CoC is able to recapture funds from all grants including Supportive Services Only, CES, Rapid Re Housing Projects, poor or underperforming permanent housing projects who demonstrate understanding spending, non-compliance with grant requirements, no longer a CoC priority in terms of meeting a gap in the CoC.
- 2) Recapturing of funds from the formerly CoC Rental Assistance program (S+C projects) from the Housing Authority if projects are not spending or at full capacity.
- 3) Established a performance Thresholds as attached to the CoC application and the RFP process.
- 4) Reallocation of a Transitional Housing Project to Rapid RE Housing and or Permanent Supportive Housing.



## **Before Starting the Project Listings for the CoC Priority Listing**

**The FY 2019 CoC Consolidated Application requires TWO submissions. Both this Project Priority Listing AND the CoC Application MUST be submitted prior to the CoC Program Competition deadline as required by the FY 2019 CoC Program Competition NOFA.**

The FY 2019 CoC Priority Listing includes the following:

- Reallocation forms – must be completed if the CoC is reallocating eligible renewal projects to create new projects as described in the FY 2019 CoC Program Competition NOFA.
  - New Project Listing – lists all new project applications created through reallocation, the CoC Bonus, and DV Bonus that have been approved and ranked or rejected by the CoC.
  - Renewal Project Listing – lists all eligible renewal project applications that have been approved and ranked or rejected by the CoC.
  - UFA Costs Project Listing – applicable and only visible for Collaborative Applicants that were designated as a Unified Funding Agency (UFA) during the FY 2019 CoC Program Registration process. Only 1 UFA Costs project application is permitted and can only be submitted by the Collaborative Applicant.
  - CoC Planning Project Listing – Only 1 CoC planning project is permitted per CoC and can only be submitted by the Collaborative Applicant.
  - YHDP Project Listing – lists the eligible YHDP renewal project for the CoC that must be approved and ranked or rejected by the CoC.
  - HUD-2991, Certification of Consistency with the Consolidated Plan – Collaborative Applicants must attach an accurately completed, signed, and dated HUD-2991.
- Things to Remember:

- All new, renewal, and YHDP projects must be approved and ranked or rejected on the Project Listings.
- Collaborative Applicants are responsible for ensuring all project applications are accurately appearing on the Project Listings and there are no project applications missing from one or more Project Listings.
- If a project application(s) is rejected by the CoC, the Collaborative Applicant must notify the project applicant(s) no later than 15 days before the CoC Program Competition application deadline outside of e-snaps and include the reason for rejection.
- For each project application rejected by the CoC the Collaborative Applicant must select the reason for the rejection from the dropdown provided.
- If the Collaborative Applicant needs to amend a project application for any reason after ranking has been completed, the ranking of other projects will not be affected; however, the Collaborative Applicant MUST ensure the amended project is returned to the applicable Project Listing AND re-rank the project application BEFORE submitting the CoC Priority Listing to HUD in e-snaps.

Additional training resources are available online on the CoC Training page of the HUD Exchange at: <https://www.hudexchange.info/resource/2916/project-priority-listing-coc-consolidated-application/>

## 1A. Continuum of Care (CoC) Identification

**Instructions:**

For guidance on completing this form, please reference the FY 2019 CoC Priority Listing Detailed Instructions and FY 2019 CoC Priority Listing Navigational Guide on the HUD Exchange at <https://www.hudexchange.info/programs/e-snaps/>.  
Submit technical question to the HUD Exchange Ask A Question (AAQ) at <https://www.hudexchange.info/program-support/my-question/>.

**Collaborative Applicant Name:** City of Glendale/Glendale Housing Authority

## 2. Reallocation

### **Instructions:**

For guidance on completing this form, please reference the FY 2019 CoC Priority Listing Detailed Instructions and FY 2019 CoC Priority Listing Navigational Guide on the HUD Exchange at <https://www.hudexchange.info/programs/e-snaps/>.  
Submit technical question to the HUD Exchange Ask A Question (AAQ) at <https://www.hudexchange.info/program-support/my-question/>.

**2-1. Is the CoC reallocating funds from one or more eligible renewal grant(s) that will expire in calendar year 2020 into one or more new projects? No**

## Continuum of Care (CoC) New Project Listing

**Instructions:**

Prior to starting the New Project Listing, Collaborative Applicants should carefully review the CoC Priority Listing Detailed Instructions and CoC Priority Listing Navigational Guide, both of which are available at: <https://www.hudexchange.info/resource/2916/project-priority-listing-coc-consolidated-application/>

To upload all new project applications that have been submitted to this CoC Project Listing, click on the "Update List" button. This process may take a few minutes based upon the number of new projects submitted by project applicant(s) to your CoC in the e-snaps system. The Collaborative Applicant may update each of the Project Listings simultaneously. The Collaborative Applicant can wait for the Project Listings to be updated or can log out of e-snaps and come back later to view the updated list(s). To review a project on the New Project Listing, click on the magnifying glass next to each project to view project details. To view the actual project application, click on the orange folder. If there are errors identified by the Collaborative Applicant, the project can be amended back to the project applicant to make the necessary changes by clicking on the amend icon. The Collaborative Applicant has the sole responsibility for ensuring all amended projects are resubmitted, approved and ranked or rejected on this project listing BEFORE submitting the CoC Priority Listing in e-snaps.

**EX1\_Project\_List\_Status\_field List Updated Successfully**

Project Name	Date Submitted	Comp Type	Applicant Name	Budget Amount	Grant Term	Rank	PH/Realloc	PSH/RRH	Expansion
Glendale Housing ...	2019-08-08 12:31:...	PH	City of Glendale/ ...	\$142,397	1 Year	13	PH Bonus	PSH	

## Continuum of Care (CoC) Renewal Project Listing

**Instructions:**

Prior to starting the New Project Listing, Collaborative Applicants should carefully review the "CoC Priority Listing Detailed Instructions" and the "CoC Project Listing Instructional Guide", both of which are available at: <https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources>.

To upload all renewal project applications that have been submitted to this Renewal Project Listing, click on the "Update List" button. This process may take a few minutes based upon the number of renewal projects that need to be located in the e-snaps system. The Collaborative Applicant may update each of the Project Listings simultaneously. The Collaborative Applicant can wait for the Project Listings to be updated or can log out of e-snaps and come back later to view the updated list(s). To review a project on the Renewal Project Listing, click on the magnifying glass next to each project to view project details. To view the actual project application, click on the orange folder. If there are errors identified by the Collaborative Applicant, the project can be amended back to the project applicant to make the necessary changes by clicking on the amend icon. The Collaborative Applicant has the sole responsibility for ensuring all amended projects are resubmitted and appear on this project listing BEFORE submitting the CoC Priority Listing in e-snaps.

The Collaborative Applicant certifies that there is a demonstrated need for all renewal permanent supportive housing and rapid re-housing projects listed on the Renewal Project Listing.

The Collaborative Applicant does not have any renewal permanent supportive housing or rapid re-housing renewal projects.

EX1\_Project\_List\_Status\_field List Updated Successfully

Project Name	Date Submitted	Grant Term	Applicant Name	Budget Amount	Rank	PSH/RRH	Comp Type	Consolidation Type	Expansion Type
Glendale HMIS Pro...	2019-08-06 11:49:...	1 Year	City of Glendale /...	\$88,577	9		HMIS		
Ascencia Scattere..	2019-08-08 15:28:...	1 Year	City of Glendale /...	\$211,929	3	PSH	PH		
1998 and 1999 She...	2019-08-07 14:29:...	1 Year	City of Glendale /...	\$347,485	7	PSH	PH	Individual	

Next Step Permane ...	2019-08-07 17:37:...	1 Year	City of Glendale /...	\$174,318	8	PSH	PH		
2011 Shelter Plus...	2019-08-07 13:45:...	1 Year	City of Glendale /...	\$59,954	5	PSH	PH	Individual	
Ascencia Housing ...	2019-08-07 18:37:...	1 Year	City of Glendale /...	\$374,856	1	PSH	PH		
Chester Street Pe...	2019-08-07 13:36:...	1 Year	City of Glendale /...	\$81,187	11	PSH	PH		
2005 Shelter Plus...	2019-08-07 13:33:...	1 Year	City of Glendale /...	\$127,781	6	PSH	PH	Individual	
CES Reallocation ...	2019-08-08 16:43:...	1 Year	City of Glendale /...	\$620,951	10		SSO		
Family Promise of...	2019-08-08 17:48:...	1 Year	City of Glendale /...	\$103,752	2	RRH	PH		
Consolidated Gran...	2019-08-09 17:19:...	1 Year	City of Glendale /...	\$717,720	C7	PSH	PH	Fully Consolidated	
2001 Shelter Plus...	2019-08-12 14:53:...	1 Year	City of Glendale /...	\$182,500	4	PSH	PH	Individual	

## Continuum of Care (CoC) Planning Project Listing

### Instructions:

Prior to starting the CoC Planning Project Listing, Collaborative Applicants should carefully review the "CoC Priority Listing Detailed Instructions" and the "CoC Project Listing Instructional Guide," both of which are available at: <https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources>.

To upload the CoC planning project application that has been submitted to this CoC Planning Project Listing, click on the "Update List" button. This process may take a few minutes as the project will need to be located in the e-snaps system. The Collaborative Applicant may update each of the Project Listings simultaneously. The Collaborative Applicant can wait for the Project Listings to be updated or can log out of e-snaps and come back later to view the updated list(s). To review the CoC Planning Project Listing, click on the magnifying glass next to view the project details. To view the actual project application, click on the orange folder. If there are errors identified by the Collaborative Applicant, the project can be amended back to the project applicant to make the necessary changes by clicking on the amend icon.

Only one CoC Planning project application can be submitted by a Collaborative Applicant and must match the Collaborative Applicant information on the CoC Applicant Profile. Any additional CoC Planning project applications must be rejected.

### EX1\_Project\_List\_Status\_field

Project Name	Date Submitted	Grant Term	Applicant Name	Budget Amount	Comp Type
CoC Planning Proj...	2019-08-05 17:50:...	1 Year	City of Glendale/...	\$70,422	CoC Planning Proj...

## Continuum of Care (CoC) YHDP Renewal Project Listing

### Instructions:

Prior to starting the New Project Listing, Collaborative Applicants should carefully review the CoC Priority Listing Detailed Instructions and CoC Priority Listing Navigational Guide, both of which are available at: <https://www.hudexchange.info/resource/2916/project-priority-listing-coc-consolidated-application/>

To upload all new project applications that have been submitted to this CoC Project Listing, click on the "Update List" button. This process may take a few minutes based upon the number of new projects submitted by project applicant(s) to your CoC in the e-snaps system. The Collaborative Applicant may update each of the Project Listings simultaneously. The Collaborative Applicant can wait for the Project Listings to be updated or can log out of e-snaps and come back later to view the updated list(s). To review a project on the New Project Listing, click on the magnifying glass next to each project to view project details. To view the actual project application, click on the orange folder. If there are errors identified by the Collaborative Applicant, the project can be amended back to the project applicant to make the necessary changes by clicking on the amend icon. The Collaborative Applicant has the sole responsibility for ensuring all amended projects are resubmitted, approved and ranked or rejected on this project listing BEFORE submitting the CoC Priority Listing in e-snaps.

Project Name	Date Submitted	Applicant Name	Budget Amount	Comp Type	Grant Term	Rank	PSH/RRH
This list contains no items							

## Funding Summary

### Instructions

For additional information, carefully review the "CoC Priority Listing Detailed Instructions" and the "CoC Priority Listing Instructional Guide", both of which are available at: <https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources>.

This page contains the total budget summaries for each of the project listings for which the Collaborative Applicant approved and ranked or rejected project applications. The Collaborative Applicant must review this page to ensure the totals for each of the categories is accurate. The "Total CoC Request" indicates the total funding request amount the Collaborative Applicant will submit to HUD for funding consideration. As stated previously, only 1 UFA Cost project application (for UFA designated Collaborative Applicants only) and only 1 CoC Planning project application can be submitted and only the Collaborative Applicant designated by the CoC is eligible to request these funds.

Title	Total Amount
Renewal Amount	\$2,373,290
Consolidated Amount	\$717,720
New Amount	\$142,397
CoC Planning Amount	\$70,422
YHDP Renewal	\$0
Rejected Amount	\$0
<b>TOTAL CoC REQUEST</b>	<b>\$2,586,109</b>

## Attachments

Document Type	Required?	Document Description	Date Attached
Certification of Consistency with the Consolidated Plan	Yes	2991 Glendale	08/16/2019
FY 2017 Rank (from Project Listing)	No		
Other	No		
Other	No		

## **Attachment Details**

**Document Description:** 2991 Glendale

## **Attachment Details**

**Document Description:**

## **Attachment Details**

**Document Description:**

## **Attachment Details**

**Document Description:**

## Submission Summary

**WARNING: The FY2017 CoC Consolidated Application requires 2 submissions. Both this Project Priority Listing AND the CoC Consolidated Application MUST be submitted.**

**WARNING: The FY2017 CoC Consolidated Application requires 2 submissions. Both this Project Priority Listing AND the CoC Consolidated Application MUST be submitted.**

Page	Last Updated
<b>Before Starting</b>	No Input Required
<b>1A. Identification</b>	08/06/2019
<b>2. Reallocation</b>	08/06/2019
<b>5A. CoC New Project Listing</b>	08/09/2019
<b>5B. CoC Renewal Project Listing</b>	08/12/2019
<b>5D. CoC Planning Project Listing</b>	08/09/2019
<b>5E. YHDP Renewal Project Listing</b>	No Input Required
<b>Funding Summary</b>	No Input Required
<b>Attachments</b>	08/16/2019
<b>Submission Summary</b>	No Input Required

**Certification of Consistency  
with the Consolidated Plan**

U.S. Department of Housing  
and Urban Development

I certify that the proposed activities/projects in the application are consistent with the jurisdiction's current, approved Consolidated Plan.  
(Type or clearly print the following information:)

Applicant Name: City of Glendale/Glendale Housing Authority

Project Name: Glendale HMIS Project

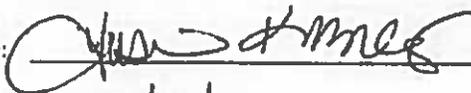
Location of the Project: 613 E. Broadway, Suite 120, Glendale, CA 91206  
\_\_\_\_\_  
\_\_\_\_\_

Name of the Federal Program to which the applicant is applying: Continuum of Care Program

Name of Certifying Jurisdiction: City of Glendale/Glendale Housing Authority

Certifying Official of the Jurisdiction Name: Yasmin K. Beers

Title: City Manager/Executive Director, Glendale Housing Authority

Signature: 

Date: 8/7/19

# Certification of Consistency with the Consolidated Plan

U.S. Department of Housing  
and Urban Development

I certify that the proposed activities/projects in the application are consistent with the jurisdiction's current, approved Consolidated Plan.  
(Type or clearly print the following information:)

Applicant Name: City of Glendale/Glendale Housing Authority

Project Name: Next Step Permanent Supportive Housing Project

Location of the Project: 613 E. Broadway, Suite 120, Glendale, CA 91206

Name of the Federal  
Program to which the  
applicant is applying: Continuum of Care Program

Name of  
Certifying Jurisdiction: City of Glendale/Glendale Housing Authority

Certifying Official  
of the Jurisdiction  
Name: Yasmin K. Beers

Title: City Manager/Executive Director, Glendale Housing Authority

Signature: 

Date: 8/17/19

# Certification of Consistency with the Consolidated Plan

U.S. Department of Housing  
and Urban Development

I certify that the proposed activities/projects in the application are consistent with the jurisdiction's current, approved Consolidated Plan.  
(Type or clearly print the following information:)

Applicant Name: City of Glendale/Glendale Housing Authority

Project Name: 2001 Shelter Plus Care Project

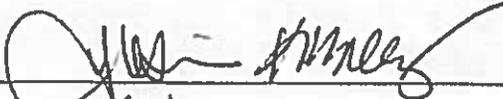
Location of the Project: 613 E. Broadway, Suite 120, Glendale, CA 91206  
\_\_\_\_\_  
\_\_\_\_\_

Name of the Federal  
Program to which the  
applicant is applying: Continuum of Care Program

Name of  
Certifying Jurisdiction: City of Glendale/Glendale Housing Authority

Certifying Official  
of the Jurisdiction  
Name: Yasmin K. Beers

Title: City Manager/Executive Director, Glendale Housing Authority

Signature: 

Date: 8/7/19

# Certification of Consistency with the Consolidated Plan

U.S. Department of Housing  
and Urban Development

I certify that the proposed activities/projects in the application are consistent with the jurisdiction's current, approved Consolidated Plan.  
(Type or clearly print the following information:)

**Applicant Name:** City of Glendale/Glendale Housing Authority

**Project Name:** 1998 and 1999 Shelter Plus Care Project

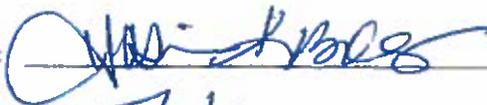
**Location of the Project:** 613 E. Broadway, Suite 120, Glendale, CA 91206  
\_\_\_\_\_  
\_\_\_\_\_

**Name of the Federal Program to which the applicant is applying:** Continuum of Care Program

**Name of Certifying Jurisdiction:** City of Glendale/Glendale Housing Authority

**Certifying Official of the Jurisdiction Name:** Yasmin K. Beers

**Title:** City Manager/Executive Director, Glendale Housing Authority

**Signature:** 

**Date:** 8/7/19

# Certification of Consistency with the Consolidated Plan

U.S. Department of Housing  
and Urban Development

I certify that the proposed activities/projects in the application are consistent with the jurisdiction's current, approved Consolidated Plan.  
(Type or clearly print the following information:)

Applicant Name: City of Glendale/Glendale Housing Authority

Project Name: 2019 Glendale Housing Project

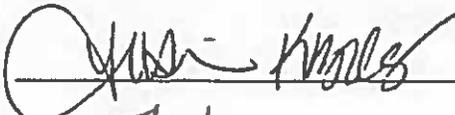
Location of the Project: 613 E. Broadway, Suite 120, Glendale, CA 91206

Name of the Federal  
Program to which the  
applicant is applying: Continuum of Care Program

Name of  
Certifying Jurisdiction: City of Glendale/Glendale Housing Authority

Certifying Official  
of the Jurisdiction  
Name: Yasmin K. Beers

Title: City Manager/Executive Director, Glendale Housing Authority

Signature: 

Date: 8/7/19

# Certification of Consistency with the Consolidated Plan

U.S. Department of Housing  
and Urban Development

I certify that the proposed activities/projects in the application are consistent with the jurisdiction's current, approved Consolidated Plan.  
(Type or clearly print the following information:)

Applicant Name: City of Glendale/Glendale Housing Authority

Project Name: 2011 Shelter Plus Care Project

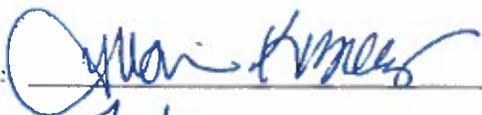
Location of the Project: 613 E. Broadway, Suite 120, Glendale, CA 91206

Name of the Federal Program to which the applicant is applying: Continuum of Care Program

Name of Certifying Jurisdiction: City of Glendale/Glendale Housing Authority

Certifying Official of the Jurisdiction Name: Yasmin K. Beers

Title: City Manager/Executive Director, Glendale Housing Authority

Signature: 

Date: 8/7/19

**Certification of Consistency  
with the Consolidated Plan**

U.S. Department of Housing  
and Urban Development

I certify that the proposed activities/projects in the application are consistent with the jurisdiction's current, approved Consolidated Plan.  
(Type or clearly print the following information:)

Applicant Name: City of Glendale/Glendale Housing Authority

Project Name: 2005 Shelter Plus Care Project

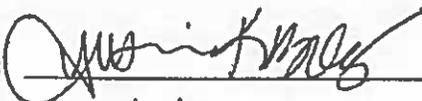
Location of the Project: 613 E. Broadway, Suite 120, Glendale, CA 91206

Name of the Federal Program to which the applicant is applying: Continuum of Care Program

Name of Certifying Jurisdiction: City of Glendale/Glendale Housing Authority

Certifying Official of the Jurisdiction Name: Yasmin K. Beers

Title: City Manager/Executive Director, Glendale Housing Authority

Signature: 

Date: 8/7/19

# Certification of Consistency with the Consolidated Plan

U.S. Department of Housing  
and Urban Development

I certify that the proposed activities/projects in the application are consistent with the jurisdiction's current, approved Consolidated Plan.  
(Type or clearly print the following information:)

Applicant Name: City of Glendale/Glendale Housing Authority

Project Name: Ascencia Housing Now Program

Location of the Project: 613 E. Broadway, Suite 120, Glendale, CA 91206  
\_\_\_\_\_  
\_\_\_\_\_

Name of the Federal Program to which the applicant is applying: Continuum of Care Program

Name of Certifying Jurisdiction: City of Glendale/Glendale Housing Authority

Certifying Official of the Jurisdiction Name: Yasmin K. Beers

Title: City Manager/Executive Director, Glendale Housing Authority

Signature: 

Date: 8/7/11

# Certification of Consistency with the Consolidated Plan

U.S. Department of Housing  
and Urban Development

I certify that the proposed activities/projects in the application are consistent with the jurisdiction's current, approved Consolidated Plan.  
(Type or clearly print the following information:)

Applicant Name: City of Glendale/ Glendale Housing Authority

Project Name: Chester Street Permanent Supportive Housing Program

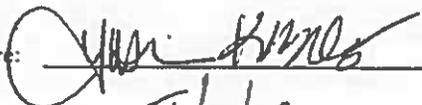
Location of the Project: 613 E. Broadway, Suit 120, Glendale, CA 91206

Name of the Federal Program to which the applicant is applying: Continuum of Care Program

Name of Certifying Jurisdiction: City of Glendale/Glendale Housing Authority

Certifying Official of the Jurisdiction Name: Yasmin K. Beers

Title: City Manager/Executive Director, Glendale Housing Authority

Signature: 

Date: 8/7/19

# Certification of Consistency with the Consolidated Plan

U.S. Department of Housing  
and Urban Development

HUD Form 2991 (3/98)

I certify that the proposed activities/projects in the application are consistent with the jurisdiction's current, approved Consolidated Plan.  
(Type or clearly print the following information:)

Applicant Name: City of Glendale/Glendale Housing Authority

Project Name: Ascencia Scattered Site Permanent Supportive Housing Program

Location of the Project: 613 E. Broadway, Suite 120, Glendale, CA 91206  
\_\_\_\_\_  
\_\_\_\_\_

Name of the Federal Program to which the applicant is applying: Continuum of Care Program

Name of Certifying Jurisdiction: City of Glendale/Glendale Housing Authority

Certifying Official of the Jurisdiction Name: Yasmin K. Beers

Title: City Manager/Executive Director, Glendale Housing Authority

Signature: 

Date: 8/7/19

# Certification of Consistency with the Consolidated Plan

U.S. Department of Housing  
and Urban Development

I certify that the proposed activities/projects in the application are consistent with the jurisdiction's current, approved Consolidated Plan.  
(Type or clearly print the following information:)

Applicant Name: City of Glendale/Glendale Housing Authority

Project Name: Family Promise of the Verdugos Rapid Re-Housing Program

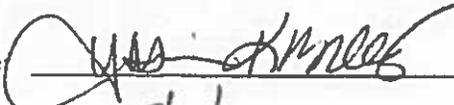
Location of the Project: 613 E. Broadway, Suite 120, Glendale, CA 91206

Name of the Federal  
Program to which the  
applicant is applying: Continuum of Care Program

Name of  
Certifying Jurisdiction: City of Glendale/Glendale Housing Authority

Certifying Official  
of the Jurisdiction  
Name: Yasmin K. Beers

Title: City Manager/Executive Director, Glendale Housing Authority

Signature: 

Date: 8/7/19

**Certification of Consistency  
with the Consolidated Plan**

U.S. Department of Housing  
and Urban Development

I certify that the proposed activities/projects in the application are consistent with the jurisdiction's current, approved Consolidated Plan.  
(Type or clearly print the following information:)

Applicant Name: City of Glendale/Glendale Housing Authority

Project Name: CES Reallocation 2018

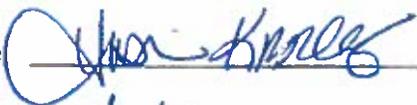
Location of the Project: 613 E. Broadway, Suite 120, Glendale, CA 91206  
\_\_\_\_\_  
\_\_\_\_\_

Name of the Federal Program to which the applicant is applying: Continuum of Care Program

Name of Certifying Jurisdiction: City of Glendale/Glendale Housing Authority

Certifying Official of the Jurisdiction Name: Yasmin K. Beers

Title: City Manager/Executive Director, Glendale Housing Authority

Signature: 

Date: 8/7/19

## Samvelyan, Ivet

---

**From:** Samvelyan, Ivet  
**Sent:** Wednesday, July 17, 2019 7:47 AM  
**To:** HMIS Support  
**Cc:** Samvelyan, Ivet  
**Subject:** Glendale Continuum of Care 2019 Notice of Funding Availability -Deadline July 26, 2019  
**Attachments:** CoC\_GIW\_CoC\_CA-612-2019\_CA\_2019\_20190506.xlsx; 2019 NOFA and CoC Schedule FINAL.docx; 2019 CoC RFP City of Glendale July 2019.docx; 2018 System Performance report Glendale.xls; Letter of Intent for Renewals -2019.docx

Good Morning Glendale Continuum of Care Partners,

The City of Glendale Continuum of Care (CoC) is requiring agency interested in renewing or a new a project for funding in the 2019 HUD Continuum of Care Notice of Funding Availability (NOFA) to submit an application. A Project Application for new and renewal is required for all projects to be considered for submission in the 2019 Continuum of Care (CoC) Application to the U.S. Department of Housing and Urban Development (HUD) but is not a guarantee of funding or inclusion in the application to HUD.

Glendale is eligible to compete for \$2,373,290.

The submission of the NEW/RENEWAL APPLICATION will be part one of a two part process. Part II will include completion and ranking of the Project Application in the HUD's e-snaps system. Mandatory application workshops will be scheduled for all projects selected for inclusion of the 2019 CoC application process.

The attached documents for your reference are as follows:

- 1) Grant Inventory Worksheet-GIW
- 2) 2019 NOFA schedule- please update your calendars for the schedule of NOFA events. All agencies applied for funds, must be present at all meetings.
- 3) 2019 CoC RFP
- 4) 2019 LOI
- 5) System Performance Report for the CoC

As you know, the CoC Program requires match at 25% of the grant.

### **MATCH REQUIREMENTS**

The recipient must match CoC funds provided for acquisition, rehabilitation, and new construction with an equal amount of cash funds from other sources. 24 CFR 578.73 provides the information regarding the match. Applicants requesting CoC funds for operating costs for supportive housing, leasing, HMIS and administration must provide MATCH, 25% of full grant award of the total CoC budget. Match can be cash or in-kind. More points will be given to this year application to cash commitment.

Any funding paid by the Federal Government must be authorized by Federal statute to be used for cost sharing or matching.

Detailed match and or in-kind contribution documentation must be submitted during the invoicing process on a quarterly basis. All match documents must be dated May 1, 2019 through July 26, 2019. City of Glendale may accept through August 4, 2019.

Should you have any questions regarding the NOFA, please contact Ivet Samvelyan at 818-548-3720 or [isamvelyan@glendaleca.gov](mailto:isamvelyan@glendaleca.gov).

The information will be uploaded on City's homeless services website by end of today.

Thank you,

Ivet Samvelyan

Best Regards,  
Ivet Samvelyan, Community Services Manager • City of Glendale • Community Services and Parks  
613 East Broadway Room 120 • Glendale, CA 91206 • (818) 548-3720 • [isamvelyan@glendaleca.gov](mailto:isamvelyan@glendaleca.gov)  
Homeless Outreach 818-246-7900 or 211



**City of Glendale  
Department of Community Services and Parks  
Request for Proposals**

**Department of Housing and Urban Development (HUD)  
Continuum of Care (CoC) Homeless Assistance Programs**

**Released July 17, 2019**

**July 26, 2019**

**NO LATE or FAXED Application's WILL BE ACCEPTED**

**2019 GLENDALE CONTINUUM OF CARE (CoC)**  
Notice of Funding Availability (NOFA) for the Fiscal Year (FY) 2019 Continuum of Care Program Competition  
FR-6200-N-25

**REQUEST FOR PROPOSALS (RFP)**

Application Due Date: 7/26/2019

**GENERAL INFORMATION**

The City of Glendale Continuum of Care (CoC) is requiring agency interested in renewing or a new a project for funding in the 2019 HUD Continuum of Care Notice of Funding Availability (NOFA) to submit an application. A Project Application for new and renewal is required for all projects to be considered for submission in the 2019 Continuum of Care (CoC) Application to the U.S. Department of Housing and Urban Development (HUD) but is not a guarantee of funding or inclusion in the application to HUD.

The submission of the NEW/RENEWAL APPLICATION will be part one of a two part process. Part II will include completion and ranking of the Project Application in the HUD's e-snaps system. Mandatory application workshops will be scheduled for all projects selected for inclusion of the 2019 CoC application process.

Renewal applicants are required to complete this NEW/RENEWAL APPLICATION by answering all questions and providing all required documentations in order to be considered for inclusion in Part II of the application process.

**I. BACKGROUND**

**I. Funding Opportunity Description and Program Overview**

**A. Program Description.** The Continuum of Care (CoC) Program (24 CFR part 578) is designed to promote a community-wide commitment to the goal of ending homelessness; to provide funding for efforts by nonprofit providers, states, and local governments to quickly rehouse homeless individuals, families, persons fleeing domestic violence, dating violence, sexual assault, and stalking, and youth while minimizing the trauma and dislocation caused by homelessness; to promote access to and effective utilization of mainstream programs by homeless individuals and families; and to optimize self-sufficiency among those experiencing homelessness.

**B. Authority.** The CoC Program is authorized by subtitle C of title IV of the McKinney-Vento Homeless Assistance Act, (42 U.S.C. 11381–11389) (the Act), and the CoC Program rule found in 24 CFR part 578 (the Rule). The Fiscal Year (FY) 2019 funds were authorized by the Consolidated Appropriations Act, 2019 (Public Law 116-6, approved February 15, 2019) (FY 2019 HUD Appropriations Act).

**C. Deadline.** The deadline for submitting to City of Glendale July 26, 2019. City staff will submit in ESNAPs August 5, 2019.

**II. HUD's Homeless Policy and Program Priorities A. Policy Priorities.** This section provides additional context regarding the selection criteria found in Section VII.B of this NOFA and is included here to help applicants better understand how the selection criteria support the goal of ending homelessness:

**1. Ending homelessness for all persons.** To end homelessness, CoCs should identify, engage, and effectively serve all persons experiencing homelessness. CoCs should measure their performance based on local data that consider the challenges faced by all subpopulations experiencing homelessness in the geographic area (e.g., veterans, youth, families, or those experiencing chronic homelessness). CoCs should have a comprehensive outreach strategy in place to identify and continuously engage all unsheltered individuals and families. Additionally, CoCs should use local data to determine the characteristics of individuals and families with the highest needs and long experiences of unsheltered homelessness to develop housing and supportive services

tailored to their needs. Finally, CoCs should use the reallocation process to create new projects that improve their overall performance and better respond to their needs.

**2. Creating a systemic response to homelessness.** CoCs should be using system performance measures such as the average length of homeless episodes, rates of return to homelessness, and rates of exit to permanent housing destinations to determine how effectively they are serving people experiencing homelessness. Additionally, CoCs should use their Coordinated Entry process to promote participant choice, coordinate homeless assistance and mainstream housing and services to ensure people experiencing homelessness receive assistance quickly, and make homelessness assistance open, inclusive, and transparent.

**3. Strategically allocating and using resources.** Using cost, performance, and outcome data, CoCs should improve how resources are utilized to end homelessness. CoCs should review project quality, performance, and cost effectiveness. HUD also encourages CoCs to maximize the use of mainstream and other community-based resources when serving 6 of 81 persons experiencing homelessness. CoCs should also work to develop partnerships to help CoC Program participants sustainably exit permanent supportive housing, such as through partnerships with Public Housing Authorities (PHAs) and other government, faith-based, and nonprofit resources specializing in areas such as treating mental illness, treating substance abuse, job training, life skills, or similar activities, including those that help CoC Program participants, whenever possible, reach recovery, self-sufficiency, and independence. Finally, CoCs should review all projects eligible for renewal in FY 2019 to determine their effectiveness in serving people experiencing homelessness, including cost effectiveness.

**4. Using an Evidence-Based Approach.** CoCs should prioritize projects that employ strong use of data and evidence, including the cost-effectiveness and impact of homelessness programs on positive housing outcomes, recovery, self-sufficiency, and reducing homelessness. Examples of measures that CoCs may use to evaluate projects include, but are not limited to: rates of positive housing outcomes, such as reduced length of time homeless and reduced rates of return to homelessness; improvements in employment and income; and improvements in overall well-being, such as improvements in mental health, physical health, connections to family, and safety.

**5. Increasing employment.** Employment provides people experiencing homelessness with income to afford housing. Employment also improves recovery outcomes for individuals with mental illness or addiction. CoCs and CoC-funded projects should work with local employment agencies and employers to prioritize training and employment opportunities for people experiencing homelessness. CoC's should also promote partnerships with public and private organizations that promote employment.

**6. Providing Flexibility for Housing First with Service Participation Requirements.** The traditional Housing First approach has two basic parts: First, individuals are rapidly placed and stabilized in permanent housing without any preconditions regarding income, work effort, sobriety or any other factor. Second, once in housing, individuals never face requirements to participate in services as a condition of retaining their housing. The first part, placement into permanent housing without preconditions, is an important priority to ensure that federal funds are allocated to providers that serve the most vulnerable homeless individuals. This NOFA maintains the commitment to unconditional acceptance of individuals into housing, especially for people with a high degree of vulnerability. At the same time, allowing service participation requirements once a person has been stably housed may promote important outcomes (e.g., employment, increased income, reduced substance use, and strengthened social connection), so this NOFA also provides communities and programs with flexibility, without penalty, to use service participation requirements after people have been stabilized in housing (consistent with 24 CFR 578.75(h)).

**B. CoC Program Implementation.** The following list highlights important information that applicants should consider as they are preparing the FY 2019 CoC Application and project applications(s). This is not an exhaustive list of considerations or requirements; therefore, all applicants and CoC stakeholders should carefully review the Rule for comprehensive information.

**1. Performance-Based Decisions.** Consistent with the requirements of the FY 2019 7 of 81 Appropriations Act: a. 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.1.a of this NOFA; b. HUD is increasing the share of the CoC score that is based on performance criteria; and c. HUD will prioritize funding for CoCs that have demonstrated the ability to reallocate resources to higher performing projects.

**2. Transition Grants.** See Section III.C.2.u of this NOFA for a definition of the transition grant.

**3. Domestic Violence (DV) Bonus.** The FY 2019 HUD Appropriations Act provides up to \$50 million for “rapid re-housing projects and supportive service projects providing coordinated entry, and for eligible activities that the Secretary determines are critical in order to assist survivors of domestic violence, dating violence, and stalking.” In the FY 2019 CoC Program Competition, CoCs will be able to apply for a DV Bonus for Permanent Housing-Rapid Rehousing (PH-RRH) projects, Joint TH and PH-RRH component projects, and SSO projects for coordinated entry (SSO-CE). Except as provided in Section II.B.1.a of this NOFA, a CoC may apply for up to 10 percent of its Preliminary Pro Rata Need (PPRN), or a minimum of \$50,000, whichever is greater, or a maximum of \$5 million, whichever is less, to create DV Bonus projects.

A CoC may apply for the following types of projects:

- a. Rapid Re-housing (PH-RRH) projects that demonstrate trauma-informed, victim centered approaches.
- b. Joint TH and PH-RRH component projects as defined in Section III.C.2.n of this NOFA that demonstrate trauma-informed, victim-centered approaches.
- c. SSO Projects for Coordinated Entry (SSO-CE) to implement policies, procedures, and practices that equip the CoC’s coordinated entry to better meet the needs of people experience homelessness who are survivors of domestic violence, dating violence, or stalking (e.g., to implement policies and procedures that are trauma-informed, client centered or to better coordinate referrals between the CoC’s coordinated entry and the victim service providers coordinated entry system where they are different). Regardless of the type of project the CoC applies for, the grant term must be 1-year. A CoC can only submit one project application for an SSO-CE project. A CoC may apply for any number of PH-RRH and Joint TH and PH-RRH projects provided that each application is for at least \$25,000. A CoC may also apply to expand an existing renewal project in accordance with Section III.C.2.j of this NOFA, including one that was previously funded with DV Bonus funding. DV Bonus funding may be used to expand an existing renewal project that is not dedicated to serving survivors of domestic violence, dating violence, 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.

HUD states that communities should have a mechanism for ranking and selecting projects that demonstrate decisions were based on pre-established selection criteria that were logical and fair. Criteria may include capacity to implement and manage the proposed project, experience working with the target population, cost effectiveness, etc. Communities should emphasize and rank projects based on the project’s ability to articulate achievable outcome measures against which the project can be evaluated in future years. This is especially important as projects come up for renewal funding and communities must assess performance.

HUD also notes that it is important that renewal projects meet minimum project eligibility, capacity, timeliness, and performance standards identified in the 2019 NOFA or they will be rejected from consideration for funding. When considering renewal projects for award, HUD will review information in the Line of Credit Control System (LOCCS); Annual Performance Reports (APRs); and information provided from the local HUD/CPD Field Office, including monitoring reports and OMG Circular A-133 audit reports as applicable Part CFR Part 200, as well as performance standards on prior grants, and assess a project on the following criteria using a pass/fail basis:

- (1) The project applicant’s performance against plans and goals established in the initial application as amended;
- (2) Project applicants must demonstrate all timeliness standards for grants being renewed, including that standards for the expenditure of grant funds have been met;

(3) The project applicant's performance in assisting program participants to achieve and maintain independent living and record of success, except Homeless Management Information System (HMIS)-dedicated projects are not required to meet this standard; and

(4) Evidence that a project applicant has been unwilling to accept technical assistance, has a history of inadequate financial accounting practices, has indications of project mismanagement, has a drastic reduction in the population served, has made program changes without prior HUD approval, or has lost a project site may result in a rejection of the application from the competition. HUD/City reserves the right to reduce or reject a funding request from the project applicant for the following reasons:

(a) Outstanding obligation to HUD/City that is in arrears or for which a payment schedule has not been agreed upon;

(b) Audit finding(s) for which a response is overdue or unsatisfactory;

(c) History of inadequate financial management accounting practices;

(d) Evidence of untimely expenditures on prior award;

(e) History of other major capacity issues that have significantly impacted the operation of the project and its performance;

(f) Timeliness in reimbursing sub-recipients for eligible costs. HUD will consider a project applicant as meeting this standard if it has drawn down grant funds at least once per month; or

(g) History of serving ineligible persons, expending funds on ineligible costs, or failing to expend funds within statutorily established timeframes.

It is likely that the total renewal demand for projects submitted in the FY 2019 CoC Program Competition will exceed the appropriation available under the HUD NOFA. To ensure that CoC's have the opportunity to prioritize their projects locally in the event that HUD is not able to fund all renewals, HUD is requiring that CoCs rank projects within 2 tiers in FY 2019. HUD will only select projects from Tier 2 for funding after all projects from Tier 1 have been selected. HUD also notes that projects in Tier 2 may not be funded. Prior to responding to the rating and performance measures in this document, please complete Exhibit 1.

**A. NEW/RENEWAL APPLICATION Submission (All Applicants):**

The following proposal formatting components are required and will be a part of the scoring allocation. The proposal must be single-spaced, 12-point font, Ariel, have 1" x 1" x 1" x 1" margins. The format should follow the RFP outline, be easy to read with paragraphs clearly distinguishable. Please state questions in **bold**, followed by the response, not in bold. Do NOT utilize any **additional CAPITALIZATION, bolding, highlighting or underlining** in the narrative text. All attachments must be clearly labeled. Please place footer at the bottom right hand corner of each page with the agency name, project name, proposal type (2019 Continuum of Care), and the page number.

**Renewal Project Applications Submission Deadline: July 26, 2019 at 3:00 p.m.**

Submit: One (1) with original signatures (clearly marked "original"), eight (8) copies.

**Submit all application materials to:**

Community Services and Parks Department  
613 E. Broadway Room 113  
Attention: Ivet Samvelyan, Community Services Manager  
Homeless Services Staff

## **B. TECHNICAL ASSISTANCE**

Applicants that have problems with the RFP or the Application can contact the City of Glendale Community Services and Parks Department at (818) 548-3720.

All general technical inquiries must be submitted via email or telephone calls. All specific inquiries related to Project Renewal applications can be directed to assigned analyst. All responses will be via email. Questions can be directed to Ivet Samvelyan, subject 2019 NOFA, at [isamvelyan@glendaleca.gov](mailto:isamvelyan@glendaleca.gov) or at 818-548-3720.

## **C. FUNDING AVAILABILITY**

Approximately funding of up to \$2,254,000,000 is available in this FY 2019 CoC Program Competition NOFA.

- a. Tier 1. Tier 1 is equal to 100 percent of the combined Annual Renewal Amounts for all projects eligible for renewal for the first time plus 94 percent of the combined Annual Renewal Amounts for all other projects eligible for renewal. Project applications in Tier 1 will be conditionally selected from the highest scoring CoC to the lowest scoring CoC, provided the project applications pass both eligibility and quality threshold review. Any type of new or renewal project application can be placed in Tier 1, except for CoC Planning and UFA Costs (if applicable), which are not ranked. However, 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, CoCs should carefully determine the priority and ranking for all project applications in Tier 1 as well as Tier 2, which is described below.
- b. Tier 2. Tier 2 is the difference between Tier 1 and the CoC's ARD plus any amount available for CoC Bonus projects (not including amounts available for DV Bonus projects) and before adjustments are made to permanent housing leasing, operating, and rental assistance budget line items based on changes to Fair Market Rent (FMR) as described in Section III.K of this NOFA. This does not include the amounts available for CoC planning and UFA Costs (if applicable) projects. Projec

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 this NOFA. HUD will award a point value to each new and renewal project application that is in Tier 2 using a 100-point scale:

(1) CoC Score. Up to 50 points in direct proportion to the score received on the CoC Application; e.g., if a CoC received 100 out of 200 points on the CoC Application, the project application would receive 27.5 out of 55 points for this criterion.

(2) CoC Project Ranking. Up to 40 points for the CoC's ranking of the project 11 of 81 application(s). To more evenly distribute funding across CoCs and consider the CoCs ranking of projects, point values will be assigned directly related to the CoCs' ranking of project applications. The calculation of point values will be 40 times the quantity  $(1-x)$  where  $x$  is the ratio of the cumulative funding requests for all projects or portions of projects ranked higher by the CoC in Tier 2 plus one half of the funding of the project of interest to the total amount of funding available in Tier 2. For example, if a CoC is eligible to apply for projects totaling \$500,000 in Tier 2 and applies for 5 projects ranked in Tier 2 of \$100,000 each: the highest ranked project would receive 36 points and then the subsequently ranked projects would receive 28, 20, 12, and 4 points.

(3) Low Barriers to Entry. Up to 10 points for how the project application demonstrates that it is low barrier and prioritizes rapid placement and stabilization in permanent housing. (See section II.A.6 in this NOFA for more information). Permanent housing (including PSH and RRH), Transitional housing, Joint TH and PH-RRH component, safe haven, and SSO projects that are not for centralized or coordinated assessment can receive up to 10 points for how the project demonstrates that it is low-barrier and does not have preconditions to entry (such as sobriety or minimum income threshold) and prioritizes rapid placement and stabilization in permanent housing. HMIS projects and SSO projects for a centralized or coordinated assessment system will automatically receive 10

points.

**Projects Straddling Tiers.** 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 2. Using the CoC score and other factors described in Section II.B.10 of this NOFA, 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., is able to continue serving homeless program participants effectively).

**CoC Planning and UFA Costs.** As previously stated, CoC planning and UFA Costs projects are not ranked, therefore, those items will not be included in Tier 1 or Tier 2. CoC planning and UFA Costs projects that pass eligibility and review threshold will be conditionally selected using CoC scores from the highest scoring CoC to the lowest scoring CoC. CoCs may only submit one project application for CoC planning costs and, if designated as an UFA, one project application for UFA Costs. The project applicant for CoC planning and UFA Costs must be the Collaborative Applicant that is listed on the CoC Applicant Profile in e-snaps. e. DV Bonus. For projects the CoC indicates it would like considered as part of the DV Bonus, HUD will award a point value to each project application combining both the CoC Application score and responses to the domestic violence bonus specific questions in the CoC Application using the following 100-point scale: (1) For Rapid Re-housing and Joint TH and PH-RRH component projects: (a) CoC Score. Up to 25 points in direct proportion to the score received on the CoC Application. 12 of 81 (b) Need for the Project. Up to 25 points based on the extent the CoC quantifies the need for the project in its portfolio, the extent of the need, and how the project will fill that gap. (c) Quality of the Project Applicant. Up to 50 points based on the previous performance of the applicant in serving survivors of domestic violence, dating violence, or stalking, and their ability to house survivors and meet safety outcomes. Additionally, to be eligible to receive a PH-RRH or Joint TH and PH-RRH project, the CoC must demonstrate that the project will use trauma-informed, victim-centered approaches. (2) For SSO Projects for Coordinated Entry: (a) CoC Score. Up to 50 points in direct proportion to the score received on the CoC Application. (b) Need for the Project. Up to 50 points based on the extent to which the CoC demonstrates the need for a coordinated entry system that better meets the needs of survivors of domestic violence, dating violence, or stalking, and how the project will fill this need.

CoCs are required to rank all DV Bonus projects on the New Project Listing of the CoC Priority Listing with a unique rank number. If a project application designated as DV Bonus is conditionally selected by HUD with DV Bonus funds, HUD will remove the ranked DV Bonus project from the New Project Listing and all other project applications ranked below the DV Bonus project will slide up one rank position (e.g., if the conditionally selected DV Bonus project is ranked #5, HUD will remove the DV Bonus project and each project below #5 will move up one ranked position). If the DV Bonus project application is not conditionally selected with DV Bonus funds, the project application will remain in its ranked position and will be considered for funding as a bonus project with available CoC Program funds provided the CoC meets the requirements of Section II.B.1. of this NOFA.

<b>**The Glendale CoC Annual Renewal Demand (ARD) is</b>	<b>\$2,373,290</b>
<b>Tier 1 is 94%</b>	<b>\$2,230,892.60</b>
<b>Tier 2</b>	<b>\$142,397.40</b>

## II. RENEWALS

All renewal projects that have an operational period ending in 2019 are eligible to renew under this NEW/RENEWAL APPLICATION. HUD does not permit budget changes during the application phase; therefore renewal budgets must reflect currently approved Grant Inventory Worksheet (GIW) allocations. Please refer to Attachment A.

### III. HUD ELIGIBILITY REQUIREMENTS FOR RENEWALS

**A. ELIGIBLE POPULATIONS TO BE SERVED:** The only persons who may be served by dedicated or prioritized permanent supportive housing beds are chronically homeless persons as defined in 24 CFR 578.3.

#### B. ELIGIBLE APPLICANTS

1. Eligible CoC applicants include states, units of general local government, public housing agencies, Native American tribes, private non-profit organizations and Community Mental Health Centers that are public non-profit organizations and Faith based organizations.
2. Non-profit applicants must meet a minimum requirement of two years with established non-profit 501(c) 3 status, and at least one year of actively serving clients at the time of application submission.
3. Dun and Bradstreet Data Universal Numbering System (DUNS) Requirement – Any applicant seeking funding directly or indirectly from HUD or other federal agencies must obtain a DUNS number and include the number in its Application for Federal Assistance submission (68 FR 38402). Failure to provide a DUNS number will prevent you from obtaining an award. The number can be registered or verified by calling 866-705-5711. For additional information, please visit <http://fedgov.dnb.com/webform>.

Applicants are reminded that when registering with D&B, please be sure to use the organization's legal name that is used when filing a return with or making payments to the Internal Revenue Service. Organizations should also provide the Zip Code, using the Zip Code plus the four additional digits. The DUNS number used in the application must be for the applicant organization, not the entity submitting the application on behalf of the applicant.

4. Active Registration in the System for Award Management (SAM) – Effective July 2019, HUD requires that applicants have a current SAM registration in order to receive an award of funds. All applicant organizations must have an active registration in the SAM; additionally, the DUNS number, TIN, and name and address of the applicant organization must match SAM data files. Registrations in SAM are active for one year. The SAM registrant is notified by email one month prior to the registration expiration date that the SAM registration will be expiring. The email provides instructions for how to update/renew the SAM registration. Applicants are advised to update any email addresses as persons leave the organization and also to name a primary and alternate contact person in the SAM registration.

### IV. MATCH REQUIREMENTS

- The recipient must match CoC funds provided for acquisition, rehabilitation, and new construction with an equal amount of cash funds from other sources. 24 CFR 578.73 provides the information regarding the match. Applicants requesting CoC funds for operating costs for supportive housing, leasing, HMIS and administration must provide **MATCH**, 25% of full grant award of the total CoC budget. Match can be cash or in-kind. More points will be given to this year application to cash commitment.
- Any funding paid by the Federal Government must be authorized by Federal statute to be used for cost sharing or matching.

Detailed match and or in-kind contribution documentation must be submitted during the invoicing process on a quarterly basis. **All match and leverage documents must be dated May 1, 2019 through July 26, 2019.** City of Glendale may accept leverage letters through August 4, 2019; however, agency will not receive full points allocated for leveraging.

### V. FUNDING OBLIGATIONS

- The term for all Renewal projects is one (1) year.
- Homeless Management Information Systems (HMIS) - All new and renewal grantees receiving 2019 funds are required to participate in the local HMIS system and to comply with Glendale CoC HMIS data entry requirements

to ensure compliance with new E-SNAPS reporting modules implemented by HUD. Domestic Violence service providers will be required to participate when provisions for the protection of Personally Identifying Information is implemented. Currently, DV service providers are required to meet the same Annual Performance Report (APR) reporting/performance requirements, using a comparable database.

All residential beds funded by the Glendale CoC must be represented and updated in the HMIS bed module as occupied or vacant within HMIS daily to best coordinate full occupancy and systemic movement through CES.

- Agencies must comply with all requirements stated within the 2019 CoC RFP, the *Notice of HUD's Fiscal Year (FY) 2019 Notice of Funding Availability (NOFA) Policy Requirements and General Section to HUD's FY 2019 NOFAs for Discretionary Program (NOFA General Section)*, and the *Notice of Funding Availability (NOFA) for the Continuum of Care Homeless Assistance Program (CoC NOFA Program Section)*. Additional information may be requested of Renewal and New applicants based on contents of the CoC NOFA Program Section, which had not been released prior to the release of this RFP.
- Centralized and coordinated intake is defined as a single point of entry, a central intake facility or a centralized group of people that is standardized across the CoC and has the responsibility of assessing homeless persons as a method for screening homeless individuals and families into appropriate housing placement and service needs. All projects receiving CoC funding for supportive services, transitional, permanent supportive housing are required to coordinate with the Ascencia, functioning as the coordinated intake to fill vacancies within the CoC system for the exception of Domestic Violence Programs.
- Agencies are required to submit final closeout invoices with the final APR, no later than 30 days after the end of any grant period. Failure to submit final invoices and APRs within 30 days may result in the agency not receiving reimbursement of funds. Failure to comply with this important requirement may result in a lower capacity rating for renewal consideration resulting in future funding reduction or recapture of funds.
- A Single Audit or Audited Financial Statement must be on file with the City of Glendale for the most recent fiscal year. Failure to submit the appropriate independent audit documents will disqualify a project sponsors proposals as submitted in response to this NEW/RENEWAL APPLICATION.
- HUD will de-obligate CoC funds if an agency has not demonstrated site control within one (1) year after initial HUD notification of the grant award letter, as required by the HEARTH ACT McKinney-Vento Act (see 42 U.S.C. 11386 (a) (3)) and implemented in program regulations at 24 CFR 583.320(a).
- Environmental Requirements. If applicants become a recipient under a HUD program that assists in physical development activities or property acquisition, applicant is generally prohibited from acquiring, rehabilitating, converting, demolishing, leasing, repairing, or constructing property, or committing or expending HUD or non-HUD funds for these types of program activities, until one of the following has occurred:

**Lead-Based Paint Requirement.** When providing housing assistance funding for purchase, 25 of 84 lease, supportive services, operating, or work that may disturb painted surfaces of pre-1978 housing, you must comply with the lead-based paint evaluation and hazard reduction requirements of HUD's lead-based paint rules (Lead Disclosure and Lead Safe Housing (24 CFR part 35)), and the Environmental Protection Agency (EPA) lead-based paint rules (e.g., Repair, Renovations and Painting, Pre-Renovation Education and Certification (40 CFR part 745)). When providing education or counseling on buying or renting housing that may include pre1978 housing, when required by regulation or policy, inform participants of their rights under the Lead Disclosure Rule (24 CFR part 36, subpart A.), and if the focus of the education or counseling is on rental or purchase of HUD-assisted pre-1978 housing, the Lead Safe Housing Rule (subpart B,R, and as applicable, F-M).

(1) HUD has completed an environmental review in accordance with 24 CFR part 50; or

(2) For programs subject to 24 CFR part 58, HUD has approved a recipient's Request for Release of Funds (form HUD7015.15) following a responsible entity's completion of an environmental review.

Please consult with Ivet Samvelyan to determine the procedures for, timing of, and any modifications or exclusions from environmental review under the CoC program.

- **Real Property Acquisition and Relocation.** Except as otherwise provided by federal statute, HUD-assisted programs or projects are subject to the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (Uniform Act or URA) (42 U.S.C. 4601), and the government wide implementing regulations issued by the U.S. Department of Transportation at 49 CFR part 24. The Uniform Act's protections and assistance apply to acquisitions of real property and displacements resulting from the acquisition, rehabilitation, or demolition of real property for federal or federally assisted programs or projects. With certain limited exceptions, real property acquisitions for a HUD-assisted program or project must comply with 49 CFR part 24, subpart B.

The relocation requirements of the Uniform Act, and its implementing regulations at 49 CFR part 24, cover any person who moves permanently from real property or moves personal property from real property as a direct result of acquisition, rehabilitation, or demolition for a program or project receiving HUD assistance. While there are no statutory provisions for "temporary relocation" under the URA, the URA regulations recognize that there are circumstances where a person will not be permanently displaced but may need to be moved from a project for a short period of time. Appendix A of the URA regulation (49 CFR 24.2(a)(9)(ii)(D)) explains that any tenant who has been temporarily relocated for a period beyond one year must be contacted by the displacing agency and offered URA relocation assistance. Some HUD program regulations provide additional protections for temporarily relocated tenants. For example, 24 CFR 583.310(f)(1) provides guidance on temporary relocation for the Continuum of Care Program for the homeless. Before planning their project, applicants should review the regulations for the programs for which they are applying. Generally, the URA does not apply to displacements resulting from the demolition or disposition of public housing covered by Section 18 of the United States Housing Act of 1937.

**Compliance with Violence Against Women Act (VAWA) Rule.** On November 16, 2016, HUD published its VAWA final rule (81 FR 80798), which provides various protections to victims of domestic violence, dating violence, sexual assault, and stalking under the CoC Program and other HUD programs. The grants to be awarded under this NOFA must comply with the VAWA rule as provided in 24 CFR 578.99(j). To enable full compliance with this rule, each CoC must have established an emergency transfer plan under 24 CFR 578.7(d) and make related updates to the written standards for administering CoC program assistance under 24 CFR 578.7(a)(9)(ii), (iii) and (v). These tasks were required to be completed by the time the local CPD Field Office issued the first FY 2017 grant agreement for a project in the CoC's geographic area for projects awarded funds in the FY 2017 CoC Program Competition. K. CoC Maximum Award and FMR Adjustments. The process for determining a CoC's maximum award amount is detailed in 24 CFR 578.17(b). HUD is required to adjust awards for leasing, operating, and rental assistance budget line items based on changes to the Fair Market Rents (FMR). All adjustments for each fiscal year appropriation will be made prior to award announcement. HUD will make these adjustments as follows:

1. Funds awarded for rental assistance will be adjusted in one of two ways: a. Funds awarded for rental assistance in all new projects and all renewal projects requesting the FMR will be adjusted by applying the FMR in effect at the time of application submission to HUD, including instances where the FMR for a specific area has decreased from the previous year. Because the application deadline falls in FY 2019, HUD will use FY 2019 FMRs. b. Funds awarded for rental assistance for renewal projects that request less than FMR, that is, a per-unit amount based on the actual rent costs per unit, will be increased based on the average increase in FMR amounts within the CoC's geographic area, weighted for population density. If the FMR for a specific area decreased from the previous year, project applicants will not receive an award that exceeds the FMR after adjustment. If the FMR for the project applicant's entire area decreased from the previous year, the project will be awarded the lesser amount of the per-unit amount requested by the project applicant, based on the actual rent costs per unit, or the FMR after adjustment.
2. Funds awarded for operating and leasing in permanent housing projects will be increased based on the average increase in FMR amounts within the CoC's geographic area, weighted for population density. Because leasing and operating costs do not decrease relative to rent amounts for specific units (e.g., operating costs for 10 units that have rents of \$500 are likely the same as for 10 units that have rents that are \$450) adjustments to leasing and operating budget line items will not include decreases if FMRs decrease in the geographic area. The operating and leasing budget line items in these projects will remain the same as in the most recent grant agreement or grant agreement amendment.

## **Program Specific Requirements.**

2. Program Specific Requirements a. Eligible Project Applicants (24 CFR 578.15, 24 CFR 5.100). Eligible project applicants for the CoC Program Competition are found at 24 CFR 578.15 and include nonprofit organizations, states, local governments, and instrumentalities of state and local governments. Public housing agencies, as such term is defined in 24 CFR 5.100, are eligible without limitation or exclusion. Tribes, tribal housing authorities, and for-profit 25 of 81 entities are ineligible to apply for grants or to be subrecipients of grant funds. b. Renewal Projects. Awards made under the CoC Program and S+C project-based rental assistance with rehabilitation 10-year grants, are eligible for renewal for FY 2019 funds if they are currently in operation and have an executed grant agreement that is dated no later than December 31, 2019 and expire in Calendar Year (CY) 2020 (the period from January 1, 2020 through December 31, 2020). These projects are renewable under the CoC Program Competition as set forth in 24 CFR 578.33 to continue ongoing leasing, operating, supportive services, rental assistance, HMIS, and project administrative costs. Grant agreements for FY 2018 funds must be executed by December 31, 2019 to be eligible for renewal. If a project application is not executed by December 31, 2019, HUD will withdraw any funds conditionally awarded for FY 2019. Projects that were eligible under predecessor programs, specifically Safe Haven projects, will continue to be eligible under the CoC Program and will continue to be eligible for renewal of leasing, operating, supportive services, rental assistance, HMIS and project administrative costs under 24 CFR 578.33(d)(1), so long as their project continues to serve the same population and the same number of program participants or units in the same type of housing as identified in their most recently amended grant agreement signed before August 31, 2012. No new Safe Haven projects will be funded; however, existing Safe Haven projects may be renewed to continue to carry out activities that are eligible costs under Subpart D of the Rule. (1) HUD will not select renewal projects for an award of FY 2019 funds in this Competition unless the project meets one of the following additional eligibility requirements: (a) Any CoC Program grant or S+C project-based rental assistance grant with funds for rehabilitation awarded in a preceding Competition that expire in CY 2020. (b) Any S+C grant awarded prior to FY 2002 for which funding is expected to run out in CY 2020, and which has never applied for renewal funding. (c) Any grant awarded as S+C grant that included rehabilitation that has a 10-year grant term. (2) The total request for each renewing project may not exceed the ARA. Additionally, where two or more eligible projects are being consolidated through the project application, the total ARA of the consolidated project must be equal or less than the sum of the original renewal projects. Because funds for acquisition, new construction, and rehabilitation may not be renewed, grants being renewed whose original expiring award included those funds may only renew leasing, supportive services, rental assistance, operating, and HMIS costs and may not exceed 10 percent in administrative costs. For information on ARA, see Section III.C.1.a of this NOFA. (3) HUD will recapture grant funds remaining unspent at the end of the previous grant period when it renews a grant. (4) HUD encourages the consolidation of eligible renewal grants as provided in Section II.B.5 of this NOFA. This does not apply to CoCs that are designated by HUD 26 of 81 as an UFA, since UFAs will enter into a single renewal grant agreement with HUD for the CoC's entire geographic area. See Section II.B.5 of this NOFA for additional information regarding consolidations. (5) A grant awarded as S+C grant that included rehabilitation that has a 10-year grant term renewing for the first time under this NOFA may indicate a higher number of units than approved in the original application on the GIW during the FY 2019 CoC Program Registration process. However, for HUD to approve this increase, the applicant must have provided its local HUD CPD Field Office with copies of all executed leases to support the higher number of units. HUD will consider the number of documented units under lease as the maximum number of units eligible for renewal in the FY 2019 CoC Program Competition. The number and configuration of units eligible for renewal must match the number and configuration of units recorded on the Rental Assistance Worksheet that was part of the GIW

## **New Projects.**

New Projects. (1) CoCs may submit new projects created through reallocation, CoC Bonus, or a combination of reallocation and CoC Bonus, new DV Bonus projects, CoC planning project, and UFA Costs project (if applicable). (2) To expend funds within statutorily required deadlines, applicants funded for sponsor-based and project-based rental assistance must execute the grant agreement and begin providing rental assistance within 2 years. However, HUD strongly encourages all rental assistance to begin within 12 months of award. Applicants that are unable to begin rental assistance within the 12-month period should consult with the local HUD CPD field office. (3) HUD will review project subrecipient eligibility as part of the threshold review process. Project applicants are required to submit documentation of subrecipients' eligibility with the project application. (4) Any youth-serving provider funded under this NOFA may serve unaccompanied youth aged 24 and under (or families headed by youth aged 24 and under) who have an unsafe primary nighttime residence and no safe alternative to that residence.

**d. Match.** 24 CFR 578.73 provides the information regarding match requirements. Project applicants that intend to use program income as match must provide an estimate of how much program income will be used for match.

**e. Eligible Costs.** 24 CFR 578.37 through 578.63 identify the eligible costs for which funding may be requested under the CoC Program. HUD will reject any requests for ineligible costs.

**f. Indirect Costs.** Normal indirect cost rules under 2 CFR part 200 apply. Project applicants that intend to charge indirect costs to the award must clearly state in the project application(s) the rate and distribution base the recipient intends to use, and if applicable, the rate and distribution base to be used by any subrecipient(s). If the rate is a Federally negotiated indirect cost rate, the project application must include the corresponding negotiated indirect cost rate agreement signed by the cognizant agency. A government department or agency unit that receives no more than \$35 million in direct federal funding per year and has developed and maintains an indirect cost rate proposal and supporting documentation in accordance with 2 CFR part 200, appendix VII, may use the rate and distribution base specified in that indirect cost rate proposal, unless the cognizant agency requires the proposal to be submitted for negotiation. For each applicant or intended subrecipient that meets the conditions for the de minimis rate under 2 CFR 200.414(f) and will use that rate to charge indirect costs, the project application must clearly state the intended use of the de minimis rate of 10 percent of Modified Total Direct Costs (MTDC). As described in 2 CFR 200.403, costs must be consistently charged as either indirect or direct costs but may not be double charged or inconsistently charged as both. Once an organization elects to use the de minimis rate, the organization must apply this methodology consistently for all Federal awards until the organization chooses to negotiate for a rate, which the organization may apply to do at any time. Documentation of the decision to use the de minimis rate must be retained on file for audit

**g. Participative Planning and Implementation.** Applicants must identify the steps they will take to ensure that traditionally marginalized populations (such as racial and ethnic minorities and persons with disabilities) will be able to meaningfully participate in the 28 of 84 planning process. The applicant must identify the specific populations that it will include, identify community organizations that represent these populations, and describe how these populations will be included in the planning process. For capital investment projects, grantees should commit to and demonstrate plans to employ low-income and very low-income persons and/or utilize Section 3 businesses at levels beyond those required by Section 3. In seeking public participation, applicants and recipients must ensure that all communications are provided in a manner that is effective for persons with hearing, visual, and other communication-related disabilities consistent with Section 504 of the Rehabilitation Act of 1973 and, as applicable, the Americans with Disabilities Act. In addition, Title VI of the Civil Rights Act of 1964, 42 U.S.C.

2000 d and Executive Order 13166 require that grantees take reasonable steps to ensure meaningful access to services, programs, and activities by persons with Limited English Proficiency (LEP persons).

**New Projects for DV Bonus.** New projects that want to be considered for the DV Bonus, may be: (a) Permanent Housing-Rapid re-housing projects dedicated to serving survivors of domestic violence, dating violence, sexual assault, or stalking that are defined as homeless at 24 CFR 578.3; (b) Joint TH and PH-RRH component projects as defined in Section III.C.3.m of this NOFA dedicated to serving survivors of domestic violence, dating violence, sexual assault, or stalking that are defined as homeless at 24 CFR 578.3; or (c) Supportive service only-coordinated entry project to implement policies, procedures, and practices that equip the CoC's coordinated entry to better meet 30 of 84 the needs of survivors of domestic violence, dating violence, sexual assault, or stalking.

## **VI. SCORING**

### **C. Rules that affect how HUD evaluates applications**

**1. Past Performance** In evaluating applications for funding, HUD will consider an applicant's past performance in managing funds. Items HUD may consider include, but are not limited to:

- a. The ability to account for funds appropriately;
- b. Timely use of funds received from HUD;
- c. Timely submission and quality of reports submitted to HUD;
- d. Meeting program requirements;
- e. Meeting performance targets as established in the grant agreement;
- f. The applicant's organizational capacity, including staffing structures and capabilities;
- g. Time-lines for completion of activities and receipt of promised matching or leveraged funds; and
- h. The number of persons to be served or targeted for assistance. HUD may deduct points from the rating score or establish threshold levels as specified under the Factors for Award in the NOFA. Each NOFA will specify how past performance will be rated or otherwise used in the determination of award amounts. Whenever possible, HUD will obtain past performance information from staff with the greatest knowledge and understanding 33 of 84 of each applicant's performance. If this evaluation results in an adverse finding related to integrity or performance, HUD reserves the right to take any of the remedies provided in Section III.C.2.b.

(5), **Pre-selection Review of Performance**, above. 2. **Statutory and Regulatory Requirements.** To be eligible for funding under this NOFA, project applicants must meet all statutory and regulatory requirements in the Act and 24 CFR part 578.

Project applicants can obtain a copy of the Act and 24 CFR part 578 on the HUDEX change or by contacting the NOFA Information Center at 1-800-483-8929).

### **3. Threshold Requirements.**

**Threshold Requirements.** a. **Ineligible Applicants.** HUD will not consider a project application from an ineligible project applicant, including an application submitted for CoC planning funds or UFA Costs from a project applicant other than the Collaborative Applicant. b. **Project Eligibility Threshold.** HUD will review all projects to determine if they meet the following eligibility threshold requirements on a pass/fail standard. If HUD determines that the applicable standards are not met for a project, the project will be rejected. Any project requesting renewal funding will be considered as having met these requirements through its previously approved grant application unless information to the contrary is received (e.g., monitoring findings, results from investigations by HUD's Office of Inspector General, the recipient routinely does not draw down funds from eLOCCS at least once per quarter, 34 of 81 consistently late Annual Performance Report (APR) submissions). Approval of new and renewal projects

is not a determination by HUD that a recipient is compliant with applicable fair housing and civil rights requirements. (1) Project applicants and potential subrecipients must meet the eligibility requirements of the CoC Program as described in 24 CFR part 578 and provide evidence of eligibility required in the application (e.g., nonprofit documentation). (2) Project applicants and subrecipients must demonstrate the financial and management capacity and experience to carry out the project as detailed in the project application and the capacity to administer federal funds. Demonstrating capacity may include a description of the applicant/subrecipient experience with similar projects and with successful administration of SHP, S+C, or CoC Program funds or other federal funds. (3) Project applicants must submit the required certifications as specified in this NOFA. (4) The population to be served must meet program eligibility requirements as described in the Act, 24 CFR part 578, and Section II.B.10.f of this NOFA. (5) Project applicants, except Collaborative Applicants that only receive awards for CoC planning costs and, if applicable, UFA Costs, must agree to participate in a local 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. Victim service providers must use a comparable database that meets the needs of the local HMIS.

**Project Quality Threshold.** HUD will review all new project applications to determine if they meet the following project quality threshold requirements. Any project requesting renewal funding will be considered as having met these requirements through its previously approved grant application unless information to the contrary is received (e.g., monitoring findings, results from investigations by HUD's Office of Inspector General, the recipient routinely does not draw down funds from eLOCCS at least once per quarter, consistently late APR submissions) and if the renewal project has compliance issues which results in the project not operating in accordance with 24 CFR part 578. If awarded, a recipient is required to meet all the criteria listed in the criteria column for its component. Additionally, the housing and services proposed must be appropriate to the needs of the program participants and the community. A determination that a project meets the project quality threshold is not a determination by HUD that a recipient is compliant with applicable fair housing and civil rights requirements. To be eligible to receive a CoC Bonus project or a DV Bonus project, a CoC must demonstrate that it ranks projects based on how they improve system performance as outlined in Section VII.B.1.a of this NOFA. Additionally, to be eligible to receive a DV Bonus project for PH-RRH or Joint TH and PH-RRH, a CoC must demonstrate that the project will use trauma-informed, victim-centered approaches.

Please refer to page 34 of 81 of the table for the scoring criteria

<https://files.hudexchange.info/resources/documents/FY-2019-CoC-Program-Competition-NOFA.pdf>

**f. Environmental Requirements.** Notwithstanding provisions at 24 CFR 578.31 and 24 CFR 578.99(a) of the Rule, and in accordance with Section 100261(3) of MAP-21 (Pub. L. 112- 141, 126 Stat. 405), activities under this NOFA are subject to environmental review by a responsible entity under HUD regulations at 24 CFR part 58. (1) HUD made two important changes for projects categorized or Categorically Excluded from review under the National Environmental Policy Act and not subject to 24 CFR 58.5 (CENST): (a) All scattered-site projects where program participants choose their own unit 41 of 84 and are not restricted to units within a pre-determined specific project site or sites are categorized in 24 CFR 58.35(b)(1) as CENST. This now includes both tenant based rental assistance and tenant-based leasing projects where program participants choose their own unit. Previous guidance included only Tenant Based Rental Assistance as eligible CENST projects. (b) The Exempt/CENST form is only required for each project, not every unit. Previous guidance instructed recipients to complete an Exempt/CENST form for each unit. (2) For activities under a grant to a recipient other than a state or unit of general local government that generally would be subject to review under 24 CFR part 58, HUD may make a finding in accordance with 24 CFR 58.11(d) and may itself perform the environmental review under the provisions of 24 CFR part 50 if the recipient objects in writing to the responsible entity's performing the review under part 24 CFR part 58. (3) Irrespective of whether the responsible entity in accordance with 24 CFR part 58 (or HUD in

accordance with 24 CFR part 50) performs the environmental review, the recipient must supply all available, relevant information necessary for the responsible entity (or HUD, if applicable) to perform for each property any required environmental review. The recipient also must carry out mitigating measures required by the responsible entity (or HUD, if applicable) or select alternative property. (4) The recipient, its project partners, and their contractors may not acquire, rehabilitate, convert, lease, repair, dispose of, demolish, or construct property for a project under this NOFA, or commit or expend HUD or local funds for such eligible activities under this NOFA, until the responsible entity (as defined by 24 CFR 58.2(a)(7)) has completed the environmental review procedures required by 24 CFR part 58 and the environmental certification and Request for Release of Funds (RROF) have been approved or HUD has performed an environmental review under 24 CFR part 50 and the recipient has received HUD approval of the property. HUD will not release grant funds if the recipient or any other party commits grant funds (i.e., incurs any costs or expenditures to be paid or reimbursed with such funds) before the recipient submits and HUD approves its RROF (where such submission is required).

### **Glendale CoC Renewal Projects Scoring System**

#### **U.S. Department of Housing and Urban Development (HUD) Fiscal Year (FY) 2019 Continuum of Care (CoC) Program Competition**

Each HUD CoC renewal project requesting renewal funding through the Glendale CoC will be reviewed by the Glendale CoC

#### **Renewal Rating Factors:**

##### **System Performance Measures (50 points)**

- Persons Exit Homeless to Permanent Housing Destination and Return to Homelessness
- Employment and Income Growth for Homeless Persons
- Successful Placement from Street Outreach and Successful Placement in or Retention of Permanent Housing

##### **Compliance with Grants and Financial Management (25 points)**

- Submission of Annual Performance Report
- Unresolved HUD/Office of Homeless Services monitoring and/or OIG Audit findings
- Timely submission of drawdowns
- Recaptured funds within the three (3) most recently expired grant terms

##### **Homeless Management Information System (HMIS) (10 points)**

- Percentage of clients with null or missing values for Universal Data Elements and Program Specific Data Elements

##### **Supportive Services for Participants (6 points)**

- Assist clients with transportation to attend appointments, employment training, etc.
- Use of a single application form for 4 or more mainstream services
- Follow-up with participant in regards to mainstream services
- Assist with access to SSI/SSDI
- Participation in SOAR Training

##### **Bed Utilization Rates (5 points)**

- Permanent Supportive Housing
- Rapid Re-Housing

### **Miscellaneous Information (4 points)**

- Match Requirements
- Client Exit Surveys

### **B. PROPOSAL SELECTION**

1. Selection – CoC Board will review and rank the proposals. The proposals will be reviewed for agency qualifications (i.e. capacity, effectiveness and systemic linkages), quality and completeness according to evaluation criteria.
2. Appeals – Agencies that do not meet the threshold score or who are not recommended for funding may appeal and address the members of the CoC NOFA Review Committee Appeal Panel based only on the following guidelines (agencies recommended or only partial funding are not eligible to request an appeal):
  - a) If the project is not selected for funding, the agency has the right to appeal, provided that the appeal is based upon NOFA Committee violations of program regulations or errors on the part of the NOFA Committee or staff. For example, reviewing members did not consistently follow the scoring criteria and process, as detailed above or there was a conflict of interest that prevented a fair review of the proposal.
  - b) No appeals will be heard on the basis of funding level.
  - c) Agency's written appeal must be submitted within the timeline indicated in the notification letter. Each agency will have the opportunity to present the appeal to the NOFA Committee. Each agency will receive a written notification on the outcome of the appeal.

### **VII. GENERAL REQUIREMENTS**

**Funds from this grant program may not replace funds from other sources.**

Projects supported by the City of Glendale funds must be of primary benefit to homeless persons living in the City of Glendale and should be focused on providing direct client services. Services under these contracts must be delivered within the city limits of Glendale.

**Operating Agreement:** Applicants approved for funding will be required to sign a Contract with the City to ensure compliance with City of Glendale, Federal Executive Orders and HUD regulations. Funds are subject to Federal and local regulations including, but not limited to: non-discrimination, equal opportunity, accessibility, lead-based paint, audits, procurement and environmental review.

**Non-discrimination in Services and Employment:** Applicants approved for funding shall not, in accordance with Federal law, discriminate in the provision of services hereunder because of race, color, religion, national origin, ancestry, sex, age or physical or mental handicap as identified in Section 109 of the Act, Section 504 of the Rehabilitation Act, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and 24 CFR 570.602. In addition, Sub-recipient shall not discriminate in the provision of services hereunder because of religious belief, creed, medical condition, blindness, sexual orientation, marital status, pregnancy, parenthood, citizenship, gender identity, domestic partner status or AIDS or HIV status.

- A. Applicants approved for funding shall certify and agree not to discriminate against any employee or person who is employed or compensated in whole or in part using funds provided under this Agreement because of race, color, creed, religion, religious belief, national origin, ancestry, citizenship, age, sex, sexual orientation, marital status, pregnancy, parenthood, medical condition, physical or mental disability, gender identity, domestic partner status or AIDS or HIV status.
- B. **Safeguarding Resident/Client Files.** In maintaining resident and client records, HUD funding recipients shall observe state and local laws concerning the disclosure of records that pertain to individuals. Further, recipients are

required to adopt and take reasonable measures to ensure that resident and client records are safeguarded. This includes when reviewing, printing, or copying client records.

### VIII. CONDITIONS AND RESERVATIONS

- A. All costs of proposal preparation shall be borne by the applicant organization. The City of Glendale shall not, in any event, be liable for any pre-contractual expenses incurred by the bidder in the preparation and/or submission of the proposal. The applicant shall not include any such expenses as part of the budget in the proposal.
- B. The proposal must set forth full, accurate, and complete information as required by NEW/RENEWAL APPLICATION. The applicant may not initiate any changes or additions after the proposal deadline.
- C. The City of Glendale reserves the right to retain all submitted proposals and the proposals shall become the property of the City of Glendale. Proposals may be disclosed under the Public Records Act at a later date. Any department or agency of the City shall have the right to use any or all ideas presented in proposals submitted in response to this RFP without any change or limitation. Selection or rejection of a proposal does not affect these rights.
- D. The City of Glendale reserves the right to communicate with funders or providers associated with the applicant to obtain additional clarification of design, program or agency fiscal and programmatic capacities and to utilize this information in the evaluation process. This includes verification of sources of match and leverage as stated within the application submission.
- E. The City of Glendale reserves the right to conduct scheduled and unscheduled site visits of agency applicants by City staff, County, State and Federal funding entities.
- F. City's Reservation of Rights

This RFP and the proposal evaluation process do not:

- Obligate the City to accept or select any Proposal;
- Constitute an agreement by the City that it will actually enter into any contract with any Proposer.

When it best serves the City's interests, the City may do any one or more of the following:

- Reject any Proposal or all Proposals at its sole discretion.
- Extend the deadline for accepting Proposals.
- Accelerate the pace of the RFP process if only one or a handful of Proposals is received.
- Waive any or all information, defects, irregularities, or informalities in a Proposal.
- Accept amendments to Proposals after the Proposal Deadline.
- Amend, revise, or change the RFP's evaluation or selection criteria.
- Cancel, withdraw, amend, revise, change, or negotiate the terms of this RFP, the proposed Contract, or both.
- Reissue a Request for Proposals.
- Conduct one or more oral interviews.
- Visit a Proposer's facilities or business.
- Examine financial records of a Proposer to the extent necessary to ensure financial stability.
- Make a partial award.

- Negotiate with one or more Proposers.
  - Award contracts to one or more Proposers.
  - Require a best and final offer from one or more Proposers.
  - Provide or perform the Services [Project] using a City officer or employee, or contract directly— without an RFP or bids— for the Services [Project].
- G. The City of Glendale makes no representation that any contract will be awarded to any applicant responding to this NEW/RENEWAL APPLICATION.
- H. The City of Glendale reserves the right to change application components and/or sub recipient agency project sponsors submitted as it sees fit to better meet HUD/local requirements.
- I. Responding to this NEW/RENEWAL APPLICATION will not guarantee inclusion in the City's application to HUD for Continuum of Care Homeless Assistance Programs.



## FY 2019 Glendale Continuum of Care-Letter of Intent to Renew CoC Project

**Instructions:** Please complete one letter for each renewal application.

### **Lead Agency Information**

CCR #:

DUNS #:

Agency Name:

Agency Address:

City:

State:

Zip:

Phone:

Fax:

email:

Grant/Application Contact Person:

Name:

Phone:

Email:

Agency Director:

Name:

Phone:

Email:

Homeless Management Information System (HMIS) Contact Person:

Name:

Phone:

Email:

### **Project Information:**

Name of Project:

Project Address:

Grant amount:

Grant Term:

Expiration Date:

Program Type:

Primary Population:

Annual Renewal Amount for project: \_\_\_\_\_

Total Number of Units: \_\_\_\_\_

Previously approved budget amounts by activity: Please use the GIW attached in the application as current budget request.

Activity:	Budget Amount:
Leased Units	
Leased Structures	
Rental Assistance	
Supportive Services	
Operations	
HMIS	
Administration	
<b>Total:</b>	

Name and Signature of Person who will complete the application:

\_\_\_\_\_

Name and Signature of Person authorized to sign the HUD application:

\_\_\_\_\_

I certify, on behalf of my agency that all information contained in this application is accurate and true, based on our current records for the project. I understand that falsifying information or failing to provide accurate information will have a negative impact on my overall review and may result in removal from the Continuum of Care Application to HUD. I also understand that agencies not submitting their Letter of Intent for their projects by the deadline may be reallocated.

\_\_\_\_\_  
Executive Director/CEO/President

\_\_\_\_\_  
Date

## **Background Information:**

The Continuum of Care (CoC) will consider the need to continue funding for projects expiring in 2020 as required by the U.S. Department of Housing and Urban Development (HUD). However, as noted by HUD, renewal projects must meet minimum project eligibility, capacity, timeliness, and performance standards identified in the NOFA or they will be rejected from consideration for funding.

While considering the need to continue funding for projects expiring in 2020, the CoC Interagency Counsel on Homelessness (ICH) will review the information that HUD noted in the 2019 HUD CoC Competition NOFA which is as follows:

1. When considering renewal projects for award, HUD will review financial information; Annual Performance Reports (APRs); and information provided from the local HUD CPD Field Office, including monitoring reports and audit reports as applicable, and performance standards on prior grants, and will assess projects using the following criteria on a pass/fail basis:
  - a. Whether the project applicant's performance met the plans and goals established in the initial application, as amended;
  - b. Whether the project applicant demonstrated all timeliness standards for grants being renewed, including those standards for the expenditure of grant funds that have been met;
  - c. The project applicant's performance in assisting program participants to achieve and maintain independent living and records of success, except HMIS-dedicated projects that are not required to meet this standard; and,
  - d. Whether there is evidence that a project applicant has been unwilling to accept technical assistance, has a history of inadequate financial accounting practices, has indications of project mismanagement, has a drastic reduction in the population served, has made program changes without prior HUD approval, or has lost a project site.
  
2. HUD reserves the right to reduce or reject a funding request from the project applicant for the following reasons:
  - a. Outstanding obligation to HUD that is in arrears or for which a payment schedule has not been agreed upon;
  - b. Audit/Monitoring finding(s) for which a response is overdue or unsatisfactory;
  - c. History of inadequate financial management accounting practices;
  - d. Evidence of untimely expenditures and unspent funds on prior award;
  - e. History of other major capacity issues that have significantly affected the operation of the project and its performance;
  - f. History of not reimbursing subrecipients for eligible costs in a timely manner, or at least quarterly; and

- g. History of serving ineligible program participants, expending funds on ineligible costs, or failing to expend funds within statutorily established timeframes.<sup>1</sup>

### **Project Eligibility Threshold Requirements:**

The Glendale CoC will review all renewal projects to determine if they meet the following eligibility threshold requirements on a pass/fail standard. If the Glendale CoC determines that the applicable standards are not met for a renewal project, the project will be rejected. Renewal project threshold requirements include; a) Participation in Coordinated Entry System; b) Practicing Housing First and Low Barriers; c) Hearth Act Compliance; and d) The extent to which the proposed project fills a gap in the community's CoC and addresses an eligible population.

#### **1. Participation in Coordinated Entry System**

CoC funded projects are required to participate in the local Coordinated Entry System. As defined by HUD:

“Coordinated entry is a key step in assessing the needs of homeless individuals and families and prioritizing them for assistance. In addition to engaging people who are seeking assistance, Coordinated Entry processes should be integrated with communities’ outreach work to ensure that people living in unsheltered locations are prioritized for help. Coordinated Entry should achieve several goals:

- make it easier for persons experiencing homelessness or a housing crisis to access the appropriate housing and service interventions;
- prioritize persons with the longest histories of homelessness and the most extensive needs;
- lower barriers to entering programs or receiving assistance; and,
- ensure that persons receive assistance and are housed as quickly as possible.

The definition of Centralized or Coordinated Assessment can be found at 24 CFR 578.3. Provisions at 24 CFR 578.7(a)(8) detail the responsibilities of the CoC with regard to establishing and operating such a system. In addition to the definition, HUD also posted on the HUD Exchange the Coordinated Entry Policy Brief in February 2015 that helps inform local efforts to further develop CoCs’ coordinated entry processes.

1. **How many households (a household can be a single individual or family) entered your program during the past 12 months? \_\_\_\_\_**
  - a. **How many of the households that you stated in the question above entered your project through the coordinated entry system? \_\_\_\_\_**

\_\_\_\_\_

2. If any households entered your program during the past 12 months that were not referred through the coordinated entry system, please explain why in the box below (expand box as needed).

Note: this information will be verified through HMIS.

## II. Housing First and Low Barriers Approach

Housing First is a model of housing assistance that prioritizes rapid placement and stabilization in permanent housing that does not have service participation requirements or preconditions (such as sobriety or a minimum income threshold). It is an approach to: **1)** quickly and successfully connect individuals and families experiencing homelessness to permanent housing; **2)** without barriers to entry, such as sobriety, treatment or service participation requirements; or **3)** related preconditions that might lead to the program participant's termination from the project. Supportive services are offered to maximize housing stability and prevent returns to homelessness as opposed to addressing predetermined treatment goals prior to permanent housing entry; however, participation in supportive services is based on the needs and desires of program participants. For more information see the Housing First in PSH brief at: [www.hudexchange.info/resource/3892/housing-first-in-permanent-supportive-housing-brief/](http://www.hudexchange.info/resource/3892/housing-first-in-permanent-supportive-housing-brief/)

1. Does the project quickly move participants into permanent housing?

- Yes  
 No

Select "Yes" to this question if your project will quickly move program participants into permanent housing without additional steps (e.g., required stay in transitional housing before moving to permanent housing). If you are a domestic violence (DV) program you should select "Yes" if you will quickly move program participants into permanent housing after immediate safety needs are addressed (e.g., a person who is still in danger from a violent situation and would move into PH once the dangerous situation has been addressed). Select "No" if the project does not work to move program participants quickly into permanent housing.

2. Has the project removed the following barriers to accessing housing and services?

- Having too little or little income  
 Active or history of substance abuse

- Having a criminal record with exceptions for state-mandated restrictions
- History of Victimization Fleeing domestic violence (e.g., lack of a protective order, period of separation from abuser, or law enforcement involvement)
- None of the above

**(Select ALL that apply):** Check the box next to each item to confirm that your project has removed (or never had) barriers to program access related to each of the following: 1) Having too little or little income; 2) Active or history of substance abuse; 3) Having a criminal record with exceptions for state-mandated restrictions; and 4) Fleeing domestic violence (e.g., lack of a protective order, period of separation from abuser, or law enforcement involvement). If all of these barriers to access still exist, select "None of the above."

**3. Has the project removed the following as reasons for program termination?**

- Failure to participate in supportive services
- Failure to make progress on a service plan
- Loss of income or failure to improve income
- Fleeing domestic violence
- Any other activity not covered in a lease agreement typically found in the project's geographic area
- None of the above

Check the box next to each item to confirm that your project has removed (or never had) reasons for program participant termination related to each of the following: 1) Failure to participate in supportive services; 2) Failure to make progress on a service plan; 3) Loss of income or failure to improve income; 4) Fleeing domestic violence; and 5) Any other activity not covered in a lease agreement typically found in the project's geographic area. If all of these reasons for program termination still exist, select "None of the above."

**Additional Required Attachments:** *Please attach the following supporting documentation that shows that your agency provided staff training and policies and procedures so that staff fully understands how to implement the Housing First approach: a copy of the agency's Policies and Procedures, staff training materials, and any forms or other related documents.*

### **III. HEARTH Act Compliance**

This section of the Letter of Intent (LOI) asks questions of all renewal projects to ensure compliance with the requirements of the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH Act): Continuum of Care (CoC) Program Interim Rule. (Please note, this section does not encompass all changes under the HEARTH Act and it is recommended that all projects should review the Act in its entirety).

**1. Participation of homeless individuals**

The HEARTH Act CoC Program Interim Rule states that the recipient or subrecipient must document its compliance with the homeless participation requirements under § 578.75(g), which is as follows:

**(g) Participation of homeless individuals.**

(1) Each recipient and subrecipient must provide for the participation of not less than one homeless individual or formerly homeless individual on the board of directors or other equivalent policymaking entity of the recipient or subrecipient, to the extent that such entity considers and makes policies and decisions regarding any project, supportive services, or assistance provided under this part. This requirement is waived if a recipient or subrecipient is unable to meet such requirement and obtains HUD approval for a plan to otherwise consult with homeless or formerly homeless persons when considering and making policies and decisions.

(2) Each recipient and subrecipient of assistance under this part must, to the maximum extent practicable, involve homeless individuals and families through employment; volunteer services; or otherwise in constructing, rehabilitating, maintaining, and operating the project, and in providing supportive services for the project.

**a. Does your agency provide for the participation of not less than one homeless individual or formerly homeless individual on the board of directors or other equivalent policymaking entity of the recipient or sub recipient, to the extent that such entity considers and makes policies and decisions regarding any project, supportive services, or assistance provided under this part. This requirement is waived if a recipient or sub recipient is unable to meet such requirement and obtains HUD approval for a plan to otherwise consult with homeless or formerly homeless persons when considering and making policies and decisions?**

Yes

No

If not, please provide an action plan/timeline on when your agency will be compliant with this requirement in the box below (expand box as needed).

**b. Does your agency, to the maximum extent practicable, involve homeless individuals and families through employment; volunteer services; or otherwise in**

**constructing, rehabilitating, maintaining, and operating the project, and in providing supportive services for the project?**

Yes

No

If not, please provide an action plan/timeline as to when your agency will be compliant with this requirement in the box below (expand box as needed).

## **2. Faith-based activities**

The HEARTH Act CoC Program Interim Rule states that the recipient or subrecipient must document its compliance with faith-based activities requirements under § 578.87(b), which is as follows:

### **(b) Faith-based activities.**

#### **(1) Equal treatment of program participants and program beneficiaries.**

(i) Program participants. Organizations that are religious or faith-based are eligible, on the same basis as any other organization, to participate in the Continuum of Care program. Neither the Federal Government nor a State or local government receiving funds under the Continuum of Care program shall discriminate against an organization on the basis of the organization's religious character or affiliation. Recipients and subrecipients of program funds shall not, in providing program assistance, discriminate against a program participant or prospective program participant on the basis of religion or religious belief.

(ii) Beneficiaries. In providing services supported in whole or in part with federal financial assistance, and in their outreach activities related to such services, program participants shall not discriminate against current or prospective program beneficiaries on the basis of religion, a religious belief, a refusal to hold a religious belief, or a refusal to attend or participate in a religious practice.

(2) Separation of explicitly religious activities. Recipients and subrecipients of Continuum of Care funds that engage in explicitly religious activities, including activities that involve overt religious content such as worship, religious instruction, or proselytization, must perform such activities and offer such services outside of programs that are supported with federal financial assistance separately, in time or location, from the programs or services funded under this

part, and participation in any such explicitly religious activities must be voluntary for the program beneficiaries of the HUD-funded programs or services.

(3) Religious identity. A faith-based organization that is a recipient or subrecipient of Continuum of Care program funds is eligible to use such funds as provided under the regulations of this part without impairing its independence, autonomy, expression of religious beliefs, or religious character. Such organization will retain its independence from federal, State, and local government, and may continue to carry out its mission, including the definition, development, practice, and expression of its religious beliefs, provided that it does not use direct program funds to support or engage in any explicitly religious activities, including activities that involve overt religious content, such as worship, religious instruction, or proselytization, or any manner prohibited by law. Among other things, faith-based organizations may use space in their facilities to provide program-funded services, without removing or altering religious art, icons, scriptures, or other religious symbols. In addition, a Continuum of Care program-funded religious organization retains its authority over its internal governance, and it may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents.

- a. **Does your proposed renewal program use direct program funds to support or engage in any explicitly religious activities, including activities that involve overt religious content, such as worship, religious instruction, or proselytization, or any manner prohibited by law?**

Yes

No

### **3. Involuntary family separation**

The HEARTH Act CoC Program Interim Rule states that the recipient or subrecipient must document its compliance with involuntary family separation requirements under § 578.93(e), which is as follows:

(e) Prohibition against involuntary family separation. The age and gender of a child under age 18 must not be used as a basis for denying any family's admission to a project that receives funds under this part.

- a. **Does the project accept all families with children under age 18 without regard to the age of any child? In general, under the HEARTH Act, any project sponsor receiving funds to provide emergency shelter, transitional housing, or permanent housing to families with children under age 18.**

Note there is an exception outlined in the Act: Project sponsors of transitional housing receiving funds may target transitional housing resources to families with children of a specific age only if the project sponsor: (1) operates a transitional housing program that has a primary purpose of implementing evidence based practice that requires that housing units be targeted to families with children in a specific age group; and (2) provides assurances, as the Secretary shall require, that an equivalent appropriate alternative living arrangement for the whole family or household unit has been secured.

Yes. Project certifies that it accepts all families with children under age 18 without regard to the age of any child.

No. Project does not comply with this requirement. A narrative is attached explaining how the project will comply with this HEARTH Act requirement.

No. Project does not comply with this requirement but qualifies for an exception because it is implementing an evidence-based practice that requires housing units targeted to families with children in a specific age group. A narrative is attached explaining how the project will comply with the exception, including identification of the evidenced based practice being utilized.

N/A. Project does not serve families.

N/A. Project is new and has not started yet.

#### 4. Discrimination Policy

Federal and California State laws note that discrimination can be based on race, color, national origin or gender. Discrimination can also be based on age, religion, disability, familial status or sexual orientation.

Does your program deny services to potential recipients based on any of the following:

- Age  Yes  No
- Color  Yes  No
- Disability  Yes  No
- Familial Status  Yes  No
- Gender  Yes  No
- Marital Status  Yes  No
- National Origin  Yes  No
- Race  Yes  No
- Religion  Yes  No
- Sexual Orientation  Yes  No

If you answered "yes" to any of the above, please explain why in the box below (expand box as needed).

**5. Active participation in local Continuum of Care meetings**

HUD states that a successful CoC will involve a variety of organizations representing the public and private sectors, as well as interested individuals within the CoC jurisdiction(s). These organizations should have an active role in the CoC.

- a. Describe what local Continuum of Care committees, subcommittees, and/or working groups that your agency participates in on a regular basis in the box below (expand box as needed). Please include the names and titles of those participating as well as their level of involvement/participation.

**6. Housing Quality Standards (HQS)**

The HEARTH Act CoC Program Interim Rule states that the recipient or subrecipient must document its compliance with housing quality standards requirements under § 578.75(b), which is as follows:

(b) Housing quality standards. Housing leased with Continuum of Care program funds, or for which rental assistance payments are made with Continuum of Care program funds, must meet the applicable housing quality standards (HQS) under 24 CFR 982.401 of this title, except that 24 CFR 982.401(j) applies only to housing occupied by program participants receiving tenant-based rental assistance. For housing rehabilitated with funds under this part, the lead-based paint requirements in 24 CFR part 35, subparts A, B, J, and R apply. For housing that receives project-based or sponsor-based rental assistance, 24 CFR part 35, subparts A, B, H, and R apply. For residential property for which funds under this part are used for acquisition, leasing, services, or operating costs, 24 CFR part 35, subparts A, B, K, and R apply.

(1) Before any assistance will be provided on behalf of a program participant, the recipient, or subrecipient, must physically inspect each unit to assure that the unit meets HQS. Assistance will not be provided for units that fail to meet HQS, unless the owner corrects any deficiencies within 30 days from the date of the initial inspection and the recipient or subrecipient verifies that all deficiencies have been corrected.

(2) Recipients or subrecipients must inspect all units at least annually during the grant period to ensure that the units continue to meet HQS.

**a. Does your project meet applicable Housing Quality Standards?**

- Yes
- No
- This is a new project and has not started yet

Please briefly explain your inspection process for HQS in the box below (expand box as needed).

**b. Has your project received HQS corrective action plan in the last 2 years:**

- Yes
- No
- This is a new project and has not started yet

If you selected Yes, explain the nature of the concerns/issues and how it was resolved in the box below (expand the box as needed).

**Renewal Rating Factors:**

If a renewal project passes the Project Eligibility Threshold as noted on pages 4 – 12 of this LOI, the project will be reviewed and scored by ICH and OHS based on the following rating factors.

**I. System Performance Measures (50 points)**

The intent of the System Performance Measures (Sys PM) reports are to encourage CoCs to regularly measure their progress in meeting the needs of people experiencing homelessness in their community and to report this progress to HUD. HUD uses system-level performance information as a competitive element in its annual CoC Program Competition and to gauge the state of the homeless response system nationally.

The Glendale CoC will use project-level Sys PM information as an element to determine the effectiveness of local projects within the Glendale CoC. The Glendale CoC will collect the following project level Sys PM for each CoC funded agency directly from the Homeless Management Information System (HMIS). There is not any action required on the part of the renewing agencies to complete Section I. System Performance Measures:

- Persons Exit Homeless to Permanent Housing Destination and Return to Homelessness
- Employment and Income Growth for Homeless Persons
- Successful Placement from Street Outreach and Successful Placement in or Retention of Permanent Housing

System Performance Measures		Submitted FY 2017	Submitted FY 2018	Difference
1.	<b>The Extent to which Persons who Exit Homelessness to Permanent Housing Destinations Return to Homelessness - This measures clients who exited SO, ES, TH, SH or PH to a permanent housing destination in the date range two years prior to the report date range. Of those clients, the measure reports on how many of them returned to homelessness as indicated in the HMIS for up to two years after their initial exit.</b>			
2.	<b>Percentage of Income Growth for Homeless Persons</b>			
3.	<b>Successful Placement from Street Outreach and Successful Placement in or Retention of Permanent Housing</b>			
	Change in SO exits to temporary destinations, some institutional destinations, and permanent housing destinations			
	Change in ES, SH, TH, and PH-RRH exits to permanent housing destinations			
	Change in PH exits to permanent housing destinations or retention of permanent housing			

## II. Recipient Compliance with Grants and Financial Management (25 points)

Per 24 CFR part 578 and the FY 2019 CoC Program Competition NOFA requires that Project Applicants specifically identify four benchmarks for grants and financial management that communities must reach to meet this standard, which are

1. On-time APR submission to HUD;
2. Resolved HUD/Office of Homeless Services monitoring findings, or Office of Inspector General (OIG) Audits, if applicable;
3. Monthly submission of claims, quarterly drawdowns; and
4. The full expenditure of awarded funds.

1. **Has the recipient successfully submitted the APR on time for the most recently expired grant term related to this renewal project request?**

APRs are due within 90 days after the grant term expires. Select “Yes” to indicate that an APR has been submitted for the grant term that has most recently expired (for some grants this will be the FY 2016 renewal, for others the FY 2017). Select “No” to indicate that an APR has not been submitted for the grant term that has most recently expired or if this is a first-time renewal for which the original grant term has not yet expired.

- Yes
- No
- This is a first-time renewal for which the original grant term has not yet expired.

If you selected “No” above, provide a brief explanation for why the APR was not submitted on time in the box below (expand box as needed). For those first-time renewals for which the original grant term has not yet expired, please write, “First-time renewal and grant term has not yet expired” and provide the date by which the APR must be submitted.

2. **Does the recipient have any unresolved HUD or the Office of Homeless Services Monitoring and/or OIG Audit findings concerning any previous grant term related to this renewal project request?**

- Yes
- No

Select **"Yes"** if there are any unresolved HUD Monitoring or OIG Audit findings, regardless of the funding year of the project for which they were originally identified. Select **"No"** if there are no unresolved HUD Monitoring or OIG Audit findings.

**a. Date HUD or the Office of Homeless Services or OIG issued the oldest unresolved finding(s):**

If you selected **"Yes"** above, provide the date that the oldest unresolved finding was issued.

Date the oldest unresolved finding was issued: \_\_\_\_\_

**b. Explain why the finding(s) remains unresolved:**

If you selected **"Yes"** above, provide a brief explanation in the box below (expand box as needed) for why the monitoring or audit finding remains unresolved and the steps that have been taken towards resolution (e.g., responded to the HUD letter, but no final determination received).

**3. Has the recipient maintained timely and consistent monthly submission of claims for the most recent grant terms related to this renewal project request?**

- Yes
- No

CoC Program recipients are required to submit claims on a monthly basis. Select “Yes” to indicate that you have maintained monthly submission of claims for the most recent relevant grant term. For some grants, the standard will be applied to the FY 2017 renewal, for others the FY 2016, and for some multi-year first-time renewals a grant awarded in an earlier fiscal year. Select “No” to indicate that the recipient has not maintained consistent monthly claim submission for the most recent relevant grant term, or if this is a first-time renewal for which less than one quarter has passed.

- a. **Explain why the recipient has not maintained timely and consistent monthly claim submission for the most recent grant terms related to this renewal project request.**

If you selected “No” above, provide a brief explanation in the box below (expand box as needed) for why monthly claim submissions have not been maintained. Delays in draws due to a late HUD funding announcement and receipt of renewal grant agreement may be included in such an explanation.

4. **Have any funds been recaptured by HUD for any of the three (3) most recently expired grant terms related to this renewal project request?**

- Yes
- No
- Project has not yet completed a grant term

Select “Yes” to indicate that funds have been recaptured, meaning that not all awarded funds were expended during the three previous completed grant terms. Select “No” to indicate that no funds were recaptured or if this is a first-time renewal for which the original grant term has not yet expired.

- a. **If you selected “Yes” above, explain the circumstances that led to HUD recapturing funds from any of the three (3) most recently expired grant term related to this renewal project request:**

Provide a brief explanation in the box below (expand box as needed) for why the total awarded funds were not expended and were recaptured. Include the amount returned for each year.

### **III. Participation in Homeless Management Information System (HMIS) (10 Points)**

The Homeless Emergency Assistance and Rapid Transition to Housing: Continuum of Care (CoC) Program interim rule places a high emphasis on having a functioning and comprehensive HMIS in the CoC jurisdiction as it is critical to gathering unduplicated, aggregated data on homelessness in the community for both the CoC and Emergency Solutions Grant (ESG) Programs.

- Does this project provide client level data to HMIS at least annually?  Yes  No

If the project is providing participant data in the HMIS – indicate the total number of participants served by the project, and the total number of clients reported in the HMIS.

Total number of participants served by the project: \_\_\_\_\_

Total number of clients reported in the HMIS: \_\_\_\_\_

If the project is not providing participant data in the HMIS – indicate one or more of the four (4) reason(s) for non-participation:

- Federal law prohibits (please cite specific law)       State law prohibits (please cite specific law)
- New project not yet in operation       Other (please specify prohibition)

Also, for those participant records that were reported in the HMIS, indicate the percentage of values that were missing (“Null or Missing Values”) and/or unknown (“Don’t Know or Refused”). If there were no unknown values, note a “0” value.

### Data Collection Requirements

All CoC Program funded projects are required to collect all of the Universal Data Elements and a select number of Program-Specific Data Elements.

\* Indicate the percentage of unduplicated client records with null or missing values during the last 10 days of January 2019

Universal Data Element (Use HMIS Data Quality Report)	Records with no values (%)	Records where value is refused or unknown (%)
3.1 Name		
3.2 Social Security Number		
3.3 Date of Birth		
3.4 Race		
3.5 Ethnicity		
3.6 Gender		
3.7 Veteran Status		
3.8 Disabling condition		
3.917 Living Situation		
3.10 Project entry date		
3.11 Project exit date		
3.12 Destination		
3.15 Relationship to Head of Household		
3.16 Client Location		
Program Specific Data Element (From the most recent APR)	Records with no values (%)	Records where value is refused or unknown (%)
4.2 Income and Sources		
4.3 Non-Cash Benefits		
4.4 Health Insurance		
4.5 Physical Disability		
4.6 Developmental Disability		
4.7 Chronic Health Condition		
4.8 HIV/AIDS		
4.9 Mental Health Problem		
4.10 Substance Abuse		
4.11 Domestic Violence		
4.17 Residential Move-In Date (RRH only)		

#### **IV. Supportive Services for Participants (6 points)**

Please identify whether the project includes the following activities:

- 1. Transportation assistance to clients to attend mainstream benefit appointments, employment training, or jobs?**

- Yes
- No

Select **“Yes”** if the project provides regular or as needed transportation assistance to mainstream and community resources, including appointments, employment training, educational programs, or jobs. Select **“No”** if transportation is not regularly provided or cannot be provided consistently as requested.

- 2. At least annual follow-ups with participants to ensure mainstream benefits are received and renewed?**

- Yes
- No

Select **“Yes”** if the project regularly follows-up with program participants at least annually to ensure that they have applied for, are receiving their mainstream benefits, and renew benefits when required. Select **“No”** if there is no or irregular follow-up concerning mainstream benefits.

- 3. Do program participants have access to SSI/SSDI technical assistance provided by the applicant, a subrecipient, or partner agency?**

- Yes
- No

Select **“Yes”** if program participants have access to SSI/SSDI technical assistance. The assistance can be provided by the applicant, a subrecipient, or a partner agency—through a formal or informal relationship. Select **“No”** if there is no or significantly limited access to SSI/SSDI technical assistance

## V. Bed Utilization (5 points)

### 1. Permanent Supportive Housing (PSH) Only

A bed utilization rate is equal to the total number of people served on any given day divided by the total number of beds available on that day. Bed utilization rates below 65 percent are usually attributed to the project not entering all their clients into the HMIS or the project was under-utilized. Bed utilization rates above 105 means the project did not capture exit dates for all their clients and/or the project offered overflow beds.

From your most recent APR, complete the table below on the point-in-time count of households served on the last Wednesdays in

	*Total # of Beds	Total # of Clients Served	Utilization Rate
January			
April			
July			
October			

\*The total number of beds should equal the number of beds submitted in your application.

### 2. Rapid Rehousing (RRH) Only

Rapid Re-Housing (RRH) provides short or medium term tenant-based rental assistance in community-based housing paired with necessary supportive services for homeless individuals and families (with or without a disability). RRH assistance usually begins prior to the client entering housing. Project performance is measured when client moves into permanent housing. Using data from HMIS during the past 12 months, answer the questions below:

- Proposed number of households: \_\_\_\_\_
- Total number of households served: \_\_\_\_\_
- Total number of households moved into permanent housing: \_\_\_\_\_
- If the total number of households that move into permanent housing is lower than the proposed number of households, please explain why in the box below (expand box as needed).

## VI. Miscellaneous Information (4 points)

### 1. Match requirement

Match must equal 25 percent of the total HUD grant request including Admin costs for both City of Glendale and agency and HMIS allocation but excluding leasing costs (i.e., any funds identified for Leased Units and Leased Structures). Match must be met on an annual basis. HUD requires match letters to be submitted with the e-snaps application. Match contributions can be cash, in-kind, or a combination of the two; and, match must be used for an eligible cost as set forth in Subpart D of CoC Program interim rule. For an in-kind match, the recipient may use the value of property, equipment, goods, or services contributed to the project, provided that, if the recipient or sub recipient had to pay for such items with grant funds, the costs would have been eligible. If third party services are to be used as match, the third party service 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. Please include the MOU's with this submission. The MOU's and Cash match letter commitment should be

- Will your agency be able to provide the match requirement for your renewal project (including a commitment letter or MOU)?

Yes

No

### 2. Exit Surveys

HUD encourages client surveys particularly exit surveys.

- Does your renewal program conduct exit surveys or interviews with clients?

Yes

No

This is a new project and has not started yet

Not applicable to this project

If no, please explain why in the box below (expand box as needed).



## Samvelyan, Ivet

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**From:** Samvelyan, Ivet  
**Sent:** Wednesday, July 17, 2019 7:47 AM  
**To:** HMIS Support  
**Cc:** Samvelyan, Ivet  
**Subject:** Glendale Continuum of Care 2019 Notice of Funding Availability -Deadline July 26, 2019  
**Attachments:** CoC\_GIW\_CoC\_CA-612-2019\_CA\_2019\_20190506.xlsx; 2019 NOFA and CoC Schedule FINAL.docx; 2019 CoC RFP City of Glendale July 2019.docx; 2018 System Performance report Glendale.xls; Letter of Intent for Renewals -2019.docx

Good Morning Glendale Continuum of Care Partners,

The City of Glendale Continuum of Care (CoC) is requiring agency interested in renewing or a new a project for funding in the 2019 HUD Continuum of Care Notice of Funding Availability (NOFA) to submit an application. A Project Application for new and renewal is required for all projects to be considered for submission in the 2019 Continuum of Care (CoC) Application to the U.S. Department of Housing and Urban Development (HUD) but is not a guarantee of funding or inclusion in the application to HUD.

Glendale is eligible to compete for \$2,373,290.

The submission of the NEW/RENEWAL APPLICATION will be part one of a two part process. Part II will include completion and ranking of the Project Application in the HUD's e-snaps system. Mandatory application workshops will be scheduled for all projects selected for inclusion of the 2019 CoC application process.

The attached documents for your reference are as follows:

- 1) Grant Inventory Worksheet-GIW
- 2) 2019 NOFA schedule- please update your calendars for the schedule of NOFA events. All agencies applied for funds, must be present at all meetings.
- 3) 2019 CoC RFP
- 4) 2019 LOI
- 5) System Performance Report for the CoC

As you know, the CoC Program requires match at 25% of the grant.

### **MATCH REQUIREMENTS**

The recipient must match CoC funds provided for acquisition, rehabilitation, and new construction with an equal amount of cash funds from other sources. 24 CFR 578.73 provides the information regarding the match. Applicants requesting CoC funds for operating costs for supportive housing, leasing, HMIS and administration must provide MATCH, 25% of full grant award of the total CoC budget. Match can be cash or in-kind. More points will be given to this year application to cash commitment.

Any funding paid by the Federal Government must be authorized by Federal statute to be used for cost sharing or matching.

Detailed match and or in-kind contribution documentation must be submitted during the invoicing process on a quarterly basis. All match documents must be dated May 1, 2019 through July 26, 2019. City of Glendale may accept through August 4, 2019.

Should you have any questions regarding the NOFA, please contact Ivet Samvelyan at 818-548-3720 or [isamvelyan@glendaleca.gov](mailto:isamvelyan@glendaleca.gov).

The information will be uploaded on City's homeless services website by end of today.

Thank you,

Ivet Samvelyan

Best Regards,  
Ivet Samvelyan, Community Services Manager • City of Glendale • Community Services and Parks  
613 East Broadway Room 120 • Glendale, CA 91206 • (818) 548-3720 • [.isamvelyan@glendaleca.gov](mailto:.isamvelyan@glendaleca.gov)  
Homeless Outreach 818-246-7900 or 211



**City of Glendale**  
**2019 Continuum of Care Program Competition Schedule**

Notice of Funding Availability (NOFA) for the Fiscal Year (FY) 2019 Continuum of Care Program  
**Competition FR-6200-N-25 Application Due Date HUD: 9/30/2019**  
**City's Deadline to HUD: 09/20/2019**

July 3, 2019 Program Register 2019 NOFA Release

<https://www.hudexchange.info/resource/5842/fy-2019-coc-program-nofa/>

July 10, 2019-July 17, 2019 Project applicants are required to register with Dun and Bradstreet to obtain a DATA Universal Numbering System (DUNS) number, if they have not already done so, and **complete or renew** their registration in the System for Award Management (SAM). City will not enter into a grant agreement with an organization that does not have a DUNS Number or an active SAM registration.

**Deadline email to [hmissupport@glendaleca.gov](mailto:hmissupport@glendaleca.gov) submission of SAM's and DUNS verification\*\*July 17, 2019**

**July 15, 2019 Release RFP- Renewal Projects, New, New Bonus**

**July 26, 2019 Renewal Application Due to City  
New Housing Application Due to City  
Bonus Applications Due to City**

July 26<sup>th</sup> to August 2<sup>nd</sup> Staff prepares analysis of the proposals

**August 5, 2019 Staff submits Final Project Application's via ESNAP's**

August 6, 2019 Prepare and Deliver Packets to Proposal Analysis Interview Panel

August 9, 2019 Continuum of Care Board Meeting  
**Agency Interviews**  
Agency's applying for funds MUST be present

August 26, 2019 CoC inform Project Applicants regarding Tier and Tier 2  
CoC is required to notify all project applicants no later than 15 days before the application deadline regarding whether their project applications will be submitted as part of the CoC Consolidated Application

August 30, 2019	CoC Notification to Project Applicants -The CoC notified, in writing and outside of esnaps, all project applicants who submitted their project applications to the CoC by the CoC-established deadline whether their project application(s) will be accepted and ranked on the CoC Priority Listing, rejected, or reduced by the CoC no later than <b>15 days</b> of the FY 2019 application deadline. (App due 9/14/2019)
September 9, 2019	CoC Appeal Process
September 9, 2019	CoC must post the Consolidated Application on Website
September 10, 2019	CoC must post on its website all parts of the CoC Consolidated Application, including the Priority Listing with all project applications accepted and ranked or rejected and all attachments that will be submitted to HUD
September 10, 2019	City Council Meeting 3pm
September 12, 2019	CoC must have in place a process to make all parts of the CoC Consolidated Application (which are the CoC Application and CoC Priority Listing with all project applications accepted and ranked, or rejected and the Project Applications) available on its website, at least 2 days before the application deadline, to its community for inspection and to notify community members and key stakeholders that the CoC Consolidated Application is available.
September 23, 2019	Continuum of Care Committee Meeting
September 30, 2019	Final Deadline for submission to HUD CoC Application Exhibit 1 and Exhibit 2 to HUD Submit 72 hours before HUD deadline





**City of Glendale  
Department of Community Services and Parks  
Request for Proposals**

**Department of Housing and Urban Development (HUD)  
Continuum of Care (CoC) Homeless Assistance Programs**

**Released July 17, 2019**

**July 26, 2019**

**NO LATE or FAXED Application's WILL BE ACCEPTED**

**2019 GLENDALE CONTINUUM OF CARE (CoC)**  
Notice of Funding Availability (NOFA) for the Fiscal Year (FY) 2019 Continuum of Care Program Competition  
FR-6200-N-25

**REQUEST FOR PROPOSALS (RFP)**

Application Due Date: 7/26/2019

**GENERAL INFORMATION**

The City of Glendale Continuum of Care (CoC) is requiring agency interested in renewing or a new a project for funding in the 2019 HUD Continuum of Care Notice of Funding Availability (NOFA) to submit an application. A Project Application for new and renewal is required for all projects to be considered for submission in the 2019 Continuum of Care (CoC) Application to the U.S. Department of Housing and Urban Development (HUD) but is not a guarantee of funding or inclusion in the application to HUD.

The submission of the NEW/RENEWAL APPLICATION will be part one of a two part process. Part II will include completion and ranking of the Project Application in the HUD's e-snaps system. Mandatory application workshops will be scheduled for all projects selected for inclusion of the 2019 CoC application process.

Renewal applicants are required to complete this NEW/RENEWAL APPLICATION by answering all questions and providing all required documentations in order to be considered for inclusion in Part II of the application process.

**I. BACKGROUND**

**I. Funding Opportunity Description and Program Overview**

**A. Program Description.** The Continuum of Care (CoC) Program (24 CFR part 578) is designed to promote a community-wide commitment to the goal of ending homelessness; to provide funding for efforts by nonprofit providers, states, and local governments to quickly rehouse homeless individuals, families, persons fleeing domestic violence, dating violence, sexual assault, and stalking, and youth while minimizing the trauma and dislocation caused by homelessness; to promote access to and effective utilization of mainstream programs by homeless individuals and families; and to optimize self-sufficiency among those experiencing homelessness.

**B. Authority.** The CoC Program is authorized by subtitle C of title IV of the McKinney-Vento Homeless Assistance Act, (42 U.S.C. 11381–11389) (the Act), and the CoC Program rule found in 24 CFR part 578 (the Rule). The Fiscal Year (FY) 2019 funds were authorized by the Consolidated Appropriations Act, 2019 (Public Law 116-6, approved February 15, 2019) (FY 2019 HUD Appropriations Act).

**C. Deadline.** The deadline for submitting to City of Glendale July 26, 2019. City staff will submit in ESNAPs August 5, 2019.

**II. HUD's Homeless Policy and Program Priorities A. Policy Priorities.** This section provides additional context regarding the selection criteria found in Section VII.B of this NOFA and is included here to help applicants better understand how the selection criteria support the goal of ending homelessness:

**1. Ending homelessness for all persons.** To end homelessness, CoCs should identify, engage, and effectively serve all persons experiencing homelessness. CoCs should measure their performance based on local data that consider the challenges faced by all subpopulations experiencing homelessness in the geographic area (e.g., veterans, youth, families, or those experiencing chronic homelessness). CoCs should have a comprehensive outreach strategy in place to identify and continuously engage all unsheltered individuals and families. Additionally, CoCs should use local data to determine the characteristics of individuals and families with the highest needs and long experiences of unsheltered homelessness to develop housing and supportive services

tailored to their needs. Finally, CoCs should use the reallocation process to create new projects that improve their overall performance and better respond to their needs.

**2. Creating a systemic response to homelessness.** CoCs should be using system performance measures such as the average length of homeless episodes, rates of return to homelessness, and rates of exit to permanent housing destinations to determine how effectively they are serving people experiencing homelessness. Additionally, CoCs should use their Coordinated Entry process to promote participant choice, coordinate homeless assistance and mainstream housing and services to ensure people experiencing homelessness receive assistance quickly, and make homelessness assistance open, inclusive, and transparent.

**3. Strategically allocating and using resources.** Using cost, performance, and outcome data, CoCs should improve how resources are utilized to end homelessness. CoCs should review project quality, performance, and cost effectiveness. HUD also encourages CoCs to maximize the use of mainstream and other community-based resources when serving 6 of 81 persons experiencing homelessness. CoCs should also work to develop partnerships to help CoC Program participants sustainably exit permanent supportive housing, such as through partnerships with Public Housing Authorities (PHAs) and other government, faith-based, and nonprofit resources specializing in areas such as treating mental illness, treating substance abuse, job training, life skills, or similar activities, including those that help CoC Program participants, whenever possible, reach recovery, self-sufficiency, and independence. Finally, CoCs should review all projects eligible for renewal in FY 2019 to determine their effectiveness in serving people experiencing homelessness, including cost effectiveness.

**4. Using an Evidence-Based Approach.** CoCs should prioritize projects that employ strong use of data and evidence, including the cost-effectiveness and impact of homelessness programs on positive housing outcomes, recovery, self-sufficiency, and reducing homelessness. Examples of measures that CoCs may use to evaluate projects include, but are not limited to: rates of positive housing outcomes, such as reduced length of time homeless and reduced rates of return to homelessness; improvements in employment and income; and improvements in overall well-being, such as improvements in mental health, physical health, connections to family, and safety.

**5. Increasing employment.** Employment provides people experiencing homelessness with income to afford housing. Employment also improves recovery outcomes for individuals with mental illness or addiction. CoCs and CoC-funded projects should work with local employment agencies and employers to prioritize training and employment opportunities for people experiencing homelessness. CoC's should also promote partnerships with public and private organizations that promote employment.

**6. Providing Flexibility for Housing First with Service Participation Requirements.** The traditional Housing First approach has two basic parts: First, individuals are rapidly placed and stabilized in permanent housing without any preconditions regarding income, work effort, sobriety or any other factor. Second, once in housing, individuals never face requirements to participate in services as a condition of retaining their housing. The first part, placement into permanent housing without preconditions, is an important priority to ensure that federal funds are allocated to providers that serve the most vulnerable homeless individuals. This NOFA maintains the commitment to unconditional acceptance of individuals into housing, especially for people with a high degree of vulnerability. At the same time, allowing service participation requirements once a person has been stably housed may promote important outcomes (e.g., employment, increased income, reduced substance use, and strengthened social connection), so this NOFA also provides communities and programs with flexibility, without penalty, to use service participation requirements after people have been stabilized in housing (consistent with 24 CFR 578.75(h)).

**B. CoC Program Implementation.** The following list highlights important information that applicants should consider as they are preparing the FY 2019 CoC Application and project applications(s). This is not an exhaustive list of considerations or requirements; therefore, all applicants and CoC stakeholders should carefully review the Rule for comprehensive information.

**1. Performance-Based Decisions.** Consistent with the requirements of the FY 2019 7 of 81 Appropriations Act: a. 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.1.a of this NOFA; b. HUD is increasing the share of the CoC score that is based on performance criteria; and c. HUD will prioritize funding for CoCs that have demonstrated the ability to reallocate resources to higher performing projects.

**2. Transition Grants.** See Section III.C.2.u of this NOFA for a definition of the transition grant.

**3. Domestic Violence (DV) Bonus.** The FY 2019 HUD Appropriations Act provides up to \$50 million for “rapid re-housing projects and supportive service projects providing coordinated entry, and for eligible activities that the Secretary determines are critical in order to assist survivors of domestic violence, dating violence, and stalking.” In the FY 2019 CoC Program Competition, CoCs will be able to apply for a DV Bonus for Permanent Housing-Rapid Rehousing (PH-RRH) projects, Joint TH and PH-RRH component projects, and SSO projects for coordinated entry (SSO-CE). Except as provided in Section II.B.1.a of this NOFA, a CoC may apply for up to 10 percent of its Preliminary Pro Rata Need (PPRN), or a minimum of \$50,000, whichever is greater, or a maximum of \$5 million, whichever is less, to create DV Bonus projects.

A CoC may apply for the following types of projects:

- a. Rapid Re-housing (PH-RRH) projects that demonstrate trauma-informed, victim centered approaches.
- b. Joint TH and PH-RRH component projects as defined in Section III.C.2.n of this NOFA that demonstrate trauma-informed, victim-centered approaches.
- c. SSO Projects for Coordinated Entry (SSO-CE) to implement policies, procedures, and practices that equip the CoC’s coordinated entry to better meet the needs of people experience homelessness who are survivors of domestic violence, dating violence, or stalking (e.g., to implement policies and procedures that are trauma-informed, client centered or to better coordinate referrals between the CoC’s coordinated entry and the victim service providers coordinated entry system where they are different). Regardless of the type of project the CoC applies for, the grant term must be 1-year. A CoC can only submit one project application for an SSO-CE project. A CoC may apply for any number of PH-RRH and Joint TH and PH-RRH projects provided that each application is for at least \$25,000. A CoC may also apply to expand an existing renewal project in accordance with Section III.C.2.j of this NOFA, including one that was previously funded with DV Bonus funding. DV Bonus funding may be used to expand an existing renewal project that is not dedicated to serving survivors of domestic violence, dating violence, 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.

HUD states that communities should have a mechanism for ranking and selecting projects that demonstrate decisions were based on pre-established selection criteria that were logical and fair. Criteria may include capacity to implement and manage the proposed project, experience working with the target population, cost effectiveness, etc. Communities should emphasize and rank projects based on the project’s ability to articulate achievable outcome measures against which the project can be evaluated in future years. This is especially important as projects come up for renewal funding and communities must assess performance.

HUD also notes that it is important that renewal projects meet minimum project eligibility, capacity, timeliness, and performance standards identified in the 2019 NOFA or they will be rejected from consideration for funding. When considering renewal projects for award, HUD will review information in the Line of Credit Control System (LOCCS); Annual Performance Reports (APRs); and information provided from the local HUD/CPD Field Office, including monitoring reports and OMG Circular A-133 audit reports as applicable Part CFR Part 200, as well as performance standards on prior grants, and assess a project on the following criteria using a pass/fail basis:

- (1) The project applicant’s performance against plans and goals established in the initial application as amended;
- (2) Project applicants must demonstrate all timeliness standards for grants being renewed, including that standards for the expenditure of grant funds have been met;

(3) The project applicant's performance in assisting program participants to achieve and maintain independent living and record of success, except Homeless Management Information System (HMIS)-dedicated projects are not required to meet this standard; and

(4) Evidence that a project applicant has been unwilling to accept technical assistance, has a history of inadequate financial accounting practices, has indications of project mismanagement, has a drastic reduction in the population served, has made program changes without prior HUD approval, or has lost a project site may result in a rejection of the application from the competition. HUD/City reserves the right to reduce or reject a funding request from the project applicant for the following reasons:

(a) Outstanding obligation to HUD/City that is in arrears or for which a payment schedule has not been agreed upon;

(b) Audit finding(s) for which a response is overdue or unsatisfactory;

(c) History of inadequate financial management accounting practices;

(d) Evidence of untimely expenditures on prior award;

(e) History of other major capacity issues that have significantly impacted the operation of the project and its performance;

(f) Timeliness in reimbursing sub-recipients for eligible costs. HUD will consider a project applicant as meeting this standard if it has drawn down grant funds at least once per month; or

(g) History of serving ineligible persons, expending funds on ineligible costs, or failing to expend funds within statutorily established timeframes.

It is likely that the total renewal demand for projects submitted in the FY 2019 CoC Program Competition will exceed the appropriation available under the HUD NOFA. To ensure that CoC's have the opportunity to prioritize their projects locally in the event that HUD is not able to fund all renewals, HUD is requiring that CoCs rank projects within 2 tiers in FY 2019. HUD will only select projects from Tier 2 for funding after all projects from Tier 1 have been selected. HUD also notes that projects in Tier 2 may not be funded. Prior to responding to the rating and performance measures in this document, please complete Exhibit 1.

**A. NEW/RENEWAL APPLICATION Submission (All Applicants):**

The following proposal formatting components are required and will be a part of the scoring allocation. The proposal must be single-spaced, 12-point font, Ariel, have 1" x 1" x 1" x 1" margins. The format should follow the RFP outline, be easy to read with paragraphs clearly distinguishable. Please state questions in **bold**, followed by the response, not in bold. Do NOT utilize **any additional CAPITALIZATION, bolding, highlighting or underlining** in the narrative text. All attachments must be clearly labeled. Please place footer at the bottom right hand corner of each page with the agency name, project name, proposal type (2019 Continuum of Care), and the page number.

**Renewal Project Applications Submission Deadline: July 26, 2019 at 3:00 p.m.**

Submit: One (1) with original signatures (clearly marked "original"), eight (8) copies.

**Submit all application materials to:**

Community Services and Parks Department  
613 E. Broadway Room 113  
Attention: Ivet Samvelyan, Community Services Manager  
Homeless Services Staff

## **B. TECHNICAL ASSISTANCE**

Applicants that have problems with the RFP or the Application can contact the City of Glendale Community Services and Parks Department at (818) 548-3720.

All general technical inquiries must be submitted via email or telephone calls. All specific inquiries related to Project Renewal applications can be directed to assigned analyst. All responses will be via email. Questions can be directed to Ivet Samvelyan, subject 2019 NOFA, at [isamvelyan@glendaleca.gov](mailto:isamvelyan@glendaleca.gov) or at 818-548-3720.

## **C. FUNDING AVAILABILITY**

Approximately funding of up to \$2,254,000,000 is available in this FY 2019 CoC Program Competition NOFA.

- a. Tier 1. Tier 1 is equal to 100 percent of the combined Annual Renewal Amounts for all projects eligible for renewal for the first time plus 94 percent of the combined Annual Renewal Amounts for all other projects eligible for renewal. Project applications in Tier 1 will be conditionally selected from the highest scoring CoC to the lowest scoring CoC, provided the project applications pass both eligibility and quality threshold review. Any type of new or renewal project application can be placed in Tier 1, except for CoC Planning and UFA Costs (if applicable), which are not ranked. However, 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, CoCs should carefully determine the priority and ranking for all project applications in Tier 1 as well as Tier 2, which is described below.
- b. Tier 2. Tier 2 is the difference between Tier 1 and the CoC's ARD plus any amount available for CoC Bonus projects (not including amounts available for DV Bonus projects) and before adjustments are made to permanent housing leasing, operating, and rental assistance budget line items based on changes to Fair Market Rent (FMR) as described in Section III.K of this NOFA. This does not include the amounts available for CoC planning and UFA Costs (if applicable) projects. Projec

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 this NOFA. HUD will award a point value to each new and renewal project application that is in Tier 2 using a 100-point scale:

(1) CoC Score. Up to 50 points in direct proportion to the score received on the CoC Application; e.g., if a CoC received 100 out of 200 points on the CoC Application, the project application would receive 27.5 out of 55 points for this criterion.

(2) CoC Project Ranking. Up to 40 points for the CoC's ranking of the project 11 of 81 application(s). To more evenly distribute funding across CoCs and consider the CoCs ranking of projects, point values will be assigned directly related to the CoCs' ranking of project applications. The calculation of point values will be 40 times the quantity  $(1-x)$  where  $x$  is the ratio of the cumulative funding requests for all projects or portions of projects ranked higher by the CoC in Tier 2 plus one half of the funding of the project of interest to the total amount of funding available in Tier 2. For example, if a CoC is eligible to apply for projects totaling \$500,000 in Tier 2 and applies for 5 projects ranked in Tier 2 of \$100,000 each: the highest ranked project would receive 36 points and then the subsequently ranked projects would receive 28, 20, 12, and 4 points.

(3) Low Barriers to Entry. Up to 10 points for how the project application demonstrates that it is low barrier and prioritizes rapid placement and stabilization in permanent housing. (See section II.A.6 in this NOFA for more information). Permanent housing (including PSH and RRH), Transitional housing, Joint TH and PH-RRH component, safe haven, and SSO projects that are not for centralized or coordinated assessment can receive up to 10 points for how the project demonstrates that it is low-barrier and does not have preconditions to entry (such as sobriety or minimum income threshold) and prioritizes rapid placement and stabilization in permanent housing. HMIS projects and SSO projects for a centralized or coordinated assessment system will automatically receive 10

points.

**Projects Straddling Tiers.** 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 2. Using the CoC score and other factors described in Section II.B.10 of this NOFA, 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., is able to continue serving homeless program participants effectively).

**CoC Planning and UFA Costs.** As previously stated, CoC planning and UFA Costs projects are not ranked, therefore, those items will not be included in Tier 1 or Tier 2. CoC planning and UFA Costs projects that pass eligibility and review threshold will be conditionally selected using CoC scores from the highest scoring CoC to the lowest scoring CoC. CoCs may only submit one project application for CoC planning costs and, if designated as an UFA, one project application for UFA Costs. The project applicant for CoC planning and UFA Costs must be the Collaborative Applicant that is listed on the CoC Applicant Profile in e-snaps. e. DV Bonus. For projects the CoC indicates it would like considered as part of the DV Bonus, HUD will award a point value to each project application combining both the CoC Application score and responses to the domestic violence bonus specific questions in the CoC Application using the following 100-point scale: (1) For Rapid Re-housing and Joint TH and PH-RRH component projects: (a) CoC Score. Up to 25 points in direct proportion to the score received on the CoC Application. 12 of 81 (b) Need for the Project. Up to 25 points based on the extent the CoC quantifies the need for the project in its portfolio, the extent of the need, and how the project will fill that gap. (c) Quality of the Project Applicant. Up to 50 points based on the previous performance of the applicant in serving survivors of domestic violence, dating violence, or stalking, and their ability to house survivors and meet safety outcomes. Additionally, to be eligible to receive a PH-RRH or Joint TH and PH-RRH project, the CoC must demonstrate that the project will use trauma-informed, victim-centered approaches. (2) For SSO Projects for Coordinated Entry: (a) CoC Score. Up to 50 points in direct proportion to the score received on the CoC Application. (b) Need for the Project. Up to 50 points based on the extent to which the CoC demonstrates the need for a coordinated entry system that better meets the needs of survivors of domestic violence, dating violence, or stalking, and how the project will fill this need.

CoCs are required to rank all DV Bonus projects on the New Project Listing of the CoC Priority Listing with a unique rank number. If a project application designated as DV Bonus is conditionally selected by HUD with DV Bonus funds, HUD will remove the ranked DV Bonus project from the New Project Listing and all other project applications ranked below the DV Bonus project will slide up one rank position (e.g., if the conditionally selected DV Bonus project is ranked #5, HUD will remove the DV Bonus project and each project below #5 will move up one ranked position). If the DV Bonus project application is not conditionally selected with DV Bonus funds, the project application will remain in its ranked position and will be considered for funding as a bonus project with available CoC Program funds provided the CoC meets the requirements of Section II.B.1. of this NOFA.

<b>**The Glendale CoC Annual Renewal Demand (ARD) is</b>	<b>\$2,373,290</b>
<b>Tier 1 is 94%</b>	<b>\$2,230,892.60</b>
<b>Tier 2</b>	<b>\$142,397.40</b>

## **II. RENEWALS**

All renewal projects that have an operational period ending in 2019 are eligible to renew under this NEW/RENEWAL APPLICATION. HUD does not permit budget changes during the application phase; therefore renewal budgets must reflect currently approved Grant Inventory Worksheet (GIW) allocations. Please refer to Attachment A.

### III. HUD ELIGIBILITY REQUIREMENTS FOR RENEWALS

**A. ELIGIBLE POPULATIONS TO BE SERVED:** The only persons who may be served by dedicated or prioritized permanent supportive housing beds are chronically homeless persons as defined in 24 CFR 578.3.

#### B. ELIGIBLE APPLICANTS

1. Eligible CoC applicants include states, units of general local government, public housing agencies, Native American tribes, private non-profit organizations and Community Mental Health Centers that are public non-profit organizations and Faith based organizations.
2. Non-profit applicants must meet a minimum requirement of two years with established non-profit 501(c) 3 status, and at least one year of actively serving clients at the time of application submission.
3. Dun and Bradstreet Data Universal Numbering System (DUNS) Requirement – Any applicant seeking funding directly or indirectly from HUD or other federal agencies must obtain a DUNS number and include the number in its Application for Federal Assistance submission (68 FR 38402). Failure to provide a DUNS number will prevent you from obtaining an award. The number can be registered or verified by calling 866-705-5711. For additional information, please visit <http://fedgov.dnb.com/webform>.

Applicants are reminded that when registering with D&B, please be sure to use the organization's legal name that is used when filing a return with or making payments to the Internal Revenue Service. Organizations should also provide the Zip Code, using the Zip Code plus the four additional digits. The DUNS number used in the application must be for the applicant organization, not the entity submitting the application on behalf of the applicant.

4. Active Registration in the System for Award Management (SAM) – Effective July 2019, HUD requires that applicants have a current SAM registration in order to receive an award of funds. All applicant organizations must have an active registration in the SAM; additionally, the DUNS number, TIN, and name and address of the applicant organization must match SAM data files. Registrations in SAM are active for one year. The SAM registrant is notified by email one month prior to the registration expiration date that the SAM registration will be expiring. The email provides instructions for how to update/renew the SAM registration. Applicants are advised to update any email addresses as persons leave the organization and also to name a primary and alternate contact person in the SAM registration.

### IV. MATCH REQUIREMENTS

- The recipient must match CoC funds provided for acquisition, rehabilitation, and new construction with an equal amount of cash funds from other sources. 24 CFR 578.73 provides the information regarding the match. Applicants requesting CoC funds for operating costs for supportive housing, leasing, HMIS and administration must provide **MATCH**, 25% of full grant award of the total CoC budget. Match can be cash or in -kind. More points will be given to this year application to cash commitment.
- Any funding paid by the Federal Government must be authorized by Federal statute to be used for cost sharing or matching.

Detailed match and or in-kind contribution documentation must be submitted during the invoicing process on a quarterly basis. **All match and leverage documents must be dated May 1, 2019 through July 26, 2019.** City of Glendale may accept leverage letters through August 4, 2019; however, agency will not receive full points allocated for leveraging.

### V. FUNDING OBLIGATIONS

- The term for all Renewal projects is one (1) year.
- Homeless Management Information Systems (HMIS) - All new and renewal grantees receiving 2019 funds are required to participate in the local HMIS system and to comply with Glendale CoC HMIS data entry requirements

to ensure compliance with new E-SNAPS reporting modules implemented by HUD. Domestic Violence service providers will be required to participate when provisions for the protection of Personally Identifying Information is implemented. Currently, DV service providers are required to meet the same Annual Performance Report (APR) reporting/performance requirements, using a comparable database.

All residential beds funded by the Glendale CoC must be represented and updated in the HMIS bed module as occupied or vacant within HMIS daily to best coordinate full occupancy and systemic movement through CES.

- Agencies must comply with all requirements stated within the 2019 CoC RFP, the *Notice of HUD's Fiscal Year (FY) 2019 Notice of Funding Availability (NOFA) Policy Requirements and General Section to HUD's FY 2019 NOFAs for Discretionary Program (NOFA General Section)*, and the *Notice of Funding Availability (NOFA) for the Continuum of Care Homeless Assistance Program (CoC NOFA Program Section)*. Additional information may be requested of Renewal and New applicants based on contents of the CoC NOFA Program Section, which had not been released prior to the release of this RFP.
- Centralized and coordinated intake is defined as a single point of entry, a central intake facility or a centralized group of people that is standardized across the CoC and has the responsibility of assessing homeless persons as a method for screening homeless individuals and families into appropriate housing placement and service needs. All projects receiving CoC funding for supportive services, transitional, permanent supportive housing are required to coordinate with the Ascencia, functioning as the coordinated intake to fill vacancies within the CoC system for the exception of Domestic Violence Programs.
- Agencies are required to submit final closeout invoices with the final APR, no later than 30 days after the end of any grant period. Failure to submit final invoices and APRs within 30 days may result in the agency not receiving reimbursement of funds. Failure to comply with this important requirement may result in a lower capacity rating for renewal consideration resulting in future funding reduction or recapture of funds.
- A Single Audit or Audited Financial Statement must be on file with the City of Glendale for the most recent fiscal year. Failure to submit the appropriate independent audit documents will disqualify a project sponsors proposals as submitted in response to this NEW/RENEWAL APPLICATION.
- HUD will de-obligate CoC funds if an agency has not demonstrated site control within one (1) year after initial HUD notification of the grant award letter, as required by the HEARTH ACT McKinney-Vento Act (see 42 U.S.C. 11386 (a) (3)) and implemented in program regulations at 24 CFR 583.320(a).
- Environmental Requirements. If applicants become a recipient under a HUD program that assists in physical development activities or property acquisition, applicant is generally prohibited from acquiring, rehabilitating, converting, demolishing, leasing, repairing, or constructing property, or committing or expending HUD or non-HUD funds for these types of program activities, until one of the following has occurred:

**Lead-Based Paint Requirement.** When providing housing assistance funding for purchase, 25 of 84 lease, supportive services, operating, or work that may disturb painted surfaces of pre-1978 housing, you must comply with the lead-based paint evaluation and hazard reduction requirements of HUD's lead-based paint rules (Lead Disclosure and Lead Safe Housing (24 CFR part 35)), and the Environmental Protection Agency (EPA) lead-based paint rules (e.g., Repair, Renovations and Painting, Pre-Renovation Education and Certification (40 CFR part 745)). When providing education or counseling on buying or renting housing that may include pre-1978 housing, when required by regulation or policy, inform participants of their rights under the Lead Disclosure Rule (24 CFR part 36, subpart A.), and if the focus of the education or counseling is on rental or purchase of HUD-assisted pre-1978 housing, the Lead Safe Housing Rule (subpart B,R, and as applicable, F-M).

(1) HUD has completed an environmental review in accordance with 24 CFR part 50; or

(2) For programs subject to 24 CFR part 58, HUD has approved a recipient's Request for Release of Funds (form HUD7015.15) following a responsible entity's completion of an environmental review.

Please consult with Ivet Samvelyan to determine the procedures for, timing of, and any modifications or exclusions from environmental review under the CoC program.

- **Real Property Acquisition and Relocation.** Except as otherwise provided by federal statute, HUD-assisted programs or projects are subject to the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (Uniform Act or URA) (42 U.S.C. 4601), and the government wide implementing regulations issued by the U.S. Department of Transportation at 49 CFR part 24. The Uniform Act's protections and assistance apply to acquisitions of real property and displacements resulting from the acquisition, rehabilitation, or demolition of real property for federal or federally assisted programs or projects. With certain limited exceptions, real property acquisitions for a HUD-assisted program or project must comply with 49 CFR part 24, subpart B.

The relocation requirements of the Uniform Act, and its implementing regulations at 49 CFR part 24, cover any person who moves permanently from real property or moves personal property from real property as a direct result of acquisition, rehabilitation, or demolition for a program or project receiving HUD assistance. While there are no statutory provisions for "temporary relocation" under the URA, the URA regulations recognize that there are circumstances where a person will not be permanently displaced but may need to be moved from a project for a short period of time. Appendix A of the URA regulation (49 CFR 24.2(a)(9)(ii)(D)) explains that any tenant who has been temporarily relocated for a period beyond one year must be contacted by the displacing agency and offered URA relocation assistance. Some HUD program regulations provide additional protections for temporarily relocated tenants. For example, 24 CFR 583.310(f)(1) provides guidance on temporary relocation for the Continuum of Care Program for the homeless. Before planning their project, applicants should review the regulations for the programs for which they are applying. Generally, the URA does not apply to displacements resulting from the demolition or disposition of public housing covered by Section 18 of the United States Housing Act of 1937.

**Compliance with Violence Against Women Act (VAWA) Rule.** On November 16, 2016, HUD published its VAWA final rule (81 FR 80798), which provides various protections to victims of domestic violence, dating violence, sexual assault, and stalking under the CoC Program and other HUD programs. The grants to be awarded under this NOFA must comply with the VAWA rule as provided in 24 CFR 578.99(j). To enable full compliance with this rule, each CoC must have established an emergency transfer plan under 24 CFR 578.7(d) and make related updates to the written standards for administering CoC program assistance under 24 CFR 578.7(a)(9)(ii), (iii) and (v). These tasks were required to be completed by the time the local CPD Field Office issued the first FY 2017 grant agreement for a project in the CoC's geographic area for projects awarded funds in the FY 2017 CoC Program Competition. K. CoC Maximum Award and FMR Adjustments. The process for determining a CoC's maximum award amount is detailed in 24 CFR 578.17(b). HUD is required to adjust awards for leasing, operating, and rental assistance budget line items based on changes to the Fair Market Rents (FMR). All adjustments for each fiscal year appropriation will be made prior to award announcement. HUD will make these adjustments as follows:

1. Funds awarded for rental assistance will be adjusted in one of two ways: a. Funds awarded for rental assistance in all new projects and all renewal projects requesting the FMR will be adjusted by applying the FMR in effect at the time of application submission to HUD, including instances where the FMR for a specific area has decreased from the previous year. Because the application deadline falls in FY 2019, HUD will use FY 2019 FMRs. b. Funds awarded for rental assistance for renewal projects that request less than FMR, that is, a per-unit amount based on the actual rent costs per unit, will be increased based on the average increase in FMR amounts within the CoC's geographic area, weighted for population density. If the FMR for a specific area decreased from the previous year, project applicants will not receive an award that exceeds the FMR after adjustment. If the FMR for the project applicant's entire area decreased from the previous year, the project will be awarded the lesser amount of the per-unit amount requested by the project applicant, based on the actual rent costs per unit, or the FMR after adjustment.
2. Funds awarded for operating and leasing in permanent housing projects will be increased based on the average increase in FMR amounts within the CoC's geographic area, weighted for population density. Because leasing and operating costs do not decrease relative to rent amounts for specific units (e.g., operating costs for 10 units that have rents of \$500 are likely the same as for 10 units that have rents that are \$450) adjustments to leasing and operating budget line items will not include decreases if FMRs decrease in the geographic area. The operating and leasing budget line items in these projects will remain the same as in the most recent grant agreement or grant agreement amendment.

## **Program Specific Requirements.**

2. Program Specific Requirements a. Eligible Project Applicants (24 CFR 578.15, 24 CFR 5.100). Eligible project applicants for the CoC Program Competition are found at 24 CFR 578.15 and include nonprofit organizations, states, local governments, and instrumentalities of state and local governments. Public housing agencies, as such term is defined in 24 CFR 5.100, are eligible without limitation or exclusion. Tribes, tribal housing authorities, and for-profit 25 of 81 entities are ineligible to apply for grants or to be subrecipients of grant funds. b. Renewal Projects. Awards made under the CoC Program and S+C project-based rental assistance with rehabilitation 10-year grants, are eligible for renewal for FY 2019 funds if they are currently in operation and have an executed grant agreement that is dated no later than December 31, 2019 and expire in Calendar Year (CY) 2020 (the period from January 1, 2020 through December 31, 2020). These projects are renewable under the CoC Program Competition as set forth in 24 CFR 578.33 to continue ongoing leasing, operating, supportive services, rental assistance, HMIS, and project administrative costs. Grant agreements for FY 2018 funds must be executed by December 31, 2019 to be eligible for renewal. If a project application is not executed by December 31, 2019, HUD will withdraw any funds conditionally awarded for FY 2019. Projects that were eligible under predecessor programs, specifically Safe Haven projects, will continue to be eligible under the CoC Program and will continue to be eligible for renewal of leasing, operating, supportive services, rental assistance, HMIS and project administrative costs under 24 CFR 578.33(d)(1), so long as their project continues to serve the same population and the same number of program participants or units in the same type of housing as identified in their most recently amended grant agreement signed before August 31, 2012. No new Safe Haven projects will be funded; however, existing Safe Haven projects may be renewed to continue to carry out activities that are eligible costs under Subpart D of the Rule. (1) HUD will not select renewal projects for an award of FY 2019 funds in this Competition unless the project meets one of the following additional eligibility requirements: (a) Any CoC Program grant or S+C project-based rental assistance grant with funds for rehabilitation awarded in a preceding Competition that expire in CY 2020. (b) Any S+C grant awarded prior to FY 2002 for which funding is expected to run out in CY 2020, and which has never applied for renewal funding. (c) Any grant awarded as S+C grant that included rehabilitation that has a 10-year grant term. (2) The total request for each renewing project may not exceed the ARA. Additionally, where two or more eligible projects are being consolidated through the project application, the total ARA of the consolidated project must be equal or less than the sum of the original renewal projects. Because funds for acquisition, new construction, and rehabilitation may not be renewed, grants being renewed whose original expiring award included those funds may only renew leasing, supportive services, rental assistance, operating, and HMIS costs and may not exceed 10 percent in administrative costs. For information on ARA, see Section III.C.1.a of this NOFA. (3) HUD will recapture grant funds remaining unspent at the end of the previous grant period when it renews a grant. (4) HUD encourages the consolidation of eligible renewal grants as provided in Section II.B.5 of this NOFA. This does not apply to CoCs that are designated by HUD 26 of 81 as an UFA, since UFAs will enter into a single renewal grant agreement with HUD for the CoC's entire geographic area. See Section II.B.5 of this NOFA for additional information regarding consolidations. (5) A grant awarded as S+C grant that included rehabilitation that has a 10-year grant term renewing for the first time under this NOFA may indicate a higher number of units than approved in the original application on the GIW during the FY 2019 CoC Program Registration process. However, for HUD to approve this increase, the applicant must have provided its local HUD CPD Field Office with copies of all executed leases to support the higher number of units. HUD will consider the number of documented units under lease as the maximum number of units eligible for renewal in the FY 2019 CoC Program Competition. The number and configuration of units eligible for renewal must match the number and configuration of units recorded on the Rental Assistance Worksheet that was part of the GIW

## New Projects.

New Projects. (1) CoCs may submit new projects created through reallocation, CoC Bonus, or a combination of reallocation and CoC Bonus, new DV Bonus projects, CoC planning project, and UFA Costs project (if applicable). (2) To expend funds within statutorily required deadlines, applicants funded for sponsor-based and project-based rental assistance must execute the grant agreement and begin providing rental assistance within 2 years. However, HUD strongly encourages all rental assistance to begin within 12 months of award. Applicants that are unable to begin rental assistance within the 12-month period should consult with the local HUD CPD field office. (3) HUD will review project subrecipient eligibility as part of the threshold review process. Project applicants are required to submit documentation of subrecipients' eligibility with the project application. (4) Any youth-serving provider funded under this NOFA may serve unaccompanied youth aged 24 and under (or families headed by youth aged 24 and under) who have an unsafe primary nighttime residence and no safe alternative to that residence.

**d. Match.** 24 CFR 578.73 provides the information regarding match requirements. Project applicants that intend to use program income as match must provide an estimate of how much program income will be used for match.

**e. Eligible Costs.** 24 CFR 578.37 through 578.63 identify the eligible costs for which funding may be requested under the CoC Program. HUD will reject any requests for ineligible costs.

**f. Indirect Costs.** Normal indirect cost rules under 2 CFR part 200 apply. Project applicants that intend to charge indirect costs to the award must clearly state in the project application(s) the rate and distribution base the recipient intends to use, and if applicable, the rate and distribution base to be used by any subrecipient(s). If the rate is a Federally negotiated indirect cost rate, the project application must include the corresponding negotiated indirect cost rate agreement signed by the cognizant agency. A government department or agency unit that receives no more than \$35 million in direct federal funding per year and has developed and maintains an indirect cost rate proposal and supporting documentation in accordance with 2 CFR part 200, appendix VII, may use the rate and distribution base specified in that indirect cost rate proposal, unless the cognizant agency requires the proposal to be submitted for negotiation. For each applicant or intended subrecipient that meets the conditions for the de minimis rate under 2 CFR 200.414(f) and will use that rate to charge indirect costs, the project application must clearly state the intended use of the de minimis rate of 10 percent of Modified Total Direct Costs (MTDC). As described in 2 CFR 200.403, costs must be consistently charged as either indirect or direct costs but may not be double charged or inconsistently charged as both. Once an organization elects to use the de minimis rate, the organization must apply this methodology consistently for all Federal awards until the organization chooses to negotiate for a rate, which the organization may apply to do at any time. Documentation of the decision to use the de minimis rate must be retained on file for audit

**g. Participative Planning and Implementation.** Applicants must identify the steps they will take to ensure that traditionally marginalized populations (such as racial and ethnic minorities and persons with disabilities) will be able to meaningfully participate in the 28 of 84 planning process. The applicant must identify the specific populations that it will include, identify community organizations that represent these populations, and describe how these populations will be included in the planning process. For capital investment projects, grantees should commit to and demonstrate plans to employ low-income and very low-income persons and/or utilize Section 3 businesses at levels beyond those required by Section 3. In seeking public participation, applicants and recipients must ensure that all communications are provided in a manner that is effective for persons with hearing, visual, and other communication-related disabilities consistent with Section 504 of the Rehabilitation Act of 1973 and, as applicable, the Americans with Disabilities Act. In addition, Title VI of the Civil Rights Act of 1964, 42 U.S.C.

2000 d and Executive Order 13166 require that grantees take reasonable steps to ensure meaningful access to services, programs, and activities by persons with Limited English Proficiency (LEP persons).

**New Projects for DV Bonus.** New projects that want to be considered for the DV Bonus, may be: (a) Permanent Housing-Rapid re-housing projects dedicated to serving survivors of domestic violence, dating violence, sexual assault, or stalking that are defined as homeless at 24 CFR 578.3; (b) Joint TH and PH-RRH component projects as defined in Section III.C.3.m of this NOFA dedicated to serving survivors of domestic violence, dating violence, sexual assault, or stalking that are defined as homeless at 24 CFR 578.3; or (c) Supportive service only-coordinated entry project to implement policies, procedures, and practices that equip the CoC's coordinated entry to better meet 30 of 84 the needs of survivors of domestic violence, dating violence, sexual assault, or stalking.

## **VI. SCORING**

### **C. Rules that affect how HUD evaluates applications**

**1. Past Performance** In evaluating applications for funding, HUD will consider an applicant's past performance in managing funds. Items HUD may consider include, but are not limited to:

- a. The ability to account for funds appropriately;
- b. Timely use of funds received from HUD;
- c. Timely submission and quality of reports submitted to HUD;
- d. Meeting program requirements;
- e. Meeting performance targets as established in the grant agreement;
- f. The applicant's organizational capacity, including staffing structures and capabilities;
- g. Time-lines for completion of activities and receipt of promised matching or leveraged funds; and
- h. The number of persons to be served or targeted for assistance. HUD may deduct points from the rating score or establish threshold levels as specified under the Factors for Award in the NOFA. Each NOFA will specify how past performance will be rated or otherwise used in the determination of award amounts. Whenever possible, HUD will obtain past performance information from staff with the greatest knowledge and understanding 33 of 84 of each applicant's performance. If this evaluation results in an adverse finding related to integrity or performance, HUD reserves the right to take any of the remedies provided in Section III.C.2.b.

(5), **Pre-selection Review of Performance**, above. 2. **Statutory and Regulatory Requirements.** To be eligible for funding under this NOFA, project applicants must meet all statutory and regulatory requirements in the Act and 24 CFR part 578.

Project applicants can obtain a copy of the Act and 24 CFR part 578 on the HUDEX change or by contacting the NOFA Information Center at 1-800-483-8929).

### **3. Threshold Requirements.**

**Threshold Requirements.** a. **Ineligible Applicants.** HUD will not consider a project application from an ineligible project applicant, including an application submitted for CoC planning funds or UFA Costs from a project applicant other than the Collaborative Applicant. b. **Project Eligibility Threshold.** HUD will review all projects to determine if they meet the following eligibility threshold requirements on a pass/fail standard. If HUD determines that the applicable standards are not met for a project, the project will be rejected. Any project requesting renewal funding will be considered as having met these requirements through its previously approved grant application unless information to the contrary is received (e.g., monitoring findings, results from investigations by HUD's Office of Inspector General, the recipient routinely does not draw down funds from eLOCCS at least once per quarter, 34 of 81 consistently late Annual Performance Report (APR) submissions). Approval of new and renewal projects

is not a determination by HUD that a recipient is compliant with applicable fair housing and civil rights requirements. (1) Project applicants and potential subrecipients must meet the eligibility requirements of the CoC Program as described in 24 CFR part 578 and provide evidence of eligibility required in the application (e.g., nonprofit documentation). (2) Project applicants and subrecipients must demonstrate the financial and management capacity and experience to carry out the project as detailed in the project application and the capacity to administer federal funds. Demonstrating capacity may include a description of the applicant/subrecipient experience with similar projects and with successful administration of SHP, S+C, or CoC Program funds or other federal funds. (3) Project applicants must submit the required certifications as specified in this NOFA. (4) The population to be served must meet program eligibility requirements as described in the Act, 24 CFR part 578, and Section II.B.10.f of this NOFA. (5) Project applicants, except Collaborative Applicants that only receive awards for CoC planning costs and, if applicable, UFA Costs, must agree to participate in a local 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. Victim service providers must use a comparable database that meets the needs of the local HMIS.

**Project Quality Threshold.** HUD will review all new project applications to determine if they meet the following project quality threshold requirements. Any project requesting renewal funding will be considered as having met these requirements through its previously approved grant application unless information to the contrary is received (e.g., monitoring findings, results from investigations by HUD's Office of Inspector General, the recipient routinely does not draw down funds from eLOCCS at least once per quarter, consistently late APR submissions) and if the renewal project has compliance issues which results in the project not operating in accordance with 24 CFR part 578. If awarded, a recipient is required to meet all the criteria listed in the criteria column for its component. Additionally, the housing and services proposed must be appropriate to the needs of the program participants and the community. A determination that a project meets the project quality threshold is not a determination by HUD that a recipient is compliant with applicable fair housing and civil rights requirements. To be eligible to receive a CoC Bonus project or a DV Bonus project, a CoC must demonstrate that it ranks projects based on how they improve system performance as outlined in Section VII.B.1.a of this NOFA. Additionally, to be eligible to receive a DV Bonus project for PH-RRH or Joint TH and PH-RRH, a CoC must demonstrate that the project will use trauma-informed, victim-centered approaches.

Please refer to page 34 of 81 of the table for the scoring criteria

<https://files.hudexchange.info/resources/documents/FY-2019-CoC-Program-Competition-NOFA.pdf>

**f. Environmental Requirements.** Notwithstanding provisions at 24 CFR 578.31 and 24 CFR 578.99(a) of the Rule, and in accordance with Section 100261(3) of MAP-21 (Pub. L. 112- 141, 126 Stat. 405), activities under this NOFA are subject to environmental review by a responsible entity under HUD regulations at 24 CFR part 58. (1) HUD made two important changes for projects categorized or Categorically Excluded from review under the National Environmental Policy Act and not subject to 24 CFR 58.5 (CENST): (a) All scattered-site projects where program participants choose their own unit 41 of 84 and are not restricted to units within a pre-determined specific project site or sites are categorized in 24 CFR 58.35(b)(1) as CENST. This now includes both tenant based rental assistance and tenant-based leasing projects where program participants choose their own unit. Previous guidance included only Tenant Based Rental Assistance as eligible CENST projects. (b) The Exempt/CENST form is only required for each project, not every unit. Previous guidance instructed recipients to complete an Exempt/CENST form for each unit. (2) For activities under a grant to a recipient other than a state or unit of general local government that generally would be subject to review under 24 CFR part 58, HUD may make a finding in accordance with 24 CFR 58.11(d) and may itself perform the environmental review under the provisions of 24 CFR part 50 if the recipient objects in writing to the responsible entity's performing the review under part 24 CFR part 58. (3) Irrespective of whether the responsible entity in accordance with 24 CFR part 58 (or HUD in

accordance with 24 CFR part 50) performs the environmental review, the recipient must supply all available, relevant information necessary for the responsible entity (or HUD, if applicable) to perform for each property any required environmental review. The recipient also must carry out mitigating measures required by the responsible entity (or HUD, if applicable) or select alternative property. (4) The recipient, its project partners, and their contractors may not acquire, rehabilitate, convert, lease, repair, dispose of, demolish, or construct property for a project under this NOFA, or commit or expend HUD or local funds for such eligible activities under this NOFA, until the responsible entity (as defined by 24 CFR 58.2(a)(7)) has completed the environmental review procedures required by 24 CFR part 58 and the environmental certification and Request for Release of Funds (RROF) have been approved or HUD has performed an environmental review under 24 CFR part 50 and the recipient has received HUD approval of the property. HUD will not release grant funds if the recipient or any other party commits grant funds (i.e., incurs any costs or expenditures to be paid or reimbursed with such funds) before the recipient submits and HUD approves its RROF (where such submission is required).

### **Glendale CoC Renewal Projects Scoring System**

#### **U.S. Department of Housing and Urban Development (HUD) Fiscal Year (FY) 2019 Continuum of Care (CoC) Program Competition**

Each HUD CoC renewal project requesting renewal funding through the Glendale CoC will be reviewed by the Glendale CoC

#### **Renewal Rating Factors:**

##### **System Performance Measures (50 points)**

- Persons Exit Homeless to Permanent Housing Destination and Return to Homelessness
- Employment and Income Growth for Homeless Persons
- Successful Placement from Street Outreach and Successful Placement in or Retention of Permanent Housing

##### **Compliance with Grants and Financial Management (25 points)**

- Submission of Annual Performance Report
- Unresolved HUD/Office of Homeless Services monitoring and/or OIG Audit findings
- Timely submission of drawdowns
- Recaptured funds within the three (3) most recently expired grant terms

##### **Homeless Management Information System (HMIS) (10 points)**

- Percentage of clients with null or missing values for Universal Data Elements and Program Specific Data Elements

##### **Supportive Services for Participants (6 points)**

- Assist clients with transportation to attend appointments, employment training, etc.
- Use of a single application form for 4 or more mainstream services
- Follow-up with participant in regards to mainstream services
- Assist with access to SSI/SSDI
- Participation in SOAR Training

##### **Bed Utilization Rates (5 points)**

- Permanent Supportive Housing
- Rapid Re-Housing

### **Miscellaneous Information (4 points)**

- Match Requirements
- Client Exit Surveys

### **B. PROPOSAL SELECTION**

1. Selection – CoC Board will review and rank the proposals. The proposals will be reviewed for agency qualifications (i.e. capacity, effectiveness and systemic linkages), quality and completeness according to evaluation criteria.
2. Appeals – Agencies that do not meet the threshold score or who are not recommended for funding may appeal and address the members of the CoC NOFA Review Committee Appeal Panel based only on the following guidelines (agencies recommended or only partial funding are not eligible to request an appeal):
  - a) If the project is not selected for funding, the agency has the right to appeal, provided that the appeal is based upon NOFA Committee violations of program regulations or errors on the part of the NOFA Committee or staff. For example, reviewing members did not consistently follow the scoring criteria and process, as detailed above or there was a conflict of interest that prevented a fair review of the proposal.
  - b) No appeals will be heard on the basis of funding level.
  - c) Agency’s written appeal must be submitted within the timeline indicated in the notification letter. Each agency will have the opportunity to present the appeal to the NOFA Committee. Each agency will receive a written notification on the outcome of the appeal.

### **VII. GENERAL REQUIREMENTS**

**Funds from this grant program may not replace funds from other sources.**

Projects supported by the City of Glendale funds must be of primary benefit to homeless persons living in the City of Glendale and should be focused on providing direct client services. Services under these contracts must be delivered within the city limits of Glendale.

Operating Agreement: Applicants approved for funding will be required to sign a Contract with the City to ensure compliance with City of Glendale, Federal Executive Orders and HUD regulations. Funds are subject to Federal and local regulations including, but not limited to: non-discrimination, equal opportunity, accessibility, lead-based paint, audits, procurement and environmental review.

Non-discrimination in Services and Employment: Applicants approved for funding shall not, in accordance with Federal law, discriminate in the provision of services hereunder because of race, color, religion, national origin, ancestry, sex, age or physical or mental handicap as identified in Section 109 of the Act, Section 504 of the Rehabilitation Act, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and 24 CFR 570.602. In addition, Sub-recipient shall not discriminate in the provision of services hereunder because of religious belief, creed, medical condition, blindness, sexual orientation, marital status, pregnancy, parenthood, citizenship, gender identity, domestic partner status or AIDS or HIV status.

- A. Applicants approved for funding shall certify and agree not to discriminate against any employee or person who is employed or compensated in whole or in part using funds provided under this Agreement because of race, color, creed, religion, religious belief, national origin, ancestry, citizenship, age, sex, sexual orientation, marital status, pregnancy, parenthood, medical condition, physical or mental disability, gender identity, domestic partner status or AIDS or HIV status.
- B. Safeguarding Resident/Client Files. In maintaining resident and client records, HUD funding recipients shall observe state and local laws concerning the disclosure of records that pertain to individuals. Further, recipients are

required to adopt and take reasonable measures to ensure that resident and client records are safeguarded. This includes when reviewing, printing, or copying client records.

## VIII. CONDITIONS AND RESERVATIONS

- A. All costs of proposal preparation shall be borne by the applicant organization. The City of Glendale shall not, in any event, be liable for any pre-contractual expenses incurred by the bidder in the preparation and/or submission of the proposal. The applicant shall not include any such expenses as part of the budget in the proposal.
- B. The proposal must set forth full, accurate, and complete information as required by NEW/RENEWAL APPLICATION. The applicant may not initiate any changes or additions after the proposal deadline.
- C. The City of Glendale reserves the right to retain all submitted proposals and the proposals shall become the property of the City of Glendale. Proposals may be disclosed under the Public Records Act at a later date. Any department or agency of the City shall have the right to use any or all ideas presented in proposals submitted in response to this RFP without any change or limitation. Selection or rejection of a proposal does not affect these rights.
- D. The City of Glendale reserves the right to communicate with funders or providers associated with the applicant to obtain additional clarification of design, program or agency fiscal and programmatic capacities and to utilize this information in the evaluation process. This includes verification of sources of match and leverage as stated within the application submission.
- E. The City of Glendale reserves the right to conduct scheduled and unscheduled site visits of agency applicants by City staff, County, State and Federal funding entities.
- F. City's Reservation of Rights

This RFP and the proposal evaluation process do not:

- Obligate the City to accept or select any Proposal;
- Constitute an agreement by the City that it will actually enter into any contract with any Proposer.

When it best serves the City's interests, the City may do any one or more of the following:

- Reject any Proposal or all Proposals at its sole discretion.
- Extend the deadline for accepting Proposals.
- Accelerate the pace of the RFP process if only one or a handful of Proposals is received.
- Waive any or all information, defects, irregularities, or informalities in a Proposal.
- Accept amendments to Proposals after the Proposal Deadline.
- Amend, revise, or change the RFP's evaluation or selection criteria.
- Cancel, withdraw, amend, revise, change, or negotiate the terms of this RFP, the proposed Contract, or both.
- Reissue a Request for Proposals.
- Conduct one or more oral interviews.
- Visit a Proposer's facilities or business.
- Examine financial records of a Proposer to the extent necessary to ensure financial stability.
- Make a partial award.

- Negotiate with one or more Proposers.
  - Award contracts to one or more Proposers.
  - Require a best and final offer from one or more Proposers.
  - Provide or perform the Services [Project] using a City officer or employee, or contract directly— without an RFP or bids— for the Services [Project].
- G. The City of Glendale makes no representation that any contract will be awarded to any applicant responding to this NEW/RENEWAL APPLICATION.
- H. The City of Glendale reserves the right to change application components and/or sub recipient agency project sponsors submitted as it sees fit to better meet HUD/local requirements.
- I. Responding to this NEW/RENEWAL APPLICATION will not guarantee inclusion in the City's application to HUD for Continuum of Care Homeless Assistance Programs.



## FY 2019 Glendale Continuum of Care-Letter of Intent to Renew CoC Project

**Instructions:** Please complete one letter for each renewal application.

### **Lead Agency Information**

CCR #:

DUNS #:

Agency Name:

Agency Address:

City:

State:

Zip:

Phone:

Fax:

email:

Grant/Application Contact Person:

Name:

Phone:

Email:

Agency Director:

Name:

Phone:

Email:

Homeless Management Information System (HMIS) Contact Person:

Name:

Phone:

Email:

### **Project Information:**

Name of Project:

Project Address:

Grant amount:

Grant Term:

Expiration Date:

Program Type:

Primary Population:

Annual Renewal Amount for project: \_\_\_\_\_

Total Number of Units: \_\_\_\_\_

Previously approved budget amounts by activity: Please use the GIW attached in the application as current budget request.

Activity:	Budget Amount:
Leased Units	
Leased Structures	
Rental Assistance	
Supportive Services	
Operations	
HMIS	
Administration	
<b>Total:</b>	

Name and Signature of Person who will complete the application:

\_\_\_\_\_

Name and Signature of Person authorized to sign the HUD application:

\_\_\_\_\_

I certify, on behalf of my agency that all information contained in this application is accurate and true, based on our current records for the project. I understand that falsifying information or failing to provide accurate information will have a negative impact on my overall review and may result in removal from the Continuum of Care Application to HUD. I also understand that agencies not submitting their Letter of Intent for their projects by the deadline may be reallocated.

\_\_\_\_\_  
Executive Director/CEO/President

\_\_\_\_\_  
Date

## **Background Information:**

The Continuum of Care (CoC) will consider the need to continue funding for projects expiring in 2020 as required by the U.S. Department of Housing and Urban Development (HUD). However, as noted by HUD, renewal projects must meet minimum project eligibility, capacity, timeliness, and performance standards identified in the NOFA or they will be rejected from consideration for funding.

While considering the need to continue funding for projects expiring in 2020, the CoC Interagency Counsel on Homelessness (ICH) will review the information that HUD noted in the 2019 HUD CoC Competition NOFA which is as follows:

1. When considering renewal projects for award, HUD will review financial information; Annual Performance Reports (APRs); and information provided from the local HUD CPD Field Office, including monitoring reports and audit reports as applicable, and performance standards on prior grants, and will assess projects using the following criteria on a pass/fail basis:
  - a. Whether the project applicant's performance met the plans and goals established in the initial application, as amended;
  - b. Whether the project applicant demonstrated all timeliness standards for grants being renewed, including those standards for the expenditure of grant funds that have been met;
  - c. The project applicant's performance in assisting program participants to achieve and maintain independent living and records of success, except HMIS-dedicated projects that are not required to meet this standard; and,
  - d. Whether there is evidence that a project applicant has been unwilling to accept technical assistance, has a history of inadequate financial accounting practices, has indications of project mismanagement, has a drastic reduction in the population served, has made program changes without prior HUD approval, or has lost a project site.
  
2. HUD reserves the right to reduce or reject a funding request from the project applicant for the following reasons:
  - a. Outstanding obligation to HUD that is in arrears or for which a payment schedule has not been agreed upon;
  - b. Audit/Monitoring finding(s) for which a response is overdue or unsatisfactory;
  - c. History of inadequate financial management accounting practices;
  - d. Evidence of untimely expenditures and unspent funds on prior award;
  - e. History of other major capacity issues that have significantly affected the operation of the project and its performance;
  - f. History of not reimbursing subrecipients for eligible costs in a timely manner, or at least quarterly; and

- g. History of serving ineligible program participants, expending funds on ineligible costs, or failing to expend funds within statutorily established timeframes.<sup>1</sup>

**Project Eligibility Threshold Requirements:**

The Glendale CoC will review all renewal projects to determine if they meet the following eligibility threshold requirements on a pass/fail standard. If the Glendale CoC determines that the applicable standards are not met for a renewal project, the project will be rejected. Renewal project threshold requirements include; a) Participation in Coordinated Entry System; b) Practicing Housing First and Low Barriers; c) Hearth Act Compliance; and d) The extent to which the proposed project fills a gap in the community’s CoC and addresses an eligible population.

**I. Participation in Coordinated Entry System**

CoC funded projects are required to participate in the local Coordinated Entry System. As defined by HUD:

“Coordinated entry is a key step in assessing the needs of homeless individuals and families and prioritizing them for assistance. In addition to engaging people who are seeking assistance, Coordinated Entry processes should be integrated with communities’ outreach work to ensure that people living in unsheltered locations are prioritized for help. Coordinated Entry should achieve several goals:

- make it easier for persons experiencing homelessness or a housing crisis to access the appropriate housing and service interventions;
- prioritize persons with the longest histories of homelessness and the most extensive needs;
- lower barriers to entering programs or receiving assistance; and,
- ensure that persons receive assistance and are housed as quickly as possible.

The definition of Centralized or Coordinated Assessment can be found at 24 CFR 578.3. Provisions at 24 CFR 578.7(a)(8) detail the responsibilities of the CoC with regard to establishing and operating such a system. In addition to the definition, HUD also posted on the HUD Exchange the Coordinated Entry Policy Brief in February 2015 that helps inform local efforts to further develop CoCs’ coordinated entry processes.

1. How many households (a household can be a single individual or family) entered your program during the past 12 months? \_\_\_\_\_
  - a. How many of the households that you stated in the question above entered your project through the coordinated entry system? \_\_\_\_\_

\_\_\_\_\_

2. If any households entered your program during the past 12 months that were not referred through the coordinated entry system, please explain why in the box below (expand box as needed).

Note: this information will be verified through HMIS.

## II. Housing First and Low Barriers Approach

Housing First is a model of housing assistance that prioritizes rapid placement and stabilization in permanent housing that does not have service participation requirements or preconditions (such as sobriety or a minimum income threshold). It is an approach to: 1) quickly and successfully connect individuals and families experiencing homelessness to permanent housing; 2) without barriers to entry, such as sobriety, treatment or service participation requirements; or 3) related preconditions that might lead to the program participant's termination from the project. Supportive services are offered to maximize housing stability and prevent returns to homelessness as opposed to addressing predetermined treatment goals prior to permanent housing entry; however, participation in supportive services is based on the needs and desires of program participants. For more information see the Housing First in PSH brief at: [www.hudexchange.info/resource/3892/housing-first-in-permanent-supportive-housing-brief/](http://www.hudexchange.info/resource/3892/housing-first-in-permanent-supportive-housing-brief/)

1. Does the project quickly move participants into permanent housing?

- Yes  
 No

Select "Yes" to this question if your project will quickly move program participants into permanent housing without additional steps (e.g., required stay in transitional housing before moving to permanent housing). If you are a domestic violence (DV) program you should select "Yes" if you will quickly move program participants into permanent housing after immediate safety needs are addressed (e.g., a person who is still in danger from a violent situation and would move into PH once the dangerous situation has been addressed). Select "No" if the project does not work to move program participants quickly into permanent housing.

2. Has the project removed the following barriers to accessing housing and services?

- Having too little or little income  
 Active or history of substance abuse

- Having a criminal record with exceptions for state-mandated restrictions
- History of Victimization Fleeing domestic violence (e.g., lack of a protective order, period of separation from abuser, or law enforcement involvement)
- None of the above

**(Select ALL that apply):** Check the box next to each item to confirm that your project has removed (or never had) barriers to program access related to each of the following: 1) Having too little or little income; 2) Active or history of substance abuse; 3) Having a criminal record with exceptions for state-mandated restrictions; and 4) Fleeing domestic violence (e.g., lack of a protective order, period of separation from abuser, or law enforcement involvement). If all of these barriers to access still exist, select "None of the above."

**3. Has the project removed the following as reasons for program termination?**

- Failure to participate in supportive services
- Failure to make progress on a service plan
- Loss of income or failure to improve income
- Fleeing domestic violence
- Any other activity not covered in a lease agreement typically found in the project's geographic area
- None of the above

Check the box next to each item to confirm that your project has removed (or never had) reasons for program participant termination related to each of the following: 1) Failure to participate in supportive services; 2) Failure to make progress on a service plan; 3) Loss of income or failure to improve income; 4) Fleeing domestic violence; and 5) Any other activity not covered in a lease agreement typically found in the project's geographic area. If all of these reasons for program termination still exist, select "None of the above."

***Additional Required Attachments: Please attach the following supporting documentation that shows that your agency provided staff training and policies and procedures so that staff fully understands how to implement the Housing First approach: a copy of the agency's Policies and Procedures, staff training materials, and any forms or other related documents.***

### **III. HEARTH Act Compliance**

This section of the Letter of Intent (LOI) asks questions of all renewal projects to ensure compliance with the requirements of the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH Act): Continuum of Care (CoC) Program Interim Rule. (Please note, this section does not encompass all changes under the HEARTH Act and it is recommended that all projects should review the Act in its entirety).

**1. Participation of homeless individuals**

The HEARTH Act CoC Program Interim Rule states that the recipient or subrecipient must document its compliance with the homeless participation requirements under § 578.75(g), which is as follows:

**(g) Participation of homeless individuals.**

(1) Each recipient and subrecipient must provide for the participation of not less than one homeless individual or formerly homeless individual on the board of directors or other equivalent policymaking entity of the recipient or subrecipient, to the extent that such entity considers and makes policies and decisions regarding any project, supportive services, or assistance provided under this part. This requirement is waived if a recipient or subrecipient is unable to meet such requirement and obtains HUD approval for a plan to otherwise consult with homeless or formerly homeless persons when considering and making policies and decisions.

(2) Each recipient and subrecipient of assistance under this part must, to the maximum extent practicable, involve homeless individuals and families through employment; volunteer services; or otherwise in constructing, rehabilitating, maintaining, and operating the project, and in providing supportive services for the project.

**a. Does your agency provide for the participation of not less than one homeless individual or formerly homeless individual on the board of directors or other equivalent policymaking entity of the recipient or sub recipient, to the extent that such entity considers and makes policies and decisions regarding any project, supportive services, or assistance provided under this part. This requirement is waived if a recipient or sub recipient is unable to meet such requirement and obtains HUD approval for a plan to otherwise consult with homeless or formerly homeless persons when considering and making policies and decisions?**

Yes

No

If not, please provide an action plan/timeline on when your agency will be compliant with this requirement in the box below (expand box as needed).

**b. Does your agency, to the maximum extent practicable, involve homeless individuals and families through employment; volunteer services; or otherwise in**

**constructing, rehabilitating, maintaining, and operating the project, and in providing supportive services for the project?**

- Yes
- No

If not, please provide an action plan/timeline as to when your agency will be compliant with this requirement in the box below (expand box as needed).

## **2. Faith-based activities**

The HEARTH Act CoC Program Interim Rule states that the recipient or subrecipient must document its compliance with faith-based activities requirements under § 578.87(b), which is as follows:

### **(b) Faith-based activities.**

#### **(1) Equal treatment of program participants and program beneficiaries.**

**(i) Program participants.** Organizations that are religious or faith-based are eligible, on the same basis as any other organization, to participate in the Continuum of Care program. Neither the Federal Government nor a State or local government receiving funds under the Continuum of Care program shall discriminate against an organization on the basis of the organization's religious character or affiliation. Recipients and subrecipients of program funds shall not, in providing program assistance, discriminate against a program participant or prospective program participant on the basis of religion or religious belief.

**(ii) Beneficiaries.** In providing services supported in whole or in part with federal financial assistance, and in their outreach activities related to such services, program participants shall not discriminate against current or prospective program beneficiaries on the basis of religion, a religious belief, a refusal to hold a religious belief, or a refusal to attend or participate in a religious practice.

**(2) Separation of explicitly religious activities.** Recipients and subrecipients of Continuum of Care funds that engage in explicitly religious activities, including activities that involve overt religious content such as worship, religious instruction, or proselytization, must perform such activities and offer such services outside of programs that are supported with federal financial assistance separately, in time or location, from the programs or services funded under this

part, and participation in any such explicitly religious activities must be voluntary for the program beneficiaries of the HUD-funded programs or services.

(3) Religious identity. A faith-based organization that is a recipient or subrecipient of Continuum of Care program funds is eligible to use such funds as provided under the regulations of this part without impairing its independence, autonomy, expression of religious beliefs, or religious character. Such organization will retain its independence from federal, State, and local government, and may continue to carry out its mission, including the definition, development, practice, and expression of its religious beliefs, provided that it does not use direct program funds to support or engage in any explicitly religious activities, including activities that involve overt religious content, such as worship, religious instruction, or proselytization, or any manner prohibited by law. Among other things, faith-based organizations may use space in their facilities to provide program-funded services, without removing or altering religious art, icons, scriptures, or other religious symbols. In addition, a Continuum of Care program-funded religious organization retains its authority over its internal governance, and it may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents.

- a. **Does your proposed renewal program use direct program funds to support or engage in any explicitly religious activities, including activities that involve overt religious content, such as worship, religious instruction, or proselytization, or any manner prohibited by law?**

Yes

No

### **3. Involuntary family separation**

The HEARTH Act CoC Program Interim Rule states that the recipient or subrecipient must document its compliance with involuntary family separation requirements under § 578.93(e), which is as follows:

(e) Prohibition against involuntary family separation. The age and gender of a child under age 18 must not be used as a basis for denying any family's admission to a project that receives funds under this part.

- a. **Does the project accept all families with children under age 18 without regard to the age of any child? In general, under the HEARTH Act, any project sponsor receiving funds to provide emergency shelter, transitional housing, or permanent housing to families with children under age 18.**

Note there is an exception outlined in the Act: Project sponsors of transitional housing receiving funds may target transitional housing resources to families with children of a specific age only if the project sponsor: (1) operates a transitional housing program that has a primary purpose of implementing evidence based practice that requires that housing units be targeted to families with children in a specific age group; and (2) provides assurances, as the Secretary shall require, that an equivalent appropriate alternative living arrangement for the whole family or household unit has been secured.

Yes. Project certifies that it accepts all families with children under age 18 without regard to the age of any child.

No. Project does not comply with this requirement. A narrative is attached explaining how the project will comply with this HEARTH Act requirement.

No. Project does not comply with this requirement but qualifies for an exception because it is implementing an evidence-based practice that requires housing units targeted to families with children in a specific age group. A narrative is attached explaining how the project will comply with the exception, including identification of the evidenced based practice being utilized.

N/A. Project does not serve families.

N/A. Project is new and has not started yet.

#### 4. Discrimination Policy

Federal and California State laws note that discrimination can be based on race, color, national origin or gender. Discrimination can also be based on age, religion, disability, familial status or sexual orientation.

Does your program deny services to potential recipients based on any of the following:

- Age  Yes  No
- Color  Yes  No
- Disability  Yes  No
- Familial Status  Yes  No
- Gender  Yes  No
- Marital Status  Yes  No
- National Origin  Yes  No
- Race  Yes  No
- Religion  Yes  No
- Sexual Orientation  Yes  No

If you answered "yes" to any of the above, please explain why in the box below (expand box as needed).

**5. Active participation in local Continuum of Care meetings**

HUD states that a successful CoC will involve a variety of organizations representing the public and private sectors, as well as interested individuals within the CoC jurisdiction(s). These organizations should have an active role in the CoC.

- a. Describe what local Continuum of Care committees, subcommittees, and/or working groups that your agency participates in on a regular basis in the box below (expand box as needed). Please include the names and titles of those participating as well as their level of involvement/participation.

**6. Housing Quality Standards (HQS)**

The HEARTH Act CoC Program Interim Rule states that the recipient or subrecipient must document its compliance with housing quality standards requirements under § 578.75(b), which is as follows:

(b) Housing quality standards. Housing leased with Continuum of Care program funds, or for which rental assistance payments are made with Continuum of Care program funds, must meet the applicable housing quality standards (HQS) under 24 CFR 982.401 of this title, except that 24 CFR 982.401(j) applies only to housing occupied by program participants receiving tenant-based rental assistance. For housing rehabilitated with funds under this part, the lead-based paint requirements in 24 CFR part 35, subparts A, B, J, and R apply. For housing that receives project-based or sponsor-based rental assistance, 24 CFR part 35, subparts A, B, H, and R apply. For residential property for which funds under this part are used for acquisition, leasing, services, or operating costs, 24 CFR part 35, subparts A, B, K, and R apply.

(1) Before any assistance will be provided on behalf of a program participant, the recipient, or subrecipient, must physically inspect each unit to assure that the unit meets HQS. Assistance will not be provided for units that fail to meet HQS, unless the owner corrects any deficiencies within 30 days from the date of the initial inspection and the recipient or subrecipient verifies that all deficiencies have been corrected.

(2) Recipients or subrecipients must inspect all units at least annually during the grant period to ensure that the units continue to meet HQS.

**a. Does your project meet applicable Housing Quality Standards?**

- Yes
- No
- This is a new project and has not started yet

Please briefly explain your inspection process for HQS in the box below (expand box as needed).

**b. Has your project received HQS corrective action plan in the last 2 years:**

- Yes
- No
- This is a new project and has not started yet

If you selected Yes, explain the nature of the concerns/issues and how it was resolved in the box below (expand the box as needed).

**Renewal Rating Factors:**

If a renewal project passes the Project Eligibility Threshold as noted on pages 4 – 12 of this LOI, the project will be reviewed and scored by ICH and OHS based on the following rating factors.

**I. System Performance Measures (50 points)**

The intent of the System Performance Measures (Sys PM) reports are to encourage CoCs to regularly measure their progress in meeting the needs of people experiencing homelessness in their community and to report this progress to HUD. HUD uses system-level performance information as a competitive element in its annual CoC Program Competition and to gauge the state of the homeless response system nationally.

The Glendale CoC will use project-level Sys PM information as an element to determine the effectiveness of local projects within the Glendale CoC. The Glendale CoC will collect the following project level Sys PM for each CoC funded agency directly from the Homeless Management Information System (HMIS). There is not any action required on the part of the renewing agencies to complete Section I. System Performance Measures:

- Persons Exit Homeless to Permanent Housing Destination and Return to Homelessness
- Employment and Income Growth for Homeless Persons
- Successful Placement from Street Outreach and Successful Placement in or Retention of Permanent Housing

System Performance Measures		Submitted FY 2017	Submitted FY 2018	Difference
1.	The Extent to which Persons who Exit Homelessness to Permanent Housing Destinations Return to Homelessness - This measures clients who exited SO, ES, TH, SH or PH to a permanent housing destination in the date range two years prior to the report date range. Of those clients, the measure reports on how many of them returned to homelessness as indicated in the HMIS for up to two years after their initial exit.			
2.	Percentage of Income Growth for Homeless Persons			
3.	Successful Placement from Street Outreach and Successful Placement in or Retention of Permanent Housing			
	Change in SO exits to temporary destinations, some institutional destinations, and permanent housing destinations			
	Change in ES, SH, TH, and PH-RRH exits to permanent housing destinations			
	Change in PH exits to permanent housing destinations or retention of permanent housing			

## II. Recipient Compliance with Grants and Financial Management (25 points)

Per 24 CFR part 578 and the FY 2019 CoC Program Competition NOFA requires that Project Applicants specifically identify four benchmarks for grants and financial management that communities must reach to meet this standard, which are

1. On-time APR submission to HUD;
2. Resolved HUD/Office of Homeless Services monitoring findings, or Office of Inspector General (OIG) Audits, if applicable;
3. Monthly submission of claims, quarterly drawdowns; and
4. The full expenditure of awarded funds.

1. **Has the recipient successfully submitted the APR on time for the most recently expired grant term related to this renewal project request?**

APRs are due within 90 days after the grant term expires. Select “Yes” to indicate that an APR has been submitted for the grant term that has most recently expired (for some grants this will be the FY 2016 renewal, for others the FY 2017). Select “No” to indicate that an APR has not been submitted for the grant term that has most recently expired or if this is a first-time renewal for which the original grant term has not yet expired.

- Yes
- No
- This is a first-time renewal for which the original grant term has not yet expired.

If you selected “No” above, provide a brief explanation for why the APR was not submitted on time in the box below (expand box as needed). For those first-time renewals for which the original grant term has not yet expired, please write, “First-time renewal and grant term has not yet expired” and provide the date by which the APR must be submitted.

2. **Does the recipient have any unresolved HUD or the Office of Homeless Services Monitoring and/or OIG Audit findings concerning any previous grant term related to this renewal project request?**

- Yes
- No

Select **"Yes"** if there are any unresolved HUD Monitoring or OIG Audit findings, regardless of the funding year of the project for which they were originally identified. Select **"No"** if there are no unresolved HUD Monitoring or OIG Audit findings.

**a. Date HUD or the Office of Homeless Services or OIG issued the oldest unresolved finding(s):**

If you selected **"Yes"** above, provide the date that the oldest unresolved finding was issued.

Date the oldest unresolved finding was issued: \_\_\_\_\_

**b. Explain why the finding(s) remains unresolved:**

If you selected **"Yes"** above, provide a brief explanation in the box below (expand box as needed) for why the monitoring or audit finding remains unresolved and the steps that have been taken towards resolution (e.g., responded to the HUD letter, but no final determination received).

**3. Has the recipient maintained timely and consistent monthly submission of claims for the most recent grant terms related to this renewal project request?**

- Yes
- No

CoC Program recipients are required to submit claims on a monthly basis. Select “Yes” to indicate that you have maintained monthly submission of claims for the most recent relevant grant term. For some grants, the standard will be applied to the FY 2017 renewal, for others the FY 2016, and for some multi-year first-time renewals a grant awarded in an earlier fiscal year. Select “No” to indicate that the recipient has not maintained consistent monthly claim submission for the most recent relevant grant term, or if this is a first-time renewal for which less than one quarter has passed.

- a. **Explain why the recipient has not maintained timely and consistent monthly claim submission for the most recent grant terms related to this renewal project request.**

If you selected “No” above, provide a brief explanation in the box below (expand box as needed) for why monthly claim submissions have not been maintained. Delays in draws due to a late HUD funding announcement and receipt of renewal grant agreement may be included in such an explanation.

- 4. **Have any funds been recaptured by HUD for any of the three (3) most recently expired grant terms related to this renewal project request?**

- Yes
- No
- Project has not yet completed a grant term

Select “Yes” to indicate that funds have been recaptured, meaning that not all awarded funds were expended during the three previous completed grant terms. Select “No” to indicate that no funds were recaptured or if this is a first-time renewal for which the original grant term has not yet expired.

- a. **If you selected “Yes” above, explain the circumstances that led to HUD recapturing funds from any of the three (3) most recently expired grant term related to this renewal project request:**

Provide a brief explanation in the box below (expand box as needed) for why the total awarded funds were not expended and were recaptured. Include the amount returned for each year.

### III. Participation in Homeless Management Information System (HMIS) (10 Points)

The Homeless Emergency Assistance and Rapid Transition to Housing: Continuum of Care (CoC) Program interim rule places a high emphasis on having a functioning and comprehensive HMIS in the CoC jurisdiction as it is critical to gathering unduplicated, aggregated data on homelessness in the community for both the CoC and Emergency Solutions Grant (ESG) Programs.

- Does this project provide client level data to HMIS at least annually?  Yes  No

If the project is providing participant data in the HMIS – indicate the total number of participants served by the project, and the total number of clients reported in the HMIS.

Total number of participants served by the project: \_\_\_\_\_

Total number of clients reported in the HMIS: \_\_\_\_\_

If the project is not providing participant data in the HMIS – indicate one or more of the four (4) reason(s) for non-participation:

- Federal law prohibits (please cite specific law)
- State law prohibits (please cite specific law)
- New project not yet in operation
- Other (please specify prohibition)

Also, for those participant records that were reported in the HMIS, indicate the percentage of values that were missing (“Null or Missing Values”) and/or unknown (“Don’t Know or Refused”). If there were no unknown values, note a “0” value.

### Data Collection Requirements

All CoC Program funded projects are required to collect all of the Universal Data Elements and a select number of Program-Specific Data Elements.

**\* Indicate the percentage of unduplicated client records with null or missing values during the last 10 days of January 2019**

Universal Data Element (Use HMIS Data Quality Report)	Records with no values (%)	Records where value is refused or unknown (%)
3.1 Name		
3.2 Social Security Number		
3.3 Date of Birth		
3.4 Race		
3.5 Ethnicity		
3.6 Gender		
3.7 Veteran Status		
3.8 Disabling condition		
3.917 Living Situation		
3.10 Project entry date		
3.11 Project exit date		
3.12 Destination		
3.15 Relationship to Head of Household		
3.16 Client Location		
Program Specific Data Element (From the most recent APR)	Records with no values (%)	Records where value is refused or unknown (%)
4.2 Income and Sources		
4.3 Non-Cash Benefits		
4.4 Health Insurance		
4.5 Physical Disability		
4.6 Developmental Disability		
4.7 Chronic Health Condition		
4.8 HIV/AIDS		
4.9 Mental Health Problem		
4.10 Substance Abuse		
4.11 Domestic Violence		
4.17 Residential Move-In Date (RRH only)		

#### **IV. Supportive Services for Participants (6 points)**

Please identify whether the project includes the following activities:

- 1. Transportation assistance to clients to attend mainstream benefit appointments, employment training, or jobs?**

- Yes
- No

Select **“Yes”** if the project provides regular or as needed transportation assistance to mainstream and community resources, including appointments, employment training, educational programs, or jobs. Select **“No”** if transportation is not regularly provided or cannot be provided consistently as requested.

- 2. At least annual follow-ups with participants to ensure mainstream benefits are received and renewed?**

- Yes
- No

Select **“Yes”** if the project regularly follows-up with program participants at least annually to ensure that they have applied for, are receiving their mainstream benefits, and renew benefits when required. Select **“No”** if there is no or irregular follow-up concerning mainstream benefits.

- 3. Do program participants have access to SSI/SSDI technical assistance provided by the applicant, a subrecipient, or partner agency?**

- Yes
- No

Select **“Yes”** if program participants have access to SSI/SSDI technical assistance. The assistance can be provided by the applicant, a subrecipient, or a partner agency—through a formal or informal relationship. Select **“No”** if there is no or significantly limited access to SSI/SSDI technical assistance

**V. Bed Utilization (5 points)**

**1. Permanent Supportive Housing (PSH) Only**

A bed utilization rate is equal to the total number of people served on any given day divided by the total number of beds available on that day. Bed utilization rates below 65 percent are usually attributed to the project not entering all their clients into the HMIS or the project was under-utilized. Bed utilization rates above 105 means the project did not capture exit dates for all their clients and/or the project offered overflow beds.

From your most recent APR, complete the table below on the point-in-time count of households served on the last Wednesdays in

	<b>*Total # of Beds</b>	<b>Total # of Clients Served</b>	<b>Utilization Rate</b>
January			
April			
July			
October			

\*The total number of beds should equal the number of beds submitted in your application.

**2. Rapid Rehousing (RRH) Only**

Rapid Re-Housing (RRH) provides short or medium term tenant-based rental assistance in community-based housing paired with necessary supportive services for homeless individuals and families (with or without a disability). RRH assistance usually begins prior to the client entering housing. Project performance is measured when client moves into permanent housing. Using data from HMIS during the past 12 months, answer the questions below:

- Proposed number of households: \_\_\_\_\_
- Total number of households served: \_\_\_\_\_
- Total number of households moved into permanent housing: \_\_\_\_\_
- If the total number of households that move into permanent housing is lower than the proposed number of households, please explain why in the box below (expand box as needed).

## VI. Miscellaneous Information (4 points)

### 1. Match requirement

Match must equal 25 percent of the total HUD grant request including Admin costs for both City of Glendale and agency and HMIS allocation but excluding leasing costs (i.e., any funds identified for Leased Units and Leased Structures). Match must be met on an annual basis. HUD requires match letters to be submitted with the e-snaps application. Match contributions can be cash, in-kind, or a combination of the two; and, match must be used for an eligible cost as set forth in Subpart D of CoC Program interim rule. For an in-kind match, the recipient may use the value of property, equipment, goods, or services contributed to the project, provided that, if the recipient or sub recipient had to pay for such items with grant funds, the costs would have been eligible. If third party services are to be used as match, the third party service 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. Please include the MOU's with this submission. The MOU's and Cash match letter commitment should be

- Will your agency be able to provide the match requirement for your renewal project (including a commitment letter or MOU)?

Yes

No

### 2. Exit Surveys

HUD encourages client surveys particularly exit surveys.

- Does your renewal program conduct exit surveys or interviews with clients?

Yes

No

This is a new project and has not started yet

Not applicable to this project

If no, please explain why in the box below (expand box as needed).

