



**KCRHA**  
King County Regional Homelessness Authority

**2023 Seattle-King County  
Continuum of Care (CoC) Program Renewal Overview**

**Phase II: Local Application**

**Due Monday, August 28, 2023 by 11:59pm PST**

**Phase II Application Submission Information**

**2023 Phase II Application  
Submit documents through PDF to  
[coc.questions@kcrha.org](mailto:coc.questions@kcrha.org)**

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) NOFO process (Notice of Funding Opportunity). The NOFO details the requirements for all Continua of Care (CoC) and the individual applicants included in the CoC's application. In preparation for the NOFO, Seattle and King County, on behalf of the Seattle-King County CoC, also conducts an annual local evaluation process.

The Seattle-King County 2023 renewal process consists of three parts:

**1. Phase I – 2023 Seattle-King County CoC Program Local Intent to Renew Process closed May 2023.**

The Phase I application results in the preliminary CoC performance-based rank order. Project HMIS (Homeless Management Information System) data was pulled for the operating period **4/1/22 to 3/31/23**. 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 2023 Local Process.

**2. Phase II – 2023 HUD CoC Program Phase II Application due Monday August 28, 2023 by 11:59PM PST**

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 Workgroup. 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 NOFO.

**3. Phase III – Submittal of a 2023 HUD NOFO Project Application due August 28, 2023**

HUD requires all projects selected for renewal to submit all materials for the HUD CoC project application to the CoC no later than 30 days prior to the NOFO deadline of September 28, 2023, and the completed application must be publicly published no later than September 26, 2023.

Please direct your questions via email to [coc.questions@kcrha.org](mailto:coc.questions@kcrha.org).

# 2023 Local Process Guidance

## 2023 Project Review and Tiering

---

Each year the U.S. Department of Housing and Urban Development (HUD) releases a Notice of Funding Opportunity (NOFO), signifying the beginning of a funding competition among Continua 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 2023 NOFO:

- 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 (ARD) minus a percentage reduction (Tier 2) determined by HUD and published in the Federal Register. Tier 1 will be 93% of the ARD.
  
- 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. HUD is prioritizing the following for 2023:
  - Ending homelessness for all persons;
  - Using a Housing First approach (no service participation requirements or preconditions to entry);
  - Reducing unsheltered homelessness;
  - Improving system performance;
  - Partnering with housing, health and service agencies;
  - Advancing racial equity and enhancing access and support for LGBTQ+ participants;
  - Involving people with lived experience of homelessness; and
  - Increasing the affordable housing supply.

## Preliminary Rank Order

---

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 housing first and equity. HUD is focused on individual projects 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 2023 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; and
  - 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:
  - The degree to which projects have identified any barriers to participation (e.g., lack of outreach) faced by persons of various races and ethnicities; particularly those over-represented in the local homelessness population, and are taking or will take steps to eliminate the identified barriers;
  - No or low barrier to housing;
  - Serving literally homeless persons; and
  - Rapid exits to permanent housing or long/term housing stability in permanent housing.

## Local Values

The following are the values and prioritization considerations voted for adoption or adjustments by the CoC Advisory Committee on April 5, 2023. These not only frame CoC Program Policies and Priorities but will guide the development of the FY 2023 Project Priority Listing.

1. Center our theory of change - If we create a homelessness response system that centers the voices of people who have lived experience of homelessness, then we will be able to focus on responding to needs and eliminating inequities, in order to end homelessness for all - in the planning, programming and evaluation of Continuum of Care services.
2. Promote our mission to significantly decrease the incidence of homelessness throughout King County, using equity and social justice principles.
3. Promote equitable access and service provision with an intersectional and anti-racist approach, serving those who are historically marginalized and disproportionately impacted by the experience of homelessness in our community, including but not limited to: the Black, Indigenous, Pacific Islander, Latine and Asian communities; the Lesbian, Gay, Bisexual, Trans, Queer/Questioning, Intersex, Asexual, Two Spirit communities (LGBTQAI2S+); the Trans community<sup>1</sup>; people living with disabilities; people with foster care system involvement; the Elder community; people with carceral system involvement; people living with behavioral health conditions and substance use disorders; and all immigrant and refugee communities.
4. Develop a “culturally responsive system [that] values diversity, understands differences and develops services and supports to meet the unique needs of each community.”<sup>2</sup>
5. Maximize our community response to homelessness while aiming to maintain as much HUD Continuum of Care Program funding in our CoC as possible.
6. Grow a proactive, accountable system through ethical practice - including partners to be transparent with their use of CoC funds - guided by transparency to those we serve to ensure funding is clearly and thoughtfully allocated.
7. Promote human-centered well-being and partnerships with a Housing First and Harm Reduction approach instead of further displacement or the criminalization of our unhoused neighbors.
8. Prioritize projects that:
  - a. Elevate the voices of people with lived experience as experts in the development and implementation of planning, programming, and evaluation;
  - b. Focus on those who are literally homeless (streets, shelter, transitional housing for youth and veterans, vehicle residents, and includes people fleeing and attempting to flee domestic violence, sexual assault, and stalking;
  - c. Actively participate in the Continuum of Care through demonstrable racial equity and social justice-oriented practices that center community and are in alignment with values of community accountability, housing first, trauma-informed care, harm reduction, prevention, and whole person wellbeing through focusing on what is meaningful to the individual;
  - d. Demonstrate commitment to power-sharing and deference to people with lived experience in organizational design and policy development processes through actions such as dedicated board seats or management positions;
  - e. Advance as a collective the goals of the CoC, including addressing racial disproportionality and achieving equitable outcomes for Indigenous, Black, Pacific Islanders and other people of color, trans individuals, broader LGBTQAI2S+ communities, and people living with disabilities;
  - f. Advance as a collective the goals of the CoC to support our Elder community - which is the largest growing population of those experiencing and at-risk of homelessness - to access dignified, appropriate housing to thrive as they age.

- g. Have positive outcomes, as defined by the participant, to permanent housing and subsequent stability, including economic stability, as the primary focus;
- h. Do not replace mainstream resources such as federally funded health insurance, cash benefits, and other federally funded behavioral health services;
- i. Work to connect people served by CoC-funded programs with community-based, culturally responsive<sup>3</sup> resources;
- j. Participate in the Homeless Management Information System with complete, high-quality data per both local metrics and HUD data standards;
- k. Demonstrate alignment with HUD Housing First standards<sup>4</sup> (including screening, program entry, person-centered services, and termination policies);
- l. Perform well against HUD Continuum of Care goals and positively impact local system performance and equity outcomes;
- m. Consistently meet and exceed operational standards for spending, match, occupancy, and reporting.

## Local Review and Key Indicators

HMIS data was pulled for the operating period **4/1/22 to 3/31/23**. This data will be used to assess project performance according to the key indicators that populate the Annual Performance Review (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:

2023 Indicator Measures	95 points
1. Movement to Housing: Measured against HUD standards and local performance targets for persons obtaining or maintaining housing.	
<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 points 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:               <ul style="list-style-type: none"> <li>○ % TH to PH in 90 days or less</li> <li>○ % PSH moving to other PH destinations</li> <li>○ % RRH moving to PH in 30 days or less</li> </ul> </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
2. Income Progress: Measures the extent to which participants show positive changes in income	
<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: Measures complete/quality data reported in HMIS (this criterion is waived for confidential DV programs).</b>	
<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>	7
<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 Persons =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 Sex 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>Participant Participation/Feedback Narrative = 2pts</li> <li>Equity Narrative = 2pts</li> </ul> </li> </ul>	Up to 25
<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>	7



## Community Meeting/Sharing Results

---

The results of the local Phase I and Phase II process will be used to strengthen our HUD NOFO application and help us to respond to HUD's announced priorities. The 2023 project rank order status will be determined before we submit the CoC response to the HUD's FY 2023 NOFO. These preliminary results will be shared with applicants in a community meeting on **Wednesday, September 13, 2023**.

## 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: 2023 Local CoC Program Application** by the deadline 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 materials via SmartSheets by **11:59pm on Monday, August 28, 2023**. 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 “**Virtual Office Hours**” on Friday, **August 11th from 2:00-3:00pm**. This meeting is optional.

## 2023 CoC NOFO Local Process Timeline

Please be responsive to all CoC Program Alerts! All notifications or requests will come via email.

<b>May 31, 2023 – Completed</b>	<b><u>DUE DATE:</u> 2023 Notice of Intent to Renew Funding and FY22 Match Letters</b> <i>May 31, 2023 by 11:59pm via SmartSheets</i>
<b>August 4, 2023</b>	<b>Advertise Local Process Notice of Available Funding (NOFA)</b> <i>This includes any FY23 NOFO Bonus and reallocation funds</i>
<b>August 10, 2023</b>	<b>2023 Mandatory HUD CoC Program NOFO Workshop or Renewal</b> <b>Thursday, August 10, 2023 from 10:00am to 11:30am</b>
	<b>2023 HUD CoC Program NOFO Information Session for Bonus Funds</b> <b>Thursday, August 10, 2023 from 1:00pm to 2:30pm</b>
<b>August 11, 2023</b>	<b>2023 Phase II Application Office Call-in Hours via Microsoft Teams</b> <i>Friday, August 11, 2023 from 2:00pm to 3:00pm</i>
	<b>Training Workshop CoC Project Application--Direct Grantees Only:</b> Accessing the 2023 NOFO Application in e-snaps and preparing your HUD application
<b>August 28, 2023</b>	<b><u>DUE DATE:</u> Phase II Application: 2023 CoC Program Renewal &amp; Bonus Grants</b> <i>Monday, August 28, 2023 by 11:59pm PST via PDF Doc</i>
<b>August 24-31 2023</b>	<b><u>RHA staff will:</u></b> <ol style="list-style-type: none"> <li>1. Review HMIS Data and Phase II information; and</li> <li>2. Prepare preliminary renewal rank order based on system performance</li> </ol>
<b>August 31, 2023</b>	<b><u>DUE DATE:</u> All CoC program applications complete and ready for submittal to e-snaps:</b> <ul style="list-style-type: none"> <li>★ Upload federal forms/current 501c.3 documents</li> <li>★ Complete and submit PDF of e-snaps application (direct grantees only)</li> </ul>
<b>August 30-September 11 2023</b>	<b>2023 CoC Rating and Ranking Committee</b> <ul style="list-style-type: none"> <li>★ Committee reviews and rates all renewal, reallocation, and bonus applications</li> </ul>
<b>September 13, 2023</b>	<b>2023 CoC Program Community Meeting (15-days prior to HUD deadline)</b> <ul style="list-style-type: none"> <li>★ Presentation of final priority rank order</li> <li>★ All projects notified of final CoC Application Project Listing results</li> </ul>
<b>September 26, 2023</b>	★ <b>2023 Seattle-King County NOFO Application Publicly Posted</b>
<b>September 28, 2023</b>	★ <b>2023 Seattle-King County NOFO Application Publicly Posted Due</b>

## 2023 CoC Program NOFO Project Application Process Guidance

---

### **Be Ready for Your HUD NOFO Application:**

You will be notified as soon as the 2023 HUD CoC Application is available in e-snaps. This is expected to happen during August. Your HUD Application and Certifications will be due soon after. Timelines are very short and a 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 2023 applications yet. Use this time to get ready. You will have limited time once the process starts.

- Get ready.
  - 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 2023) to prepare for 2023.
  - Review your budget. Did your budget change during the 2022 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 2023?

**REMINDER:** Additional training will be provided to direct HUD grantees **Friday, August 11** to help make sure the electronic application process goes as smoothly as possible, especially for first time users.