

HUMBOLDT HOUSING AND HOMELESSNESS COALITION

HUD CONTINUUM OF CARE PROGRAM GRANTS

TECHNICAL ASSISTANCE WORKSHOP 2013

LOCAL PROCESS

HUMBOLDT HOUSING AND HOMELESSNESS COALITION HUD CONTINUUM OF CARE PROGRAM

2013 LOCAL PROCESS

This section is intended to explain the Review and Rank Process that is used to review and evaluate all project applications submitted in the local competition.

The process will proceed as follows:

- All applicants prepare Project Applications (formerly Exhibits 2) and supplemental information.
- Non-conflicted Review and Rank Committee members are oriented to process and receive applications and scoring materials.
- Review and Rank Committee members review and tentatively score the applications.
- Review and Rank Committee meets to jointly discuss each application and conduct short in-person sessions with applicants to have questions answered and to comment on ways to improve the application. Committee discusses merits of each proposal, scores all projects, and turns in score sheets to staff. Staff combines scores to achieve overall raw scores for new projects.
- Review and Rank Committee considers adjustments for such issues as HUD incentives or requirements. Review and Rank Committee considers proposal changes or project budget adjustments that may be required to meet community needs.
- Review and Rank Committee finalizes and tells agency its rank and approved funding level. Reserve right to adjust rank order when final proposals read, if inadequate (violates threshold requirement; shoddily prepared) for consolidated application.
 - In 2013, it is allowable to reallocate renewal project funds. In the event that the Review and Rank Committee identifies a renewal project (or projects) whose funding should not be renewed (or funding should be decreased) due to substandard performance, the Committee will then determine whether any new project will utilize any reallocated funds and proceed with reallocation (see detail below).
 - In 2013, renewal projects scoring below 60 points out of a total possible of 100 points must be reallocated to a new permanent housing project. If a renewal project scores between 60 and 70 points, the Review and Rank Committee may recommend reallocation at its discretion.
 - In 2013, renewal Transitional Housing projects choosing to reallocate their funds to new permanent housing will receive priority for those funds in a new permanent housing application. (The agency operating the former Transitional

Housing project will be awarded the reallocated funds as long as the application is comparable to other new project applications submitted.)

- Appellate hearings are held, if requested.
- Nonconflicted Executive Committee considers/approves Review and Rank process outcome, which is then included in the County's Consolidated NOFA Application.
- If requested, projects are given feedback from Review and Rank Panel on quality of application and ways to improve.

All renewal projects must meet a number of "threshold" criteria, as determined by HUD. Renewal projects are reviewed for capacity, eligibility, timeliness, and quality. When considering renewal projects for award, the Review Panel will focus on identifying performance issues, TA needs, and strengthening our HUD-funded programs with questions like:

- What barriers are you facing?
- What help do you need?
- What are your next steps?
- Are you having difficulties with fundraising? Staff turnover? Long-term strategic planning? Sustainability?

HUMBOLDT HOUSING AND HOMELESSNESS COALITION HUD CONTINUUM OF CARE PROGRAM

2013 APPEALS PROCESS

The Review and Rank Committee reviews all applications and ranks project proposals for funding recommendations to HUD. That review and ranking decision is communicated to all applicants by email within 24 hours of the ranking decision and determination. All applicants are hereby instructed to contact Ashley Hart McIntyre (Ashley@HomeBaseCCC.org) if no email notice is received.

1. WHO MAY APPEAL AND WHAT MAY BE APPEALED

- The application of any project which is reallocated or not funded may appeal.
- Applicants that have been found not to meet the threshold requirements are not eligible for an appeal.
- Appeals cannot be based upon the judgment of the Review and Rank Committee.

Applicants may appeal if they can:

- prove their score is not reflective of the application information provided; or
- describe bias or unfairness in the process, which warrants the appeal.

All notices of appeal must be based on the information submitted by the application due date. No new or additional information will be considered. Omissions to the application cannot be appealed.

The decision of the Appeal Committee will be final.

2. INITIATING THE FORMAL APPEAL

Notice of intent to appeal must be filed with Nick Vogel (nvogel@co.humboldt.ca.us) by noon on January 14, 2014.

Any and all appeals must be received in writing by 5 p.m. January 15, 2014. All notices of appeal (one original and four copies) must be submitted to:

Nick Vogel
507 F Street
Eureka

(707) 444-9522

- The notice of appeal must include a written statement specifying in detail the grounds asserted for the appeal. The appeal must be signed by an individual authorized to represent the sponsor agency (i.e., Executive Director). The notice of appeal is limited to one single spaced page in 12-point font.
- The appeal must include a copy of the application and all accompanying materials submitted to the Review and Rank Committee.

3. THE APPEAL PROCESS, INCLUDING INVOLVEMENT OF OTHER AFFECTED AGENCIES

- All valid appeals will be read, reviewed and evaluated by the Appeal Committee.
- The Appeal Committee will meet to deliberate.
 - All applicants will be invited to attend any appeal and may make a 10-minute statement regarding the appeal.
 - The panel will review the rankings made by the Review and Rank Committee only on the basis of the submitted project application, the one page appeal, any statements made during the appeal process, and the material used by the Review and Rank Committee. No new information can be submitted by the applicant or reviewed by the Appeal Committee.
 - The decision of the appellate panel must be supported by a simple majority vote.
- The appealing agency will receive, in writing, the decision of the Appeal Committee within 2 business days of the Appeal Committee Meeting. The decision of the Appeal Committee will be final.

4. MEMBERS OF THE APPEAL PANEL

The Appeal Committee will be made up of non-conflicted members of the HHHC Executive Committee (and additional non-conflicted HHHC members as necessary) and one non-voting member of the original Review and Rank Committee. No member of the Appeal Committee may have a conflict of interest with any of the agencies applying for McKinney funding and must sign a conflict of interest statement. The role of the Appeal Committee is to read and review only those areas of the application that are being appealed.

HUD CONTINUUM OF CARE PROGRAM

2013 TIMELINE

Friday, November 22	CoC NOFA released
Friday, November 22	Notice sent regarding funding available
Wednesday, December 11 2:00pm to 4:00pm 930 6 th Street 2 nd Floor, Room 206	HHHC Executive Committee Meeting NOFA overview and changes, local process and calendar, ranking criteria, CoC Application sections
Thursday, December 12 9:30am to 11:00am 930 6 th Street 2 nd Floor, Room 206	Technical Assistance Meeting for applicants
Thursday, December 12 1:30pm to 3:00pm 930 6 th Street 2 nd Floor, Room 206	Orientation for Ranking Committee
Friday, January 3	Full project proposals due to Nick at 12:00pm
Friday, January 3	All projects receive notification of Ranking Committee appointment time(s) for January 13.
Monday, January 13 1:00pm to 5:00pm 930 6 th Street 2 nd Floor, Room 206	Ranking Committee Meetings Meet with each applicant; rank all proposals
Tuesday, January 14 9:30am to 11:30am 930 6 th Street 2 nd Floor, Room 206	HHHC Executive Committee meeting Feedback on draft CoC Application portions
Tuesday, January 14, noon	Notice of Intent to Appeal due
Wednesday, January 15, 5 p.m.	Appeals Due
Thursday, January 16	Appeals Heard
Friday, January 17	CoC Issues Notice of Final Ranked List of Applications
Friday, January 24, 5pm	Deadline for final proposals into eSNAPS
Friday, January 31	Submit application electronically
Monday, February 3	Application due electronically

DETAILED TIMELINE

This list highlights the steps that your agency will take to participate in the local competition for NOFA funding. Please mark these dates in your calendar!

December 12: Technical Assistance Meeting

- Review Technical Assistance and Application materials
- View Training Modules and submit questions online at: <http://esnaps.hudhre.info/>

December 13: Enter E-SNAPS and start working on your Applicant Profile and your Project Application (Exhibit 2).

- Before you can prepare your Project Application (Exhibit 2) form, complete your Applicant Profile. Once your Applicant Profile is complete, move ahead with the Exhibit 2(s).
- PLEASE FOLLOW INSTRUCTIONS IN THE TRAINING MODULES BEFORE CALLING ASHLEY FOR TECHNICAL ASSISTANCE.

January 3, 12 noon: Submit Complete Application Package for Review and Rank

SEE ATTACHED CHECKLIST

PLEASE SUBMIT THESE MATERIALS IN PRINTED FORM TO THE FOLLOWING ADDRESS:

Nick Vogel
930 6th St., Room 203,
Eureka, CA 5501

January 3: Review and Rank Discussion Assignment

- On January 3, you will receive a timeslot for your Discussion Session with the Review and Rank Committee
- If you do NOT receive a timeslot by January 3, contact Ashley Hart McIntyre at ashley@homebaseccc.org.

January 13, 2014 Review and Rank Discussion Sessions

1:00-5:00: Applicants will participate in a Project Discussion with the Review and Rank Committee during the assigned time slots. You will be notified of the time by January 3, but it will be sometime between 1:00 and 4:00. These sessions are designed to permit the Review and Rank Committee to ask questions about your applications and to give applicants ideas about how to improve applications. You do not need to prepare a presentation; come prepared to engage in a discussion. You may bring as many people as you feel is necessary to represent

your project well, but be sure to bring those who know the most about the application.

January 13 :

Applicant Notification

- On January 13, you will receive notification of the results of the Review and Rank process.
- At this time, you should begin finalizing your application for submission. **THIS INCLUDES ENSURING THAT ALL NECESSARY ATTACHMENTS ARE UPLOADED TO E-SNAPS.**

January 14, noon: Appeals Process

- If you intend to appeal the Review and Rank decision, you must notify Nick Vogel by phone (707) 444-9522 of your intent to appeal **by noon. on January 14, 2014.**
- Formal appeals are due in writing to the Appeals Committee **by 5 p.m. on Thursday, January 16, 2014.** They must be sent to:
Nick Vogel
930 6th St., Room 203,
Eureka, CA 5501

January 14:

Final Award List approved by Executive Committee or Designee [pending appeals]

January 16:

Appeals Committee Meets

January 24:
Snaps

Final Project Application (Exhibit 2) Submissions Uploaded to E-

- Between January 13 and January 24, applicants should finalize their applications, incorporating suggestions from the Review and Rank Committee.
- All Project Applications (Exhibits 2) must be uploaded **by 5 PM on January 24** to allow HomeBase to review every submission for omissions or inconsistencies and allow for correction. **Between 1/24 and 2/3 please be sure that someone at your agency is available to answer last minute application questions!**

January 31:

Entire Consolidated Application Submitted to HUD (by Nick)

February 3:

Application due to HUD

HUMBOLDT HOUSING AND HOMELESSNESS COALITION HUD CONTINUUM OF CARE PROGRAM

2013 RENEWAL PROJECT SCORING MEASUREMENTS

Project Name: _____

Reviewer: _____

1. Outcomes Points

45

Has the project been performing satisfactorily and effectively addressing the need(s) for which it was designed?

Keep in mind that outcomes will naturally be lower with more difficult to serve populations **such as chronically homeless people and homeless people with mental and/or addictive illnesses.**

	Scoring Factor	Points Possible and Proposed Scoring Guidelines
1A	Is the project at capacity in serving the number of homeless people it is designed to serve?	10 points Scaled scoring system: 10pts. 92-100% 8pts. 84-91.9% 6pts. 76-83.9.9% 4pts. 68-75.9% 2pts. 60-67.9% 0pts. 0-59.9%
1B	Proposals may receive points under any one of the following three criteria based on outcomes reported in the APR:	20 points

1B	<p>If PERMANENT HOUSING:</p> <ul style="list-style-type: none"> • Do at least 75% of formerly homeless individuals who enter the HUD permanent housing project remain for at least 12 months? • Do at least 75% of formerly homeless individuals who exit the HUD permanent housing project leave for a form of permanent housing? • If the program has failed to meet objectives in previous years, how is the program changing to improve success rates? (Consider requiring projects failing to meet objectives to submit with their applications a plan for improvement.) 	<p>Projects should meet the minimum benchmarks outlined to score 12 or more points, taking into consideration the population served. (Ranking Committee may award up to 20 points depending on performance.)</p>
1B	<p>If TRANSITIONAL HOUSING:</p> <ul style="list-style-type: none"> • The percentage of homeless persons who have moved from the HUD transitional housing project to a form of permanent housing is at least 70%. • Fewer than 25% of homeless persons who exit the HUD transitional housing project leave for non-compliance or disagreement with program rules. • Homeless persons who exit the HUD transitional housing project have an increase in income of at least 20%. • Average length of stay in the program less than one year. Consider length of stay in the transitional housing project and rate of exit to permanent housing together. • If the program has failed to meet objectives in previous years, how is the program changing to improve success rates? (Consider requiring projects failing to meet objectives to submit with their applications a plan for improvement.) 	<p>Projects should meet the minimum benchmarks outlined to score 12 or more points, taking into consideration the population served. (Ranking Committee may award up to 20 points depending on performance.)</p>

1C	<p>Mainstream Services (including employment): Program demonstrates success in connecting clients with mainstream resources based on the percentage of clients exiting the program who gained access to mainstream services and who gained employment.</p> <p>Consider:</p> <ul style="list-style-type: none"> • Did average income increase or stay the same? There should be a 10% increase in income at exit versus entry to score 6 or more points for most programs. Consider populations served and program type. • Are project participants receiving all benefits for which they are eligible? • Are project participants receiving financial literacy and employment assistance? 	15 points
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2. Budget and Cost Effectiveness

15 points

	Scoring Measurement	Points Possible
2A	Is program cost-effective compared to like-programs (e.g. permanent housing, transitional housing, supportive services only)?	10 points
2B	Is budget clearly articulated, with no unnecessary or unexplained items?	5 points

3. Agency Capacity

35 points

	2012 Measurement	Points Possible and Proposed Scoring Guidelines
3A	<p>Does the agency have the expertise, staff, procedural, and administrative structure needed to meet all grant audit, administrative, and reporting requirements?</p> <p>Consider:</p> <ul style="list-style-type: none"> • Any outstanding HUD findings or concerns and/or financial audit findings. • Has HUD deobligated any of the agency's/program's grant funds? Are the grant funds being drawn down regularly throughout the grant year? 	15 points

3B	<p>Is the agency/program actively participating in HMIS?</p> <p>Consider:</p> <ul style="list-style-type: none"> • The percentage of the program’s clients who have data entered into HMIS. • The percentage of Universal Data Elements the program has entered for all clients. • The percentage of HMIS Committee meetings the program has attended. 	<p>15 Points</p>
3C	<p>Does the agency participate in Continuum of Care-related planning meetings?</p>	<p>5 points</p> <p>Scores will be scaled based on number of possible meetings. Sample scale might look like this:</p> <p>5 points: 30 meetings 4 points: 25 meetings 3 points: 20 meetings 2 points: 15 meetings 1 point: 10 meetings 0 points: fewer than 10 meetings</p>
3D	<p>Does the agency have leverage letters totaling 200% of its grant funds?</p>	<p>5 points</p> <p>Scaled scoring system:</p> <p>5 points: 200% 4 points: 175% 3 points: 150% 2 points: 125% 1 point: 100%</p>

HUMBOLDT HOUSING AND HOMELESSNESS COALITION HUD CONTINUUM OF CARE PROGRAM

RENEWAL PROJECT SUPPLEMENTARY INFORMATION

PLEASE ANSWER THE QUESTIONS USING THIS FORM.

SUBMIT 5 COPIES OF THIS FORM TO NICK VOGEL AT 930 6TH ST., ROOM 203, EUREKA, CA 95501 BY NOON ON JANUARY 3, 2014, ALONG WITH OTHER APPLICATION MATERIALS. PLEASE ALSO EMAIL AN ELECTRONIC COPY TO ASHLEY HART MCINTYRE AT ASHLEY@HOMEBASECCC.ORG.

AGENCY NAME:
PROJECT NAME:
CONTACT PERSON NAME:
TELEPHONE:
EMAIL:
FAX:

1. Please provide a summary description of your project.
2. Please state when you have drawn down HUD funds for the last program year of the grant to be renewed by completing this table (add rows as needed):

Date of draw down	Amount of the draw down

3. From your agency's most recent financial audit, please attach a copy of Independent Auditors Report letter and Management letter (as applicable).
4. In the past 3 years, has HUD ever deobligated any grant funds awarded to this project?

Yes No

If yes, in no more than ½ page, single-spaced, please indicate the amount, date and reason.

5. Are there any unresolved HUD monitoring findings or outstanding audit findings related to this project?

Yes No

If yes, please attach the written communications between HUD and the project concerning those findings. (Although you are asked to provide 5 copies of other application materials, you need only submit one copy of these communications.)

6. Please indicate with an "X" in column 1, which of the following applies to this project:

Column 1	Of the clients served by the program in the last year (11/1/12 – 10/31/13), HMIS data has been entered on:
	90%+ of the clients
	75% - 89% of the clients
	50% - 74% of the clients
	25% - 49% of the clients
	Less than 25% of the clients

7. Please indicate your agency's level of participation in Continuum of Care-related planning meetings (including HHHC, HHHC committees, HPRP, or other meetings) from November, 2012 – the present.

Name of Planning Body (e.g. committee name)	Number of meetings at least one person from your agency attended

8. Between November 1, 2012 and December 1, 2013, have you surveyed your clients (e.g. written surveys, focus groups, group meeting feedback) regarding their satisfaction with this program?

If yes, please attach copies of the document which summarizes the client feedback.

9. If your project failed to meet the minimum performance goals in your 2012 APR, please describe (in no more than ½ page, single-spaced) how your project is changing to improve success rates.

PERMANENT HOUSING: 85% of project participants remain housed for 6 months

TRANSITIONAL HOUSING: 70% of project participants exit the project for permanent housing

10. Please describe (in no more than ½ page, single-spaced) your project's efforts to connect project participants with mainstream resources. In particular, please indicate whether participants receive financial literacy and employment assistance.

HUMBOLDT HOUSING AND HOMELESSNESS COALITION HUD CONTINUUM OF CARE PROGRAM

2013 NEW PROJECT SCORING MEASUREMENTS

Project Name: _____

Reviewer: _____

I. Overview

Factor	Possible Points	This Score
1. Project's Work is Consistent with Community Needs	30	
2. Project Readiness	25	
3. Budget and Cost Effectiveness	10	
4. Agency Capacity	20	
5. Leverage	15	
Total	100	

II. Detail

1. Project's Work is Consistent with Community Needs (30 points possible)

	Possible Points	Project Score
Continuum Priorities:		
New permanent housing: leasing, rental assistance and operations, not acquisition, rehabilitation or new construction	15	
New permanent housing: acquisition, rehabilitation or new construction	5	
<i>Permanent Supportive Housing must serve 100% chronically homeless persons.</i>		
<i>Rapid Rehousing must serve families coming from the streets or emergency shelter.</i>		
The extent to which this project uses its grant toward "housing	15	

activities” versus supportive services. “Housing activities” are leasing, rental assistance, construction, rehabilitation, acquisition, housing operations. Threshold = 80% housing activities 80-85% housing activities = 6 pts. 86-90% housing activities = 9 pts. 91-95% housing activities = 12 pts. 96-100% housing activities = 15 pts.	points	
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2. Project Quality, Appropriateness and Project Readiness (25 points possible)

Consider the overall design of the project in light of its outcome objectives, and the Continuum of Care’s goals that permanent housing programs for homeless people result in stable housing and increased income (through benefits or employment).

Threshold Criteria: The project will be ready to start by HUD’s statutory deadlines.

- Projects **NOT** receiving construction, acquisition, or rehabilitation funding:
Demonstrate site control within one year of grant award letter
- Projects receiving construction, acquisition, or rehabilitation funding:
Demonstrate site control within two years of *announcement of funding awards (not signing grant award letter)*
- Begin construction within 9 months of grant award letter and complete within 24 months of grant award letter
- Begin supportive services or operations in the building within 3 months after complete construction/rehabilitation
- Commence all activities which can be conducted independent of construction within 12 months of grant award letter

	Possible Points	Project Score
Program design includes provision of appropriate supportive services. Consider: Is the project staffed appropriately to provide the services? Are staff trained to meet the needs of the population to be served? Does the program include involvement of clientele in designing and operating the program? Does the method of service delivery described include culture-	5 points	

<p>specific/sensitive elements? Do program materials reflect cultural competency? Does the program demonstrate a plan for programmatic accessibility to those with disabilities?</p>		
<p>Program outcomes are realistic but sufficiently challenging given the scale of the project. Outcomes are measurable and appropriate to the population being served.</p> <p>Minimally project outcomes should include 80% maintaining permanent housing for at least 6 months and at least a 10% increase in income through benefits or employment.</p>	5 points	
<p>Housing where participants will reside is fully described and appropriate to the program design proposed.</p> <p>Consider: Is the project staffed appropriately to operate the housing? Are staff trained to meet the needs of the population to be served? Will the program be physically accessible to persons with disabilities?</p>	5 points	
<p>Linkages to other services or agencies are described, and confirming letters of support provided.</p>	5 points	
<p>The project has policies and procedures to ensure that all homeless clients will be individually assisted to identify, apply for and obtain benefits under mainstream health and social service programs.</p> <p>Consider: Does the <i>agency</i> demonstrate a track record of enrolling clients in all mainstream services for which they are eligible?</p>	5 points	

**3. Budget and Cost Effectiveness
possible)**

(10 points

	Possible Points	Project Score
Is program cost-effective compared to other new permanent housing applications?	8	
Is budget clearly articulated, with no unnecessary or unexplained items?	2	

**4. Agency Capacity
possible)**

(20 points

	Possible Points	Project Score
<p>Does the agency have the expertise, staff, procedural, and administrative structure needed to meet all grant audit, administrative, and reporting requirements?</p> <p>Consider: Any outstanding HUD findings and/or financial audit findings. Does the application packet that was submitted reflect an agency with capacity that is sufficient to carry out the HUD administrative requirements?</p>	7	
<p>Has the agency submitting this application demonstrated, through past performance, the ability to successfully carry out the work they propose and has it successfully served homeless people as a particular group?</p> <p>Consider: The experience of the agency in handling a like-project (e.g. if the project will involve relocation of tenants, what experience does the agency have with relocation). Has it successfully handled federal or other major grants of this size without difficulty or problems? Are there outstanding HUD findings (regarding another project) and/or financial audit findings? Has HUD deobligated any of the agency's other program grant funds? Are the agency's HUD grant funds being drawn down regularly throughout the grant year?</p>	7	
<p>Does the agency participate in Continuum of Care-related planning meetings?</p>	6 points	

5. Leverage

(15 points possible)

Leverage Amount	Possible Points	This Score
<p>3 x grant request = 15 points 2 x grant request = 10 points = grant request = 5 points Less than grant request = 0 points</p>	15 points	

HUMBOLDT HOUSING AND HOMELESSNESS COALITION HUD CONTINUUM OF CARE PROGRAM

NEW PROJECT SUPPLEMENTARY INFORMATION

PLEASE ANSWER THE FOLLOWING QUESTIONS USING THIS FORM.

SUBMIT 5 COPIES OF THIS FORM TO NICK VOGEL AT 930 6TH ST., ROOM 203, EUREKA, CA 95501 BY NOON ON JANUARY 3, 2014 ALONG WITH OTHER APPLICATION MATERIALS. PLEASE ALSO EMAIL AN ELECTRONIC COPY TO ASHLEY HART MCINTYRE AT ASHLEY@HOMEBASECCC.ORG.

AGENCY NAME:
PROJECT NAME:
CONTACT PERSON NAME:
TELEPHONE:
EMAIL:
FAX:

1. Homeless population to be served. Briefly describe the characteristics and need for housing and supportive services of the homeless population to be served by this project.
2. Supportive services the participants will receive. Please describe:
 - a. What the TYPE (e.g., case management, job training) and SCALE (the frequency and duration) of the supportive services proposed will be to fit the needs of the participants and how the provision of those services will be coordinated.
 - b. WHERE and by WHOM the supportive services will be provided.
 - c. How the program design ensures services are accessible to and accessed by eligible clients.
2. Project outcomes. The goals of the McKinney grant are to help program participants (a) obtain and remain in permanent housing, (b) increase their skills and/or income, and (c) achieve greater self-determination. In order to meet these program goals, each project must develop specific performance measures. In addition, HUD requires that all permanent housing programs work to keep at least 80% of participants in permanent housing for at least six months. Please describe the performance measures you will use in your project to address each of the McKinney goals and how success in meeting these goals will be measured.

4. Timeliness:

a. For Construction/Rehabilitation/Acquisition Funds:

When will you have site control?
 When will construction/rehabilitation begin?
 When will construction/rehabilitation be complete?

b. For Leasing/Rental Assistance, when will units be available for occupancy by tenants?

5. Identify other housing programs for homeless people which you have operated.

6. From your agency's most recent financial audit, please attach a copy of Independent Auditors Report letter and Management letter (as applicable). (Although you are asked to provide 5 copies of other application materials, you need only submit one copy of the letter(s).

7. In the past 3 years, has HUD ever deobligated any grant funds awarded to any of the agency's projects?

Yes No

If yes, in no more than 1/2 page, single-spaced, please indicate the amount, date and reason.

8. Are there any unresolved HUD monitoring findings or outstanding audit findings related to any grant received by your agency?

Yes No

If yes, please attach the written communications between HUD and the project concerning those findings. (Although you are asked to provide 5 copies of other application materials, you need only submit one copy of these communications.)

9. Please indicate your agency's level of participation in Continuum of Care-related planning meetings (including HHHHC, HHC committees, HPRP, MHSA or other meetings) from June, 2011 – the present.

Name of Planning Body (e.g. committee name)	Number of meetings at least one person from your agency attended

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11. Please attach copies (not the originals) of signed leverage letters.
11. Between November 1, 2012 and December 1, 2013, have you surveyed your clients (e.g. written surveys, focus groups, group meeting feedback) regarding their satisfaction with any program in your agency?

If yes, please attach copies of the document which summarizes the client feedback.

PROPOSAL SUBMISSION CHECKLIST: New and Renewal Projects

AGENCY:
PROJECT NAME:

ON OR BEFORE 12:00 P.M. (NOON) ON Friday, January 3, 2014: Hand deliver items listed below to Nick Vogel, 507 F Street, Eureka **AND** submit **1 electronic copy**: Prepare a PDF or Word version of the Project Application (eSNAPS) and Supplemental Application Materials and email these documents to Ashley@HomeBaseCCC.org

<input checked="" type="checkbox"/> Submitted		Number of copies
<input type="checkbox"/>	Electronic copy of Exhibit 2 and Supplemental Application to Ashley@HomeBaseCCC.org	1 copy

NOTE: All copies must be double-sided and *collated!*

<input checked="" type="checkbox"/> enclosed		Number of copies
<input type="checkbox"/>	This Proposal Submission Checklist	1 copy
<input type="checkbox"/>	HUD Project Application (Exhibit 2)	5 copies
<input type="checkbox"/>	Appropriate Supplementary Information	5 copies
<input type="checkbox"/>	Project Applicant from e-snaps	1 copy
<input type="checkbox"/>	Leverage Letters	1 copy

Confirm by checking below that the following documents are submitted to eSNAPS.

<input checked="" type="checkbox"/> Submitted	<input checked="" type="checkbox"/> Not Applicable	Once per APPLICANT (not per application):
<input type="checkbox"/>		Project Applicant Information
<input type="checkbox"/>	<input type="checkbox"/>	HUD Form SF 424-Supplement (OPTIONAL: private non-profits only)
<input type="checkbox"/>	<input type="checkbox"/>	HUD Form 2880
<input type="checkbox"/>	<input type="checkbox"/>	Documentation of Applicant Eligibility (for NEW projects only)
<input type="checkbox"/>	<input type="checkbox"/>	SF-LLL Disclosure of Lobbying Activities (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	Applicant Code of Conduct (if not already on HUD's website)
<input type="checkbox"/>	<input type="checkbox"/>	HUD Form 2994-A You Are Our Client! Grant Application Survey (OPTIONAL)

Contact person's name:
Phone:
E-mail:
FAX: