



# RENEWAL APPLICATION WORKSHOP FOR COC PROJECTS

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PASADENA CONTINUUM OF CARE  
2024 CoC Notice of Funding Opportunity (NOFO)



Pasadena Partnership

# Agenda

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1. APPLICATION OVERVIEW
2. 2024 NOFO HIGHLIGHTS
3. EVALUATION CRITERIA
4. REALLOCATION POLICY
5. LOGISTICS
6. TIMELINE
7. ONLINE APPLICATION AND SUGGESTIONS

# CoC Application Overview

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2-year NOFO for FY 2024 and FY 2025:

01

## Consolidated Application

Scored and determines the order in which CoCs are funded.

Includes information about CoC coordination/engagement, overall performance and strategic planning process.

CoCs are only required to submit one CoC application that will apply to FY 2024 and 2025 funds.

02

## Project Applications

Renewal Projects

New projects created through reallocation or bonus.

2025: TBA

03

## Priority Listing

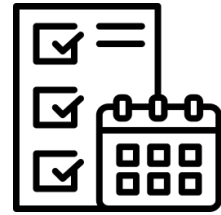
Ranks all projects in order of priority (excludes Planning)

Includes accepted and rejected applications.

2025: TBA

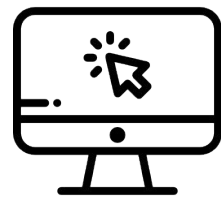
# Renewal Projects Overview

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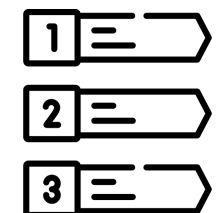
## ELIGIBLE PROJECTS

Projects with an expiration date in CY 2025 are eligible for renewal.



## ONLINE APPLICATION

All projects will submit their applications electronically via the Pasadena Partnership website.



## SCORING AND RANKING

Scores for each section will be based on objective criteria and the quality of narrative responses. Reference the evaluation criteria when completing your application.



## THRESHOLD REQUIREMENTS

- HMIS Implementation
- CES participation
- SAM Clearance
- 25% match commitment
- HUD/NOFO Requirements



## REPORTS

- Annual Performance Report (APR)
- System Performance Measures (SPM)



## HUD PRIORITIES

Application questions and evaluation criteria mirror HUD's policy priorities as outlined in the 2024 NOFO.

# **2024 NOFO HIGHLIGHTS**

*HUD's Policy Priorities*

*Tiering*

*Local Competition*

CoC Program  
Competition  
Notice of  
Funding  
Opportunity

# NOFO Highlights

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## HUD's Policy Priorities

### **New priority in 2024:**

Effective Workforce. Focus on recruiting and maintaining qualified staff.

### **Ongoing priorities:**

- Housing First
- Improving system performance
- Racial equity
- Involving people with lived experience of homelessness
- Partnering with housing, health and service agencies
- Reducing unsheltered homelessness
- Improving assistance to LGBTQ+ individuals



## Tiering

Projects will be ranked and fall in either Tier 1 or Tier 2.



## Local competition

Performance-based decision making and project ranking

- All renewal projects are evaluated
- Objective criteria
- Focus on system performance

# Tiering

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*All projects, except the CoC planning grant must be ranked*

## Tier 1

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**90% of Annual Renewal Demand (ARD):  
\$4,564,044**

Projects determined by the CoC to be high priority, high performing, and meet the needs and gaps of the system.

Projects will be conditionally funded by HUD, provided the applications pass eligibility and threshold review.

## Tier 2

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**10% of ARD + CoC Bonus:  
\$1,115,656**

\*Does not include amount available for DV Bonus Remaining new and renewal projects.

Scoring is based on three criteria:

1. CoC application score
2. Ranked position of project application
3. HUD's eligibility & threshold requirements

# **EVALUATION CRITERIA**

*Permanent Housing (PH)*

*Coordinated Entry (CES)*

*Projects in Operation Less than 1 year*

Evaluation  
Criteria for  
Renewal  
Projects



# Evaluation Criteria

## Renewal PH Projects



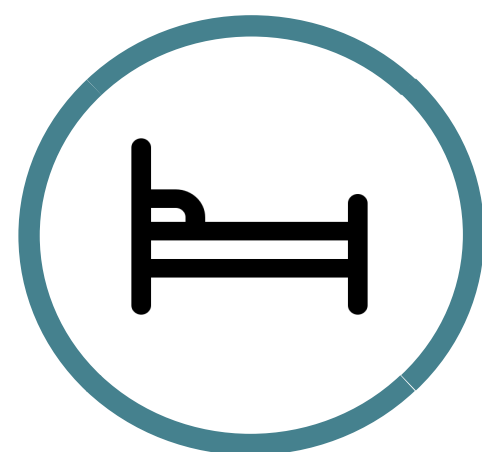
THRESHOLD  
REQUIREMENTS

*Pass/Fail*



HMIS DATA  
QUALITY

*6 points*



BED  
UTILIZATION

*10 points*



SYSTEM  
PERFORMANCE  
MEASURES

*34 points*



PROGRAM  
DESIGN AND  
SERVICE  
DELIVERY

*24 points*



POLICIES  
AND  
PROCEDURES

*12 points*



GRANT  
UTILIZATION  
AND  
FINANCIAL  
EFFICIENCY

*14 points*



BONUS  
POINTS

*2 points*

**MAXIMUM POINTS: 102**

# Evaluation Criteria

## Renewal CES Projects



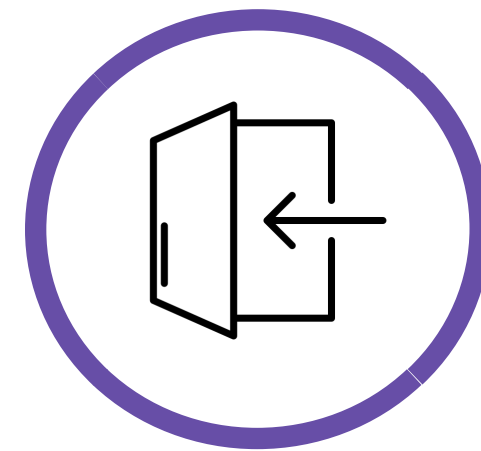
THRESHOLD  
REQUIREMENTS

*Pass/Fail*



HMIS DATA  
QUALITY

*6 points*



ACCESS TO  
COORDINATED  
ENTRY

*46 points*



SCREENING AND  
ASSESSMENT

*34 points*



GRANT  
UTILIZATION  
& FINANCIAL  
EFFICIENCY

*14 points*

**MAXIMUM POINTS: 100**

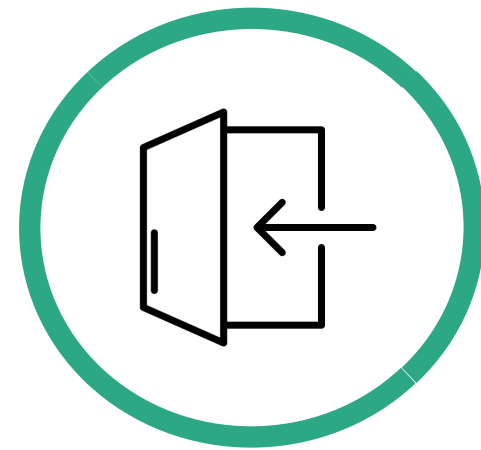
# Evaluation Criteria

## Renewal Projects Less than 1 Year



HMIS OR  
COMPARABLE  
DATABASE

*6 points*



CES  
PARTICIPATION

*6 points*



COMMITMENT  
TO HOUSING  
FIRST

*12 points*



PROJECT  
ENROLLMENT

*7 points*



STAFF CAPACITY

*7 points*



GRANT  
UTILIZATION

*12 points*

**MAXIMUM POINTS: 50**

# **REALLOCATION POLICY**

*Types of Reallocation*

*Exemptions*

*Threshold and Board Actions*

CoC  
Reallocation  
Policy

# Pasadena CoC Reallocation Policy

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Approved by the CoC Board July 11, 2023

**The Pasadena Partnership Board is responsible for decisions regarding reallocation. Decisions about reallocation are formally voted on by the Board annually and are based on a thorough analysis of project performance, grant utilization, and local need.**

# Types of Reallocation

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## **VOLUNTARY**

Partial or full voluntary reallocations are initiated by a renewal project applicant. These decisions can be made at any point during the operating year and must be formalized in writing. Voluntary reallocations may also be identified by the project operator in the Declaration of Intent to Renew process.

## **INVOLUNTARY**

Includes any renewal projects that are entirely eliminated or reduced by the CoC. Involuntary reallocations may be pursued for multiple reasons, including but not limited to two or more years of consecutive, significant underspending, scoring very low during the CoC renewal application process, non-submission of a project renewal application, or noncompliance with federal or other statutory CoC Program regulations.

# Reallocation Exemptions

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## **1. New Projects in Operation for Fewer than Two Years:**

These projects are exempt to allow for sufficient ramp up time to reach full operating capacity. Projects will continue to be exempt from reallocation until they have been in operation for two or more years.

## **2. Recently Reallocated Projects:**

Projects either voluntarily or involuntarily reallocated during the most recent CoC competition are exempt from further reallocation. Projects may still be considered for reallocation due to factors unrelated to grant utilization, including poor performance, non-compliance with regulations, etc.

## **3. Recently Consolidated Projects:**

Projects that were consolidated in the most recent CoC competition are exempt from reallocation in the subsequent competition.

## **4. Projects Undergoing Consolidation:**

Projects being consolidated during the current competition are exempt from reallocation during that competition. The CoC Board has the discretion to approve or deny consolidation requests

# Reallocation Thresholds

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The Board will review all renewal projects and will consider fully or partially reallocating funding for projects that are not exempt from reallocation and have either:

**1) Spent less than 80% on average** of its awarded funds over the past two program years; or

**2) Received 60% or fewer of the total available points** in the most recent renewal application.

***If a renewal project falls below the thresholds established in either 1 or 2, the CoC Board may vote to take action.***



# Reallocation Board Actions

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A. Direct City staff to establish measurable improvement goals with the project operator within 60 days of the CoC competition closing. The project's progress towards the established goals over the course of the year will be brought back to the CoC Board during the subsequent CoC competition, and the Board will make a decision not to reallocate, to partially reallocate, or to entirely reallocate the project's funding. The Board may also elect to reevaluate the project's progress toward established improvement goals in the subsequent CoC competition.

B. Make a decision not to reallocate, to partially reallocate, or to entirely reallocate project funding during the same CoC Competition without giving the project operator any opportunity to improve

\* Projects that were directed by the Board to establish measurable improvement goals in the 2023 competition will be reconsidered by the Board for reallocation on September 25, 2024.

# Policy Implementation

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## **Notification to Project Operator**

Any project that triggers Board review for reallocation will be notified in writing via email.



## **Appeals**

All projects that are considered for reallocation will be given an opportunity to appeal within five calendar days of notification. All appeals decisions made by the Board are final.



## **Project Application Changes**

Projects that are partially reallocated will have the opportunity to proportionally adjust their budget and unit/bed configuration prior to the submission of all renewal projects to HUD's system.

**LOGISTICS**

Additional  
Information  
for Renewal  
Projects

# Supplemental Reports

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## **ANNUAL PERFORMANCE REPORT (APR)**

10/1/22-9/30/23

## **SYSTEM PERFORMANCE MEASURES (SPM)**

10/1/22-9/30/23

- Applicants should review both reports carefully.
- **We will be allowing subrecipients to upload revised APR & SPM reports** in order to get full points in their applications if there are data errors and/or data updates that can be made.
- For any technical assistance questions and/or concerns, please contact:

**Daniel Cole**

Email: [dcole@cityofpasadena.net](mailto:dcole@cityofpasadena.net)

Phone: (626)-744-8315

# Attachments

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- 1. HUD 50070 Drug Free Workplace (Required of all)**
- 2. Proof of SAM Clearance (Required of all)**
- 3. Racial Disparity Analysis**
  - PSH/CES projects in operation for 1+ years
- 4. Anti-Discrimination Policy**
  - PSH/CES projects in operation for 1+ years
- 5. HMIS or Comparable Database Program Roster (Required of new projects in operation for less than 1 year)**
- 6. Updated APR or SPM report (optional)**
- 7. Completed HUD Housing First Assessment Tool (Required for PSH project bonus points)**

# Match Documentation

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## **DUE BY OCT. 1, 2023**

All match commitment letters are due via email to [Ltong@cityofpasadena.net](mailto:Ltong@cityofpasadena.net)

## **REQUIREMENTS**

1. Must be on agency letterhead
2. Includes dates match will be available (2025–2026 program year)
3. Must be signed by an authorized representative

# Scoring Appeals

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Appeals to scoring decisions are limited to factors related to a violation of the established evaluation process. An applicant may file an appeal based upon a claim that one or both of these apply:



## **TECHNICAL SCORING ERROR**

The evaluators made a technical scoring error that would have caused the project to be scored higher. No additional information by the applicant may be submitted.



## **LACK OF FAIRNESS EVIDENCE**

There is evidence of lack of fairness in evaluating and scoring the application. Evidence of lack of fairness will be considered and reviewed on a project-by-project basis.

All appeals should be submitted in writing via email to [Ltong@cityofpasadena.net](mailto:Ltong@cityofpasadena.net) by **5:00 p.m. on September 30**

# **TIMELINE**

Renewal  
Projects



# Renewal Projects Estimated Timeline

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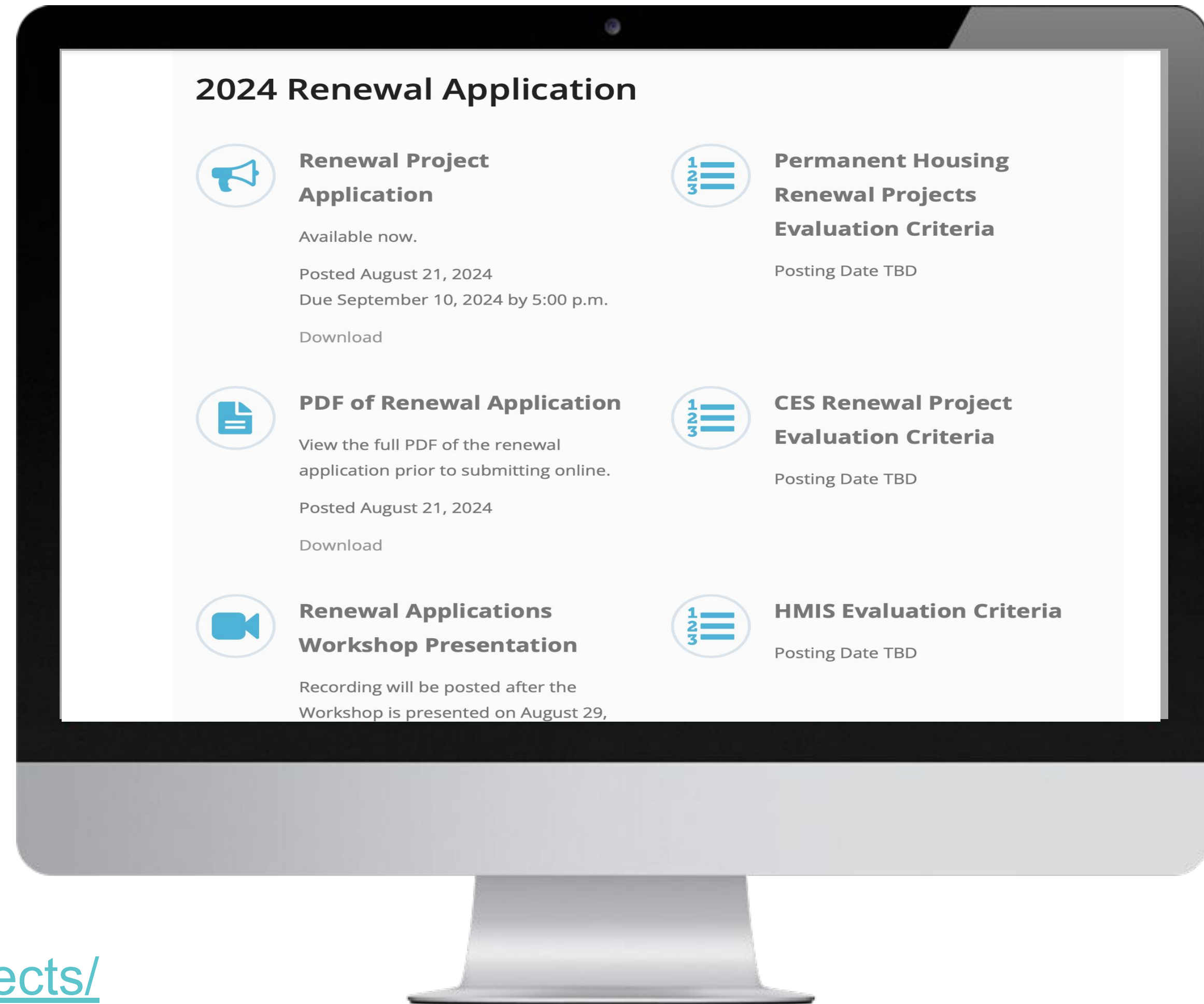
- **Aug 21:** Renewal application released
- **Aug 28:** Renewal projects application workshop
- **Sep 10:** All renewal applications due
- **Sep 17:** Evaluation panel review and notification of preliminary scores
- **Sep 23:** Renewal project appeals due by 2:00 p.m.
- **Sep 25:** Board approves renewal project scores and makes preliminary reallocation recommendations
- **Sep 30:** Reallocation appeals due
- **Oct 2:** Board approves reallocation recommendations (if any)
- **Oct 15:** Renewal projects notified of final scores and ranking
- **Oct 30:** CoC Consolidated Application due to HUD

# **ONLINE APPLICATION**

Renewal  
Project  
Application



# Accessing the application and supporting documents



<https://pasadenapartnership.org/coc-renewal-projects/>

# Application Suggestions

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## **1. Review feedback and scoring from 2023 competition**

- Why were points lost? What can be strengthened?

## **2. Answer all parts of narrative questions**

- When there are multi-part questions, number your responses so they align with that piece of the question. Include as much detail as the character limits allow.

## **3. Reference the evaluation criteria as you are completing the application**

- The evaluation criteria are built to guide you in your responses. This is what evaluators (non-city/CoC staff) will be using to score your application.

## **4. Correct data errors and upload revised APR/SPM reports to maximize scoring for objective criteria.**

# SAVE THE DATE!

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## New Projects Application Workshop

### Funding Available:

**CoC Bonus:** \$608,539 (PSH and RRH projects)

**DV Bonus:** \$389,576 (RRH projects only)

Thursday,  
Sep 4

2:00 p.m. -  
3:00 p.m.

Virtually via Zoom



THANK YOU & GOOD LUCK!

## QUESTIONS

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**Jennifer O'Reilly-Jones**

joreillyjones@cityofpasadena.net

**Lillian Tong**

Ltong@cityofpasadena.net