

**Oregon**  
**CoC 502-Medford/Ashland/Jackson County**  
**2016 CoC Program Pre-Application: RENEWAL**

**1.0 Introduction**

The primary purpose of this *required* COC NEW PROJECT pre-application is to provide the formal HTF Core Group an in-depth look at the projects in order to complete the rating and ranking process (R&R) and provide advice to HTF Leadership in prioritizing projects in the funding competition’s Tier 1 and Tier 2 divisions. Secondly, completing this application will assist grantees in completing the project’s actual project application submission into eSNAPs once it is reviewed and approved by Lindsey Miller at ACCESS and the HTF Core Group.

Promptly begin working through the questions as soon as you can and do not wait until shortly before the deadline. With attention to the subsequent work that will be required of the Homeless Task Force and the HTF Core Group, the deadline of July 13, 2016 will be unforgiving and not subject to extension.

*The following formal topic areas comprise the focus of this pre-application (and scoring criteria document):*

<i>2016 Scored</i>	<i>Points Available</i>
<i>Renewal Pre-Application/Program Administration</i>	25
<i>Homeless Management Information System (HMIS)/ServicePoint (SP) Participation</i>	27
<i>Standard Performance Measures</i>	25
<i>Engagement in HTF Activities</i>	23
<i>Total</i>	<i>100</i>

**2.0 Deadline and Submission Contact**

The pre-application (including required attachments) must be submitted via email to the HTF 2016 CoC Program Application Coordinator, Lindsey Miller, at [lmiller@accesshelps.org](mailto:lmiller@accesshelps.org) no later than close of business **Wednesday, July 13, 2016**. **INCOMPLETE SUBMISSIONS WILL NOT BE ACCEPTED PAST THE DEADLINE UNLESS EXTREME NEED EXISTS AND REQUEST HAS BEEN MADE AND APPROVED PRIOR TO DEADLINE.**

Contact Lindsey Miller at 541-774-4330 or [lmiller@accesshelps.org](mailto:lmiller@accesshelps.org) if you have any questions. Please do not add additional rows to the form; narrative areas (space below the questions) will expand as needed.

**3.0 HOW TO APPLY**

**Step 1**

It is the responsibility of grantees to review, read, and understand the updated 2016 Funding NOFA and understand its requirements and information related directly to your project’s renewal and the submission of your pre-application to the CoC Project application Coordinator by the **Wednesday, July 13, 2016**, deadline.

**Step 2**

Complete the COC Pre-Application. E-mail completed CoC Pre-Application with required attachments (including most recent APR) to the HTC CoC Project Application Coordinator, Lindsey Miller, at [lmiller@accesshelps.org](mailto:lmiller@accesshelps.org) by Wednesday, July 13<sup>th</sup> 2016 at 5pm. **Incomplete or incorrectly filled-out applications will be at risk of funding loss via reallocation in the rating and ranking process.** The HTC CoC Project Application Coordinator will review all

submissions for completeness and subsequently notify grantees of this step prior to forwarding pre-application materials to the HTF Core Group for formal review.

### **Step 3**

The HTF Core Group will review all submitted and accepted CoC pre-applications, complete the R&R process, and notify grantees individually of status and approval to begin the eSNAPs project application submittal.

Please access CoC Competition information on the OneCPD website: <https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/>. *Web information and training materials are in development for the 2014 funding competition. Additional links may be provided during the competition process.*

**NOTE:** As in previous years, the CoC Project Application Coordinator will not have ability to access project-specific information once the eSNAPs process begins. In the event you become ‘stuck’ while working in the screens, you will need to work through the training guide step-by-step. Basic familiarity with each screen’s information before you start working will go a long way in ensuring as seamless and reasonably minimized stress-free process as possible.

Complete your Applicant’s Profile section of eSNAPs.

**NOTE:** Should errors in the project application require correction *after* the project application is submitted in eSNAPs, the process to reopen the project application screens will be time-intensive. **Please** provide a PDF copy of the eSNAPs project application to the CoC Project Application cCoordinator **prior to formal and final submittal** of the eSNAPs application. **Do not** hit the final ‘submit’ button until the PDF has been reviewed.

### **Step 4**

If your project is selected for full submittal and the ‘green’ light is given to proceed into eSNAPS, you will be required to complete the HUD project application and any other applicable HUD-required forms (SF 424 and SF 2880).

**The deadline for final Submission – after PDF review – is: September 14, 2016.**

QUESTIONS? Please contact Lindsey Miller at 541-774-4330 or [lmiller@accesshelps.org](mailto:lmiller@accesshelps.org)

**Thank you for participating in the 2016 HUD Funding Competition**

## 2016 Questionnaire for RENEWAL projects expiring in 2017

### AGENCY INFORMATION

Agency Name			
Agency Type	<input type="checkbox"/> Non-profit <input type="checkbox"/> Public Housing Authority <input type="checkbox"/> Other Unit of Local Government <input type="checkbox"/> State Government		
Address:			
Mailing Address (if different)			
Primary Contact Name		Secondary Contact Name	
Primary Contact Phone		Secondary Contact Phone	
Primary Contact Fax		Secondary Contact Fax	
Primary Contact Email		Secondary Contact Email	

### PROJECT INFORMATION

Project Name:	
HUD Approved Proposed Numbers for this Project: <i>(should match project application worksheet/GIW)</i>	Total Units/Households _____ Total Beds/Persons _____ Total Chronically Homeless Beds _____
Project Component:	<input type="checkbox"/> Permanent Supporting Housing (PSH) <input type="checkbox"/> Rapid Re-Housing (PH-RRH) <input type="checkbox"/> Transitional Housing (TH) <input type="checkbox"/> Supportive Services Only (SSO) <input type="checkbox"/> Homeless Management Information System (HMIS)
Grant Term is for 1 year	All grants are eligible for a one-year renewal term
Which counties will be served by this project?	

### PROGRAM ADMINISTRATION

*(These questions may include review of HUD's monthly grantee experience reports.)*

<p><b>1. Does the applicant have any existing HUD McKinney-Vento grants (including CoC and ESG grants) with any <u>unresolved</u> monitoring (HUD experience) or audit findings (A-133 or general accounting-level audit)?</b></p> <p>Yes _____ No _____</p> <p>If yes, please explain these findings and any applicable corrective actions. <b>Maximum 650 words; response space will expand as you type</b></p>	
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**MANAGEMENT INFORMATION SYSTEM (HMIS)/ServicePoint (SP) PARTICIPATION**

For renewal projects, APR and DCRC submitted with pre-application will be reviewed for this section’s scoring (questions correspond to Section B in the Scoring Criteria document.)

Is your agency able to run data completeness report cards? Yes \_\_\_\_\_ No \_\_\_\_\_

What is the grade for the timeframe of July 1, 2015, through June 30, 2016? \_\_\_\_\_

If the grade is lower than A, what is the plan for improving performance? **Maximum of 100 words; response space will expand as you type**

**PROJECT ACCOMPLISHMENT SUMMARY**

Please provide a brief summary of what your agency accomplished with CoC project dollars in the prior grant year and if funds were fully expended. If funds were not fully expended please provide an explanation as to why.

[Empty box for Project Accomplishment Summary]

**STANDARD PERFORMANCE MEASURES** (These questions most closely correspond to Section C in the Scoring Criteria document.)

Permanent Housing: From APR Q36a – Performance Measures  
 Transitional Housing/SSO: From APR Q36b – Performance Measures

Performance Measure	Target # of persons who are expected to accomplish this measure
1 – Housing Stability	
2a – Total Income	
2b – Earned Income	

Other than HUD’s required measures, will additional performance measures be developed for your project? *Won’t affect scoring in any way; for CoC purposes only at this time.*

Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, please list (*space will expand as you type*):

**DESCRIPTION and RESPONSIVENESS TO NOFA**

*Project Description (no formal score; for informational purposes only) Will be found in 2016 eSNAPS project application/CoC pre-application; should remain consistent with original eSNAPS project application. Inclusion here aids Coordinator in reviewing draft project applications against most current information.*

**Maximum 200 words:** *If your project could benefit from better explanation, please add here (Changes to project scope, population served, etc. could require CoC/perhaps HUD prior approval).*

*Note: recent project updates from TH to PH-RRH are appropriate to add here.*

**AGENCY/PROJECT COMMUNITY INVOLVEMENT**

**Experience/Capacity to Carry Out Project - Maximum 300 words** – *response space will expand as you type (no formal score)*

**Describe the experience of your agency (and any partner agencies that will be involved in the project) as it relates to providing housing and supportive services for homeless persons and carrying out the activities of the project. What agencies are you partnering with to assist participants to obtain self-sufficiency? What other mainstream services will be utilized in working with participants?**

**1. How often does your agency participate in local CoC-wide planning committees?**

Monthly \_\_\_\_\_ Quarterly \_\_\_\_\_ Bi-monthly \_\_\_\_\_ Every six months \_\_\_\_\_ Annually \_\_\_\_\_

**List the planning groups in which your agency regularly participates (local, regional, 10-year plan, housing network, etc.)**

**2. Does your agency participate in local Veteran’s Stand Down events? Yes \_\_\_\_\_ No \_\_\_\_\_**

**3. Is your agency leading a local Veteran’s Stand Down event? Yes \_\_\_\_\_ No \_\_\_\_\_**

**4. Does your agency participate in local Homeless Connect events? Yes \_\_\_\_\_ No \_\_\_\_\_**

**5. Is your agency leading a local Homeless Connect event? Yes \_\_\_\_\_ No \_\_\_\_\_**

6. During the past year, did your agency participate in any local community/agency annual needs/gaps analyses specific to or including homelessness? Yes No

Please list any local needs/gaps analyses documents available to your local agency:

## AGENCY ENGAGEMENT IN HTF ACTIVITIES

*Maximum 400 words (including words in questions); response space will expand as you type*

1. Was your agency active in the HTF in the past 12 months (attendance at the regularly scheduled meetings, serving on subcommittees, etc.)?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please describe.

2. Does your agency plan to increase its participation in HTF activities in the next 12 months?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please describe the plan to increase activity.

3. Was your agency's January 2015 point-in-time (PIT) count data submitted by deadline? Yes \_\_\_ No \_\_\_

If no, what were the issues experienced and how were they ultimately addressed?

4. Did your agency complete the point-in-time count submission for your area? Yes \_\_\_\_\_ No \_\_\_\_\_

What is that service area? List area/project: \_\_\_\_\_

If no, which agency did complete the submission for your area?

Did your organization complete submission of the Housing Inventory Chart (HIC)? Yes \_\_\_\_\_ No \_\_\_

If no, which agency did complete the submission for your region?

Did your agency submit required information by their deadline?

What issues were experienced in the process and how were they addressed?

## 5.0 SUBMISSION OF PRE-APPLICATION CHECKLIST

Prior to submitting your COC Pre-Application by the deadline, July 12, 2016, to Lindsey Miller, [lmiller@accesshelps.org](mailto:lmiller@accesshelps.org) please double- and triple-check that you:

- ✓ Have answered all relevant questions fully and within guidelines
- ✓ Have reviewed the submission documents fully for accuracy
- ✓ Will submit all documents by the deadline