

# 2008 Evaluation Instrument Training

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## New Projects





## Outline

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- 2007 SuperNOFA debriefing
- 2008 Indiana Balance of State project evaluation process
- Electronic submission for 2008 SuperNOFA

# 2007 SuperNOFA Debriefing

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## 2007 Competition Highlights (National)

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- Requested: \$1.4 billion for 6,266 projects
  
- Awarded: \$1.3 billion to 5,911 projects
  
- Amount Awarded Represents:
  - 93% of funding requests
  - 94% of project requests



## 2007 National Scores and Funding

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- High Score was 98.5
- Funding Line was at least 90.25
- 449 CoCs were funded
- 5911 Projects funded
- 199 CoCs received Samaritan Bonus funds, for \$94 million



# Indiana Balance of State Scores and Performance for 2007

Scoring Category	Maximum Score	CoC Score
I. CoC Organizational Structure	8.00	8.00
II. Housing Need		
○ Needs	7.00	6.50
○ HMIS	5.00	4.75
III. CoC Strategic Planning	10.00	8.75
IV. CoC Performance		
○ Performance	16.00	15.50
○ Removal of Regulatory Barriers	2.00	2.00
V. Emphasis on Housing Activities	12.00	9.00
Need Points	40.00	40.00
<b>Total</b>	<b>100.00</b>	<b>94.50</b>

# Indiana BOS Project Review Process for 2008

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## Projects that can apply for SuperNOFA funds

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- All projects previously funded by the IACH that will expire in calendar year 2009
- All new projects that provide Permanent Housing
  - Must have submitted a Letter of Interest and invited to submit a full application
- Shelter + Care projects do not need to respond to the Stage I application



# New Process

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- Letter of Interest for new projects
  - Permanent supportive housing projects
  - Serving 100% Chronic Homeless
  - Shelter Plus Care
- Pre-application process
  - Application
  - Evaluation
- All existing project renewals are for one year
  - Funds released by this process will be used to fund new projects



# Process for New Projects

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- Step I: LOIs submitted by new projects
- Step II: Approved LOIs should submit Stage I applications
- Step III: Review of Stage I applications
- Step IV: Submit HUD Exhibit II upon release of HUD SuperNOFA



# 2008 Evaluation Time Frame

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- Submission Deadline: April 15th at 5pm
  - Electronic applications should be sent prior to deadline and in one integrated Adobe file
- May 2008: Review of Evaluation Instruments and Release of Scores
- May 2008: Appeals Process
  - All agencies have 10 days to appeal scores
- June 2008: Final Scores Released
  
- Public Ranking Meeting, HUD application deadlines and HUD Training sessions TBD, depending on the release of the NOFA



# Ranking Policies and Process

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- All projects must meet threshold
- The projects are scored using the evaluation tool
- The priority chart will have the following order and scored within each region
  - Permanent Housing
  - Transitional Housing
  - Supportive Services Only
- New projects are ranked first according to score
- Tie-breaker determined by the project to Housing to Services ratio

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# Ranking Policies and Process

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- New projects meeting threshold and targeting 100% Chronic Homeless will be considered for the Samaritan Initiative
  - The highest scoring project will be ranked as Priority 1
  - The remaining projects will be ranked according to score with other PH projects
- Projects scoring below 32 points will be asked to submit an improvement plan but will be included on the priority list

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# Ranking Policies and Process

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- If the project priority list exceeds the pro rata share, the lowest scoring SSOs will be removed from the list
- If the project priority list is less than the pro rata share, the highest scoring PH projects will receive additional years of funding
- The Project Prioritization Chart must be approved by the IAC. This will be an open meeting.
- The IAC reserves the right to make final decisions to ensure a competitive application.



# Agency and Project Information Threshold Requirements

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- Application uses the Exhibit 2 format of 2007 plus
- Threshold Criteria
  - New Applications
  - Renewal Projects



## Threshold Criteria: New Projects

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- Proposed Project must be for permanent housing
- Must have 501(c)3 status or be a unit of local government
- Must meet all HUD eligibility criteria
- No history of performance findings with HUD or State
- Project must be consistent with Consolidated Plan
- Project must be ready to proceed within the calendar year
- Supportive services are capped at 20% of the total project budget
- Leverage should be at least 2:1



## Priority 1: Project Design 20 Points

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- Evaluates whether the project is feasible and can be implemented
- Documentation:
  - Letter of Interest (already submitted)
  - Pre-application



## Priority 2: Organizational Capacity 20 Points

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- Evaluates how well the project is positioned to plan and implement the project
  - Experience
  - Staff and Board capacity



## Priority 3: Financial Feasibility 8 Points

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- Evaluates the budget reasonableness
- Evaluates the financial strength of the organization
- Documentation: Complete the section on Project Budget



## Priority 4: Match/Leveraged Resources 8 Points

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- We do not require commitment letters, but they are required for the HUD application
- Resources must be committed
- Documentation: Please fill in Part F



## Priority 5: Housing Ratios 8 Points

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- Evaluates whether the project will improve the CoC's overall Housing Service Ratio
- These will be calculated from the Project Summary Budget (B1, p.14).



## Additional Consideration for Projects Serving 100% Chronic Homeless

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- New Projects serving 100% Chronic Homeless will be considered for the Samaritan Bonus
- Criteria:
  - Cost effectiveness
  - Participation in the CoC
  - Funding leverage



## Tips for Submission

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- Deadline is a deadline
- Read all instructions carefully
- Electronic submission available
- Answer every question completely
- Submit backup documentation when required
- FAQ will be emailed at the end of each week

# HUD Electronic Submissions

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## 2008 CoC Competition Overview

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- Later application start date
- Later submission deadline
- December 2008 award announcement
- Fully electronic, on-line application
- Outside grants.gov process



## 2008 CoC Competition Overview (cont.)

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- CoC registration training—April 2008
- Electronic application training (Exhibit 1 and Exhibit 2)—June 2008
- On-line training will be available throughout the entire application period



## 2008 CoC Application Attachments

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- All attachments must be submitted electronically into the system
  - Documents with written signatures
    - Scan to PDF
  - Supporting documentation
    - Scan to PDF
    - Microsoft Word
    - Microsoft Excel



## 2008 Applicant Registration Process

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- All applicants must have a valid DUNS Number
  - Applies to all organizations submitting a project application (SF-424 and Exhibit 2)
  - DUNS= Dun & Bradstreet Data Universal Numbering System
  - 9 digit number; 4 digit extensions issued to designate departments, divisions, alternate locations for large organizations
    - Example: State Government—DUNS: 123456789
      - State Department of Housing—DUNS: 123456789-0987
      - State Department of Health—DUNS: 123456789-4321
  - Call 1-866-705-5711 to obtain DUNS #; takes 10-15 minutes; no charge



## 2008 Applicant Registration Process (cont)

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- Register with Central Contractor Registration (CCR) to complete:
  - Trading Partner Profile (TPP)
  - E-Business Point of Contact
  - Authorized Organization Representatives (AOR)
- Register early—allow time for processing
  - New and updated registrations can take several weeks
- Register at: [www.ccr.gov](http://www.ccr.gov)
- REGISTER NOW!



## Accessing New On-Line System

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- Request User ID and password
  - At least 1 person from each CoC
  - At least 1 person from each applicant organization
- User ID and password application is completed on-line in just a few minutes
- HUD will notify CoCs and applicants when they can begin requesting User IDs and passwords



## Additional Information

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- Updates on the electronic submission process will be posted on HUD's Homeless Resource Exchange
  - <http://www.hudhre.info>
- Communicated to listserv members
  - Homeless Assistance Programs
  - HMIS
- Join a listserv by clicking on "Join a Listserv" in blue banner at top of HRE home page



# Ask Questions!

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- Indiana SuperNOFA Staff for questions regarding the overall process
  - Phone: 1-877-338-2334
  - indianasupernofa@gmail.com
- HUD Staff regarding HUD program guidelines