Before Starting the Project Listings for the CoC Priority Listing

The CoC Consolidated Application requires TWO submissions. Both this Project Priority Listing AND the CoC Application MUST be completed and submitted prior to the submission deadline stated in the Unsheltered and Rural Homelessness Special NOFO.

The CoC Priority Listing includes:
- Unshelterd Homelessness Set Aside New Project Listing – lists all new project applications applying for funding through the Unsheltered Homelessness Set Aside that were approved and ranked or rejected by the CoC.
  - Rural Set Aside Project Listing – lists all new project applications applying for funding through the Rural Set Aside that were 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 2022 CoC Program Registration process. Only 1 UFA Costs project application is permitted and must be submitted by the Collaborative Applicant. The UFA project must be ranked amongst projects submitted on the Unsheltered Homelessness Set Aside New Project Listing.
  - CoC Planning Project Listing – Only 1 CoC planning project is permitted per CoC and must be submitted by the Collaborative Applicant. The CoC Planning project must be ranked amongst projects submitted on the Unsheltered Homelessness Set Aside New Project Listing.
  - 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 projects must be approved and ranked or rejected on the Project Listings. This includes funding for CoC Planning and UFA Costs, which must be ranked amongst projects submitted on the Unsheltered HOmelessness Set Aside New Project Listing.
  - Collaborative Applicants are responsible for ensuring all project applications accurately appear 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 HUD's website.
  https://www.hud.gov/program_offices/comm_planning/coc/competition

1A. Continuum of Care (CoC) Identification

Instructions:

For guidance on completing this form, please reference the Unsheltered and Rural Homelessness Special NOFO Competition Priority Listing Detailed Instructions and Unsheltered and Rural Homelessness Special NOFO Competition Priority Listing Navigational Guide on HUD's website.
  https://www.hud.gov/program_offices/comm_planning/coc/competition.

Collaborative Applicant Name: County of Loudoun

Unsheltered Homelessness Set Aside Listing

Instructions:

Prior to starting the Unsheltered Homelessness Set Aside Project Listing, review the CoC Priority Listing Detailed Instructions and CoC Priority Listing Navigational Guide available on HUD's website.

To upload all project applications submitted to this Project Listing, click 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. You may update each of the Project Listings simultaneously. To review a project on the Unsheltered Homelessness Set Aside 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 you identify errors in the project application(s), you can send the application back to the project applicant to make the necessary changes by clicking the amend icon. It is your 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.
https://www.hud.gov/program_offices/comm_planning/coc/competition.

Project Name	Date Submitted	Comp Type	Applicant Name	Budget Amount	Grant Term	Rank	PSH/RRH	Expansion
Permanent Support...	2022-10-18 13:01:...	PH	Shelter House, Inc	$476,226	3 Years	1	PSH	

Rural Set Aside Listing

Instructions:

Prior to starting the Rural Set Aside Project Listing, review the CoC Priority Listing Detailed Instructions and CoC Priority Listing Navigational Guide available on HUD's website.

  To upload all project applications submitted to this Project Listing, click 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. You may update each of the Project Listings simultaneously. To review a project on the Rural Set Aside 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 you identify errors in the project application(s), you can send the application back to the project applicant to make the necessary changes by clicking the amend icon. It is your 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.
 https://www.hud.gov/program_offices/comm_planning/coc/competition.

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

Continuum of Care (CoC) Planning Project Listing

Instructions:

Prior to starting the CoC Planning Project Listing, review the CoC Priority Listing Detailed Instructions and CoC Priority Listing Navigational Guide available on HUD's website.

To upload the CoC planning project application submitted to this Project Listing, click the ""Update List"" button. This process may take a few minutes while the project is located in the e-snaps system. You may update each of the Project Listings simultaneously. 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 you identify errors in the project application, you can send the application back to the project applicant to make necessary changes by clicking the amend icon. It is your 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.

Only one CoC planning project application can be submitted and only by the Collaborative Applicant designated by the CoC which must match the Collaborative Applicant information on the CoC Applicant Profile.
https://www.hud.gov/program_offices/comm_planning/coc/competition.

Project Name	Date Submitted	Grant Term	Applicant Name	Budget Amount	Accepted?	Rank
This list contains no items						

Funding Summary

Instructions

This page provides the total budget summaries for each of the project listings after the you approved, ranked; or rejected project applications. You 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 your CoC's 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
Unsheltered Homelessness Set Aside	$476,226
Unsheltered Homelessness Set Aside - Rejected Amount	$0
Rural Set Aside	
Rural Set Aside - Rejected Amount	
CoC Planning Amount	
Total CoC Request Unsheltered Homelessness Set Aside	$476,226
Total CoC Request Rural Set Aside	
TOTAL CoC REQUEST	$476,226

Attachments

Document Type	Required?	Document Description	Date Attached
Certification of Consistency with the Consolidated Plan (HUD-2991)	Yes	Certification of ...	10/20/2022
FY 2022 Rank Tool (optional)	No	Local Competition...	10/20/2022
Other	No		
Priority Listing	No		

Attachment Details

Document Description: Certification of Consistency with the
Consolidated Plan HUD-2991Plan HUD-2991

Attachment Details

Document Description: Local Competition Scoring Tool

Attachment Details

Document Description:

Attachment Details

Document Description:

Submission Summary

WARNING: The FY2022 Special NOFO Consolidated Application requires 2 submissions. Both this Project Priority Listing AND the CoC Consolidated Application MUST be submitted.

WARNING: The FY2022 Special NOFO Consolidated Application requires 2 submissions. Both this Project Priority Listing AND the CoC Consolidated Application MUST be submitted.

Page	Last Updated
Before Starting	No Input Required
1A. Identification	09/27/2022
2A. Unsheltered Homelessness Set Aside New Project Listing	10/18/2022
2B. Rural Set Aside Project Listing	No Input Required
2D. CoC Planning Project Listing	No Input Required
Funding Summary	No Input Required
Attachments	10/20/2022
Submission Summary	No Input Required

**U.S. Department of Housing
and Urban Development**

**Certification of Consistency Plan
with the Consolidated Plan
for the Continuum of Care
Program Competition**

I certify the proposed activities included in the Continuum of Care (CoC) project application(s) is consistent with the jurisdiction's currently approved Consolidated Plan.

Applicant Name: Shelter House Inc.

Project Name: Permanent Supportive Housing

Location of the Project: Loudoun County, Virginia

Name of
Certifying Jurisdiction: Loudoun County, Virginia

Certifying Official
of the Jurisdiction Name: Ina Fernandez

Title: Director, Department of Family Services

Signature:

Date: 10/20/22

OMB Approval No. 2506-0112 (Expires 12/31/2024)

<u>CoC Local Application Review Instructions for the Special NOFO for Addressing Unsheltered and Rural Homelessness</u>

<u>General overview:</u> Funding requests for this program must meet the following criteria:

- Project applicants are required to have a Unique Entity Identifier (UEI) number and an active registration in the Central Contractor Registration (CCR)/System for Award Management (SAM).

- Applicants must be a current member of the Loudon Continuum of Care group.

- Only new projects may be submitted. New projects must select Unsheltered Set Aside or Rural Set Aside as their funding opportunity.

- Before completing the project application, all project applicants must complete or update (as applicable) the Project Applicant Profile in e-snaps.

<u>Scoring Instructions</u>

Background: The local application is part of the overall NOFO for Addressing Unsheltered and Rural Homelessness offered by HUD. Requirements from HUD include reviewing local applications for objective criteria such as cost effectiveness, timely draws, utilization rate, match, leverage, performance data, type of population served, or type of housing proposed. Applications must also be reviewed for systems performance including exits to permanent housing destinations, retention of permanent housing, length of time homeless, returns to homelessness.

Considerations when scoring

When reviewing the application, consider whether the applicant has successfully conveyed their program and request across all criteria. Some questions and statements for the criteria are below. Please review them prior to reviewing each section of the application.

Criteria A: Experience of Applicant: Has the applicant administered similar permanent support housing programs before? Does the organization utilize their operating budget or other grant funding to support their mission? Is there significant internal structure and capacity to deliver the program to completion? If the applicant does not score full points, note where there is a significant lack of detail for any of these components.

Criteria B: Program Description: The applicant's program description should cover the entire scope of their program and address the application's objective criteria such as clearly defining the population to be served, addressing barriers that may be faced, data collection and reporting. If the applicant does not score full points, note where there is a significant lack of detail for any of these components.

Criteria C: Supportive Services: The applicant should outline their plan to provide supportive services to participants, including mainstream mental and physical health services, social services, and employment services. How these referrals are made and how the program follows up with participants should also be critiqued. If the applicant does not score full points, note where there is a significant lack of detail for any of these components.

Criteria D: Budget: The budget should comprehensively reflect the goals of the program. Expenses should be tied back to specific aspects of the program, without waste. The finances of the program should be justified and specific to carrying out the program.

Criteria E: **Program Justification:** Does the application show that the proposed program is needed in the community? The application should show that the project is reasonable, timely, and necessary.

Complete your review of each application by saving your entry to the K drive at K:\CoC Sub Application Reviews. For questions, please contact Darrell Simpson at Darrell.simpson@loudoun.gov

REVIEW FORM

Reviewer Name: Click here to enter text.

Applicant Name: Click here to enter text.

The CoC Program Supplemental Funding Opportunity to Address Unsheltered and Rural Homelessness from HUD grant provides new funds to serve highly vulnerable individuals and families with histories of unsheltered homelessness. The awarded organization agrees to accept referrals through the Coordinated Entry System and to provide services to quickly rehouse homeless individuals, families, persons fleeing or attempting to flee domestic violence, dating violence, sexual assault, or 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. The Loudoun County CoC will be submitting a Consolidated Application and encourages nonprofit organizations serving Loudoun County residents to consider being part of this application.

Scoring Criteria: The criteria below give question-specific guidance for scoring, but in general, the scores should align as follows:

4 = Excellent. *Response demonstrates a very good fit with the objectives of the question. There may be strengths and weaknesses, however strengths greatly outweigh the weaknesses.*

3 = Acceptable. *Response demonstrates a fair fit with the objectives of the question. Weaknesses are present but can be corrected.*

2= Marginal. *Response does not provide enough information to fully determine fit with the objectives of the question; or information provided is weak and not reliable. Weaknesses could be corrected with some effort.*

1= Unacceptable. *Response fails to demonstrate a fit with the objectives of the question or is generally deemed unresponsive to the question. The response has one or more significant weaknesses that outweigh the strengths. Weaknesses will be very difficult to correct or are not correctable.*

0= Complete miss. *Response is incomplete or not answered.*

Section III

Which program is the organization applying for? (More than one choice possible)

☐**Unsheltered Homelessness Set Aside**

☐**Rural Set Aside**

Program Name: Click or tap here to enter text.

Are there subrecipients as part of this application?

Yes ☐   No ☐

What is the requested grant amount?

Click or tap here to enter text.

Scoring Criteria

A. Experience of Applicant

A.1 Describe your organization's (and subrecipient(s) if applicable) experience in effectively utilizing federal funds and performing the activities proposed in the application.

Score	Criteria
4	The applicant outlines their history and experience in providing solutions to homelessness in the community through federal funding, with examples of prior funded projects and an extensive knowledge of leveraging grant funding. The applicant also accurately describes the organization's financial management structure.
3	The applicant demonstrates a history of homeless solution service provision, pointing to prior funding projects. Details on collaborative relationships or internal structure are lacking.
2	The applicant has little history of federal, state, or local funding relationships. If prior funding history exists, it is unrelated to providing homelessness solutions. Internal finance structure is ambiguous or ill-defined
1	The applicant does not demonstrate a history of grant administration or the financial management resources necessary to reliably operate a federally funded program.
0	The applicant does not answer the question

Score: Choose an item.

Reviewer Response: Click here to enter text.

A.2 Describe your organization's (and subrecipient(s) if applicable) experience in leveraging Federal, State, local and private sector funds.

Score	Criteria
2	Organizational experience is laid out clearly and concisely, tying to historical funding and partnerships within the community
1	The organization describes its history, but has little supporting evidence or detail to define leveraging of funds for programmatic purposes
0	The organization has no history of using outside funding for program facilitation, or does not answer the question

Score: Choose an item.

Reviewer Response: Click here to enter text.

A.3 Describe your organization's (and subrecipient(s) if applicable) financial management structure.

Score	Criteria
2	A clear picture of the organization's financial structure and management practices is presented, following sound fiscal principles
1	The organization outlines its financial management structure, but is vague or missing detail on standard practices
0	The organization does not present evidence of sound financial management structure, or does not answer the question

Score: Choose an item.

Reviewer Response: Click here to enter text.

Section A Total Score: Choose an item.

B. Project Description

B.1 Does the application describe the full scope of the proposed project in detail, including consistency with the larger Continuum of Care NOFO, and measurable milestones?

Score	Criteria
4	The applicant provides a clear and comprehensive description of their proposed project, including scope from initiation to completion, and significant measurable detail on goals and milestones for success.
3	The applicant provides a detailed description of project. The description is lacking certain elements of scope or measurement strategies.
2	The applicant lacks depth and detail on program description. There are important but correctable omissions in services provided.
1	The applicant does not provide a thorough program description. Several elements of service provision are missing or incomplete.
0	The applicant does not answer this question

Score: Choose an item.

Reviewer Response/Comments: Click here to enter text.

B.2 Describe how the proposed project is consistent with the plan described by the CoC in response to Section VII.B.4 of this NOFA?

Score	Criteria
2	Answer ties directly to Section V11.B.4 of the NOFA, addressing Loudoun County's Continuum of Care and its goal to achieve community-wide goals of services to those experiencing homelessness

1	Question is answered, but without direct ties to the goals of the CoC
0	Organization does not answer the question

Score: Choose an item.

Reviewer Response: Click here to enter text.

B.3 For each primary project location, or structure, enter the number of days from the execution of the grant agreement that each of the following milestones will occur if this project is selected for conditional award.

Score	Criteria
2	Organization completes this section with milestone dates for each project location. Dates are reasonable given the experience and planning of the organization.
1	The organization completes this section, but with missing or incomplete data, or dates are not reasonable.
0	The organization does not answer the question

Score: Choose an item.

Reviewer Response/Comments: Click here to enter text.

Section B Total Score: Choose an item.

C. Supportive Services for Participants

C.1: Does the application describe in detail how program participants will be assisted to obtain and remain in permanent housing.

Score	Criteria
4	The applicant provides significant detail on supportive services available to program participants and how they would be able to access these services. Application also includes information on collaborative referrals with mainstream health, social services, and employment services
3	The applicant addresses the question of supportive services but is not comprehensive in their answer.
2	The applicant lacks detail on supportive services. There are gaps in how participants would gain access to these services.
1	The applicant does not provide options for supportive services for participants or how they would facilitate access to them.
0	Applicant does not answer this question

Score: Choose an item.

Reviewer Response: Click here to enter text.

**C.2: Describe the specific plan to coordinate and integrate with other mainstream
health, social services, and employment programs for which program
participants may be eligible. Supportive services should be outlined in question 3 of Section 4 of the
application.**

Score	Criteria
2	Applicant provides a comprehensive coordination plan, outlining community service providers and their commitment to the program
1	Applicant completes this section, but coordination plan is incomplete, vague, or doesn't include buy-in from community partners
0	Applicant does not answer the question

Score: Choose an item.

Reviewer Response/Comments: Click here to enter text.

**C.3 Does the applicant list intended housing sites for their proposed program? Is the housing type
and detail included?**

Score	Criteria
1	Applicant completes this section in its entirety
0	Applicant does not complete this section or omits information

Score: Choose an item.

Reviewer Response/Comments: Click here to enter text.

Section C Total Score: Choose an item.

D. Budget

**Does the attached budget accurately reflect the program outlined? Are budget expenses reasonable
to attain program goals?**

Score	Criteria
4	The budget describes how the program serves the affected population and subpopulation. The budget is appropriate for the populations being served with a strong connection to the program description and supportive services outlined. The applicant has access to additional funding to support program goals.
3	The budget reflects the outlined program, but with less specificity. There are correctable gaps in how the budget connects to the populations being served. The applicant has some access to other funding to support this program.
2	The budget is ambiguous, with expenses not directly tied to services provided, or information missing. There is little funding available to the applicant to support this program.

1	The budget does not tie back to the program described, with significant details missing or incorrect. There is no additional funding available to the organization to support homeless services.
0	Applicant does not answer this question

Section D Score: Choose an item.

Reviewer Response/Comments: Click here to enter text.

E. Program Justification

Is the program necessary and reasonable within the CoC scope of services?

The purpose of this Special NOFO to Address Unsheltered and Rural Homelessness (Special NOFO) is to target efforts to reduce unsheltered homelessness, particularly in communities with very high levels of unsheltered homelessness and homelessness in rural areas. Through this Special NOFO, HUD will award funding to communities to implement coordinated approaches -- grounded in Housing First and public health principles -- to reduce the prevalence of unsheltered homelessness, and improve services engagement, health outcomes, and housing stability among highly vulnerable unsheltered individuals and families.

Score	Criteria
4	There is strong evidence presented throughout the application that the proposed program aligns with the goals of the funding notice, with emphasis on communities that experience higher levels of unsheltered homeless. The application outlines how the program is based on Housing First and public health principles.
3	Evidence that the program aligns with the outlined goals of the CoC is present, but not clearly defined or missing detail. Connection to Housing First and public health principles is ambiguous or left to interpretation.
2	There is little evidence presented of alignment with CoC goals. Little connection to established to Housing First and public health principles.
1	The application does not align with defined CoC goals. Housing First and public health principles are not present or ignored.

Section E Score: Choose an item.

Reviewer Response/Comments: Click here to enter text.

Scoring Summary:

Applicant Experience: Click or tap here to enter text.   **out of 8 total**

Project Description: Click or tap here to enter text.   **out of 8 total**

Supportive Services for Participants: Click or tap here to enter text.   **out of 7 total**

Budget: Click or tap here to enter text.   **out of 4 total**

Program Justification: Click or tap here to enter text.   **out of 4 total**

Total Applicant Score: Click or tap here to enter text.   **out of 31 total**

Would you recommend this applicant be included in the consolidated application for Loudoun County?

Yes ☐

No ☐

Yes, with contingencies ☐

Final Reviewer Comments: Click or tap here to enter text.