

**2021  
Seattle King County  
Continuum of Care (CoC) Program Renewal**

**Phase II: Local Application  
Due Tuesday, July 27, 2021 by 11:59pm**

<b>Phase II Application Submission Information</b>
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<b>Submit through ZoomGrants</b>
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Each year, the U.S. Department of Housing and Urban Development (HUD) provides funding for homeless programs authorized under McKinney Vento as amended by the Homeless Emergency and Rapid Transition to Housing (HEARTH) Act through a competitive Continuum of Care (CoC) NOFA process (Notice of Funding Availability). The NOFA details the requirements for all Continuum of Care (CoC) and the individual applicants included in the CoC's application. In preparation for the NOFA, Seattle and King County, on behalf of the Seattle-King County CoC, also conduct an annual local evaluation process.

The Seattle King County 2021 renewal process consists of three parts:

- 1. Phase I – 2021 Seattle King County CoC Program Local Intent to Renew Process** *closed July 2, 2021*  
The Phase I application results in the preliminary CoC performance-based rank order. Project HMIS data was pulled for the operating period **4/1/20 to 3/31/21**. This data will be used to assess project performance according to the key CoC Program indicators affirmed by the Seattle-King County CoC System Performance Committee as part of the 2021 Local Process.
- 2. Phase II – 2021 HUD CoC Program Phase II Application** *due Tuesday July 27, 2021*  
Phase I and Phase II data and information will be used to assess project performance according to the key CoC Program indicators endorsed previously by the System Performance Committee and the CoC Application and Rank Order Committee. Phase II collects the following information:
  - a.** Non-HMIS generated project information related to efficiency/effectiveness measures, one of the rating and review factors necessary to the preliminary rank order; and
  - b.** Other project specific information needed to respond effectively to the NOFA.
- 3. Phase III – Submittal of a 2021 HUD NOFA Project Application** *due TBD (determined by HUD)*  
At the conclusion of the Phase II Application process, projects selected for renewal will be invited to submit a HUD CoC project application.

Please direct your questions via email to [homeless.housing@kingcounty.gov](mailto:homeless.housing@kingcounty.gov).

## 2021 Local Process Guidance

### 2021 Project Review and Tiering

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Each year the U.S. Department of Housing and Urban Development (HUD) releases a Notice of Funding Availability (NOFA), signifying the beginning of a funding competition among Continuum of Care (CoC) across the country. Before the application is submitted to HUD, each CoC is required to hold a local funding process that rates and ranks all projects according to local criteria. This local review determines which project applications will be included in the consolidated application, along with their relative priority. This results in the priority listing.

Here is what to expect with the 2021 NOFA:

- **Tier 1/Tier 2 ranking approach.** All CoC's will again be required to place projects into one of two required "Tiers". Tiers are financial thresholds based on the value of the CoC annual renewal demand minus a percentage reduction (Tier 2) determined by HUD and published in the Federal Register.
- **CoCs must rate and rank projects.** HUD will then apply its own selection priorities to the tiered ranking, especially for project placement in Tier 2. We expect HUD to continue prioritizing the following for 2021:
  - housing type preference (Permanent Supportive Housing and Rapid Rehousing);
  - principles of Housing First (no service participation requirements or preconditions to entry);
  - performance and rapid placement and stabilization in permanent housing; and
  - serving those who are literally homeless, coming from streets or shelter or fleeing DV.
- **Reallocation.** New projects can be created through re-allocation but only to (1) create new Permanent Housing projects, either Permanent Supportive Housing (PSH) projects for chronically homeless, (2) Rapid Rehousing serving homeless individuals and families who come directly from streets or shelter, or (3) a Rapid Rehousing / Transitional Housing Program ("Joint Component").
- **Bonus funding.** If there is sufficient funding to do so, a Bonus will be targeted to projects that further HUD strategic goals. Likely this means *new* Permanent Supportive Housing projects that will serve 100% chronically homeless individuals/families or new Rapid Rehousing serving homeless individuals and families who come directly from streets/shelter or fleeing DV.

### Preliminary Rank Order

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HUD's evaluation and selection process has been focused on how well a CoC demonstrates that its projects and investments align with and help achieve HUD's strategic goals and priorities, especially those related to permanent housing (i.e., permanent supportive housing and rapid rehousing). HUD is focused on individual project and system-wide performance with a strong focus on housing performance. To remain competitive the Seattle King County CoC process must be strategic in the use of CoC Program funding within our community and be prepared for the 2021 national CoC Program competition.

The CoC rank order will be based on individual project scores which are tightly linked to HUD and the Seattle King County CoC priorities. In addition, the CoC reserves the right to consider additional factors that may adjust the final rank. This would be done to achieve a strong and balanced HUD application that achieves local priorities, maximizes points, and thus funding for the entire Continuum. Additional factors that will be considered include:

- The geographic and population diversity of the projects.

- Preserving the ability to serve a spectrum of sub-populations.
  - Young Adults
  - Survivors of Domestic Violence
  - Chronically Homeless persons
- The potential impact of the loss of housing units on the CoC homeless system.
- The opportunity to respond to local CoC priorities and HUD strategic goals for this fund source, including:
  - No or low barrier to housing
  - Serving literally homeless persons
  - Rapid exits to permanent housing or long/term housing stability in permanent housing.

### Local Values

Following are the values and prioritization considerations previously adopted by the CoC. These not only frame CoC Program policies and priorities but will guide development of the FY 2021 Project Priority Listing.

1. To maintain as much HUD Continuum of Care Program funding in our CoC as possible.
2. To promote our goals of reducing racial disparities and making homelessness rare, brief, and one-time in King County.
3. To center leadership of people with lived experience in the planning, programming and evaluation of Continuum of Care services.
4. To promote equitable access and service provision with an intersectional approach, serving the most vulnerable populations in our community, including but not limited to: people living with disabilities, people exiting the foster care system, aging people, people with criminal justice involvement, the LGBTQ+ community, people living with mental illness and substance use, and all immigrant communities.
5. To prioritize projects that:
  - a. Actively participate in the Continuum of Care.
  - b. Help advance the collective goals of the CoC, including addressing racial disproportionality, and achieving equitable outcomes for Indigenous, Black and other People of Color.
  - c. Have movement to permanent housing and subsequent stability as the primary focus.
  - d. Do not replace mainstream resources.
  - e. Work to connect people served with community-based, culturally responsive resources
  - f. Focus on those who are literally homeless (streets, shelter, transitional housing for homeless, and includes people fleeing domestic violence).
  - g. Participate in the HMIS with complete, high quality data per HUD data standards.
  - h. Demonstrate alignment with HUD Housing First standards (including screening, program entry, person-centered services, and termination policies).
  - i. Perform well against HUD Continuum of Care goals and positively impact system performance and equity outcomes.
  - j. Consistently meet and exceed operational standards for spending, match, occupancy, and reporting.
6. To elevate the voices of people with lived experience as experts in the development and implementation of planning, programming and evaluation.

**Sharing Results**

The results of the local Phase I and Phase II process will be used to strengthen our HUD NOFA application and help us to respond to HUD’s announced priorities. The 2021 project rank order status will be determined before we submit the CoC response to the HUD’s FY 2021 NOFA. These preliminary results will be shared with applicants in a community meeting.

**Local Review and Key Indicators**

HMIS data was pulled for the operating period **4/1/20 to 3/31/21**. This data will be used to assess project performance according to the key indicators that populate the APR. Additional efficiency and effectiveness measures will also be considered. The following review elements were approved by the Seattle King County CoC System Performance Committee.

The CoC will assess projects in six categories, outlined as follows:

2021 Indicator Measures	96 points
<b>1. Movement to Housing</b>	
<i>Measured against HUD standards and local performance targets for persons obtaining or maintaining housing.</i>	
<ul style="list-style-type: none"> <li>PSH: % remaining in PSH for at least 12 months</li> </ul>	Up to 15
<ul style="list-style-type: none"> <li>TH: % moving to PH (zero point if less than 50%). Full points to meet/exceed system target of 85%</li> </ul>	
<ul style="list-style-type: none"> <li>RRH: % moving to PH (zero point if less than 50%). Full points to meet/exceed system target of 85%</li> </ul>	
<ul style="list-style-type: none"> <li>Bonus: % TH to PH in 90 days or less</li> <li style="padding-left: 20px;">% PSH moving to other PH destinations</li> <li style="padding-left: 20px;">% RRH moving to PH in 30 days or less</li> </ul>	5
<ul style="list-style-type: none"> <li>Extent to which the project is meeting system expectations for length of stay:                             <ul style="list-style-type: none"> <li>PH: Participants stay at least 12 months or move to other permanent housing</li> <li>TH: The project meets or exceeds performance targets                                     <ul style="list-style-type: none"> <li>– Single Adult Target = 90 days</li> <li>– Family Target = 90 days</li> <li>– Young Adult = 180 days</li> </ul> </li> <li>RRH: Participants meet or exceed system target of 120 days</li> </ul> </li> </ul>	5
<ul style="list-style-type: none"> <li>Extent to which participants exit to a known destination.</li> </ul>	7
<ul style="list-style-type: none"> <li>Extent to which persons who exit homelessness to permanent housing destination return to homelessness meets or exceeds system target for program and population type.</li> </ul>	5
<b>2. Income Progress</b>	
<i>Measures the extent to which participants show positive changes in income</i>	
<ul style="list-style-type: none"> <li>Exits with Earned Income: Extent to which adults in the program exit with employment income</li> </ul>	3
<ul style="list-style-type: none"> <li>Exits with Non-earned income: Extent to which adults in the program exit with cash income from other sources (e.g. TANF, SSDI) or non-cash (e.g. EBT, Medicaid)</li> </ul>	3
<ul style="list-style-type: none"> <li>No Financial Resources: Extent to which no more than 10% of participants exit with “no financial resources” (cash or non-cash)</li> </ul>	3
<b>3. Participant Outreach</b>	
<ul style="list-style-type: none"> <li>Proportion of Households served coming from streets and/or Emergency Shelter</li> </ul>	10

<b>4. HMIS Data Quality/Completeness</b>	
<i>Measures complete/quality data reported in HMIS (this criterion is waived for confidential DV programs).</i>	
<ul style="list-style-type: none"> <li>No more than 5% reported missing/not collected etc., for data in any element (excluding Name, SSN, HIV /AIDS status)</li> </ul>	<b>7</b>
<b>5. HUD / System / Program Component Priority Measure</b>	
<ul style="list-style-type: none"> <li>Program Component Priority:                             <ul style="list-style-type: none"> <li>Permanent Supportive Housing Project = 14pts</li> <li>Rapid rehousing for Families, Individuals, and Young Adults = 12pts</li> <li>Transitional Housing = 8pts</li> </ul> </li> <li>Program Population Priority                             <ul style="list-style-type: none"> <li>100% of units are dedicated / prioritized for Chronically Homeless =3pts</li> <li>100% of units serve Youth and Young Adults= 1pt</li> <li>100% of units operate as “recovery based” housing = 1pt</li> <li>100% of Households are fleeing Domestic Violence or Human Trafficking = 1 pt</li> </ul> </li> <li>Priority Narratives                             <ul style="list-style-type: none"> <li>Housing First/Housing First Narrative = 2pts</li> <li>Program Termination/Low Barrier Housing Narrative = 2pts</li> <li>Consumer Participation/Feedback Narrative = 2pts</li> <li>Racial Equity in Housing Outcomes Narrative = 2pts</li> <li>Housing First/Program Termination Policies= 2pts</li> </ul> </li> </ul>	<b>Up to 26</b>
<b>6. Project Efficiency and Effectiveness Measure</b>	
<ul style="list-style-type: none"> <li>Project Expenditures: Extent to which the project drew down 100% of HUD funds.</li> <li>Occupancy: Extent to which the project maintains capacity/occupancy (zero points if less than 85%). Full points if meet/exceed 95%. Note: RRH scores are determined by move-in rate.</li> </ul>	<b>7</b>

### Deadline and Office Hours Information

Whether you are a direct HUD grantee/recipient or a sub-recipient of the City of Seattle or King County, you must submit your **Phase II: 2021 Local CoC Program Application** by the deadline in order to be considered for inclusion in the Seattle King County consolidated HUD CoC Program application.

- ✓ **A deadline is a deadline.** Submit your Phase II Application via ZoomGrants by **11:59pm on Tuesday, July 27, 2021**. Late responses will *not* be reviewed and the project will be ranked in a non-competitive position and placed at the bottom of the local priority rank order.
- ✓ **Start early.** Join the CoC Application Team for **“Office Hours” on Tuesday, July 20 at 10:30**. This meeting is optional.

2021 Local Process Timeline		
Fri, July 2, 2021	<b>DEADLINE</b>	<b>Phase I: Intent to Renew</b> submit via ZoomGrants
Tues, July 13, 2021 <i>from 1:00-2:00pm</i>	<b>MEETING</b> required, all	<b>Mandatory HUD CoC Program NOFA Workshop for Renewal</b> <a href="https://kingcounty.zoom.us/j/91279731895">https://kingcounty.zoom.us/j/91279731895</a> Meeting ID: 912 7973 1895 Passcode: 460493 To call in only, dial +1 253 215 8782
Tues, July 13, 2021		<b>Phase II: Local Application for CoC Program Renewal Grants</b> <b>OPEN</b> via ZoomGrants
Tues, July 20, 2021 <i>from 10:30-11:00am</i>	<b>MEETING</b> optional	<b>Phase II: Local Application Office Hours</b> <a href="https://kingcounty.zoom.us/j/91929710626">https://kingcounty.zoom.us/j/91929710626</a> Meeting ID: 919 2971 0626 Passcode: 630662 To call in only, dial +1 253 215 8782
July 27, 2021 <i>by 11:59pm</i>	<b>DEADLINE</b>	<b>Phase II: Local Application for CoC Program Renewal Grants</b> submit via ZoomGrants
June 1, 2021 - TBD		CoC Application Team to: <ul style="list-style-type: none"> <li>- review HMIS Data and Phase II information; and</li> <li>- prepare preliminary score-based renewal rank order</li> </ul>
TBD*	<b>MEETING</b> required, all	<b>Phase III: HUD Application HUD CoC Program NOFA Workshop for All</b>
TBD*	<b>MEETING</b> required, Direct Grantees only	<b>Phase III: Accessing the 2021 NOFA Application in e-snaps and Preparing Your HUD Application - Training Workshop</b>
TBD*	<b>DEADLINE</b>	All CoC Application program applications complete and ready for submittal to e-snaps: <ul style="list-style-type: none"> <li>- Upload federal forms/current 501(c)(3) documents</li> <li>- Direct Grantees only: submit complete pdf of e-snaps application</li> </ul>
TBD*	<b>MEETING</b> optional	<b>2021 CoC Presentation of Final Priority Rank Order</b> All projects notified of final CoC Application Project Listing results
TBD* September X, 2021	<b>DEADLINE</b>	<b>2021 Seattle King County NOFA Application Due to HUD</b>
<p><b>* Dates and activities will be determined subject to HUD’s release of the 2021 HUD NOFA.</b> <i>All notifications or requests will come via email; be responsive to all CoC Program Alerts!</i></p>		

## 2021 CoC Program NOFA Project Application Process Guidance

### Be Ready for Your HUD NOFA Application:

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You will be notified as soon as the 2021 HUD CoC Application is available in e-snaps. This is expected to happen during July. Your HUD Application and Certifications will be due soon after. Timelines are very short and quick turn-around is essential to meet the HUD deadline.

All projects will be expected to complete their applications using e-snaps, HUD's online application tool. Seattle and King County staff do this for their project sub-recipients. Those who contract directly with HUD for project funding (i.e., direct grantees) are responsible for submitting their "CoC Program" renewal application into e-snaps.

#### **A Note to Direct Grantees: Don't wait—review now!**

The HUD electronic application system e-snaps is not ready for the 2021 applications yet. Use this time to get ready. You will have limited time once the process starts.

- **Get ready early.**
  - Determine who is responsible for submitting the electronic application(s) and ensure they can access e-snaps. This means reviewing your *usernames* and *passwords* to ensure they are active.
  - Review your Applicant Profile in e-snaps and update accordingly. This is especially important if there have been changes including a new Executive Director, Agency name change, address changes, etc.
- **Ensure the accuracy of information in your most recent e-snaps Application (i.e., FY 2019) to prepare for 2021.**
  - Review your budget. Did your budget change during the 2020 HUD Grant Agreement process? Did you add a new activity or increase/decrease FTE staffing to your services budget?
  - Did anything else change that must be brought forward for 2021?

REMINDER: Additional training will be provided to direct HUD grantees when the NOFA is released to help make sure the electronic application process goes as smoothly as possible, especially for first time users.