

Before Starting the CoC Application

The CoC Consolidated Application is made up of three parts: the CoC Application, the Project Listing, and the Project Applications. The Collaborative Applicant is responsible for submitting two of these sections. In order for the CoC Consolidated Application to be considered complete, each of these two sections **REQUIRES SUBMISSION**:

- CoC Application
- Project Listing

Please Note:

- Review the FY2013 CoC Program NOFA in its entirety for specific application and program requirements.
- Use the CoC Application Detailed Instructions while completing the application in e-snaps. The detailed instructions are designed to assist applicants as they complete the application forms in e-snaps.
- As a reminder, CoCs are not able to import data from the 2012 application due to significant changes to the CoC Application questions. All parts of the application must be fully completed.
- All questions marked with an asterisk (*) are mandatory and must be completed in order to submit the application.

For Detailed Instructions click [here](#).

1A. Continuum of Care (CoC) Identification

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at <https://www.onecpd.info/ask-a-question/>.

1A-1 CoC Name and Number: MA-505 - New Bedford CoC

1A-2 Collaborative Applicant Name: City of New Bedford

1A-3 CoC Designation: CA

1B. Continuum of Care (CoC) Operations

Instructions:

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1B-1 How often does the CoC conduct meetings of the full CoC membership? Monthly

1B-2 How often does the CoC invite new members to join the CoC through a publicly available invitation? Annually

1B-3 Does the CoC include membership of a homeless or formerly homeless person? Yes

1B-4 For members who are homeless or formerly homeless, what role do they play in the CoC membership? Advisor, Volunteer, Organizational employee, Community Advocate
 Select all that apply.

1B-5 Does the CoC’s governance charter incorporate written policies and procedures for each of the following:

1B-5.1 Written agendas of CoC meetings?	Yes
1B-5.2 Centralized or Coordinated Assessment System?	Yes
1B-5.3 Process for Monitoring Outcomes of ESG Recipients?	Yes
1B-5.4 CoC policies and procedures?	Yes
1B-5.5 Written process for board selection?	Yes
1B-5.6 Code of conduct for board members that includes a recusal process?	Yes
1B-5.7 Written standards for administering assistance?	Yes

1C. Continuum of Care (CoC) Committees

Instructions:

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1C-1 Provide information for up to five of the most active CoC-wide planning committees, subcommittees, and/or workgroups, including a brief description of the role and the frequency of meetings. Collaborative Applicants should only list committees, subcommittees and/or workgroups that are directly involved in CoC-wide planning, and not the regular delivery of services.

	Name of Group	Role of Group (limit 750 characters)	Meeting Frequency	Names of Individuals and/or Organizations Represented
1C-1.1	Discharge Planning	Reviews established discharge protocols and maintains ongoing contact and coordination with points of discharge (i.e. Dept. of Corrections, Sherriff's Dept., Department of Mental Health and mental health facilities, substance abuse treatment facilities, Department of Children and Families, Department of Public Health and healthcare facilities, etc.).	Quarterly	Catholic Social Services, PAACA,
1C-1.2	Data and HMIS	Ensures that activities related to HMIS growth and use are developed, reviewed regularly, and in accordance with the CoC's goals. Ensures that data is being assembled, disseminated regularly for use in CoC planning. Develops and enforces community level data quality plan and standards	Monthly	SRN, Catholic Social Services, SOCO, Steppingstone,
1C-1.3	Unaccompanied Homeless Youth	Works with the New Bedford School system to identify homeless youths and families and is responsible for the planning and evaluation of the effectiveness of the services and programs for unaccompanied homeless youths	Monthly	PAACA, SEMCOA, Catholic Social Services, SOCO, New Bedford Public Schools,

1C-1.4	Coordinated Entry Planning	The Coordinated Intake and Entry Planning Committee is charged with developing and implementing the CE System in our CoC. The initial phase of the system is focused on a Pilot phase targeting homeless families and is currently being implemented. The planning efforts have focused on an initial single point of entry during the Pilot phase targeted to homeless families. The committee has been working on the development of a CE system utilizing HMIS through Housing Works. The process includes a systematic universal intake and assessment process to screen clients and to share assessment and referral data through the HMIS system. Written standards focusing on eligibility and prioritization.	Monthly	Steppingston, VTH, PAACA, Catholic Social Services, SRN, Steppingstone, CoC Executive Committee
1C-1.5	Performance Based Review Committee	Reviews Annual Performance Reports of CoC Program project and reviews monitoring reports for ESG programs to ensure they are complying with program requirements and meeting goals. Reviews, evaluates and ranks annual CoC renewal and new project applications for funding before submission.	Quarterly	Interchurch Council, PACE, First Federal Credit Union, City of New Bedford

1C-2 Describe how the CoC considers the full range of opinions from individuals or organizations with knowledge of homelessness or an interest in preventing and ending homelessness in the geographic area when establishing the CoC-wide committees, subcommittees, and workgroups. (limit 750 characters)

The CoC membership includes broad representation from individuals and organizations that have experience and knowledge in homelessness and housing programs designed in preventing and ending homelessness. The primary CoC-wide planning committees and sub-committees conduct monthly meetings and engage housing and homeless professionals in planning efforts designed to address homelessness in our CoC. Increase efforts have expanded the reach of our Coc to engage members of our regional network of cities in Bristol County to seek greater input and to increase community participation. The diversity of our Committee memberships include the leader of the faith based community and the President of a local Credit Union. The Committee membership structure has a broad understanding of HUD's goals and objectives of ending homelessness.

1D. Continuum of Care (CoC) Project Review, Ranking, and Selection

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at <https://www.onecpd.info/ask-a-question/>.

**1D-1 Describe the specific ranking and selection process the CoC uses to make decisions regarding project application review and selection, based on objective criteria. Written documentation of this process must be attached to the application along with evidence of making the information publicly available.
(limit 750 characters)**

The CoC has established an Application Review Committee (ARC). The ARC is responsible for the review and monitoring of CoC and ESG programs during the year and the review and ranking of CoC applications for funding. The ARC reviews the CoC project's performance measures re: maintaining permanent housing, movement from transitional to permanent housing, employment at program exit, HMIS participation and accuracy to measure program impact and a project's ability to connect participants to mainstream benefits. Through analysis of APRs and the results of on-site monitoring are reviewed. The project's threshold requirements are reviewed as well as capacity goals and cost effectiveness is measured. The Committee scores each project and then ranks them in priority order. The APR presents recommendations to the CoC for a final vote

**1D-2 Describe how the CoC reviews and ranks projects using periodically collected data reported by projects, conducts analysis to determine each project's effectiveness that results in participants rapid return to permanent housing, and takes into account the severity of barriers faced by project participants. Description should include the specific data elements and metrics that are reviewed to do this analysis.
(limit 1000 characters)**

Projects must meet minimum project eligibility, capacity, timeliness, and performance standards. Information will be derived from Annual Performance Reports (APRs); desktop and on-site monitoring, as well as overall performance and adherence to HUD and CoC goals and priorities to determine program effectiveness. The analysis includes data elements contained in the APRs: HOUSING STABILITY MEASURE; UTILIZATION MEASURE-TOTAL INCOME MEASURE-EARNED INCOME MEASURE- MAINSTREAM BENEFITS MEASURE- DATA QUALITY MEASURE- and LENGTH OF STAY MEASURE. The ranking process also factored the CoCs policies and priorities and HUDs.

1D-3 Describe the extent in which the CoC is open to proposals from entities that have not previously received funds in prior Homeless Assistance Grants competitions. (limit 750 characters)

Our CoC is open to proposals from entities that have not previously received funds in prior homeless assistance competitions though the distribution of information through a comprehensive regional listserv, and posting of funding availability on the City's website. Notifications to the listserv and website are posted regarding funding announcements and the solicitation of funding proposals through a competitive RFP process. The CoC through the Homeless Service Providers Network(HSPN) conducts informational training regarding the funding process. Powerpoint presentations detailing the funding process as well as technical assistance workshops are offered to assist agencies interested in applying for funding. The listserv contains over 200 individuals and agencies.

1D-4 On what date did the CoC post on its website all parts of the CoC Consolidated Application, including the Priority Listings with ranking information and notified project applicants and stakeholders the information was available? Written documentation of this notification process (e.g., evidence of the website where this information is published) must be attached to the application. 01/17/2014

1D-5 If there were changes made to the ranking after the date above, what date was the final ranking posted?

1D-6 Did the CoC attach the final GIW approved by HUD either during CoC Registration or, if applicable, during the 7-day grace period following the publication of the CoC Program NOFA without making changes? Yes

1D-6.1 If no, briefly describe each of the specific changes that were made to the GIW (without HUD approval) including any addition or removal of projects, revisions to line item amounts, etc. For any projects that were revised, added, or removed, identify the applicant name, project name, and grant number. (limit 1000 characters)

1D-7 Were there any written complaints received by the CoC in relation to project review, project selection, or other items related to 24 CFR 578.7 or 578.9 within the last 12 months? No

**1D-7.1 If yes, briefly describe the complaint(s), how it was resolved, and the date(s) in which it was resolved.
(limit 750 characters)**

1E. Continuum of Care (CoC) Housing Inventory

Instructions:

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**1E-1 Did the CoC submit the 2013 HIC data in Yes
the HDX by April 30, 2013?**