

4B. Attachments

Instructions:

Multiple files may be attached as a single .zip file. For instructions on how to use .zip files, a reference document is available on the e-snaps training site:
<https://www.hudexchange.info/resource/3118/creating-a-zip-file-and-capturing-a-screenshot-resource>

Document Type	Required?	Document Description	Date Attached
1C-5. PHA Administration Plan–Homeless Preference	No	1C-5. PHA Adminis...	09/15/2018
1C-5. PHA Administration Plan–Move-on Multifamily Assisted Housing Owners' Preference	No	1C-5. PHA Adminis...	09/18/2018
1C-8. Centralized or Coordinated Assessment Tool	Yes	1C-8. Centralized...	09/15/2018
1E-1. Objective Criteria–Rate, Rank, Review, and Selection Criteria (e.g., scoring tool, matrix)	Yes	1E-1. Objective C...	09/17/2018
1E-3. Public Posting CoC-Approved Consolidated Application	Yes	1E-3. Public Post...	09/17/2018
1E-3. Public Posting–Local Competition Rate, Rank, Review, and Selection Criteria (e.g., RFP)	Yes	1E-3. Public Post...	09/17/2018
1E-4. CoC's Reallocation Process	Yes	1E-4. CoC's Reall...	09/17/2018
1E-5. Notifications Outside e-snaps–Projects Accepted	Yes	1E-5. Notificatio...	09/18/2018
1E-5. Notifications Outside e-snaps–Projects Rejected or Reduced	Yes	1E-5. Notificatio...	09/18/2018
1E-5. Public Posting–Local Competition Deadline	Yes	1E-5. Public Post...	09/18/2018
2A-1. CoC and HMIS Lead Governance (e.g., section of Governance Charter, MOU, MOA)	Yes	2A-1. CoC and HMI...	09/17/2018
2A-2. HMIS–Policies and Procedures Manual	Yes	2A-2. HMIS–Polic...	09/17/2018
3A-6. HDX–2018 Competition Report	Yes	3A-6. HDX–2018 Co...	09/17/2018
3B-2. Order of Priority–Written Standards	No	3B-2. Order of Pr...	09/17/2018

3B-5. Racial Disparities Summary	No	3B-5. Racial Disp...	09/17/2018
4A-7.a. Project List–Persons Defined as Homeless under Other Federal Statutes (if applicable)	No		
Other	No	CT 503 Continuum ...	09/17/2018
Other	No		
Other	No		

FY 2018

**CT-503 Bridgeport, Stamford,
Norwalk/Fairfield County**

Continuum of Care

1E-4. CoC's Reallocation Process

Attachment documents include the following:

- **Description of CoC's Reallocation Process**
- **Opening Doors of Fairfield County/CT-503 CoC**
- **FY2018 Project Scoring, Reallocation, Selection and**
- **Ranking Process document**
- **Communication with 2 Providers Regarding
Voluntary Reallocation**
- **Priority List Communication (shows reallocated
projects)**
- **RFP for new FY 2018 PSH Project Sourced through
Voluntary Reallocation & New Project**
- **Screen Shot Release of RFP for New Project**
- **Communication Announcement on New Project**
- **Notification of Acceptance for Voluntary
Reallocation of HOPE 4**

Attachment 1E-4. : CoC's Reallocation Process

In allocating resources, the CoC conducted a fair, open, transparent process to ensure CoC projects are continually aligned with the CoC's needs while they also meet established performance benchmarks.

As part of the annual evaluation, ranking and reallocation process, CT-503 CoC seeks to achieve the following goals as part of the process for CoC-funded renewal projects and in identifying allocations for new resources:

- Maximize funding available to end homelessness throughout the CoC;
- Prioritize available funding for projects that are most successful in ending homelessness;
- Create new resources that respond to the increased needs identified in many communities within the CoC;
- Build upon the CoC's existing infrastructure by increasing capacity for quickly identifying individuals experiencing homelessness, prioritizing assistance towards those with the greatest needs, and rapidly connecting households to permanent housing;
- Incentivize all CoC-funded providers to continuously monitor and improve their project performance, implement HUD policy priorities, and participate in the CoC meetings, committees and other initiatives.

Focusing on these goals, the CoC's FY 2018 project evaluation and ranking process included an allocation strategy to determine whether projects should be reallocated partially or in full due to the following:

- Poor performance
- Lack of need within the CoC for the project
- Lack of compliance with HUD and/or CoC priorities
- Project is determined to not be cost effective
- Project funds are likely to be recaptured
- Monitoring indicates serious problems with the project

The CoC adopted an FY 2018 Reallocation Policy to assess options against CoC priorities, needs and project performance. Current CoC priorities include: achieve functional zero for chronic; expand housing options for families and youth; maintain and strengthen coordinated entry infrastructure to fairly, appropriately & effectively serve homeless households.

Prior to the FY 2018 annual project renewal application evaluation process, the CoC received a voluntary reallocation due to incapacity to operate under reduced budget.* Upon the availability of the reallocated funds, the CoC conducted a fair, open and transparent process to allocate these funds toward the selection of a new project (considering the FY 2018 established priorities for new projects that reflect CoC needs and HUD priorities). In weighing reallocation strategies for the project, the CoC also carefully deliberated on the continued needs of the 16 households currently occupying the projects and determined that no reallocation strategy involving a reduction of PSH units that would ultimately displace the current residents was a suitable course of action. The CoC released an RFP to identify a provider to assume operations of the project, and as a result, received a response from a provider interested in negotiating the creation of a new project that would combine the operations of the voluntarily reallocated project already identified with an existing project operated by the provider and result in no loss of unit capacity. The CoC's Funding Oversight and non-conflicted members of the Coordinating Council approved the new project on 8/17/18.

*The CoC executed an FY 17 reallocation plan on project budget reductions through which budgets for 10 projects were reduced. One grantee determined incapacity to operate within the expected CoC budget allocation and reallocated the project funds back to the CoC effective for the FY 18 CoC application.

Opening Doors of Fairfield County/CT-503 CoC FY2018 Project Scoring, Reallocation, Selection and Ranking Process

Policy Approval & Adoption

This policy document was recommended to the Non-Conflicted Members of the ODFC Coordinating Council for approval and adoption by the ODFC Funding Oversight Subcommittee on 06/15/18.

This policy document was approved and adopted by the Non-Conflicted Members of the ODFC Coordinating Council on 06/20/18.

Review & Input Process

In preparation for the 2018 HUD CoC NOFA, initial feedback on the scoring standards for renewal projects and project ranking was solicited from the ODFC CT-503 CoC-funded grantees, ODFC Standards and Evaluations Committee, the ODFC Data Quality Subcommittee and the ODFC Executive Committee through various meetings and email distributions/solicitations:

- A review of the 2017 scoring and ranking of projects was held on 11/13/17 with the ODFC CT-503 CoC-funded grantees and included opportunity for grantees to provide feedback on the 2017 scoring criteria and process.
- Existing and proposed new scoring criteria for project renewal evaluations, the data sources used to assess those criteria and the calculations to be used to evaluate performance of the criteria were provided to the Standards and Evaluations Committee for review and input at Committee meetings on 2/1/18 and 2/15/18.
- The Standards & Evaluations Data Quality Subcommittee provided input during a 3/9/18 meeting on the following: existing and proposed new scoring criteria for project renewal evaluations; the tools used to gather data; and the scoring process.
- Input on the CoC funding priorities and ranking for the 2018 NOFA was solicited during meetings of the Executive Committee on 2/26/18 and 4/5/18. This included a survey on CoC priorities in key areas: target populations, housing needs, service needs, system infrastructure needs and CoC priorities.

Opening Doors of Fairfield County/CT-503 CoC FY2018 Project Scoring, Reallocation, Selection and Ranking Process

Committees: Roles and Responsibilities

As detailed below, various ODFC committees are charged with the following responsibilities related to the scoring and ranking of renewal project applications.

ODFC Standards and Evaluation Committee

The ODFC Standards and Evaluation Committee is comprised of approximately 10 members, including 2 non-biased, non-conflicted individuals. As most members of the Standards and Evaluation Committee are CT-503 CoC grantees, the Committee will function only in an advisory role in the development of 2018 Renewal Project Scoring Standards and Appeals Process. Feedback from the Standards and Evaluation Committee will be solicited given their technical expertise, but the Standards and Evaluation Committee will have no decision-making authority regarding the scoring criteria to be adopted or the thresholds and point system related to those criteria.

Responsibilities of the Standards and Evaluation Committee include:

- Review and provide feedback regarding proposed new and existing scoring criteria.
Note: this Committee will not review criteria benchmarks or point allocations.

ODFC Data Quality Subcommittee (Subcommittee of Standards and Evaluation Committee)

The ODFC Data Quality Subcommittee is a subcommittee of the Standards and Evaluation Committee. The Data Quality subcommittee is comprised of representatives with expertise on data quality. Members of this subcommittee are also members of the CT HMIS Steering Committee and serve as HMIS Data Coordinators for their respective organizations. As many of the members of the Data Quality Subcommittee are conflicted due to their status as CT-503 grantees, they hold no decision-making authority. However, members of this subcommittee offer experience working on data issues within their agencies and on behalf of the CoC, as well as on prior CoC applications. As such, they are able to provide input and feedback regarding the scoring process, appropriate expectations on data collection and management and tools used to collect data and information for scoring.

Responsibilities of the Data Quality Subcommittee include:

- Review and provide feedback regarding proposed scoring criteria, scoring tools and scoring process.
Note: this Committee will not review criteria benchmarks or point allocations.

ODFC Funding Oversight Subcommittee

ODFC's Funding Oversight Subcommittee is a subcommittee of the Funders Collaborative and is comprised of individuals associated with organizations that do not receive Continuum of Care program

Opening Doors of Fairfield County/CT-503 CoC FY2018 Project Scoring, Reallocation, Selection and Ranking Process

funds from the Department of Housing and Urban Development within the CT-503 jurisdiction. These individuals are considered non-conflicted in determining future funding considerations for the CT-503 CoC.

In order to guarantee an unbiased process that is based on established CoC priorities in determining funding allocations, the Funding Oversight Subcommittee will undertake the following activities:

- Review and recommend to the Non-Conflicted Members of the Coordinating Council the adoption of the following:
 - 2018 Renewal Project Scoring Standards
 - 2018 Project Scoring, Reallocation, Selection and Ranking Process
 - 2018 New Project Solicitation(s)
 - Selection of new CoC-funded projects
 - 2018 Renewal Projects scoring, including review of appeals
 - Projects to be fully or partially reallocated, reallocation amounts and reallocation appeals
 - Ranking and tiering of all CoC-funded projects for 2018 CoC NOFA competition

Non-Conflicted Members of the Coordinating Council

The Non-Conflicted Members of the Coordinating Council are comprised of individuals associated with organizations that do not receive Continuum of Care program funds from the Department of Housing and Urban Development within the CT-503 jurisdiction. These individuals are considered non-conflicted in determining future funding considerations for the CT-503 CoC.

This group will undertake the following activities:

- Approve and adopt the following CoC policies/documents:
 - 2018 Renewal Project Scoring Standards
 - 2018 Project Scoring, Reallocation, Selection and Ranking Process
 - 2018 New Project Solicitation(s)
- Approve and adopt the selection of new project applications.
- Approve and adopt the final scoring of renewal project applications.
- Approve and adopt the final ranking and tiering of all CoC-funded project applications.
- Approve and adopt list of projects to be fully or partially reallocated, reallocation amounts and reallocation appeals

Opening Doors of Fairfield County/CT-503 CoC FY2018 Project Scoring, Reallocation, Selection and Ranking Process

Guiding Principles for 2018 Project Evaluation, Reallocation, Selection and Ranking

The CoC seeks to conduct a fair, unbiased process in which projects are ranked according to project performance, CoC priorities and local need, and federal priorities.

Guiding Principles for 2018 Project Evaluation, Reallocation, Selection and Ranking

The ODFC/CT-503 CoC seeks to achieve the following goals as part of the evaluation and ranking of CoC-funded renewal projects:

- Maximize funding available to end homelessness throughout the CoC;
- Prioritize available funding for projects that are most successful in ending homelessness;
- Create new resources in order to respond to the increased needs identified in many communities within the CoC;
- Build upon the CoC's existing infrastructure by increasing capacity for quickly identifying individuals experiencing homelessness, prioritizing assistance towards those with the greatest needs, and rapidly connecting households to permanent housing;
- Incentivize all CoC-funded providers to continuously monitor and improve their project performance, implement HUD policy priorities, and participate in the CoC meetings, committees and other initiatives.

In focusing on these goals, the CoC's project evaluation and ranking process will include an allocation strategy that determines whether projects should be reallocated either partially or in full due to the following:

- Poor performance
- Lack of need within the CoC for the project
- Lack of compliance with HUD and/or CoC priorities
- Project is determined to not be cost effective
- Project funds are likely to be recaptured
- Monitoring indicates serious problems with the project

Upon the availability of new or reallocated funds, the CoC will conduct a fair, open and transparent process regarding the selection of new projects. Priorities for new projects will be established by the CoC and will reflect CoC needs and HUD priorities. Project selection will be based on criteria outlined by the CoC through a new project solicitation process.

The CoC will also conduct a fair and transparent process regarding the ranking and tiering of projects to be included on the 2018 Priority List. Ranking and tiering decisions will be informed by CoC and HUD priorities, as well as local needs and project performance.

Opening Doors of Fairfield County/CT-503 CoC FY2018 Project Scoring, Reallocation, Selection and Ranking Process

2018 Renewal Project Evaluation and Scoring Policy

On an annual basis, the CT-503 CoC establishes scoring standards to evaluate and score HUD CoC-funded renewal projects in preparation for the ranking of projects for the NOFA. In order to determine whether renewal projects are performing well or underperforming, the ODFC/CT-503 CoC project-level evaluation of each project's performance will encompass the following areas:

- Data quality
- Project performance
- Grant management
- Agency compliance and participation
- Compliance with HUD and CoC policy priorities
- Participation in the Fairfield County Coordinated Access Network (which includes the assignment of resources based upon severity of needs)
- Cost effectiveness
- Resolution of any HUD monitoring findings

Process for Renewal Project Evaluation and Scoring

The following process was used to develop the 2018 renewal project evaluation policies and scoring standards:

- Input on renewal project scoring standards and related documents is solicited from the following:
 - ODFC CT-503 CoC-funded grantees
 - ODFC Standards and Evaluations Committee
 - ODFC Data Quality Subcommittee
 - ODFC Executive Committee
- Input is used to inform the drafting of policies, scoring standards and related documents. Drafting of documents and policies is conducted by CoC staff and CoC NOFA consultants, Diana T. Myers and Associates.
- Draft policies are presented to the Funding Oversight Subcommittee for full review and discussion. Direction from the Funding Oversight Subcommittee is used to create updated versions of the scoring standards, policies and related documents.
- The Funding Oversight Subcommittee recommends updated versions of the scoring standards, policies and related documents for approval and adoption by the Non-Conflicted Members of the Coordinating Council.
- The Non-Conflicted Members of the Coordinating Council conducts a review of the scoring standards, policies and related documents. Once any issues raised by the NCMCC are addressed in a satisfactory manner, a vote to approve and adopt final scoring standards, policies and related documents will take place.

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- Upon approval and adoption, final scoring standards, policies and related documents will be publicly posted to the ODFC website and distributed to the members of the Executive Committee and CoC-funded agencies via email.
- Scoring of renewal projects commences following the adoption of final scoring standards, policies and related documents. Instructions for submitting the required information for renewal project scoring will be provided to CoC-funded renewal project grantees with a strict timeline for their response.

2018 Renewal Project Evaluation and Scoring Policy

Evaluation and scoring of CoC-funded renewal projects will inform project ranking and tiering for the FY18 CoC NOFA competition. ODFC/CT-503 has adopted the following policies for the evaluation and scoring of projects for the FY18 HUD CoC application:

1. Housing First is a policy of the CT 503/ODFC CoC. The CoC will make efforts to reallocate non-compliant projects to providers that ensure a Housing First model will be implemented with the newly funded, reallocated project.
2. Renewal projects will be scored in accordance with the 2018 Renewal Project Scoring Standards. Note: Projects that submitted a request for consolidation prior to the 2017 CoC NOFA Competition may be allowed to be scored as a single project upon indication from the HUD Hartford Field Office that the consolidation request will move forward. If a process for consolidation of grants is included in the 2018 CoC NOFA, projects requesting consolidation through that process may be allowed to be scored as a single project.
3. Preliminary scores will be reviewed by the ODFC Funding Oversight Subcommittee and approved by the Non-Conflicted Members of the ODFC Coordinating Council.
4. Grantees will be given an opportunity to appeal preliminary scores. See the “2018 Renewal Project Scoring Appeals Process” stated further on in this document for details.
5. The final scoring will be presented to the Funding Oversight Subcommittee for review and recommendation to the Non-Conflicted Members of the ODFC Coordinating Council.
6. The Non-Conflicted Members of the ODFC Coordinating Council will review the recommendations of the ODFC Funding Oversight Subcommittee regarding appeals, scoring and ranking of renewal projects, resolve any remaining issues, and vote on their approval and adoption.
7. The final scoring of renewal projects will be reported to the ODFC Executive Committee, distributed to CoC-funded grantees and posted on the ODFC website.
8. The CoC has adopted a Quarterly Monitoring process to assist projects in identifying performance issues and improving performance on an ongoing basis. Low performing projects are expected to fully participate in this process and work to improve performance, seeking TA from the CoC where needed.

Opening Doors of Fairfield County/CT-503 CoC FY2018 Project Scoring, Reallocation, Selection and Ranking Process

2018 Renewal Project Scoring Appeals Process

As part of the scoring of the ODFC/CT-503 Continuum of Care renewal projects, the CoC will utilize the following procedure to provide grantees with a process to have errors corrected and to provide additional information for issues that the grantee believes may be worth special consideration.

The renewal project scoring appeals process for data corrections and appeals is as follows:

- A preliminary scoring document will be distributed to each grantee for review that will include data on each project's performance on each scoring criteria and the related score.
- All grantees will have five (5) days to submit questions and appeals regarding performance data and/or scoring.
 - Written appeals should be submitted through the openingdoorsoffairfieldcounty@gmail.com email address, with the Subject line "Appeal of 2018 Scoring - [Project Grant #] – [Agency Name]"
 - Grantees should use the form provided by the CoC to submit an appeal.
- Performance data and related scoring adjustments that need to be made based upon data or calculation errors will be corrected by ODFC staff or their consultants (DMA), with the grantee notified about any correction(s) made as quickly as possible.
- If the grantee raises an issue that must be addressed through an exception to the scoring policies as described in the 2018 Renewal Project Scoring Standards, the grantee's written appeal will be reviewed by the Funding Oversight Subcommittee.
- The Funding Oversight Subcommittee will evaluate all written appeals submitted and make a recommendation to the Non-Conflicted Members of the Coordinating Council regarding whether each appeal is granted or denied.
- The Non-Conflicted Members of the Coordinating Council will review Funding Oversight Subcommittee recommendations and, upon resolution of any remaining issues, vote to approve and adopt decisions.
- DMA/ODFC staff will adjust performance data and scores based on the disposition of each appeal.
- Grantees will be informed by email communication about the disposition of their written appeal by DMA/ODFC staff.
- Final scoring that incorporates appeal decisions will be determined and released per the "2018 Renewal Project Evaluation and Scoring Policy" stated earlier in this document.

Opening Doors of Fairfield County/CT-503 CoC FY2018 Project Scoring, Reallocation, Selection and Ranking Process

2018 Renewal Project Reallocation

As stated earlier in this document, ODFC/CT-503 CoC will use project evaluation and scoring to determine which projects should be allocated funds under the FY18 CoC NOFA Competition. ODFC/CT-503 will employ a reallocation policy aimed at the following:

- Determining which projects should continue to receive funding based upon performance, meeting CoC needs and furthering HUD priorities.
- Determining which projects are underperforming and whether funds allocated to underperforming projects may better utilized if reallocated to another project.
- Determining whether projects are cost effective and, if not, should a project or a portion of a project be reallocated.
- Identifying whether funds are fully utilized by each project. If there is a risk that HUD might recapture funds, the CoC will seek to determine whether a reallocation plan should be implemented to ensure no loss of CoC funding.

The ODFC/CT-503 CoC's Reallocation policy will be adopted as follows:

- The Funding Oversight Subcommittee will review and recommend the general reallocation strategy to the Non-Conflicted Members of the ODFC Coordinating Council.
- The Non-Conflicted Members of the ODFC Coordinating Council will review and approve the adoption of the final reallocation strategy.

Reallocation of Underperforming Projects

Using the 2018 Renewal Project Scoring Standards tool, projects will be scored across a variety of criteria covering a number of areas: data quality; project performance; agency performance/compliance; compliance with grant requirements; compliance with HUD priorities; compliance with Fairfield County Coordinated Access Network (CAN) policies; cost effectiveness; ODFC/CoC participation; and resolution of HUD monitoring findings.

Scores will be given for each criterion, with all scores summed for a total score for each project. High scores reflect strong performance and low scores reflect weak performance. Low performing projects will be considered for reallocation and projects scoring the least number of points for two consecutive years (2017 and 2018) will be prioritized for reallocation. A project is considered to be low performing when the project's score places the project in the bottom 25% of the projects scored in that year; for 2017, projects that were not funded will not be included in the 25%.

Projects subject to reallocation based on poor performance will be provided with an opportunity to submit an appeal. The Reallocation Appeals Policy and Process described further on in this section provides more detail.

Opening Doors of Fairfield County/CT-503 CoC FY2018 Project Scoring, Reallocation, Selection and Ranking Process

Reallocation of Projects Based on Cost Effectiveness

As part of the FY17 CoC NOFA Competition, the ODFC/CT-503 CoC reallocated funds from projects based on a cost effectiveness strategy. The cost effectiveness strategy included the adoption of the following as cost standards:

- Services:
 - Family household: \$5,500
 - Single adult household: \$4,000
- Housing: amount spent per household should not exceed the FMR payment for the size of unit needed in the geographic area in which the unit is located

Unit information, household type and location of units was provided by grantees. Using the information provided by grantees, a total project maximum amount was calculated and projects which exceeded the maximum were subject to partial reallocation of the amount over the maximum.

In 2018, projects will again be reviewed for cost effectiveness using the standards adopted in 2018. Projects that exceed the maximum amount for services and/or housing will be considered for partial reallocation by the Funding Oversight Subcommittee. The Non-Conflicted Members of the Coordinating Council will review any recommended cost effectiveness reallocations recommended by the Funding Oversight Subcommittee and make the final determination regarding such reallocations.

Projects subject to cost effectiveness reallocation will be provided with an opportunity to submit an appeal. The Reallocation Appeals Policy and Process described further on in this section provides more detail.

Reallocation for Other Reasons

The CT-503 CoC will also consider reallocation of projects for other reasons, including:

- Lack of need within the CoC for the project
- Project funds are likely to be recaptured
- Monitoring indicates serious problems with the project

Projects subject to reallocation for any of these reasons will be provided with an opportunity to submit an appeal. The Reallocation Appeals Policy and Process described further on in this section provides more detail.

2018 Reallocation Process

Any project reallocations based upon increasing the project's cost effectiveness will occur as follows:

- The Funding Oversight Subcommittee will review and recommend a list of projects to be reallocated and a reallocation amount based upon the adopted cost effectiveness housing and services standards.

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- The Non-Conflicted Members of the Coordinating Council will review the list of projects and amount to be reallocated to improve cost effectiveness and approve the adoption of that list as they deem appropriate.
- Grantees with projects subject to reallocation will be notified by phone of the reallocation decision by a representative from ODFC. Grantees will also be notified of the reallocation decision in writing via email. Grantees will be advised that CoC-funded projects that intend to continue to operate must do so at or below the ODFC/CT-503 CoC's cost standard. A form will be provided offering a list of options for moving forward, including:
 - The project will submit a renewal project application based on the reduced budget. This budget must meet the CoC's cost standards for services and housing.
 - The project cannot operate at full capacity without the funds dedicated for reallocation; thereby the project will reallocate project funds in addition to the Reallocation Amount determined by ODFC.
 - The project wishes to appeal the reallocation decision.
- The list of projects subject to reallocation to improve cost effectiveness will be posted on the ODFC website and distributed to CoC grantees.
- Grantees subject to reallocation will have five (5) days to submit an appeal. The Reallocation Appeals Policy and Process described further on in this section provides more detail.

Any reallocations determined due to poor project performance/compliance will occur as follows:

- The list of reallocations to occur based upon project performance/compliance will be determined through the renewal project scoring process.
- The Funding Oversight Subcommittee will review renewal projects with the lowest scores and recommend projects for reallocation to the Non-Conflicted Members of the Coordinating Council.
- The Non-Conflicted Members of the ODFC Coordinating Council will review and approve/adopt the projects to be reallocated through project performance and compliance as they deem appropriate.
- Upon approval and adoption of the list of projects subject to reallocation due to poor project performance/compliance, the affected grantees will be notified by phone of the reallocation decision by a representative of ODFC. Grantees will also be notified of the reallocation decision in writing via email.
- Grantees subject to reallocation will have five (5) days to submit an appeal. The Reallocation Appeals Policy and Process described further on in this section provides more detail.
- A final list of all project reallocations to take place through the FY 2017 CoC NOFA will be posted on the ODFC website and distributed to all CoC grantees.

Any reallocations determined due to other reasons, such as lack of need within the CoC, recapture of funds or serious concerns identified through monitoring, will occur as follows:

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- Upon determination by ODFC staff that a project may need to be reallocated due to an issue such as lack of need within the CoC, recapture of funds or serious concerns identified through monitoring, documentation will be collected for presentation to the relevant committees.
- The Funding Oversight Subcommittee will review documentation and make a recommendation to the Non-Conflicted Members of the Coordinating Council regarding reallocation of projects where this is deemed to be the appropriate response.
- The Non-Conflicted Members of the ODFC Coordinating Council will review and approve/adopt the projects to be reallocated where they deem the documentation to support this action.
- Upon approval and adoption of the list of projects subject to reallocation, the affected grantees will be notified by phone of the reallocation decision by a representative of ODFC. Grantees will also be notified of the reallocation decision in writing via email.
- Grantees subject to reallocation will have five (5) days to submit an appeal. The Reallocation Appeals Policy and Process described further on in this section provides more detail.
- A final list of all project reallocations to take place through the FY 2017 CoC NOFA will be posted on the ODFC website and distributed to all CoC grantees.

2018 Reallocation Appeals Policy and Process

Grantees subject to reallocation for poor performance or cost effectiveness will have five (5) days from the date of notification of the reallocation to submit an appeal.

Written appeals should be submitted through the openingdoorsoffairfieldcounty@gmail.com email address, with the email subject line "Appeal of 2018 Reallocation-[Grant #]-[Agency Name]". Grantees wishing to submit an appeal for a project subject to reallocation must indicate their intent to appeal on the form that is provided by the CoC. The grantee is responsible for providing the information requested for the appeal.

The Funding Oversight Subcommittee will evaluate all written appeals submitted for review and decide whether each appeal is granted or denied.

The Non-Conflicted Members of the ODFC Coordinating Council will review and approve/adopt the appeal decisions made by the Funding Oversight Subcommittee.

Grantees will be informed by email communication about the disposition of their written appeal.

Opening Doors of Fairfield County/CT-503 CoC FY2018 Project Scoring, Reallocation, Selection and Ranking Process

New Project Selection

As part of the annual CoC NOFA Competition, the ODFC/CT-503 CoC may identify funds available for new projects. The CoC is committed to ensuring an open and transparent process for the selection of new projects. As such, where funding availability permits, the CoC will issue a new project solicitation for new projects to be distributed widely to interested parties.

New Project Priorities

In order to determine priorities for new projects, CoC staff and the CoC's consultant (DMA) developed a survey to assess needs and funding priorities which was distributed to the members of the Executive Committee. The Executive Committee met on 2/26/18 and 4/5/18 to review the survey results and additional data and to discuss CoC funding options. The Executive Committee came to consensus around the following general recommendations:

- Approximately 70% of funding available for new projects should be directed toward Rapid Re-housing projects, with target populations of families with children and youth.
- Approximately 30% of funding available for new projects should be directed toward Permanent Supportive Housing projects, with an emphasis on funding for services. While chronic would be the first priority for this housing, other populations could be considered based upon need and following the CoC's adopted prioritization policies.

The Executive Committee noted that funding priorities can be revisited as needed, particularly upon the availability of additional information regarding funding levels.

Drafting of New Project Solicitations

In order to ensure a fair and transparent process regarding the selection of new projects, the CoC will draft and issue a new project solicitation for each project type identified by the CoC as a funding priority. The process for drafting and release of new project solicitations is as follows:

- CoC staff and the CoC's consultant will draft the new project solicitation.
- The new project solicitations for each project type will be reviewed by the Funding Oversight Subcommittee. Upon satisfaction with the content and quality of the solicitations, the Funding Oversight Subcommittee will recommend them to the Non-Conflicted Members of the Coordinating Council for release.
- The Non-Conflicted Members of the Coordinating Council will review all new project solicitations. Upon satisfaction with the content and quality of the solicitations, the Non-Conflicted Members of the Coordinating Council will vote to approve the solicitations for release by the CoC.

Opening Doors of Fairfield County/CT-503 CoC FY2018 Project Scoring, Reallocation, Selection and Ranking Process

Distribution of New Project Solicitations

Once new project solicitations are approved by the Non-Conflicted Members of the Coordinating Council, the CoC will release them to the public. The CoC will work to identify multiple outlets for distribution of the solicitations, including through the CoC's website and email distribution list, as well as those of related and partner organizations through the region and the state.

Review of New Project Pre-Applications

New project solicitations will request that those interested in applying submit a pre-application for CoC review. The information to be included in the pre-application will be detailed in the new project solicitation.

All pre-applications submitted by the deadline stated in the new project solicitation will be reviewed by the Funding Oversight Subcommittee. The Funding Oversight Subcommittee can request additional information from the applicants where clarification would be helpful in the decision-making process. For each pre-application submitted, the Funding Oversight Subcommittee will make a recommendation as to whether or not it should receive funding through the FY18 CoC NOFA Competition.

All recommendations made by the Funding Oversight Subcommittee will be sent to the Non-Conflicted Members of the Coordinating Council for review. Following this review, the Non-Conflicted Members of the Coordinating Council will vote on which pre-applications will be asked to submit a full application for a new project as part of the ODFC/CT-503 CoC's FY18 CoC Priority List.

All agencies submitting pre-applications will be notified in writing via email regarding the decision of the CoC. In addition, the CoC will publicly post a list of new project pre-applications selected for inclusion on the CT-503 CoC FY18 Priority List as well as those not selected.

Upon selection, new project applicants must submit a new project application through the HUD e-snaps system in a timely manner and within the deadline established by the CoC.

Opening Doors of Fairfield County/CT-503 CoC FY2018 Project Scoring, Reallocation, Selection and Ranking Process

Ranking of Projects for the Priority List

Project Ranking

The CoC expects that the 2018 CoC Competition NOFA will require the CoC to rank projects included on the 2018 Priority List. As part of this process, the CoC anticipates that projects will be sorted into Tier 1 and Tier 2. In past CoC Competitions, projects placed into Tier 2 have been scored by HUD in order to determine if they will receive funding.

Project ranking and placement of each project into Tier 1 or Tier 2 will be determined by several factors:

- For renewal projects, a significant portion of the project's rank will be based upon the project's performance, as determined through the Renewal Project Scoring process.
- Discussion will be held regarding strategies for the ranking of renewal projects without a full year of operations.
- For all projects, CoC policies related to the placement of specific project types (i.e., HMIS, Planning, Supportive Services Only for coordinated entry/access, Permanent Supportive Housing, Rapid Re-Housing, Transitional Housing, New and Bonus projects), will be determined by the Funding Oversight Subcommittee and the Non-Conflicted Members of the Coordinating Council, with consideration of input provided by the Executive Committee.
- The Funding Oversight Subcommittee and Non-Conflicted Members of the Coordinating Council will review various ranking/tiering scenarios in order to determine the most competitive scoring options for projects placed into Tier 2.
- Additional factors, including CoC and HUD priorities, may be considered by the Funding Oversight Subcommittee and Non-Conflicted Members of the Coordinating Council in determining project ranking.

The process for determining project ranking and tiering will include the following:

- Once all project applications have been selected for inclusion on the 2018 Priority List or rejected (including selection of projects for reallocation and new project selections), final project ranking and tiering decisions will be made.
- The Funding Oversight Subcommittee will review various project ranking and tiering scenarios and recommend a preferred project ranking and tiering scenario to the Non-Conflicted Members of the Coordinating Council for approval and adoption.
- The Non-Conflicted Members of the ODFC Coordinating Council will review the project ranking/tiering recommendation(s) of the Funding Oversight Subcommittee and approve/adopt a scenario.
- Upon adoption of final project ranking and tiering for the 2018 Priority List, the CoC will publicly post the information and provide notification to grantees/applicants.

Opening Doors of Fairfield County/CT-503 CoC FY2018 Project Scoring, Reallocation, Selection and Ranking Process

Applicant Notification & Public Posting

All applicants will be notified of the results of the ranking process according to the deadline established in the 2018 CoC Competition NOFA. Applicants will be notified regarding the project's rank order on the 2018 Priority List, project placement into Tier 1 or Tier 2, or the rejection of their project for inclusion on the Priority List. The CoC will provide notification in writing via email. The CoC will also publicly post information on ranking and tiering of projects and the list of projects accepted or rejected for inclusion on the 2018 Priority List on the CoC's website.

From: [Pamela Ralston](#)
To: ["cmiklos@operationhopect.org"](mailto:cmiklos@operationhopect.org)
Cc: ["david@shworks.org"](mailto:david@shworks.org); ["Adam D. Bovilsky"](#)
Subject: Notification of Acceptance for Voluntary Reallocation of HOPE 4
Date: Wednesday, August 29, 2018 5:09:00 PM
Attachments: [image003.png](#)



Operation Hope, Inc.
Carla Miklos, Executive Director
Re: Hope 4 Project Renewal

Dear Carla,

Thank you for submitting a request to the CT 503 CoC for a voluntary reallocation of your renewal project, Hope 4. Your request was reviewed and approved on 8/17/18 by the ODFC Funding Oversight Committee and the non-conflicted members of the ODFC Coordinating Council.

The reallocation of Hope 4 has been accepted by CT 503 under an agreement that Operation Hope will create a new project (PSH Seaview Hope 4) by combining Hope 4 with Seaview Supportive Housing program which was reallocated on 7/11/8 by Regional Network of Programs.

Sincerely,

David Rich, Adam Bovilsky
Co-chairs, CT 503

From: Jennifer Kolakowski
To: [Pamela Ralston](#)
Subject: RE: HUD-Seaview Apartment Program
Date: Thursday, July 12, 2018 10:15:22 AM

Thank you Pam.

Jen

Jennifer E. Kolakowski, LCSW
Chief Executive Officer
Recovery Network of Programs, Inc.
2 Trap Falls Road, Suite 405
Shelton, CT 06484
Telephone: 203.929.1954

From: Pamela Ralston <pralston@cceh.org>
Sent: Wednesday, July 11, 2018 6:09 PM
To: Jennifer Kolakowski <Jennifer.Kolakowski@rnpinc.org>; David Rich <david@shworks.org>
Cc: Linda Mosel <Linda.Mosel@rnpinc.org>; Paul Kelly <Paul.Kelly@rnop.org>; Moira Rizzo <Moira.Rizzo@rnpinc.org>
Subject: RE: HUD-Seaview Apartment Program

Dear Jen,

Thank you for your email.

We know that this was a difficult decision on your part and we appreciate the thoughtful process you employed to come to this decision.

I will work with the CoC's consultant, Diana Myers and Associates to determine the best course of action for RNP and for the residents of this projects. We will be in touch in the near future on next steps.

Thank you again and best regards,
Pam

From: Jennifer Kolakowski [<mailto:Jennifer.Kolakowski@rnpinc.org>]
Sent: Wednesday, July 11, 2018 2:24 PM
To: Pamela Ralston <pralston@cceh.org>; David Rich <david@shworks.org>; Joyce Platz <jplatz@stvincents.org>
Cc: Linda Mosel <Linda.Mosel@rnpinc.org>; Paul Kelly <Paul.Kelly@rnop.org>; Moira Rizzo <Moira.Rizzo@rnpinc.org>
Subject: HUD-Seaview Apartment Program

Good Afternoon,

As I believe you know by now, we have made the very difficult decision to not reapply for RNP's HUD funded Seaview Apartment Program. While we are making the commitment to absorb the \$112,472 budget cut for this year, it is not possible to continue to do so. Please let me know how we can best proceed in planning for our residents. We fully accept our responsibility for ensuring the well-being of our clients, but would greatly appreciate your support and guidance as we plan for a safe, supportive transition for those we have been privileged to serve.

Thank you so much.

Jen

Jennifer E. Kolakowski, LCSW
Chief Executive Officer
Recovery Network of Programs, Inc.
2 Trap Falls Road, Suite 405
Shelton, CT 06484
Telephone: 203.929.1954

Jennifer Kolakowski
Jennifer.Kolakowski@rnpinc.org
Chief Executive Officer
203-929-1954 Ext. 102
Recovery Network of Programs, Inc.
2 Trap Falls Road Suite 405
Shelton, CT 06484



The contents of this email and any attachments to it may contain privileged and confidential information from Recovery Network of Programs, Inc. This information is only for the viewing or use of the intended recipient. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution, or use of, or the taking of any action in reliance upon, the information contained in this e-mail, or any of the attachments to this e-mail, is strictly prohibited and that this e-mail and all the attachments to this e-mail, if any, must be immediately returned to Recovery Network of Programs, Inc. or destroyed. In either case, this e-mail and all attachments to this e-mail must be immediately deleted from your computer without making any copies hereof. If you have received this e-mail in error, please notify Recovery Network of Programs, Inc. by e-mail immediately.



Opening Doors of Fairfield County <openingdoorsoffairfieldcounty@gmail.com>

CT-503 CoC - Final Project Ranking/Tiering for 2018 CoC NOFA Competition & Priority Listing

Opening Doors of Fairfield County <openingdoorsoffairfieldcounty@gmail.com> Fri, Aug 31, 2018 at 9:11 AM

To: Wendalina Claudio <wclaudio@laurelhouse.net>, Jessica Kubicki <jessica@shworks.org>, Chris Jachino <cjachino@fcagency.org>, Anavivian Estrella <aestrella@inspiricact.org>, "Joseph, Neelam N" <Neelam.Joseph@ct.gov>, Lauren Zimmermann <lauren@shworks.org>, EMERGE ORGANIZATION <emergeinc@optonline.net>, Lynne Bannister <lynne@shworks.org>, Karen Betances <Kbetances@fcagency.org>, "Helen (Lavin) McAlinden" <hlavin@theconnectioninc.org>, Jacqueline Janosko <jjanosko@cceh.org>, "Platz, Joyce" <jplatz@stvincents.org>, Denise DuBose <DDubose@pacifichouse.org>, Liz Bennett <lbennett@operationhopect.org>, Meredith Damboise <MDamboise@newreach.org>, Jeannette Archer-Simons <jarcher@opendoorshelter.org>, "Jason Shaplen (JShaplen@InspiricaCT.org)" <jshaplen@inspiricact.org>, Lynne Bannister <lynne@supportivehousingworks.org>, Maria Dezi <madezi@theconnectioninc.org>, Rosie Rodriguez <rrodriguez@mfp.com>, Brian Roccapriore <broccapriore@cceh.org>, David Rich <david@shworks.org>, Erin Russell <erussell@cccymca.org>, Anavivian Escalante <aescalante@inspiricact.org>, Rafael Pagan JR <RPagan@pacifichouse.org>, Stuart Lane <slane@mfp.com>, 'Rafael Pagan <rpagan@shelterforhomeless.org>, Christina Franco <cfranco@theconnectioninc.org>, Jim Bombaci <jim@nutmegit.com>, Christy Rubenstein <christy@dma-housing.com>, Marlene DeSantis <marlene.desantis@liberationprograms.org>, Carla Miklos <cmiklos@operationhopect.org>, Carmen Colon <ccolon@cccymca.org>, Jessica Kubicki <jessica@supportivehousingworks.org>, ddubose@shelterforhomeless.org, rodriguez@mfp.com, iebrown@opendoorshelter.org, Maria Satterwhite <msatterwhite@homesforthebrave.org>, "DiLella, Steve" <steve.dilella@ct.gov>, Teresa Brown <tbrown@cccymca.org>, Kathy Hunter <kathy@shworks.org>, Jerome Roberts <JRoberts@pacifichouse.org>, Linda Autore <lautore@laurelhouse.net>, "Hilda Johnson (hjohnson@unitedwaycfc.org)" <hjohnson@unitedwaycfc.org>, Mary Jane DeFilippo <mjdefilippo@cceh.org>, Tonisha' <Tonisha.Cohen-King@ascension.org>, Dennis O'Connor <doconnor@laurelhouse.net>, Marilyn Pratt <MPratt@ccfc-ct.org>, "Platz, Joyce" <jplatz@ascension.org>, lisa@shworks.org, abovilsky@norwalkha.org, Cary Ostrow <Cary.Ostrow@liberationprograms.org>, Michael McKinney <Michael.McKinney@liberationprograms.org>, "Feller, Alicia" <Alicia.Feller@ct.gov>, "Monteiro, Alinette" <Alinette.Monteiro@ct.gov>, Chris Jachino <CJachino@fcagency.org>, LRobbins@stamhealth.org, mwatt@swrmhb.org, ttrojanowski@townofstratford.com, l.morrissey@danbury-ct.gov, igiillespie@communities4action.org, Nicole.Pace@fcaweb.org, jdasilva@hacdct.org, sobrien@homefrontprogram.org, tivers@norwalkha.org, markingle.pastor@gmail.com, giganterb@gmail.com, jpierce@fccfoundation.org, Anthony Crisci <anthony@ctgay.org>, Leigh Howard <leigh@dma-housing.com>
Bcc: Pamela Ralston <pralston@cceh.org>



Dear ODFC/CT-503 Continuum of Care grantees, members and stakeholders,

The information below and attached is an important notice regarding the FY 2018 CoC NOFA Competition.

This email summarizes the list of projects that have been accepted by the CT-503 CoC and will be included in the ODFC/CT-503 CoC Project Priority List for funding. This includes renewal projects and new projects that will be submitted. Also listed are the renewal projects that have been reallocated. Please note that all projects that are being fully reallocated have been informed of the reallocation prior to the distribution of this email.

The CoC's final ranking of projects for the FY 2018 HUD CoC NOFA was recommended by the Funding Oversight committee on 8/29/18 and approved by the non-conflicted members of the Coordinating Council on 8/30/18. The final ranking of projects is attached to this email. If you have any questions, please contact Pam Ralston at pralston@cceh.org.

RENEWAL PROJECTS

The following renewal projects have been accepted by the CoC and will be included in the Project Priority Listing submitted to HUD. Each of these projects will be funded at the full Annual Renewal Amount, as indicated on the CoC's 2018 Grant Inventory Worksheet. Listed in alphabetical order:

- Alpha Home Inc. - Alpha Home, Inc. (Jessica Tandy Apartments) - \$122,496
- Applied Behavioral Rehabilitation Institute, Inc. - Waldorf House Supportive Housing Program - \$92,592
- Catholic Charities of Fairfield County, Inc. - Conger House Renewal 2017 - \$185,152
- Catholic Charities of Fairfield County, Inc. - PHD Supportive Housing Renewal 2017 - \$389,948
- Connecticut Department of Housing - ODFC 211 SSO - \$70,000
- Connecticut Department of Housing - ODFC CAN-SSO 2017 - \$293,006
- Connecticut Department of Housing - ODFC RRH Bonus 2017 - \$605,515
- Connecticut Department of Mental Health and Addiction Services - CT0033 Bridgeport Fairfield Apartments - \$164,436
- Connecticut Department of Mental Health and Addiction Services - CT0034 Bridgeport Crescent Apartments - \$179,731
- Connecticut Department of Mental Health and Addiction Services - CT0035 Bridgeport Rental Assistance - \$1,553,100
- Connecticut Department of Mental Health and Addiction Services - CT0085 Norwalk Rental Assistance - \$540,801
- Connecticut Department of Mental Health and Addiction Services - CT0103 Stamford Colony Apartments - \$198,280
- Connecticut Department of Mental Health and Addiction Services - CT0104 Stamford Atlantic Apartments - \$197,377
- Connecticut Department of Mental Health and Addiction Services - CT0105 Stamford Rental Assistance - \$237,933
- Connecticut Department of Mental Health and Addiction Services - ODFC 2017 PSH - \$1,700,479
- Emerge, Inc. - Emerge 1 - \$46,256
- Family and Children's Agency - FCA HUD Reallocation #2 - \$53,237
- Family and Children's Agency - FCA HUD Reallocation #3v2 - \$77,767
- Family and Children's Agency - PILOTS I - \$192,080
- Family and Children's Agency - HUD Reallocation 1 - \$26,572
- Inspirica, Inc. - Family Transitional Living Program (CT0099L1E031609) - \$392,895
- Inspirica, Inc. - Rose Park Apartments (CT0166L1E031607) - \$21,788
- Inspirica, Inc. - Rose Park Apartments 1st and 2nd Floor (CT0178L1E031605) - \$42,434
- Laurel House, Inc. - Partners 2 FY17 - \$122,197
- Laurel House, Inc. - Partners 3 FY17 - \$21,528
- Liberation Programs, Inc. - Cherry Homes PSH 1 - \$125,088
- Micah Housing, Inc. - Hope Supportive Housing - \$161,533
- Mid Fairfield AIDS Project, Inc. - Independent Living Program 1 2017 - \$135,855
- Mid Fairfield AIDS Project, Inc. - Independent Living Program 2 2017 - \$53,147
- Open Door Shelter - 129 South Main St. - \$50,418
- Shelter for the Homeless, Inc. - Beacon III FY18-19 - \$110,314
- Shelter for the Homeless, Inc. - Berkeley House FY18-19 - \$94,031
- St. Vincent's Medical Center/SVBH- CRS - SVMC- Norwalk SHP 2017 - \$326,982
- St. Vincent's Medical Center/SVBH- CRS - SVMC-Bridgeport SHP 2017 - \$989,079
- The Connection, Inc - Supportive Housing Program Fairfield - \$146,700
- United Way of Coastal Fairfield County - CT-503 HMIS FY 2017 (CT0082) - \$163,791
- United Way of Coastal Fairfield County - Fairfield County Rapid Rehousing 2017 - \$45,742

REALLOCATION

The following projects have been voluntarily reallocated and will not be submitted for renewal funding:

- Operation Hope of Fairfield, Inc. - Hope 4 - \$158,800
- Recovery Network of Programs, Inc. - Seaview Supportive Housing Program 2017 - \$176,032

NEW PROJECTS

The CoC received 4 new project applications totaling \$ 1,318,233 in funding. The CoC had a total of \$1,318,233 in funding to award. This amount includes funding from the following sources: the Regular Bonus, DV Bonus and the voluntary reallocation of 2 projects.

The following new projects have been accepted for inclusion on the Project Priority List for funding:

- Connecticut Department of Housing, DOH CCADV ODFC RRH project \$367,494
- Connecticut Department of Housing, ODFC Permanent Housing and Services Bonus 2018, \$184,773
- Connecticut Department of Housing, CT0301 (Expansion) ODFC RRH 2018 Bonus Project, \$431,134

- Operation Hope, PSH Seaview Hope 4, \$334,832

No organizations submitted preliminary applications to the CoC that were not selected for funding for the FY 2018 competition.

Thank you for your participation in the ODFC/CT-503 CoC and your ongoing commitment and efforts to end homelessness in Fairfield County.

Respectfully,

Pam Ralston and Christy Rubenstein



ODFC_CT503 CoC Ranking _ Tiering FY Priority List 8_30_18.pdf

107K

August 31, 2018

Dear ODFC/CT-503 Continuum of Care grantees, members and stakeholders,

The information below and attached is an important notice regarding the FY 2018 CoC NOFA Competition.

Please find attached to this email the final ranking and tiering of projects for the CT-503 2017 CoC Application and FY17 Priority Listing ("ODFC-CT503_FY17PriorityListing_FinalRankingTiering_2017-09-13.pdf"). This ranking and tiering was recommended by the ODFC Funding Oversight Committee on September 11, 2017 and was approved by the Non-Conflicted Members of the ODFC Coordinating Council on September 13, 2017.

This email summarizes the list of projects that have been accepted by the CT-503 CoC and will be included in the ODFC/CT-503 CoC Project Priority List for funding. This includes renewal projects and new projects that will be submitted. Also listed are the renewal projects that have been reallocated. Please note that all projects that are being fully or partially reallocated have been informed of the reallocation prior to the distribution of this email.

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Thank you for your participation in the ODFC/CT-503 CoC and your ongoing commitment and efforts to end homelessness in Fairfield County.

Respectfully,

Pam Ralston and Christy Rubenstein

Dear ODFC/CT-503 CoC-funded Grantees-

The below is an important notice regarding the 2017 CoC NOFA Competition.

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Please note that the priorities previously established for ranking and tiering were revised to improve the competitiveness of projects placed into Tier 2. Projects placed into Tier 2 are ranked according to the following formula detailed on p.16 of the *Notice of Funding Availability (NOFA) for the Fiscal Year (FY) 2017 Continuum of Care Program Competition*:

“CoC Project Ranking. Up to 40 points for the CoC’s ranking of the project application(s). To more evenly distribute funding across CoCs and take into account the CoCs ranking of projects, point values will be assigned directly related to the CoCs ranking of projects. The calculation of point values will be 40 times the quantity (1-x) where x is the ratio of the cumulative funding requests for all projects or portions of projects ranked higher by the CoC in Tier 2 plus one half of the funding of the project of interest to the total amount of funding available in Tier 2.”

The Funding Oversight Committee reviewed multiple point value scenarios using this formula and recommended the adopted ranking and tiering as it provided the strongest point value options for the Tier 2 projects and also aligns with the CoC’s strategies and priorities– namely, to create additional housing resources, including permanent supportive housing and rapid rehousing, and to support Coordinated Access Network infrastructure. The revised ranking and tiering priorities recommended by the Funding Oversight Committee are summarized as follows (PH= permanent housing; TH = Transitional Housing; HMIS = Homeless Management Information System; SSO = Supportive Services Only):

TIER	PROJECT TYPE
1	PH/TH Renewal projects – High scoring, 100-66 points by rank
1	PH/TH Renewal projects – Not scored due to lack of data
1	New – Bonus RRH
1	New – PSH from Reallocation
1	HMIS Renewal
1	SSO Renewal – CAN
1	New – CAN SSO – CAN Staffing
Straddler	PH/TH Renewal – Low scoring, 65-55 points, w/1 year of poor performance by rank
2	New – CAN SSO – 211
2	PH/TH Renewal – Low scoring, 65-55 points, w/1 year of poor performance by rank
2	New CAN SSO – DMHAS Reallocation
2	PH/TH Renewal – Low scoring, 65-55 points, w/2 years of poor performance
2	PH/TH Renewal Projects – Low scoring, under 55 points



Funding Announcement

Date of RFP Release: **8/8/18** Deadline for Submission: **8/14/18**
All inquiries and applications to: Pam Ralston pralston@cceh.org

This Preliminary Application has been released by **Opening Doors of Fairfield County (ODFC)/CT-503** to solicit proposals for the provision of a new Permanent Supportive Housing (PSH) project for the following sub-population: **single adults**.

I. Funding Announcement:

- ODFC/CT-503 seeks a sub-recipient applicant to assume operations of an existing PSH project, located in Bridgeport, CT. Organization must be located within the ODFC/CT 503 jurisdiction and must operate this project that currently serves 16 households in the Bridgeport area. CT 503 jurisdiction includes: Bridgeport, Brookfield, Darien, Easton, Fairfield, Greenwich, Monroe, Newtown, New Canaan, New Fairfield, Norwalk, Redding, Ridgefield, Sherman, Stamford, Stratford, Trumbull, Weston, Westport and Wilton.
- Funds for this opportunity have been sourced through a voluntary reallocation by an existing HUD-CoC grantee. The project has been operating in good standing since 1997. The CT Department of Housing has agreed to sponsor this project as HUD grantee.

A. Background:

- ODFC competes annually with other communities nationally to secure federal funds through the U.S. Department of Housing and Urban Development's (HUD) Continuum of Care (CoC) program in efforts to end homelessness.
- HUD's policy and program priorities focus resources to: 1) End homelessness for all persons; 2) Create a systemic response to homelessness; 3) Strategically allocate and use resources; and 4) Use a Housing First approach. All applicants are encouraged to read the Federal FY2018 CoC Program NOFA available online at <https://www.hudexchange.info/resources/documents/FY-2018-CoC-Program-Competition-NOFA.pdf>
- ODFC has prioritized all CoC permanent supportive housing projects to serve the most vulnerable as assessed by the VI-SPDAT, the CoC's common assessment tool, and length of time homeless. All PSH beds are dedicated to serve individuals experiencing chronic homelessness, and such households are **prioritized for permanent supportive housing (PSH) by the FC-CAN**. (Chronic homelessness is defined in an appendix to this document.)

- The budget proposed for this project is: **\$176,032.00**. Funding is limited to: rental assistance, supportive services and administrative costs. This project currently serves 16 single households in a congregate setting. The configuration is as follows:
 - **Project is considered a 1 unit with four bedrooms**
 - **6 units with two bedrooms**
- **scattered site project, however, all 7 units are located in the same building**

II. Purpose and Goal of the ODFC Permanent Housing Rental Assistance and Service Project

A. Prioritization

Participants in all ODFC/CT-503 HUD funded projects will be identified and prioritized by the use of the region's common assessment tool, the VI-SPDAT, and through the By Name List (BNL) maintained by the Fairfield County Coordinated Access Network (FC-CAN). The FC-CAN Housing Matching/Placements committees will take into consideration a variety of factors when determining what housing and assistance might best allow a household to maintain stable housing, such as the following:

- Length of homeless history,
- Presence of a disability,
- The number of household members,
- The amount of income,
- Employability,
- Housing history,
- Assessment score (including VI-SPDAT or VI equivalent),
- Frequent utilization of emergency healthcare services,
- Justice involvement,
- Whether someone is experiencing unsheltered homelessness,
- Safety concerns and
- Other factors when determining the best resources for referral

B. Permanent Supportive Housing (PSH)

- Project Description:
The ODFC PSH project will provide rental assistance and use a combination of housing location (as appropriate) and stabilization services to help households who are experiencing chronic homelessness move as quickly as possible into permanent housing to achieve housing stability. A goal for ODFC's PSH project is for households to exit shelter or the streets and enter permanent housing within 30 days applying a Critical Time Intervention approach (detailed later in this RFP).

- Eligible Program Participants:
 - Eligible participants are chronically homeless households as currently defined by HUD:
A “homeless individual with a disability,” as defined in section 401(9) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11360(9)), who:
 - i. Lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and
 - ii. Has been homeless and living as described in paragraph (a)(i) continuously for at least 12 months or on at least four separate occasions in the last 3 years, as long as the combined occasions equal at least 12 months and each break in homelessness separating the occasions included at least 7 consecutive nights of not living as described in paragraph (a)(i). Stays in institutional care facilities for fewer than 90 days will not constitute as a break in homelessness, but rather such stays are included in the 12-month total, as long as the individual was living or residing in a place not meant for human habitation, a safe haven, or an emergency shelter immediately before entering an institutional care facility;
 - iii. An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days and met all of the criteria in paragraph (a) of this definition, before entering the facility;
 - iv. A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraph (a) or (b), including a family whose composition has fluctuated while the head of household has been homeless.

- Target Population:
 - The project currently serves 16 households in a congregate setting permanent supportive housing project. The CoC envisions that the applicant will serve at least the current number of residents.
 - The applicant must agree to serve chronically homeless households in accordance to the order of priority established by Notice CPD-16-11: <https://www.hudexchange.info/resources/documents/notice-cpd-16-11-prioritizing-persons-experiencing-chronic-homelessness-and-other-vulnerable-homeless-persons-in-psh.pdf>

- All participants will be identified and prioritized by the use of the region’s common assessment tool, the VI-SPDAT, HUD orders of priority and through the By Name List (BNL) maintained by the FC-CAN and any other FC-CAN applicable criteria. Households will be case conferenced and referred via regional Housing Placement meetings which occur bi-weekly in each of the ODFC sub-regions across the FC-CAN.
- Persons in transitional housing **are not eligible**, even if they met the criteria described above prior to entering the transitional housing program.

C. Case Management Services

Staffing and Service Expectations:

The contractor must provide a minimum level of staffing and service activities to ensure that this ODFC permanent housing project is implemented appropriately. Funds will be apportioned in a manner that will maximize the use of resources to serve as many households as possible. Leveraged services and resources from activities already in place via other funds or staff in place within an organization will be considered during scoring of proposals.

Support Services Model for Implementation:

Providers are expected to implement and deliver services under a Progressive Engagement strategy to help households end their homelessness as rapidly as possible, despite barriers, with minimal financial and support resources. More information on Progressive Engagement can be found [here](#).

Case management services will be delivered under a Critical Time Intervention (CTI) approach:

- CTI is a time-limited evidence-based practice that mobilizes support for vulnerable individuals through phases of time, limited transition periods. The approach facilitates community integration and continuity of care by ensuring that a person has a network of community and support systems tied to these critical periods of transition.
- Components of the model include: home visits, collaborative assessments, connecting case management with exiting supports, introducing new supports, offering support and advice as needed to client and caregivers.
- More information on CTI can be found [here](#).

D. Rental Assistance

- Rental assistance programs may be tenant-based (TBRA) or project-based (PBRA). Rental assistance may be used for units owned by the applicant organization. These must be units newly designated to serve homeless people and ready for

occupancy immediately upon the award of funds, approximately September 2019, to ensure that existing residents do not return to homelessness.

- Rental assistance is to be considered long-term (for more than 12 months). Recipients must serve a minimum of the number of program participants identified in the funding application to HUD.

III. Applicants

ODFC is seeking proposals from eligible 501(c)(3) nonprofit organizations to provide permanent housing and stabilization services, as necessary, to assist single adult households who are living in shelters or in places not meant for human habitation (for example, living on the street or in a car) to move as quickly as possible into permanent housing with the goal of achieving housing stability. Case management services will be provided onsite and as appropriate for the unique assessed needs of each individual.

Minimum Qualifications of Applicants:

To be considered as an applicant under this contract, respondents must have the following minimum qualifications:

- a. A minimum of three (3) years demonstrated experience providing housing placement, relocation and/or stabilization services to individuals, families and/or youth experiencing homelessness or individuals, families and/or youth at imminent risk of homelessness within the ODFC region.
- b. Ability to rapidly move participants into permanent housing with long term financial assistance.
- c. Ability to provide developmentally appropriate case management and services.
- d. Capability of serving multicultural, multilingual populations.
- e. Established partnerships and/or collaborations with housing resources in the ODFC region or sub-region area specified in the respondent's proposal.
- f. ODFC reserves the right to reject the submission of any respondent in default of any current or prior contract with either HUD or with DOH.
- g. For proposals from providers with plans to include those fleeing domestic violence, dating violence, sexual assault, stalking or other dangerous situations:
 1. Ability to maintain database comparable to HMIS to provide the CoC with aggregate project level outcomes
 2. Project must be designed to provide safe housing to survivors and their families
 3. Program will be required to meet the safety needs of survivors using [trauma-informed](#) practices and [Housing First](#) orientation, low barrier approach
- h. Evidence of strong collaboration with and participation in the Fairfield County CAN

- i. Non-CoC providers are encouraged to apply to participate in new funding.

IV. Project Requirements

- **Sustainability Coordination and Case Management Services.** The applicant is expected to provide housing sustainability support. Sustainability coordination services will include assistance in increasing income through work or benefits or both, access to other long-term housing subsidies and other opportunities, establishing and/or expanding family and community supports, and assistance in increasing access to mainstream services.
- **Adherence to CT-503 Housing First Principles:** It is expected that services will be provided in accordance to the CT-503 Housing First Principles (provided as an Appendix to this RFP).
- **Program management/quality assurance oversight.** It is expected that this role will be implemented within the staffing structure and is a requirement under this funding.

V. Funding

ODFC will submit this application as a new project through the annual HUD CoC NOFA to ensure the existing project is renewed under a newly identified grantee. ODFC will make efforts to look for opportunities to maximize the available budget of this project by increasing the total number of households served and ensure that resources are allocated efficiently toward an increased number of units if advisable.

If applicants seek funding to expand an existing project the applicant should complete the relevant section of this application (this includes applicants who have not been funded via CoC funds previously). Applications for expansion can be submitted regardless of whether or not the applicant has an existing CoC renewal project, so this does not preclude applicants who have not been previously funded by the CoC from applying.

- Eligible activities/projects for the Funds:
 - The project must be Permanent Supportive Housing
 - Applicants can request funds for:
 - PSH: Rental assistance (tenant-based, project-based), supportive services, admin
 - PSH funds must be dedicated to serving chronically homeless individuals experiencing chronic homelessness, as defined in the appendix of this RFP.

**APPLICATION For:
FY 2018 ODFC Housing and Services Program**

- **Please address all items in the Application**
- **A responsive proposal must describe** how the respondent will operate this project to maintain the housing of current residents.
- **Response will also address how the applicant will collaborate with ODFC and** community partners to perform the activities required by this RFP.

1) Agency Name.

Contact Information:

- Name:
- Phone Number:
- E-mail Address:
- Address of principal place of business

2) Regional Catchment Area. The project is located in the greater Bridgeport catchment area and will continue to operate in that area.

3) Target Population. Project must continue to serve 100% chronic, single adults.

4) Service Delivery Plan. Describe in detail the activities that will be provided under the proposed program. This should include: a description of services to be provided, collaborations in providing services, the number of households you intend to serve if greater than 16, client-to-staff ratio and other relevant details about program implementation.

5) Service Capacity. Describe your agency's capacity to carry out the services described. In particular include: an assurance that services will be available no later than September 1, 2019 and the experience of the applicant and partners over the past three (3) years in the specified sub-region, emphasizing experience with 1) housing relocation and stabilization services and 2) community collaboration specific to housing and/or homelessness. Include the current number of clients served, client-to-staff ratio, funding source(s), and successes. Include a summary of how your organization participates in the FC-CAN.

6) References. Provide three (3) specific programmatic references for the applicant

7) Data Collection. Applicants are required to participate in CT HMIS – does your organization currently participate?

For domestic violence providers: please identify an alternative process of client-level data collection.

8) Match Funds. HUD will require a 25% match for this project, which can be in-kind or cash match. Provide the source of the 25% match and explain how ODFC- RRH /PSH or services may be used to leverage other funding.

9) Provide details for budget below related to this project.

Applicant Agency Name	
Applicant FTE / case manager salary for the ODFC Project =	
Ave Benefits Cost =	
Average other costs (mileage, computer, phone) =	
Total Direct Costs =	
Total Caseload per FTE case manager =	

10) If this is an expansion project, please indicate:

- a. Is this project seeking expansion funds to replace other funding sources?
 YES No (Note: use of expansion funds to replace other renewable sources is not permitted)

- b. **Component Type of the existing and expansion projects must be permanent supportive housing (component types must be identical.**

- c. **Grant # of the eligible renewal project that is requesting expansion (if applicable): _____**

11) Assessment of Client Satisfaction. Identify and describe the applicant’s process for assessing client satisfaction (surveys, etc.). Summarize feedback by number and percent of returned surveys, summary of concerns expressed by clients, etc. Provide a brief description of proposed sub-recipient’s follow-up actions or plans regarding concerns expressed by clients.

INSTRUCTIONS FOR APPLICATION SUBMISSION:

Proposal Timeline:

RFP Release	August 8, 2018
Deadline for responses/applications	August 14, 2018 at 3:00 PM

All applications must be submitted in Word format to:

openingdoorsoffairfieldcounty@gmail.com

Attention: Pamela Ralston

CT 503 PH and Services RFP Appendix:

Adoption of HUD Notice CPD 16-11

Requirement to dedicate or prioritize PSH beds to people experiencing chronic homelessness:

All CT 503/ODFC CoC-funded PSH beds are required to dedicate or prioritize 100% of their beds to people experiencing chronic homelessness. When filling vacant beds, CoC-funded PSH projects must seek referrals only through their FC-CAN from the *Statewide By-Name List* maintained by the FC-CAN and monitored by the Connecticut Department of Housing (CT DOH) and should be filtered for FC-CAN's homeless population for prioritization decisions.

This by-name list uses the order of priority established in HUD Notice CPD-16-11: Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing. Relevant guidance from the Notice appears below, and the full Notice is available at:

<https://www.hudexchange.info/resources/documents/notice-cpd-16-11-prioritizing-persons-experiencing-chronic-homelessness-and-other-vulnerable-homeless-persons-in-psh.pdf>

The notice defines which chronically homeless people get priority access to PSH beds and how to prioritize PSH beds when no chronically homeless persons exist within the geographic area.

Accepting Referrals through a Single Prioritized List for PSH

All CoC-funded PSH projects are required to accept referrals ONLY from the *Statewide By-Name List* that is maintained by FC-CAN and monitored by CT DOH, and should be filtered for FC-CAN's homeless population for prioritization decisions. The single prioritized list is updated frequently to reflect the most up-to-date and real-time data as possible.

This requirement does not include homeless veterans or homeless youth, who have separate processes for prioritization for PSH projects that are dedicated to these populations.

Prioritizing Chronically Homeless Persons in CoC Program-funded Permanent Supportive Housing Beds Dedicated or Prioritized for Occupancy by Persons Experiencing Chronic Homelessness:

When selecting participants for housing, FC-CAN and CoC Program-funded PSH that is dedicated or prioritized for persons experiencing chronic homelessness are required to use the following order of priority that has been established by the CT 503/ODFC CoC and the *Statewide Coordinated Access Network Leadership Committee*, which is consistent with HUD Notice CPD-16-11:

- People who meet the HUD definition of chronic homelessness and have a VISPDAT 2.0 score of at least 8 for individuals, a Family VISPDAT 2.0 score of at least 9 for families, or a Next Steps score of at least 8 for homeless youth. Housing Placement Teams will determine prioritization within this category based on the VISPDAT score, the length of history of homelessness, and other knowledge of the individual or family that may help measure severity of service needs.
- Applicants will be prioritized based on VI SPDAT score and a consensus of severity of service needs from the local Housing Placement Committee. For example, applicants with a higher VI SPDAT score will be prioritized over other applicants with a lower VI SPDAT score.
- Exceptions to the specified order must be approved by consensus at the FC-CAN Housing Placement Committee. For example, an exception might be made by the Housing Placement Committee to prioritize an individual who has been living in an unsheltered location for 14 months and has a VI SPDAT 2.0 score of 17 over an individual who has been living in shelter for 15 months and has a VISPDAT 2.0 score of 13. When the Housing Placement Committee feels that the VISPDAT 2.0 or Next Step score does not reflect the individual's true service needs, a full SPDAT may be requested or required by the FC-CAN Housing Placement Committee before matching the homeless individual to a PSH program. For example, it may be helpful to conduct a full SPDAT when someone has 22 months of homelessness but has scored a 2 on the VISPDAT. When there is no consensus in the Housing Placement Committee for an exception, approval should be sought by the HUD grantee and/or funder of the program with the opening. CAN Housing Placement Committees should document all decisions, including the rationale for any exceptions to prioritization in meeting notes.

Recipients must follow the order of priority while also considering any target populations served by the project as identified in the project application submitted to HUD. For example, a CoC Program-funded PSH project that targets homeless persons with a serious

mental illness should follow the order of priority to the extent to which persons with serious mental illness meet the criteria. In this example, if there were no persons with a serious mental illness that also met the criteria of chronically homeless, the recipient should follow the order of priority for PSH when no chronically homeless person exists on the By-Name List (see below).

Recipients must exercise due diligence when conducting outreach and assessment to ensure that chronically homeless individuals and families are prioritized for assistance based on their total length of time homeless and/or the severity of their needs. CT 503/ODFC recognizes that some persons—particularly those living on the streets or in places not meant for human habitation—might require significant engagement and contacts prior to their entering housing and recipients of CoC Program-funded PSH are not required to allow units to remain vacant indefinitely while waiting for an identified chronically homeless person to accept an offer of PSH. FC-CAN providers should continue to make attempts to engage those persons that have not accepted an offer of PSH and these chronically homeless persons must continue to be prioritized for PSH until they are housed.

Prioritizing access to PSH when participants are transferred from a different PSH project:

Existing PSH participants being transferred from a different CTFC-CAN PSH project are exempt from the order of priority established in HUD Notice CPD-16-11. Such transfers should be considered both within and across CAN's and Sub-CoCs to best serve the needs of PSH participants and/or ensure efficient use of PSH resources. All PSH transfers must be coordinated through and approved by the appropriate local Coordinated Access Network(s) CAN(s) to ensure consistency with local priorities and that any resulting PSH vacancy is filled using the order of priority established in this policy and HUD Notice CPD-16-11, except in cases where existing CT 503/ODFC PSH participant households exchange units. In all cases, PSH units must be prioritized for eligible applicants residing in the CT 503/ODFC covered geography over eligible applicants residing in another CoC.

Order of priority for PSH when no chronically homeless person exists on the By-Name List or wants to live in the jurisdiction where the vacancy is:

When no chronically homeless person or no chronically homeless person who meets a project's HUD-approved target population criteria (e.g. families with children, youth under 25, veterans, domestic violence, mental illness, substance abuse, or HIV/AIDS) exists on the *Statewide By-Name List* that is maintained by the FC-FC-CAN, and monitored by CT DOH and should be filtered to FC-CAN for prioritization decisions, FC-CAN and recipients of CoC Program-funded PSH are required to follow the order of priority below when selecting participants. CT DOH will continue to work with FC-CAN to match eligible applicants to vacancies in their preferred geographic area, and homeless people may decline referrals that are inconsistent with their geographic preferences. Projects are required to follow the order of priority below when there is no eligible chronically homeless applicant who wishes to live in the geographic area (FC-CAN region) where the vacancy exists.

(a) First Priority—Homeless Individuals and Families with a Disability with Long Periods of Episodic Homelessness and Severe Service Needs

An individual or family that is eligible for CoC Program-funded PSH who has experienced fewer than four occasions where they have been living or residing in a place not meant for human habitation or in an emergency shelter but where the cumulative time homeless is at least 12 months **and** has been identified as having severe service needs as demonstrated by a VI SPDAT 2.0 score of 8 or higher, a family VISPDAT 2.0 score of 9 or higher, or a Next Step score of 8 or higher, or as described in Section II of the Appendix to this document.

(b) Second Priority—Homeless Individuals and Families with a Disability with Severe Service Needs.

An individual or family that is eligible for CoC Program-funded PSH who is residing in a place not meant for human habitation or in an emergency shelter for at least 8 months and has been identified as having severe service needs as demonstrated by a VI SPDAT 2.0 score of 8 or higher, a family VISPDAT 2.0 score of 9 or higher, or a Next Step score of 8 or higher, or as described in Section II of the Appendix to this document.

(c) Third Priority—Homeless Individuals and Families with a Disability Coming from Places Not Meant for Human Habitation, Safe Haven, or Emergency Shelter Without Severe Service Needs.

An individual or family that is eligible for CoC Program-funded PSH who is residing in a place not meant for human habitation or an emergency shelter prioritized by the length of homeless history where the individual or family has not been identified as having severe service needs.

(d) Fourth Priority—Homeless Individuals and Families with a Disability Coming from Transitional Housing.

An individual or family that is eligible for CoC Program-funded PSH who is currently residing in a transitional housing project, where prior to residing in the transitional housing had lived in a place not meant for human habitation, or in an emergency shelter. This priority also includes individuals and families residing in transitional housing who were fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking and prior to residing in that transitional housing project even if they did not live in a place not meant for human habitation, an emergency shelter, or a safe haven prior to entry in the transitional housing.

The bed will continue to be a dedicated or prioritized bed, however, so when that bed becomes vacant again it must be used to house a chronically homeless person unless there are still no persons who meet that criterion within the sub- CoC's geographic area at that time.

DEFINITIONS OF KEY TERMS:

Category 4 – HUD Homeless Definition. HUD defines four categories under which individuals and families may qualify as homeless. Category four is individuals and families who are fleeing, or are attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member.

Chronically Homeless. The definition of “chronically homeless” currently in effect for the CoC Program is that which is defined in the CoC Program interim rule at 24 CFR 578.3, which states that a chronically homeless person is:

Chronically Homeless. The definition of “chronically homeless”, as stated in Definition of Chronically Homeless final rule is:

1. **(a)** A “homeless individual with a disability,” as defined in section 401(9) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11360(9)), who:
 - i. lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and
 - ii. Has been homeless and living as described in paragraph (a)(i) continuously for at least 12 months or on at least four separate occasions in the last 3 years, as long as the combined occasions equal at least 12 months and each break in homelessness separating the occasions included at least 7 consecutive nights of not living as described in paragraph (a)(i). Stays in institutional care facilities for fewer than 90 days will not constitute as a break in homelessness, but rather such stays are included in the 12-month total, as long as the individual was living or residing in a place not meant for human habitation, a safe haven, or an emergency shelter immediately before entering an institutional care facility;
- (b)** An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days and met all of the criteria in paragraph (a) of this definition, before entering the facility;
- (c)** A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraph (a) or (b) of this definition (as described in Section I.D.2.(a) of this Notice), including a family whose composition has fluctuated while the head of household has been homeless.

Disabling Condition:

Disabling Condition is defined by HUD as a condition that: (i) Is expected to be long-continuing or of indefinite duration; (ii) Substantially impedes the individual’s ability to live independently; (iii) Could be improved by the provision of more suitable housing conditions; and (iv) Is a physical, mental, or emotional impairment, including an impairment caused by alcohol or drug abuse, post-traumatic stress disorder, or brain injury; (2) A developmental disability, as defined in this section; or (3) The disease of acquired immunodeficiency syndrome (AIDS) or any conditions arising from the etiologic agent for acquired immunodeficiency syndrome, including infection with the human immunodeficiency virus (HIV).

ODFC/CT 503 Housing First Principles

Housing First is a programmatic and systems approach that centers on providing homeless people with housing quickly and *then* providing services as needed using a low barrier approach that emphasizes community integration, stable tenancy, recovery and individual choice.

Low barrier approach to entry:

- Housing First offers individuals and families experiencing homelessness immediate access to permanent supportive housing without unnecessary prerequisites. For example:
 - a. Admission/tenant screening and selection practices do not require abstinence from substances, completion of or compliance with treatment, or participation in services.
 - b. Applicants are not rejected on the basis of poor or lack of credit or income, poor or lack of rental history, minor criminal convictions, or other factors that might indicate a lack of “housing readiness.”
 - c. Blanket exclusionary criteria based on more serious criminal convictions are not applied, though programs may consider such convictions on a case by case basis as necessary to ensure the safety of other residents and staff.
 - d. Generally, only those admission criteria that are required by funders are applied, though programs may also consider additional criteria on a case by case basis as necessary to ensure the safety of tenants and staff. Application of such additional criteria should be rare, and may include, for example, denial of an applicant who is a high risk registered sex offender by a project serving children, or denial of an applicant who has a history of domestic violence involving a current participant.

Community integration and recovery:

- Housing is integrated into the community and tenants have ample opportunity and are supported to form connections outside of the project.
- Housing is located in neighborhoods that are accessible to community resources and services such as schools, libraries, houses of worship, grocery stores, laundromats, doctors, dentists, parks, and other recreation facilities.
- Efforts are made to make the housing look and feel similar to other types of housing in the community and to avoid distinguishing the housing as a program that serves people with special needs.
- Services are designed to help tenants build supportive relationships, engage in personally meaningful activities, and regain or develop new roles in their families and communities.
- Services are recovery-based and designed to help tenants gain control of their own lives, define their personal values, preferences, and visions for the future, establish meaningful individual short and long-term goals, and build hope that the things they want out of life are attainable. Services are focused on helping tenants achieve the things that are important to

them and goals are not driven by staff priorities or selected from a pre-determined menu of options.

Lease compliance and housing retention

- Tenants are expected to comply with a standard lease agreement and are provided with services and supports to help maintain housing and prevent eviction. Visitors are expected to comply with requirements in the lease agreement.
- Leases do not include stipulations beyond those that are customary, legal, and enforceable under Connecticut law.
- No program rules beyond those that are customary, legal, and enforceable through a lease are applied (e.g., visitor policies should be equivalent to those in other types of permanent, lease-based housing in the community). Housing providers may ask for identification from visitors.
- Services are designed to identify and reduce risks to stable tenancy and to overall health and well-being.
- Retention in housing is contingent only on lease compliance and is not contingent on abstinence from substances or compliance with services, treatment or other clinical requirements. For example:
 - a. Tenants are not terminated involuntarily from housing for refusal to participate in services or for violating program rules that are not stipulated in the lease.
 - b. Transitional housing programs offer participants due process to resolve issues that may result in involuntary discharge (unless immediate risk to health and safety)
 - c. PH providers only terminate occupancy of housing in cases of noncompliance with the lease or failure of a tenant to carry out obligations under Connecticut's Landlord and Tenant Act (Chapter 830 of the Connecticut General Statute <http://www.cga.ct.gov/2011/pub/chap830.htm>).
 - d. In order to terminate housing, PH providers are required to use the legal court eviction process.

Separation of housing and services

- Projects are designed in such a manner that the roles of property management (e.g., housing application, rent collection, repairs, and eviction) and supportive services staff are clearly defined and distinct.
 - Property management and support service functions are provided either by separate legal entities or by staff members whose roles do not overlap.
 - There are defined processes for communication and coordination across the two functions to support stable tenancy.
 - Those processes are designed to protect client confidentiality and share confidential information on a need to know basis only.

Tenant Choice

- Efforts are made to maximize tenant choice, including type, frequency, timing, location and intensity of services and whenever possible choice of neighborhoods, apartments, furniture, and décor.
- Staff accepts tenant choices as a matter of fact without judgment and provides services that are non-coercive to help people achieve their personal goals.
- Staff accepts that risk is part of the human experience and helps tenants to understand risks and reduce harm caused to themselves and others by risky behavior.
- Staff understands the clinical and legal limits to choice and intervenes as necessary when someone presents a danger to self or others.
- Staff helps tenants to understand the legal obligations of tenancy and to reduce risk of eviction.
- Projects provide meaningful opportunities for tenant input and involvement when designing programs, planning activities and determining policies.

From: [Pamela Ralston](#)
To: [Pamela Ralston](#)
Cc: ["openingdoorsoffairfieldcounty@gmail.com"](#)
Bcc: ["MConderino@ccfc-ct.org"](#); ["lautre@laurelhouse.net"](#); ["cmiklos@operationhopect.org"](#); ["mwatt@swrmhb.org"](#); ["Alan.Barry@greenwichct.org"](#); ["igillespie@communities4action.org"](#); ["RPagan@PacificHouse.org"](#); ["JShaplen@InspiricaCT.org"](#); ["l.morrissey@danbury-ct.gov"](#); ["lynn@shworks.org"](#); ["Alicia.Feller@ct.gov"](#); ["dkennedy@unitedwaycfc.org"](#); ["Ginne-Rae.Clay@Bridgeportct.gov"](#); ["marklingle.pastor@gmail.com"](#); ["anthony@ctgay.org"](#); ["bhoey@ascension.org"](#); ["Jennifer.DaSilva"](#); ["mwatt@healthymindsct.org"](#); ["tstrauss@norwalkct.org"](#); ["david@shworks.org"](#); ["rallen@melvilletrust.org"](#); ["Steve.DiLella@ct.gov"](#); ["sobrien@homefrontprogram.org"](#); ["crleone@workplace.org"](#); ["jplatz@ascension.org"](#); ["JWieser@hwhct.org"](#); ["hlavin@theconnectioninc.org"](#); ["jarcher@opendoorshelter.org"](#); ["sshapiro@kidsin crisis.org"](#); ["jdelaney@hacdt.org"](#); ["LRobbins@stamhealth.org"](#); ["Jennifer.Kolakowski@rnpinc.org"](#); ["Liz.Isaacs.Housing.Innovations"](#); ["tivers@norwalkha.org"](#); ["HomeFront.Volunteer"](#); ["t Trojanowski@townofstratford.com"](#); ["CJachino@fcagency.org"](#); ["slane@mfp.com"](#); ["Lisa.Tepper.Bates"](#); ["Christy.Rubenstein"](#); ["PJL@arcforpeace.org"](#); ["ABovilsky@norwalkct.org"](#); ["ccolon@cccymca.org"](#); ["joe_sicilia@yahoo.com"](#); ["AllStaff"](#); ["McVeigh, Kevin"](#); ["michelle.weinstein@abilitybeyond.org"](#); ["joanne.montgomery@apgdct.org"](#); ["jeremy.reid@apgdct.org"](#); ["pjl@arcforpeace.org"](#); ["scole@ccfc-ct.org"](#); ["scoleman@ccfc-ct.org"](#); ["APerez@ccfc-ct.org"](#); ["mconderino@ccfc-ct.org"](#); ["bbowers@ccfc-ct.org"](#); ["ccoretto@ccfc-ct.org"](#); ["jfarmer@ccfc-ct.org"](#); ["Wagner, Monte - Community Health Center Inc"](#); ["fathid@chc1.com"](#); ["camacha@chc1.com"](#); ["ndelrosa@chd.org"](#); ["mdubay@chd.org"](#); ["anolan@ctcounseling.org"](#); ["s.zaborowski@danbury-ct.gov"](#); ["msistrunk@hacdt.org"](#); ["jdasilva@hacdt.org"](#); ["jelam@hacdt.org"](#); ["t.zalenski@danbury-ct.gov"](#); ["j.antonelli@danbury-ct.gov"](#); ["m.morrill@danbury-ct.gov"](#); ["r.anderson@danbury-ct.gov"](#); ["m.finn@danbury-ct.gov"](#); ["joesimons@yahoo.com"](#); ["mgrasso@gsmnc.org"](#); ["hrobbins@gsmnc.org"](#); ["Edwin@jerichopartnership.org"](#); ["maloneya@ct-institute.org"](#); ["pdeleo@mccaonline.com"](#); ["edamato@mccaonline.com"](#); ["ngiroux@mhconn.org"](#); ["jtodd@mhconn.org"](#); ["jrichards@mhconn.org"](#); ["rmcgarigle@mhconn.org"](#); ["Gregory.simpson@beaconhealthoptions.com"](#); ["Herrick, Charles"](#); ["Broderick, Patrick, M.D."](#); ["Bozek, Tracy A."](#); ["Begg, William, M.D."](#); ["Peralta, Elizabeth M."](#); ["Cassavechia, Matthew G."](#); ["Michael, Katherine"](#); ["Montini, Kristin"](#); ["Denby-Callahan, Elizabeth"](#); ["Fritz, Emily G."](#); ["deborah.lawrence@ct.gov"](#); ["nancy.wang-d'amato@ct.gov"](#); ["melissa.mcshane@ct.gov"](#); ["liza.roberts@ct.gov"](#); ["jocelyne.karam@ct.gov"](#); ["psilber@newreach.org"](#); ["abassett@newreach.org"](#); ["Christie Stewart"](#); ["ddubose@Shelterforhomeless.org"](#); ["samantha@shworks.org"](#); ["Doran Wright"](#); ["msatterwhite@homesforthebrave.org"](#); ["lauren@supportivehousingworks.org"](#); ["MDamboise@newreach.org"](#); ["Jacqueline.Janosko"](#); ["Lynn Dean, MATS"](#); ["dsmith@ccfc-ct.org"](#); ["Patricia.Curiale"](#); ["Karen.Betances"](#); ["kmahar"](#); ["Brian.Roccapiore"](#); ["Michael.McKinney@liberationprograms.org"](#); ["ccolon@cccymca.org"](#); ["doconnor@laurelhouse.net"](#); ["Bovilsky, Adam"](#); ["Cheryl Bell"](#); ["Cohen-King, Tonisha"](#); ["lautre@laurelhouse.net"](#); ["iebron@opendoorshelter.org"](#); ["Hilda Johnson"](#); ["Denise DuBose"](#); ["jarcher@opendoorshelter.org"](#); ["rpagan@shelterforhomeless.org"](#); ["David Rich"](#); ["Jim Bombaci"](#); ["Wendalina Claudio"](#); ["Cary.Ostrow@liberationprograms.org"](#); ["cjachino@fcagency.org"](#); ["jplatz@stvincents.org"](#); ["cmiklos@operationhopect.org"](#); ["kathy@supportivehousingworks.org"](#); ["earcamone@laurelhouse.net"](#); ["Joseph.Neelam.N."](#); ["aescalante@Inspiricact.org"](#); ["Lauren.Zimmermann"](#); ["emergeinc@optonline.net"](#); ["smallard@operationhopect.org"](#); ["slane@mfp.com"](#); ["Monteiro, Aline"](#); ["jroberts@shelterforhomeless.org"](#); ["Samone Wright"](#); ["hlavin@theconnectioninc.org"](#); ["Herrera, Maria \(St. Vincent's Health Services/Bridgeport\)"](#); ["David Rich \(david@supportivehousingworks.org\)"](#); ["Erin Russell"](#); ["Jerome Roberts"](#); ["Kathy Hunter"](#); ["Liz Bennett"](#); ["Louise Calixte"](#); ["Platz, Joyce"](#); ["Jenita Hayes"](#); ["David Rich"](#); ["Pleshaun Bing"](#); ["Lauren Zimmermann"](#); ["dsmith@ccfc-ct.org"](#); ["Jessica Kubicki"](#); ["Lisa Bahadosingh"](#); ["Lorrie Jean-Charles"](#); ["Kathy Hunter"](#); ["Lynne Bannister"](#); ["Christy Rubenstein"](#); ["Leigh Howard"](#)
Subject: ODFC/CT 503 FY 2018 Funding Announcement for New PSH/Services Project
Date: Wednesday, August 8, 2018 2:27:00 PM
Attachments: [ODFC Funding Announcement for PSH and Services Project.docx](#)
[image002.png](#)
[image006.png](#)
Importance: High



This Preliminary Application has been released by **Opening Doors of Fairfield County (ODFC)/CT-503** to solicit proposals for the provision of a new Permanent Supportive Housing (PSH) project for the following sub-population: **single adults.**

Funding Announcement:

- ODFC/CT-503 seeks a sub-recipient applicant to assume operations of an existing PSH project, located in Bridgeport, CT. Organization must be located within the ODFC/CT 503 jurisdiction and must operate this project, currently serving 16 households, in the Bridgeport area. CT 503 jurisdiction includes: Bridgeport, Brookfield, Darien, Easton, Fairfield, Greenwich, Monroe, Newtown, New Canaan, New Fairfield, Norwalk, Redding, Ridgefield, Sherman, Stamford, Stratford, Trumbull, Weston, Westport and Wilton.
- Funds for this opportunity have been sourced through a voluntary reallocation by an existing HUD-CoC grantee in good standing.

Inquiries and Pre-application Submission to:	Pam Ralston pralston@cceh.org
Date of RFP Release	August 8, 2018
Deadline for Submission	August 14, 2018 3:00 PM
Application Attached and ODFC Website	ODFC Website



Pamela Ralston
Manager, Opening Doors of Fairfield County CoC
CT Coalition to End Homelessness (CCEH)
815 Main Street , Suite 2
Bridgeport, CT 06640
P: (203) 464-3254
pralston@cceh.org

From: [Pamela Ralston](#)
To: ["cmiklos@operationhopect.org"](mailto:cmiklos@operationhopect.org)
Cc: ["david@shworks.org"](mailto:david@shworks.org); ["Adam D. Bovilsky"](#)
Subject: Notification of Acceptance for Voluntary Reallocation of HOPE 4
Date: Wednesday, August 29, 2018 5:09:00 PM
Attachments: [image003.png](#)



Operation Hope, Inc.
Carla Miklos, Executive Director
Re: Hope 4 Project Renewal

Dear Carla,

Thank you for submitting a request to the CT 503 CoC for a voluntary reallocation of your renewal project, Hope 4. Your request was reviewed and approved on 8/17/18 by the ODFC Funding Oversight Committee and the non-conflicted members of the ODFC Coordinating Council.

The reallocation of Hope 4 has been accepted by CT 503 under an agreement that Operation Hope will create a new project (PSH Seaview Hope 4) by combining Hope 4 with Seaview Supportive Housing program which was reallocated on 7/11/8 by Regional Network of Programs.

Sincerely,

David Rich, Adam Bovilsky
Co-chairs, CT 503

FY 2018

**CT-503 Bridgeport, Stamford,
Norwalk/Fairfield County**

Continuum of Care

**1E-5. Notifications Outside e-Snaps—
Projects Accepted**

Attachment documents include the following:

- **ODFC/CT-503 CoC: 2018 Ranking & Tiering for HUD CoC Competition FY18 Priority Listing**
- **Gmail - CT-503 CoC - Final Project Ranking/Tiering for 2018 CoC NOFA Competition & Priority Listing Communication To Grantees**
- **Priority List Posting on CoC Website Screen Shot**
- **Email Communication for Acceptance to PSH, DV, RRH Bonus and Reallocation New PSH Project Applicants**

Priority Listing Email Attachment: Ranking & Tiering of projects for FY 2018

ODFC/CT-503 CoC: 2018 Ranking & Tiering for HUD CoC Competition FY18 Priority Listing

Recommended for adoption by the ODFC Funding Oversight Committee on 8/29/18

Approved for adoption by Non-Conflicted Members of the ODFC Coordinating Council on 8/30/18

2018 ARD	\$10,265,112
2018 PPRN	\$3,674,944
2018 FPRN	\$10,265,112
Tier 1 (94% ARD)	\$9,649,205
Tier 2	\$1,231,813
6% ARD	\$615,907
Regular Bonus	\$615,907
DV Bonus	\$367,494
2018 Total CoC Funding Request (excluding CoC Planning Grant)	\$10,881,019

Reallocation total amount:	\$334,832
Voluntary Reallocation:	\$334,832

CT-503 Project Ranking and Tiering:

Grant #	Grant Number	Applicant Name	Project Name	Rank	Total ARA	Adjusted Score	Cummulative	
T I E R 1	CT0048	CT0048L1E031711	The Connection, Inc	CT0048 Supportive Housing Fairfield County	1	\$146,700	100.00%	\$146,700
	CT0101	CT0101L1E031710	Laurel House, Inc.	CT0101 Partners 3	2	\$21,528	92.42%	\$168,228
	CT0103	CT0103L1E031710	Connecticut Department of Mental Health and Addiction Services	CT0103 Stamford Colony Apartments	3	\$198,280	90.43%	\$366,508
	CT0244	CT0244L1E031704	Emerge, Inc.	CT0244 EmERGE 1	4	\$46,256	88.75%	\$412,764
	CT0081	CT0081L1E031709	Family and Children's Agency	CT0081 PILOTS 1	5	\$192,080	87.88%	\$604,844
	CT0100	CT0100L1E031710	Laurel House, Inc.	CT0100 Partners 2	6	\$122,197	87.57%	\$727,041
	CT0084	CT0084L1E031710	Mid Fairfield AIDS Project, Inc.	CT0084 Independent Living Program 1 2018	7	\$135,855	87.12%	\$862,896
	CT0034	CT0034L1E031710	Connecticut Department of Mental Health and Addiction Services	CT0034 Bridgeport Crescent Apartments	8	\$179,731	86.93%	\$1,042,627
	CT0104	CT0104L1E031710	Connecticut Department of Mental Health and Addiction Services	CT0104 Stamford Atlantic Apartments	9	\$197,377	86.00%	\$1,240,004
	CT0166	CT0166L1E031708	Inspirica, Inc.	CT0166 Rose Park Apartments	10	\$21,788	85.71%	\$1,261,792
	CT0178	CT0178L1E031706	Inspirica, Inc.	CT0178 Rose Park Apartments 1st and 2nd Floor	11	\$42,434	84.29%	\$1,304,226
	CT0047	CT0047L1E031710	Micha Housing, Inc.	CT0047 Hope Supportive Housing	12	\$161,533	84.00%	\$1,465,759
	CT0083	CT0083L1E031710	St. Vincent's Medical Center/SVBH- CRS	CT0083 SVMC_Norwalk SHP_2018	13	\$326,982	82.83%	\$1,792,741
	CT0143	CT0143L1E031709	Mid Fairfield AIDS Project, Inc.	CT0143 Independent Living Program 2 2018	14	\$53,147	80.67%	\$1,845,888
	CT0079	CT0079L1E031710	Open Door Shelter	CT0079 129 South Main St.	15	\$50,418	80.00%	\$1,896,306
	CT0254	CT0254L1E031603	Family and Children's Agency	CT0254 HUD Reallocation 1	16	\$26,572	80.00%	\$1,922,878
	CT0267	CT0267L1E031703	Family and Children's Agency	CT0267 HUD Reallocation 2	17	\$53,237	80.00%	\$1,976,115
	CT0099	CT0099L1E031710	Inspirica, Inc.	CT0099 Family Transitional Living Program	18	\$392,895	78.53%	\$2,369,010
	CT0226	CT0226L1E031705	United Way of Coastal Fairfield County	CT0226 Fairfield County Rapid Rehousing 2018	19	\$45,742	78.39%	\$2,414,752
	CT0033	CT0033L1E031710	Connecticut Department of Mental Health and Addiction Services	CT0033 Bridgeport Fairfield Apartments	20	\$164,436	77.38%	\$2,579,188
	CT0035	CT0035L1E031710	Connecticut Department of Mental Health and Addiction Services	CT0035 Bridgeport Rental Assistance	21	\$1,553,100	77.37%	\$4,132,288
	CT0239	CT0239L1E031704	Alpha Home Inc.	CT 0239 Alpha Home, Inc. (Jessica Tandy Apartments)	22	\$122,496	76.97%	\$4,254,784
	CT0041	CT0041L1E031710	St. Vincent's Medical Center/SVBH- CRS	CT0041 SVMC_Bridgeport_2018	23	\$989,079	75.76%	\$5,243,863
	CT0050	CT0050L1E031710	Applied Behavioral Rehabilitation Institute, Inc.	CT0050 Waldorf House Supportive Housing Program	24	\$92,592	75.71%	\$5,336,455
	CT0273	CT0273L1E031702	Family and Children's Agency	CT0273 HUD Reallocation 3	25	\$77,767	74.29%	\$5,414,222
	CT0256	CT0256L1E031704	Shelter for the Homeless, Inc.	CT0256 Beacon III FY 19-20	26	\$110,314	73.74%	\$5,524,536
	CT0285	CT0285L1E031702	Connecticut Department of Mental Health and Addiction Services	CT0285 ODFC PSH	27	\$1,700,479	Not Scored	\$7,225,015
	CT0288	CT0288L1E031701	Connecticut Department of Housing	CT0288ODFC CAN-SSO 2017	28	\$293,006	Not Scored	\$7,518,021
	CT0301	CT0301L1E031700	Connecticut Department of Housing	CT0301 ODFC RRH	29	\$605,515	Not Scored	\$8,123,536
	CT0303	CT0303L1E031700	Connecticut Department of Housing	CT0303 ODFC 211 SSO	30	\$70,000	Not Scored	\$8,193,536
		NEW	Operation Hope of Fairfield, Inc.	PSH Seaview + Hope 4	31	\$334,832	Not Scored	\$8,528,368
	CT0082	CT0082L1E031710	United Way of Coastal Fairfield County	CT0082 - CT-503 HMIS FY 2018	32	\$163,791	Not Scored	\$8,692,159
	CT0301	CT0301L1E031700	Connecticut Department of Housing	CT0301 Expansion ODFC RRH 2018 Bonus Project	33	\$431,135	Not Scored	\$9,123,294
	CT0085	CT0085L1E031710	Connecticut Department of Mental Health and Addiction Services	CT0085 Norwalk Rental Assistance	34	\$525,911	73.02%	\$9,649,205
	CT0085	CT0085L1E031710	Connecticut Department of Mental Health and Addiction Services	CT0085 Norwalk Rental Assistance	34	\$14,890	73.02%	\$9,664,095
	CT0105	CT0105L1E031710	Connecticut Department of Mental Health and Addiction Services	CT0105 Stamford Rental Assistance	35	\$237,933	71.43%	\$9,902,028
	CT0038	NEW	Connecticut Department of Housing	ODFC Permanent Housing and Services Bonus 2018	36	\$184,772	Not Scored	\$10,086,800
	CT0044	CT0044L1E031710	Catholic Charities of Fairfield County, Inc.	CT0044 PHD Supportive Housing Renewal 2018	37	\$389,948	71.17%	\$10,476,748
	CT0274	CT0274L1E031702	Liberation Programs, Inc.	CT0274 Cherry Homes PSH 1	38	\$125,088	71.17%	\$10,601,836
	CT0096	CT0096L1E031710	Shelter for the Homeless, Inc.	CT0096 Berkeley House FY 19-20	39	\$94,031	68.69%	\$10,695,867
	CT0037	CT0037L1E031710	Catholic Charities of Fairfield County, Inc.	CT 0037 Conger Program Renewal 2018	40	\$185,152	64.05%	\$10,881,019
	NEW	Connecticut Department of Housing	DOH CCADV ODFC RRH project	41	\$367,494			

Full reallocations (voluntary)

CT0032	CT0032L1E031708	Operation Hope	Hope 4		\$158,800		
CT0038	CT0038L1E031710	Recovery Network of Programs, Inc.	Seaview Supportive Housing Program 2017		\$176,032		

Project Type Summary

Project Type	Number of Projects
Total Projects	41
Renewal Projects	37
Renewal PSH	32
Renewal TH	1
Renewal RRH	2
Renewal SSO	2
Renewal HMIS	1
New Projects	3
New PSH	2
New RRH	1
Expansion RRH	1



Opening Doors of Fairfield County <openingdoorsoffairfieldcounty@gmail.com>

CT-503 CoC - Final Project Ranking/Tiering for 2018 CoC NOFA Competition & Priority Listing

Opening Doors of Fairfield County <openingdoorsoffairfieldcounty@gmail.com> Fri, Aug 31, 2018 at 9:11 AM
 To: Wendalina Claudio <wclaudio@laurelhouse.net>, Jessica Kubicki <jessica@shworks.org>, Chris Jachino <cjachino@fcagency.org>, Anavivian Estrella <aestrella@inspiricact.org>, "Joseph, Neelam N" <Neelam.Joseph@ct.gov>, Lauren Zimmermann <lauren@shworks.org>, EMERGE ORGANIZATION <emergeinc@optonline.net>, Lynne Bannister <lynne@shworks.org>, Karen Betances <Kbetances@fcagency.org>, "Helen (Lavin) McAlinden" <hlavin@theconnectioninc.org>, Jacqueline Janosko <jjanosko@cceh.org>, "Platz, Joyce" <jplatz@stvincents.org>, Denise DuBose <DDubose@pacifichouse.org>, Liz Bennett <lbennett@operationhopect.org>, Meredith Damboise <MDamboise@newreach.org>, Jeannette Archer-Simons <jarcher@opendoorshelter.org>, "Jason Shaplen (JShaplen@InspiricaCT.org)" <jshaplen@inspiricact.org>, Lynne Bannister <lynne@supportivehousingworks.org>, Maria Dezi <madezi@theconnectioninc.org>, Rosie Rodriguez <rrodriguez@mfp.com>, Brian Roccapriore <broccapriore@cceh.org>, David Rich <david@shworks.org>, Erin Russell <erussell@cccymca.org>, Anavivian Escalante <aescalante@inspiricact.org>, Rafael Pagan JR <RPagan@pacifichouse.org>, Stuart Lane <slane@mfp.com>, 'Rafael Pagan <rpagan@shelterforhomeless.org>, Christina Franco <cfranco@theconnectioninc.org>, Jim Bombaci <jim@nutmegit.com>, Christy Rubenstein <christy@dma-housing.com>, Marlene DeSantis <marlene.desantis@liberationprograms.org>, Carla Miklos <cmiklos@operationhopect.org>, Carmen Colon <ccolon@cccymca.org>, Jessica Kubicki <jessica@supportivehousingworks.org>, ddubose@shelterforhomeless.org, rodriguez@mfp.com, iebrown@opendoorshelter.org, Maria Satterwhite <msatterwhite@homesforthebrave.org>, "DiLella, Steve" <steve.dilella@ct.gov>, Teresa Brown <tbrown@cccymca.org>, Kathy Hunter <kathy@shworks.org>, Jerome Roberts <JRoberts@pacifichouse.org>, Linda Autore <lautore@laurelhouse.net>, "Hilda Johnson (hjohnson@unitedwaycfc.org)" <hjohnson@unitedwaycfc.org>, Mary Jane DeFilippo <mjdefilippo@cceh.org>, Tonisha' <Tonisha.Cohen-King@ascension.org>, Dennis O'Connor <doconnor@laurelhouse.net>, Marilyn Pratt <MPratt@ccfc-ct.org>, "Platz, Joyce" <jplatz@ascension.org>, lisa@shworks.org, abovilsky@norwalkha.org, Cary Ostrow <Cary.Ostrow@liberationprograms.org>, Michael McKinney <Michael.McKinney@liberationprograms.org>, "Feller, Alicia" <Alicia.Feller@ct.gov>, "Monteiro, Alinette" <Alinette.Monteiro@ct.gov>, Chris Jachino <CJachino@fcagency.org>, LRobbins@stamhealth.org, mwatt@swrmhb.org, ttrojanowski@townofstratford.com, l.morrissey@danbury-ct.gov, igiillespie@communities4action.org, Nicole.Pace@fcaweb.org, jdasilva@hacdct.org, sobrien@homefrontprogram.org, tivers@norwalkha.org, markingle.pastor@gmail.com, giganterb@gmail.com, jpierce@fccfoundation.org, Anthony Crisci <anthony@ctgay.org>, Leigh Howard <leigh@dma-housing.com>
 Bcc: Pamela Ralston <pralston@cceh.org>



Dear ODFC/CT-503 Continuum of Care grantees, members and stakeholders,

The information below and attached is an important notice regarding the FY 2018 CoC NOFA Competition.

This email summarizes the list of projects that have been accepted by the CT-503 CoC and will be included in the ODFC/CT-503 CoC Project Priority List for funding. This includes renewal projects and new projects that will be submitted. Also listed are the renewal projects that have been reallocated. Please note that all projects that are being fully reallocated have been informed of the reallocation prior to the distribution of this email.

The CoC's final ranking of projects for the FY 2018 HUD CoC NOFA was recommended by the Funding Oversight committee on 8/29/18 and approved by the non-conflicted members of the Coordinating Council on 8/30/18. The final ranking of projects is attached to this email. If you have any questions, please contact Pam Ralston at pralston@cceh.org.

RENEWAL PROJECTS

The following renewal projects have been accepted by the CoC and will be included in the Project Priority Listing submitted to HUD. Each of these projects will be funded at the full Annual Renewal Amount, as indicated on the CoC's 2018 Grant Inventory Worksheet. Listed in alphabetical order:

- Alpha Home Inc. - Alpha Home, Inc. (Jessica Tandy Apartments) - \$122,496
- Applied Behavioral Rehabilitation Institute, Inc. - Waldorf House Supportive Housing Program - \$92,592
- Catholic Charities of Fairfield County, Inc. - Conger House Renewal 2017 - \$185,152
- Catholic Charities of Fairfield County, Inc. - PHD Supportive Housing Renewal 2017 - \$389,948
- Connecticut Department of Housing - ODFC 211 SSO - \$70,000
- Connecticut Department of Housing - ODFC CAN-SSO 2017 - \$293,006
- Connecticut Department of Housing - ODFC RRH Bonus 2017 - \$605,515
- Connecticut Department of Mental Health and Addiction Services - CT0033 Bridgeport Fairfield Apartments - \$164,436
- Connecticut Department of Mental Health and Addiction Services - CT0034 Bridgeport Crescent Apartments - \$179,731
- Connecticut Department of Mental Health and Addiction Services - CT0035 Bridgeport Rental Assistance - \$1,553,100
- Connecticut Department of Mental Health and Addiction Services - CT0085 Norwalk Rental Assistance - \$540,801
- Connecticut Department of Mental Health and Addiction Services - CT0103 Stamford Colony Apartments - \$198,280
- Connecticut Department of Mental Health and Addiction Services - CT0104 Stamford Atlantic Apartments - \$197,377
- Connecticut Department of Mental Health and Addiction Services - CT0105 Stamford Rental Assistance - \$237,933
- Connecticut Department of Mental Health and Addiction Services - ODFC 2017 PSH - \$1,700,479
- Emerge, Inc. - Emerge 1 - \$46,256
- Family and Children's Agency - FCA HUD Reallocation #2 - \$53,237
- Family and Children's Agency - FCA HUD Reallocation #3v2 - \$77,767
- Family and Children's Agency - PILOTS I - \$192,080
- Family and Children's Agency - HUD Reallocation 1 - \$26,572
- Inspirica, Inc. - Family Transitional Living Program (CT0099L1E031609) - \$392,895
- Inspirica, Inc. - Rose Park Apartments (CT0166L1E031607) - \$21,788
- Inspirica, Inc. - Rose Park Apartments 1st and 2nd Floor (CT0178L1E031605) - \$42,434
- Laurel House, Inc. - Partners 2 FY17 - \$122,197
- Laurel House, Inc. - Partners 3 FY17 - \$21,528
- Liberation Programs, Inc. - Cherry Homes PSH 1 - \$125,088
- Micah Housing, Inc. - Hope Supportive Housing - \$161,533
- Mid Fairfield AIDS Project, Inc. - Independent Living Program 1 2017 - \$135,855
- Mid Fairfield AIDS Project, Inc. - Independent Living Program 2 2017 - \$53,147
- Open Door Shelter - 129 South Main St. - \$50,418
- Shelter for the Homeless, Inc. - Beacon III FY18-19 - \$110,314
- Shelter for the Homeless, Inc. - Berkeley House FY18-19 - \$94,031
- St. Vincent's Medical Center/SVBH- CRS - SVMC- Norwalk SHP 2017 - \$326,982
- St. Vincent's Medical Center/SVBH- CRS - SVMC-Bridgeport SHP 2017 - \$989,079
- The Connection, Inc - Supportive Housing Program Fairfield - \$146,700
- United Way of Coastal Fairfield County - CT-503 HMIS FY 2017 (CT0082) - \$163,791
- United Way of Coastal Fairfield County - Fairfield County Rapid Rehousing 2017 - \$45,742

REALLOCATION

The following projects have been voluntarily reallocated and will not be submitted for renewal funding:

- Operation Hope of Fairfield, Inc. - Hope 4 - \$158,800
- Recovery Network of Programs, Inc. - Seaview Supportive Housing Program 2017 - \$176,032

NEW PROJECTS

The CoC received 4 new project applications totaling \$ 1,318,233 in funding. The CoC had a total of \$1,318,233 in funding to award. This amount includes funding from the following sources: the Regular Bonus, DV Bonus and the voluntary reallocation of 2 projects.

The following new projects have been accepted for inclusion on the Project Priority List for funding:

- Connecticut Department of Housing, DOH CCADV ODFC RRH project \$367,494
- Connecticut Department of Housing, ODFC Permanent Housing and Services Bonus 2018, \$184,773
- Connecticut Department of Housing, CT0301 (Expansion) ODFC RRH 2018 Bonus Project, \$431,134

- Operation Hope, PSH Seaview Hope 4, \$334,832

No organizations submitted preliminary applications to the CoC that were not selected for funding for the FY 2018 competition.

Thank you for your participation in the ODFC/CT-503 CoC and your ongoing commitment and efforts to end homelessness in Fairfield County.

Respectfully,

Pam Ralston and Christy Rubenstein



ODFC_CT503 CoC Ranking _ Tiering FY Priority List 8_30_18.pdf

107K

Priority List Email Attachment

- Alpha Home Inc. - Alpha Home, Inc. (Jessica Tandy Apartments) - \$122,496
- Applied Behavioral Rehabilitation Institute, Inc. - Waldorf House Supportive Housing Program - \$92,592
- Catholic Charities of Fairfield County, Inc. - Conger House Renewal 2017 - \$185,152
- Catholic Charities of Fairfield County, Inc. - PHD Supportive Housing Renewal 2017 - \$389,948
- Connecticut Department of Housing - ODFC 211 SSO - \$70,000
- Connecticut Department of Housing - ODFC CAN-SSO 2017 - \$293,006
- Connecticut Department of Housing - ODFC RRH Bonus 2017 - \$605,515
- Connecticut Department of Mental Health and Addiction Services - CT0033 Bridgeport Fairfield Apartments - \$164,436
- Connecticut Department of Mental Health and Addiction Services - CT0034 Bridgeport Crescent Apartments - \$179,731
- Connecticut Department of Mental Health and Addiction Services - CT0035 Bridgeport Rental Assistance - \$1,553,100
- Connecticut Department of Mental Health and Addiction Services - CT0085 Norwalk Rental

Priority List Email Attachment

- Assistance - \$540,801
- Connecticut Department of Mental Health and Addiction Services - CT0103 Stamford Colony Apartments - \$198,280
- Connecticut Department of Mental Health and Addiction Services - CT0104 Stamford Atlantic Apartments - \$197,377
- Connecticut Department of Mental Health and Addiction Services - CT0105 Stamford Rental Assistance - \$237,933
- Connecticut Department of Mental Health and Addiction Services - ODFC 2017 PSH - \$1,700,479
- Emerge, Inc. - Emerge 1 - \$46,256
- Family and Children's Agency - FCA HUD Reallocation #2 - \$53,237
- Family and Children's Agency - FCA HUD Reallocation #3v2 - \$77,767
- Family and Children's Agency - PILOTS I - \$192,080
- Inspirica, Inc. - Family Transitional Living Program (CT0099L1E031609) - \$392,895
- Inspirica, Inc. - Rose Park Apartments (CT0166L1E031607) - \$21,788
- Inspirica, Inc. - Rose Park Apartments 1st and 2nd Floor (CT0178L1E031605) - \$42,434
- Laurel House, Inc. - Partners 2 FY17 - \$122,197
- Laurel House, Inc. - Partners 3 FY17 - \$21,528
- Liberation Programs, Inc. - Cherry Homes PSH 1 - \$125,088
- Micah Housing, Inc. - Hope Supportive Housing - \$161,533
- Mid Fairfield AIDS Project, Inc. - Independent Living Program 1 2017 - \$135,855
- Mid Fairfield AIDS Project, Inc. - Independent Living Program 2 2017 - \$53,147
- Open Door Shelter - 129 South Main St. - \$50,418
- Shelter for the Homeless, Inc. - Beacon III FY18-19 - \$110,314
- Shelter for the Homeless, Inc. - Berkeley House FY18-19 - \$94,031
- St. Vincent's Medical Center/SVBH- CRS - SVMC- Norwalk SHP 2017 - \$326,982
- St. Vincent's Medical Center/SVBH- CRS - SVMC-Bridgeport SHP 2017 - \$989,079
- The Connection, Inc - Supportive Housing Program Fairfield - \$146,700
- United Way of Coastal Fairfield County - CT-503 HMIS FY 2017 (CT0082) - \$163,791
- United Way of Coastal Fairfield County - Fairfield County Rapid Rehousing 2017 - \$45,742

The following projects have been voluntarily reallocated and will not be submitted for renewal funding:

- Operation Hope of Fairfield, Inc. - Hope 4 - \$158,800
- Recovery Network of Programs, Inc. - Seaview Supportive Housing Program 2017 - \$176,032

NEW PROJECTS

The CoC received 4 new project applications totaling \$ 1,318,233 in funding. The CoC had a total of \$1,318,233 in funding to award based on. This amount includes funding from the following sources: the Regular Bonus, DV Bonus and the voluntary reallocation of 2 projects.

The following new projects have been accepted for inclusion on the Project Priority List for funding:

- Connecticut Department of Housing, DOH CCADV ODFC RRH project \$367,494
- Connecticut Department of Housing, ODFC Permanent Housing and Services Bonus 2018, \$184,773
- Connecticut Department of Housing, CT0301 Expansion ODFC RRH 2018 Bonus Project, \$431,134
- Operation Hope, PSH Seaview Hope 4, \$334,832

Priority List Email Attachment

There were no organizations that submitted preliminary applications to the CoC and were not selected for funding for the FY 2018 competition.

The CoC's final ranking of projects for the FY 2018 HUD CoC NOFA was recommended by the Funding Oversight committee on 8/29/18 and approved by the non-conflicted members of the Coordinating Council on 8/30/18. The final ranking of projects is attached to this email.

If you have any questions, please contact Pam Ralston at pralston@cceh.org.

Thank you for your participation in the ODFC/CT-503 CoC and your ongoing commitment and efforts to end homelessness in Fairfield County.

Respectfully,

Pam Ralston and Christy Rubenstein

Priority Listing Release Screen Shot

My Drive - Google Drive x FY-2018-CoC-Application x ODFC Working Document x

Secure | <https://opening-doors-fc.squarespace.com/odfc-working-documents>

Apps Squarespace — Acco New Tab Salesforce Tools for G Small Cities Review P Getting_Involved_witl Online M.S. in Nonpr Other bookmarks

opening doors FAIRFIELD COUNTY

WHO WE ARE WHO WE HELP WHAT WE DO RESOURCES HOW TO HELP NEWS & EVENTS

News & Events

- ODFC NEWS
- ODFC EVENTS CALENDAR
- ODFC WORKING DOCUMENTS
- FY 2018 NOFA

ODFC WORKING DOCUMENTS

To view meeting notes of the ODFC Executive Committee, Coordinating Council and any committees, click on the links below:

- ODFC Funding Oversight Committee*
- ODFC Executive Committee*

FY 2018 NOFA

- FY 2018 Priority Listing & Project Ranking 8-31-18
- CT 503 Project Performance 8-10-18
- CT 503 Preliminary Project Scoring 8-10-18
- FY 2018 PSH and Services Reallocation RFP 8-8-18

Type here to search

11:57 AM 8/31/2018

Acceptance for PH and Service Bonus

From: [Pamela Ralston](#)
To: "Jeannette Archer-Simons"
Cc: [David Rich](#); abovilsky@norwalkha.org; "Christy Rubenstein"; "Steve.DiLella@ct.gov"
Subject: RE: Open Doors - Fairfield Lead for ODF 2018 Application for PH Services
Date: Tuesday, August 7, 2018 11:23:00 AM
Attachments: [CT0285 ODFC DMHAS 2015 Final 2017.pdf](#)
[ODFC FY 2017 PSH.pdf](#)
Importance: High

Good morning Jeannette,

I am happy to inform you that your pre-application to provide services for permanent housing through the three housing first collaboratives (Bridgeport, Norwalk, Stamford) has been approved by the non-conflicted members of the ODFC Coordinating Council as a new project to be submitted with the CoC's FY 2018 NOFA. As you are aware, DOH has been named as HUD grantee; those identified in the pre-application will serve as sub-recipients for the application to HUD.

In order to ensure the project is created timely please use the following instructions as next steps:

- Please move forward with the appropriate members of the collaboratives on strategizing on creating the new project in the HUD e-snaps platform.
- For your information please use the following link to access guidance on creating a new project for the HUD application:
<https://www.hudexchange.info/resource/2909/coc-project-application-instructions-for-new-projects/>
- Instructions for CoC e-snaps platform:
¾ You will need to use the following CoC user name and password to access the appropriate e-snaps platform:
 - User: HPJ_eSNAPS
 - Password: Uway9663!
- After entering the system identify DOH as the grantee: *I am copying Steve Dilella on this email for any further guidance. Steve, any preference in adding the project into the system since the DOH organizational info is required? or should we use info we have from other projects and have the sub-recipients going ahead with creating the project?*
 - Use the drop down selection at the top of the page and choose: CT Department of Housing
 - Add the project in his area as: "**ODFC Permanent Housing and Services Bonus Project 2018**"
- The new project is due in e-snaps on **August 17**
 - Create the project using the above instructions and send a PDF of the project to openingdoorsoffairfieldcounty@gmail.com .
 - **DO NOT SUBMIT THE PROJECT** until you receive a review from DMA – edit the project application based on the recommendations from DMA.
 - I am attaching prior examples of the PSH Bonus applications (please note the grantee

on these projects was DMHAS, not DOH).

Congratulations on your acceptance as a participant in the CT 503 FY 2018 NOFA. Please let me know if you have any related questions.

Pam

From: Jeannette Archer-Simons [mailto:jarcher@opendoorshelter.org]

Sent: Wednesday, July 25, 2018 2:53 PM

To: Pamela Ralston <pralston@cceh.org>

Subject: Open Doors - Fairfield Lead for ODF 2018 Application for PH Services

Pam,

Attached is our application to provide services through the three Housing First Collaboratives, Bridgeport, Norwalk and Stamford.

We look forward to hearing from ODFC on the selection process.

Please let me know if there are any questions.

Jeannette

Jeannette Archer-Simons

Open Door Shelter

4 Merritt St.

Norwalk, CT 06854

(203) 866-1057 (o) 203-671-9773 (c)

www.opendoorshelter.org

From: [Pamela Ralston](#)
To: ["cmiklos@operationhopect.org"](mailto:cmiklos@operationhopect.org)
Cc: ["david@shworks.org"](mailto:david@shworks.org); ["Adam D. Bovilsky"](#)
Subject: Notification of Acceptance for Voluntary Reallocation of HOPE 4
Date: Wednesday, August 29, 2018 5:09:00 PM
Attachments: [image003.png](#)



Operation Hope, Inc.
Carla Miklos, Executive Director
Re: Hope 4 Project Renewal

Dear Carla,

Thank you for submitting a request to the CT 503 CoC for a voluntary reallocation of your renewal project, Hope 4. Your request was reviewed and approved on 8/17/18 by the ODFC Funding Oversight Committee and the non-conflicted members of the ODFC Coordinating Council.

The reallocation of Hope 4 has been accepted by CT 503 under an agreement that Operation Hope will create a new project (PSH Seaview Hope 4) by combining Hope 4 with Seaview Supportive Housing program which was reallocated on 7/11/8 by Regional Network of Programs.

Sincerely,

David Rich, Adam Bovilsky
Co-chairs, CT 503

Communication Regarding new project to
combine 2 voluntary reallocations

From: [Pamela Ralston](#)
To: "Liz Bennett"; [Carla Miklos \(cmiklos@operationhopect.org\)](mailto:Carla.Miklos@operationhopect.org)
Cc: [David Rich](#); "Christy Rubenstein"; ["abovilsky@norwalkha.org"](mailto:abovilsky@norwalkha.org)
Subject: New Project to Be Identified In E-snaps by 8/20
Date: Thursday, August 16, 2018 12:31:00 PM
Attachments: [2017 Renewal App-Recovery Network of Programs Inc-Se.pdf](#)
[image002.png](#)
Importance: High

Hi Liz and Carla,

I've discussed with Christy that OH will reallocate HOPE 4 and apply for a new project combining HOPE 4 with reallocated funds from RNP's Seaview PSH. Considering that the CoC is required by HUD to have all applications represented in the e-snaps platform no later than August 20th, I am asking that you create the project and at least put together a rough draft of the new project in the system.

I'm attaching the most recent project application from Seaview for your info on project description & population, unit composition & budget.

Please do not hesitate to let me know if I can help to expedite the process in any way and also when you anticipate both adding this project to the system and creating a working draft.

Thank you!



Pamela Ralston
Manager, Opening Doors of Fairfield County CoC
CT Coalition to End Homelessness (CCEH)
815 Main Street , Suite 2
Bridgeport, CT 06640
P: (203) 464-3254
pralston@cceh.org

Acceptance for DV Bonus

From: [Pamela Ralston](#)
To: ["Karen Jarmoc"](#); [David Rich](#); ["Christy Rubenstein"](#)
Cc: [Steve.DiLella@ct.gov](#); ["John Merz"](#)
Subject: ODFC DV Bonus Project Next Steps
Date: Monday, August 20, 2018 5:24:00 PM
Attachments: [image003.png](#)
Importance: High

Dear Karen,

The ODFC funding decision making bodies met on Friday to review the CCADV RFP response. I am pleased to inform you that your pre-application to ODFC for the FY 2018 DV Bonus project has been accepted and will be submitted to HUD as part of the CT 503 application—you and I will need to coordinate on creating the project in the HUD e-snaps application platform. To assist you in planning your next steps I'm sharing the following as determined by the CoC's Funding Oversight and Non-conflicted Members of the ODFC Coordinating Council regarding the structuring of the DV Bonus project:

- **HUD Grantee:** DOH
- **Rental Assistance Administrator:** AIDS-CT
- **Service Provider:** CCADV + 4 identified sub-recipients in FC
- **Housing Locator:** Operation Hope

The following concerns were identified in the pre-application which must be addressed in the HUD application:

- The pre-application did not identify # of HH's to be served / no staff to client ratio identified
- Budget: RA amount identified without indicators on # units or # HH's
- Language in your pre-application states that entries for greater BPT are 17% higher than in Norwalk and 62% higher than Greenwich, however, case management sub-recipient awards are divided equally for FC DV providers. Concerns that this is not realistic / viable breakdown considering HH's to be served.

ODFC looks forward to building a strong partnership with CCADV. If RRH bonus project funds are awarded we will do our best to ensure full compliance with VAWA and HUD in implementing this new project. Please let me know if you have any current related questions or concerns.

Thank you again for your application and congratulations on your approval to participate in the CT 503 FY 2018 HUD CoC competition.

I'll be in touch with more information soon.

Best regards



Pamela Ralston

Manager, Opening Doors of Fairfield County CoC

CT Coalition to End Homelessness (CCEH)

815 Main Street , Suite 2

Bridgeport, CT 06640

P: (203) 464-3254

pralston@cceh.org

Acceptance for PH and Services Bonus -

RRH

From: [Pamela Ralston](#)
To: "Liz Bennett"; openingdoorsoffairfieldcounty@gmail.com
Cc: [Carla Miklos](#); "Christy Rubenstein"; [David Rich](#); abovilsky@norwalkha.org; "Steve DiLella@ct.gov"
Subject: RE: FY 2018 ODFC Housing and Services Program: Proposal for new expansion RRH project
Date: Tuesday, August 7, 2018 11:50:00 AM
Attachments: [ODFC-CT503_NOFARenewalWebinar_FY2018_2018-07-13_v3_Autosaved.pdf](#)
Importance: High

Dear Liz,

I am happy to inform you that your pre-application to provide services for permanent housing (RRH) through the three housing first collaboratives (Bridgeport, Norwalk, Stamford) has been approved by the non-conflicted members of the ODFC Coordinating Council as a **bonus project**. The project will be submitted as an expansion to the existing FY 2017 RRH bonus in the CoC's priority listing for the FY 2018 NOFA.

In order to ensure the project is created timely please use the following instructions as next steps:

- Please move forward with the appropriate members of the collaboratives on strategizing on creating the new project in the HUD e-snaps platform.
- For your information please use the following link to access guidance on creating an expansion/bonus grant for the HUD application:
<https://www.hudexchange.info/resource/2909/coc-project-application-instructions-for-new-projects/>
- Instructions for CoC e-snaps platform:
 - ¾ You will need to use the following CoC user name and password to access the appropriate e-snaps platform:
 - User: HPJ_eSNAPS
 - Password: Uway9663!
- After entering the system identify DOH as the grantee:
 - Use the drop down selection at the top of the page and choose: CT Department of Housing
 - Use the existing FY 2017 RRH bonus project as the project to which you will create an expansion project for the FY 2018 the competition
- The new project is due in e-snaps on **August 15**
 - Use the above to create the project and submit a PDF of the project to openingdoorsoffairfieldcounty@gmail.com .
 - **DO NOT SUBMIT THE PROJECT INTO E-SNAPS** until you receive a review from DMA – edit the project application based on the recommendations from DMA.

Congratulations on your acceptance as a sub-recipient in the CT 503 FY 2018 NOFA. Please let me know if you have any related questions.

(You may also want to use the attached ODFC NOFA Renewal Webinar for additional guidance on bonus/ project expansions.)

Best regards,
Pam

From: Liz Bennett [mailto:lbennett@operationhopect.org]
Sent: Wednesday, July 25, 2018 1:11 PM
To: openingdoorsoffairfieldcounty@gmail.com
Cc: Pamela Ralston <pralston@cceh.org>; Carla Miklos <cmiklos@operationhopect.org>
Subject: FY 2018 ODFC Housing and Services Program: Proposal for new expansion RRH project

Dear ODFC,

On behalf of the Fairfield County RRH Collaboration, please see attached a proposal for 2018 HUD bonus funds for expansion of RRH in Fairfield County.

Please do not hesitate to contact me should you have any questions or concerns.

As always, we appreciate your assistance and partnership in serving our community.

Have a pleasant day,
Liz

NOTE: Message sent 7/25/18 @ 11:38 has been recalled. Please disregard prior message. This email and submission should stand in its place as the final and formal submission to ODFC for consideration.

Liz Bennett
Grants Administrator



636 Old Post Road
Fairfield, CT 06824

Phone: [203-292-5588](tel:203-292-5588) X213, Fax: [203-292-5592](tel:203-292-5592)

Please visit our website at: www.operationhopect.org

Operation Hope. Ending Hunger and Homelessness. One Person at a Time.

FY 2018

**CT-503 Bridgeport, Stamford,
Norwalk/Fairfield County**

Continuum of Care

**1E-5. Notifications Outside e-Snaps—
Projects Rejected or Reduced**

Attachment documents include the following:

- **Communication with Operation Hope / Hope 4 on Voluntary Reallocation Acceptance**
- **Communication with Recovery Network of Programs/Seaview PSH on Voluntary Reallocation Acceptance**

From: [Pamela Ralston](#)
To: ["cmiklos@operationhopect.org"](mailto:cmiklos@operationhopect.org)
Cc: ["david@shworks.org"](mailto:david@shworks.org); ["Adam D. Bovilsky"](#)
Subject: Notification of Acceptance for Voluntary Reallocation of HOPE 4
Date: Wednesday, August 29, 2018 5:09:00 PM
Attachments: [image003.png](#)



Operation Hope, Inc.
Carla Miklos, Executive Director
Re: Hope 4 Project Renewal

Dear Carla,

Thank you for submitting a request to the CT 503 CoC for a voluntary reallocation of your renewal project, Hope 4. Your request was reviewed and approved on 8/17/18 by the ODFC Funding Oversight Committee and the non-conflicted members of the ODFC Coordinating Council.

The reallocation of Hope 4 has been accepted by CT 503 under an agreement that Operation Hope will create a new project (PSH Seaview Hope 4) by combining Hope 4 with Seaview Supportive Housing program which was reallocated on 7/11/8 by Regional Network of Programs.

Sincerely,

David Rich, Adam Bovilsky
Co-chairs, CT 503

From: Jennifer Kolakowski
To: [Pamela Ralston](#)
Subject: RE: HUD-Seaview Apartment Program
Date: Thursday, July 12, 2018 10:15:22 AM

Thank you Pam.

Jen

Jennifer E. Kolakowski, LCSW
Chief Executive Officer
Recovery Network of Programs, Inc.
2 Trap Falls Road, Suite 405
Shelton, CT 06484
Telephone: 203.929.1954

From: Pamela Ralston <pralston@cceh.org>
Sent: Wednesday, July 11, 2018 6:09 PM
To: Jennifer Kolakowski <Jennifer.Kolakowski@rnpinc.org>; David Rich <david@shworks.org>
Cc: Linda Mosel <Linda.Mosel@rnpinc.org>; Paul Kelly <Paul.Kelly@rnop.org>; Moira Rizzo <Moira.Rizzo@rnpinc.org>
Subject: RE: HUD-Seaview Apartment Program

Dear Jen,

Thank you for your email.

We know that this was a difficult decision on your part and we appreciate the thoughtful process you employed to come to this decision.

I will work with the CoC's consultant, Diana Myers and Associates to determine the best course of action for RNP and for the residents of this projects. We will be in touch in the near future on next steps.

Thank you again and best regards,
Pam

From: Jennifer Kolakowski [<mailto:Jennifer.Kolakowski@rnpinc.org>]
Sent: Wednesday, July 11, 2018 2:24 PM
To: Pamela Ralston <pralston@cceh.org>; David Rich <david@shworks.org>; Joyce Platz <jplatz@stvincents.org>
Cc: Linda Mosel <Linda.Mosel@rnpinc.org>; Paul Kelly <Paul.Kelly@rnop.org>; Moira Rizzo <Moira.Rizzo@rnpinc.org>
Subject: HUD-Seaview Apartment Program

Good Afternoon,

As I believe you know by now, we have made the very difficult decision to not reapply for RNP's HUD funded Seaview Apartment Program. While we are making the commitment to absorb the \$112,472 budget cut for this year, it is not possible to continue to do so. Please let me know how we can best proceed in planning for our residents. We fully accept our responsibility for ensuring the well-being of our clients, but would greatly appreciate your support and guidance as we plan for a safe, supportive transition for those we have been privileged to serve.

Thank you so much.

Jen

Jennifer E. Kolakowski, LCSW
Chief Executive Officer
Recovery Network of Programs, Inc.
2 Trap Falls Road, Suite 405
Shelton, CT 06484
Telephone: 203.929.1954

Jennifer Kolakowski
Jennifer.Kolakowski@rnpinc.org
Chief Executive Officer
203-929-1954 Ext. 102
Recovery Network of Programs, Inc.
2 Trap Falls Road Suite 405
Shelton, CT 06484



The contents of this email and any attachments to it may contain privileged and confidential information from Recovery Network of Programs, Inc. This information is only for the viewing or use of the intended recipient. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution, or use of, or the taking of any action in reliance upon, the information contained in this e-mail, or any of the attachments to this e-mail, is strictly prohibited and that this e-mail and all the attachments to this e-mail, if any, must be immediately returned to Recovery Network of Programs, Inc. or destroyed. In either case, this e-mail and all attachments to this e-mail must be immediately deleted from your computer without making any copies hereof. If you have received this e-mail in error, please notify Recovery Network of Programs, Inc. by e-mail immediately.

FY 2018

**CT-503 Bridgeport, Stamford,
Norwalk/Fairfield County**

Continuum of Care

**1E-5. Public Posting—
Local Competition Deadline**

Attachment documents include the following:

- **Email communication to grantees regarding the local competition deadlines for FY 2018 renewal and new projects with detailed instructions and due dates**

From: Pamela Ralston <pralston@cceh.org>
Sent: Thursday, July 12, 2018 3:36 PM
To: Pamela Ralston <pralston@cceh.org>
Cc: openingdoorsoffairfieldcounty@gmail.com
Subject: CT 503 / ODFC FY 2018 HUD - NOFA Funding Announcement
Importance: High

This Preliminary Application has been released by **Opening Doors of Fairfield County (ODFC)/CT-503** to solicit proposals for the provision of new projects for permanent housing and services for **the following sub-populations:** single adults, families, young adults and parenting youth.

ODFC competes annually with other communities nationally to secure federal funds through the U.S. Department of Housing and Urban Development's (HUD) Continuum of Care (CoC) program in efforts to end homelessness. CT-503 is seeking project applications from organizations located in the ODFC jurisdiction for inclusion in the CoC's 2018 application for HUD CoC funds under the bonus funding component. (Selected applicants will be included as sub-recipients in the HUD submission.) In FY 2017 CT-503 was awarded \$605,000 for new permanent housing under the bonus round as part of the 2017 CoC competition. **For FY 2018 the CoC is eligible to apply for \$614,312 under the CoC's 2018 application. CoC bonus funds have been prioritized to permanent housing (RRH and PSH) and related services.** In addition to the expected funding level for bonus funds, additional funds may be available

based on potential reallocation of low performing HUD funded projects. More information will be available regarding increased funds once the FY 2018 renewal project evaluation scores are released.

Deadline Response to This RFP	July 25, 2018 at 3:00 PM
All responses should be in word format and sent to:	openingdoorsoffairfieldcounty@gmail.com
Application is attached and can be accessed via:	https://www.openingdoorsfc.org/odfc-working-documents/

For any related questions please contact Pam Ralston at pralston@cceh.org

Thank you,



Pamela Ralston
Manager, Opening Doors of Fairfield County CoC
CT Coalition to End Homelessness (CCEH)
815 Main Street , Suite 2
Bridgeport, CT 06640
P: (203) 464-3254
pralston@cceh.org



Opening Doors of Fairfield County <openingdoorsoffairfieldcounty@gmail.com>

Re: Important Notice to CT 503 Grantees Regarding the FY18 CoC NOFA Competition

Opening Doors of Fairfield County <openingdoorsoffairfieldcounty@gmail.com> Fri, Jul 13, 2018 at 4:46 PM

To: Wendalina Claudio <wclaudio@laurelhouse.net>, Jessica Kubicki <jessica@shworks.org>, Chris Jachino <cjachino@fcagency.org>, Anavivian Estrella <aestrella@inspiricact.org>, "Joseph, Neelam N" <Neelam.Joseph@ct.gov>, Lauren Zimmermann <lauren@shworks.org>, EMERGE ORGANIZATION <emergeinc@optonline.net>, Lynne Bannister <lynne@shworks.org>, Cheryl Bell <Cheryl.Bell@rnpinc.org>, Karen Betances <Kbetances@fcagency.org>, Jennifer Kolakowski <Jennifer.Kolakowski@rnpinc.org>, "Helen (Lavin) McAlinden" <hlavin@theconnectioninc.org>, "Morton, Fred J" <Fred.Morton@ct.gov>, Jacqueline Janosko <jjanosko@cceh.org>, "Platz, Joyce" <jplatz@stvincents.org>, Denise DuBose <DDubose@pacifichouse.org>, Liz Bennett <lbennett@operationhopect.org>, Meredith Damboise <MDamboise@newreach.org>, Dishon Rucker <Dishon.Rucker@rnpinc.org>, Jeannette Archer-Simons <jarcher@opendoorshelter.org>, "Jason Shaplen (JShaplen@InspiricaCT.org)" <jshaplen@inspiricact.org>, Lynne Bannister <lynne@supportivehousingworks.org>, Maria Dezi <madezi@theconnectioninc.org>, Rosie Rodriguez <rrodriguez@mfap.com>, Brian Roccapriore <broccapriore@cceh.org>, David Rich <david@shworks.org>, Erin Russell <erussell@cccymca.org>, Anavivian Escalante <aescalante@inspiricact.org>, Rafael Pagan JR <RPagan@pacifichouse.org>, Stuart Lane <slane@mfap.com>, 'Rafael Pagan <rpagan@shelterforhomeless.org>, "Deborah L. Smith" <dlsmith@ccfc-ct.org>, Christina Franco <cfranco@theconnectioninc.org>, Jim Bombaci <jim@nutmegit.com>, Christy Rubenstein <christy@dma-housing.com>, Marlene DeSantis <marlene.desantis@liberationprograms.org>, Carla Miklos <cmiklos@operationhopect.org>, Carmen Colon <ccolon@cccymca.org>, Jessica Kubicki <jessica@supportivehousingworks.org>, ddubose@shelterforhomeless.org, 'rodriguez@mfap.com, iebbron@opendoorshelter.org, Pamela Ralston <pralston@cceh.org>, Maria Satterwhite <msatterwhite@homesforthebrave.org>, "DiLella, Steve" <steve.dilella@ct.gov>, Teresa Brown <tbrown@cccymca.org>, Kathy Hunter <kathy@shworks.org>, Jerome Roberts <JRoberts@pacifichouse.org>, Linda Autore <lautore@laurelhouse.net>, "Hilda Johnson (hjohnson@unitedwaycfc.org)" <hjohnson@unitedwaycfc.org>, Mary Jane DeFilippo <MJDefilippo@cceh.org>
Cc: Pamela Ralston <pralston@cceh.org>, Christy Rubenstein <christy@dma-housing.com>, abovilsky@norwalkha.org, Dennis O'Connor <doconnor@laurelhouse.net>

Dear ODFC/CT-503 CoC-funded Grantees-

Please read this important message about submission of Renewal Project Applications for the CoC NOFA Competition.

As part of the ODFC/CT-503 CoC's Consolidated Application for the 2018 CoC Competition, DMA (ODFC/CT-503 consultants) will undertake a review of all renewal project applications prior to the submission of these applications into the e-snaps system by grantees. Instructions for submitting this information are provided below.

- All agencies with renewal project applications are being asked to **provide a PDF of your completed Renewal Project Application(s)** exported from e-snaps **by 5 PM on July 25, 2018**.
- Check the Submission Summary to make sure ALL sections have been completed.
- **NEW THIS YEAR:** We ask that you **insert the first six digits of the Grant Number at the beginning of your renewal project application name**. This will help us immensely in identifying the grants in e-snaps and ensuring they are all accounted for and ranked appropriately.
- The PDF file name should be: **2018 Renewal App – Agency Name – Grant # (CT0000)**
- The PDF of your Renewal Project Application should be submitted to the ODFC gmail account - openingdoorsoffairfieldcounty@gmail.com - with the Subject line: **2018 Renewal App – Agency Name – Grant # (CT0000)**
- You should receive an email verification within 1 business day regarding submission of your project documents. If you do not receive an email verifying receipt of documents, please follow up to gmail, cc'ing Christy (christy@dma-housing.com) & Pam (pralston@cceh.org).
- **Please DO NOT SUBMIT your Renewal Project Application(s) in e-snaps**. If you accidentally submit the application, please contact the ODFC gmail account immediately and we will provide assistance.
- By August 6, you will receive a project review form with required corrections and, possibly, budget modifications. If you do not receive a review form by then, please contact us through the ODFC gmail account.
- By August 10, you must **submit** your corrected application on e-snaps.

If you are considering consolidating projects:

- Please follow the instructions above to submit the individual applications in e-snaps for each renewal project that you would like to consolidate. Be sure to make no substantive changes to the budget or units, beds or households served.
- Consolidated grants may be submitted after the July 25th deadline depending upon the response provided by the HUD Field Office regarding eligibility for consolidation of the renewal projects. Please contact Pam at pralston@cceh.org to let her know the current status of your consolidation request so that we can work with you to determine an appropriate date for the submission of the fully consolidated renewal application.
- When submitting a consolidated renewal application, please include "Consolidation" or "Consolidated" in the Project Name so that we can distinguish that application from the individual applications. Please use the Grant # for the renewal grant that you are opting to consolidate the grants into.
- We will follow up with further guidance on the timing of the grant once we receive more information from the HUD AAQ.

The following resources are available to grantees in completing your renewal project application:

- Main e-snaps CoC application page: <https://www.hudexchange.info/programs/e-snaps/>
- Project Applicant Profile: <https://www.hudexchange.info/resource/2958/instructions-for-updating-the-project-applicant-profile/>
- Renewal Application: <https://www.hudexchange.info/resource/2910/coc-project-application-instructions-for-renewal-projects/>
- New Projects: <https://www.hudexchange.info/resource/2909/coc-project-application-instructions-for-new-projects/>
- Consolidation: <https://www.hudexchange.info/resource/5723/consolidating-eligible-renewals-during-the-fy-2018-coc-program-competition/>
- Slides from the webinar held on July 13th are attached for your reference.

If you have questions regarding completing your renewal project application(s), please email those to the ODFC gmail account. The account will be monitored by ODFC and DMA staff and we will work to assist you as quickly as possible.

Thank you for your continued participation in the ODFC/CT-503 CoC. The work you and your agencies do to end homelessness in Fairfield County is truly appreciated.

Respectfully Yours,
Pam & Christy

On Fri, Jun 29, 2018 at 6:40 PM Opening Doors of Fairfield County <openingdoorsoffairfieldcounty@gmail.com> wrote:

Please use the link below to access the HUD Housing First Assessment Tool .
Please refer to renewal evaluation criteria item # 9.1 on the **2018 ODFC - CT 503 CoC Renewal Project Scoring Standards** for information on bonus points for project renewal evaluations.
Thank you,
Pam

From: Pamela Ralston
Sent: Wednesday, April 25, 2018 6:07 PM

CT 503 CoC Funded providers,

I am writing to follow up regarding information related to HUD's Housing First Assessment Tool. As was mentioned at the April 4th Housing Data Coordinator/Data Quality Subcommittee meeting with DMA, the Funding Oversight Subcommittee will be presented with the option of including bonus points as part of the 2018 Renewal Project Scoring Standards for projects that complete the Housing First Assessment tool. This proposal was discussed with and received positive feedback from the Standards & Evaluation Committee.

While the 2018 Renewal Project Scoring Standards have not yet been reviewed or approved by the Funding Oversight Subcommittee, we wanted to make you aware of this potential addition to the scoring standards. If you would like to become more familiar with HUD's Housing First Assessment tool, you can find more information on the HUD Exchange website: <https://www.hudexchange.info/resource/5294/housing-first-assessment-tool/>

Thank you,
Pam

On Tue, Jun 26, 2018 at 2:12 PM Opening Doors of Fairfield County <openingdoorsoffairfieldcounty@gmail.com> wrote:

Dear CT-503/ODFC HUD Grantee,

****THIS IS AN IMPORTANT NOTICE REGARDING THE FY18 COC NOFA COMPETITION****

Preparations to respond to the FY2018 NOFA are underway and the annual HUD-CoC project renewal evaluations are set to proceed. The ODFC Funding Oversight Subcommittee and Non-Conflicted ODFC Coordinating Council have met recently and approved all documents and processes required to move the renewal scoring process forward. Consequently, we are sharing the following with all of you (any additional information will be distributed as approved by the two aforementioned CoC funding decision making bodies):

- 2018 ODFC/CT-503 CoC Renewal Project Scoring Standards
- Opening Doors of Fairfield County/CT-503 CoC FY2018 Project Scoring, Reallocation, Selection and Ranking Process
- Opening Doors of Fairfield County/CT-503 2018 Renewal Project Summary Form
- ODFC Project Scoring Tool

As a grantee, you are being asked to submit a completed Renewal Project Summary Form and all required attachments by 5pm on Wednesday, July 11 for each CoC Renewal Project your agency operates.

Please carefully review the attached documents as they contain important information about the process for evaluating renewal projects and the information and documents we are asking grantees to submit to facilitate the evaluation of renewal projects. Please carefully review the list of required attachments provided in the Renewal Project Summary Form to ensure that you submit all of the requested documents.


A webinar was held on Tuesday, June 26 at 10:00 AM to review the evaluation process and the information being requested from grantees, as well as to answer questions from grantees related to the 2018 Scoring Standards and Renewal Project Summary Form. During the call, an overview of the timeline, forms and changes from last year's scoring process was presented. If you were unable to join the webinar, the slides are attached and a recording of the call will be sent to grantees.

Thank you for your ongoing participation and engagement in this process!

Respectfully,
Pam & Christy

2 attachments

 **ODFC_RenewalApplicationReview_2018-07-13.docx**
17K

 **ODFC-CT503_NOFARenewalWebinar_FY2018_2018-07-13 v3 Autosaved.pdf**
1096K

From: [Pamela Ralston](#)
To: [Pamela Ralston](#)
Date: Friday, July 27, 2018 2:01:00 PM
Attachments: [image004.png](#)
[image005.png](#)



Opening Doors of Fairfield County Funding Announcement

Date of Release: July 27, 2018 **Deadline for Response:** August 10, 2018

Send questions and pre-applications to: pralston@cceh.org

This Preliminary Application has been released by **Opening Doors of Fairfield County (ODFC)/CT-503** to solicit proposals for the provision of new projects for permanent housing and services for **survivors of domestic violence, dating violence, sexual assault, stalking and human trafficking**.

Each year Opening Doors Fairfield County (ODFC) CoC competes with other CoCs across the country to secure federal funds to help end homelessness through the U.S. Department of Housing and Urban Development's (HUD) Continuum of Care (CoC) program. In general, CoC funding is principally accessed through renewal funding and such project applications to HUD are part of the annual HUD-NOFA (Notice of Funding Availability). In order to access new funding, HUD offers an additional component as part of the NOFA, considered as bonus project funding, which is awarded based on the strength of strategies identified in the narrative sections of the NOFA, as well as on performance on HUD measurements and compliance on currently funded projects.

This year, in addition to the standard funding awarded through this process, the FY18 HUD Appropriations Act has made up to \$50 million available nationally to fund Domestic Violence Bonus projects (DV Bonus); ODFC/CT 503 is eligible to apply for up to \$367,494 in project funding. ODFC will seek DV Bonus applications for a project dedicated to serve survivors of domestic violence, dating violence, stalking, and human trafficking for inclusion in the CoC's 2018 application for HUD CoC funds and will award at least one entity to serve as sub-recipient. A sub-recipient may designate additional sub-recipients as service providers as part of a collaborative application for the DV Bonus project.



Pamela Ralston

Manager, Opening Doors of Fairfield County CoC

CT Coalition to End Homelessness (CCEH)

815 Main Street , Suite 2

Bridgeport, CT 06640

P: (203) 464-3254

pralston@cceh.org

From: [Pamela Ralston](#)
To: [Pamela Ralston](#)
Cc: ["openingdoorsoffairfieldcounty@gmail.com"](#)
Bcc: ["MConderino@ccfc-ct.org"](#); ["lautore@laurelhouse.net"](#); ["cmiklos@operationhopect.org"](#); ["mwatt@swrmhb.org"](#); ["Alan.Barry@greenwichct.org"](#); ["igillespie@communities4action.org"](#); ["RPagan@PacificHouse.org"](#); ["JShaplen@InspiricaCT.org"](#); ["l.morrissey@danbury-ct.gov"](#); ["lynn@shworks.org"](#); ["Alicia.Feller@ct.gov"](#); ["dkennedy@unitedwaycfc.org"](#); ["Ginne-Rae.Clay@Bridgeportct.gov"](#); ["marklingle.pastor@gmail.com"](#); ["anthony@ctgay.org"](#); ["bhoey@ascension.org"](#); ["Jennifer.DaSilva"](#); ["mwatt@healthymindsct.org"](#); ["tstrauss@norwalkct.org"](#); ["david@shworks.org"](#); ["rallen@melvilletrust.org"](#); ["Steve.DiLella@ct.gov"](#); ["sobrien@homefrontprogram.org"](#); ["crleone@workplace.org"](#); ["jplatz@ascension.org"](#); ["JWieser@hwhct.org"](#); ["hlavin@theconnectioninc.org"](#); ["jarcher@opendoorshelter.org"](#); ["sshapiro@kidsincrisis.org"](#); ["jdelaney@hacdt.org"](#); ["LRobbins@stamhealth.org"](#); ["Jennifer.Kolakowski@rnpinc.org"](#); ["Liz.Isaacs.Housing.Innovations"](#); ["tivers@norwalkha.org"](#); ["HomeFront.Volunteer"](#); ["t Trojanowski@townofstratford.com"](#); ["CJachino@fcagency.org"](#); ["slane@mfp.com"](#); ["Lisa.Tepper.Bates"](#); ["Christy.Rubenstein"](#); ["PJL@arcforpeace.org"](#); ["ABovilsky@norwalkct.org"](#); ["ccolon@cccymca.org"](#); ["joe_sicilia@yahoo.com"](#); ["AllStaff"](#); ["McVeigh, Kevin"](#); ["michelle.weinstein@abilitybeyond.org"](#); ["joanne.montgomery@apgdct.org"](#); ["jeremy.reid@apgdct.org"](#); ["pjl@arcforpeace.org"](#); ["scole@ccfc-ct.org"](#); ["scoleman@ccfc-ct.org"](#); ["APerez@ccfc-ct.org"](#); ["mconderino@ccfc-ct.org"](#); ["bbowers@ccfc-ct.org"](#); ["ccoretto@ccfc-ct.org"](#); ["jfarmer@ccfc-ct.org"](#); ["Wagner, Monte - Community Health Center Inc"](#); ["fathid@chc1.com"](#); ["camacha@chc1.com"](#); ["ndelarosa@chd.org"](#); ["mdubay@chd.org"](#); ["anolan@ctcounseling.org"](#); ["s.zaborowski@danbury-ct.gov"](#); ["msistrunk@hacdt.org"](#); ["jdasilva@hacdt.org"](#); ["jelam@hacdt.org"](#); ["t.zalenski@danbury-ct.gov"](#); ["j.antonelli@danbury-ct.gov"](#); ["m.morrill@danbury-ct.gov"](#); ["r.anderson@danbury-ct.gov"](#); ["m.finn@danbury-ct.gov"](#); ["joesimons@yahoo.com"](#); ["mgrasso@gsmnc.org"](#); ["hrobbins@gsmnc.org"](#); ["Edwin@jerichopartnership.org"](#); ["maloneya@ct-institute.org"](#); ["pdeleo@mccaonline.com"](#); ["edamato@mccaonline.com"](#); ["ngiroux@mhconn.org"](#); ["jtodd@mhconn.org"](#); ["jrichards@mhconn.org"](#); ["rmcgarigle@mhconn.org"](#); ["Gregory.simpson@beaconhealthoptions.com"](#); ["Herrick, Charles"](#); ["Broderick, Patrick, M.D."](#); ["Bozek, Tracy A."](#); ["Begg, William, M.D."](#); ["Peralta, Elizabeth M."](#); ["Cassavechia, Matthew G."](#); ["Michael, Katherine"](#); ["Montini, Kristin"](#); ["Denby-Callahan, Elizabeth"](#); ["Fritz, Emily G."](#); ["deborah.lawrence@ct.gov"](#); ["nancy.wang-d'amato@ct.gov"](#); ["melissa.mcshane@ct.gov"](#); ["liza.roberts@ct.gov"](#); ["jocelyne.karam@ct.gov"](#); ["psilber@newreach.org"](#); ["abassett@newreach.org"](#); ["Christie Stewart"](#); ["ddubose@Shelterforhomeless.org"](#); ["samantha@shworks.org"](#); ["Doran Wright"](#); ["msatterwhite@homesforthebrave.org"](#); ["lauren@supportivehousingworks.org"](#); ["MDamboise@newreach.org"](#); ["Jacqueline.Janosko"](#); ["Lynn Dean, MATS"](#); ["dsmith@ccfc-ct.org"](#); ["Patricia.Curiale"](#); ["Karen.Betances"](#); ["kmahar"](#); ["Brian.Roccapiore"](#); ["Michael.McKinney@liberationprograms.org"](#); ["ccolon@cccymca.org"](#); ["doconnor@laurelhouse.net"](#); ["Bovilsky, Adam"](#); ["Cheryl Bell"](#); ["Cohen-King, Tonisha"](#); ["Lautore@laurelhouse.net"](#); ["iebron@opendoorshelter.org"](#); ["Hilda Johnson"](#); ["Denise DuBose"](#); ["jarcher@opendoorshelter.org"](#); ["rpagan@shelterforhomeless.org"](#); ["David Rich"](#); ["Jim Bombaci"](#); ["Wendalina Claudio"](#); ["Cary.Ostrow@liberationprograms.org"](#); ["cjachino@fcagency.org"](#); ["jplatz@stvincents.org"](#); ["cmiklos@operationhopect.org"](#); ["kathy@supportivehousingworks.org"](#); ["earcamone@laurelhouse.net"](#); ["Joseph.Neelam.N."](#); ["aescalante@Inspiricact.org"](#); ["Lauren.Zimmermann"](#); ["emergeinc@optonline.net"](#); ["smallard@operationhopect.org"](#); ["slane@mfp.com"](#); ["Monteiro, Aline"](#); ["jroberts@shelterforhomeless.org"](#); ["Samone Wright"](#); ["hlavin@theconnectioninc.org"](#); ["Herrera, Maria \(St. Vincent's Health Services/Bridgeport\)"](#); ["David Rich \(david@supportivehousingworks.org\)"](#); ["Erin Russell"](#); ["Jerome Roberts"](#); ["Kathy Hunter"](#); ["Liz Bennett"](#); ["Louise Calixte"](#); ["Platz, Joyce"](#); ["Jenita Hayes"](#); ["David Rich"](#); ["Pleshaun Bing"](#); ["Lauren Zimmermann"](#); ["dsmith@ccfc-ct.org"](#); ["Jessica Kubicki"](#); ["Lisa Bahadosingh"](#); ["Lorrie Jean-Charles"](#); ["Kathy Hunter"](#); ["Lynne Bannister"](#); ["Christy Rubenstein"](#); ["Leigh Howard"](#)
Subject: ODFC/CT 503 FY 2018 Funding Announcement for New PSH/Services Project
Date: Wednesday, August 8, 2018 2:27:00 PM
Attachments: [ODFC Funding Announcement for PSH and Services Project.docx](#)
[image002.png](#)
[image006.png](#)
Importance: High



This Preliminary Application has been released by **Opening Doors of Fairfield County (ODFC)/CT-503** to solicit proposals for the provision of a new Permanent Supportive Housing (PSH) project for the following sub-population: **single adults.**

Funding Announcement:

- ODFC/CT-503 seeks a sub-recipient applicant to assume operations of an existing PSH project, located in Bridgeport, CT. Organization must be located within the ODFC/CT 503 jurisdiction and must operate this project, currently serving 16 households, in the Bridgeport area. CT 503 jurisdiction includes: Bridgeport, Brookfield, Darien, Easton, Fairfield, Greenwich, Monroe, Newtown, New Canaan, New Fairfield, Norwalk, Redding, Ridgefield, Sherman, Stamford, Stratford, Trumbull, Weston, Westport and Wilton.
- Funds for this opportunity have been sourced through a voluntary reallocation by an existing HUD-CoC grantee in good standing.

Inquiries and Pre-application Submission to:	Pam Ralston pralston@cceh.org
Date of RFP Release	August 8, 2018
Deadline for Submission	August 14, 2018 3:00 PM
Application Attached and ODFC Website	ODFC Website



Pamela Ralston
Manager, Opening Doors of Fairfield County CoC
CT Coalition to End Homelessness (CCEH)
815 Main Street , Suite 2
Bridgeport, CT 06640
P: (203) 464-3254
pralston@cceh.org

FY 2018

**CT-503 Bridgeport, Stamford,
Norwalk/Fairfield County**

Continuum of Care

Attachment #11:

2A-1. CoC and HMIS Lead Governance

Attachment #11 documents include the following:

- **Applicable section of CoC / HMIS Lead Governance (e.g., section of Governance Charter, MOU, MOA)**



2018 MEMORANDUM OF UNDERSTANDING

by and between

United Way of Coastal Fairfield County

and

The Connecticut Coalition to End Homelessness

for

CT 503 / ODFC HMIS Services

INDEPENDENT CONTRACTOR AGREEMENT

This Agreement is entered into for the 12 month HUD determined grant period of 2/1/18 to 1/31/19 between United Way of Coastal Fairfield County ("the Company") and CCEH ("the Contractor") and/or any of its Sub-Contractor(s), or agents for CT 503/ODFC Continuum of Care HMIS Services, the subcontractor (Nutmeg).

1. Independent Contractor. Subject to the terms and conditions of this Agreement, the Company hereby engages the Contractor as an independent contractor to perform the services set forth herein, and the Contractor hereby accepts such engagement contingent upon HUD's approval of the grant and for them, contingent upon the Company receipt of the match funds of 25% of HUD grant.
2. Duties, Term, and Compensation. The Contractor's duties, term of engagement, compensation and provisions for payment thereof shall be as set forth in the estimate previously provided to the Company by the Contractor and which is attached as Exhibit A, which may be amended in writing from time to time, or supplemented with subsequent estimates for services to be rendered by the Contractor and agreed to by the Company, and which collectively are hereby incorporated by reference. Further more, engagement is subject to the continuing availability of funds from the U.S. Department of Housing and Urban Development (HUD) for this purpose. If funds are no longer available from HUD or deemed insufficient to carry out the terms of this agreement, then the contract term will end on the last day of the most current funded cycle. Contractor is expected to align the HMIS data related to the HMIS project and is expected to complete and submit all related APR information to HUD.
3. Expenses. During the term of this Agreement, the Contractor (CCEH) shall bill and the Company shall reimburse [him or her] for all and approved out-of-pocket expenses which are incurred in connection with the performance of the duties hereunder and in accordance with budget included in Exhibit A. Notwithstanding the foregoing, expenses for the time spent by Consultant and / or contractor in traveling to and from Company facilities shall not be reimbursable.
4. Written Reports and Other Communications. The Company may request that project plans, progress reports and a final results report be provided by Consultant on a monthly basis. A final results report shall be due at the conclusion of the project and shall be submitted to the Company in a confidential written report at such time. The results report shall be in such form and setting forth such information and data as is

reasonably requested by the Company.

5. **Inventions.** Any and all inventions, discoveries, developments and innovations conceived by the Contractor during this engagement relative to the duties under this Agreement shall be the exclusive property of the Company; and the Contractor hereby assigns all right, title, and interest in the same to the Company. Any and all inventions, discoveries, developments and innovations conceived by the Contractor prior to the term of this Agreement and utilized by [him or her] in rendering duties to the Company are hereby licensed to the Company for use in its operations and for an infinite duration. This license is non-exclusive, and may be assigned without the Contractor's prior written approval by the Company to a wholly-owned subsidiary of the Company.
6. **Confidentiality.** The Contractor acknowledges that during the engagement [he or she] will have access to and become acquainted with various trade secrets, inventions, innovations, processes, information, records and specifications owned or licensed by the Company and/or used by the Company in connection with the operation of its business including, without limitation, the Company's business and product processes, methods, customer lists, accounts and procedures. The Contractor agrees that [he or she] will not disclose any of the aforesaid, directly or indirectly, or use any of them in any manner, either during the term of this Agreement or at any time thereafter, except as required in the course of this engagement with the Company. All files, records, documents, blueprints, specifications, information, letters, notes, media lists, original artwork/creative, notebooks, and similar items relating to the business of the Company, whether prepared by the Contractor or otherwise coming into [his or her] possession, shall remain the exclusive property of the Company. The Contractor shall not retain any copies of the foregoing without the Company's prior written permission. Upon the expiration or earlier termination of this Agreement, or whenever requested by the Company, the Contractor shall immediately deliver to the Company all such files, records, documents, specifications, information, and other items in [his or her] possession or under [his or her] control. The Contractor further agrees that [he or she] will not disclose [his or her] retention as an independent contractor or the terms of this Agreement to any person without the prior written consent of the Company and shall at all times preserve the confidential nature of [his or her] relationship to the Company and of the services hereunder.
7. **Conflicts of Interest; Non-hire Provision.** The Contractor represents that [he or she] is free to enter into this Agreement, and that this engagement does not violate the terms of any agreement between the Contractor and any third party. Further, the Contractor, in rendering [his or her] duties shall not utilize any invention, discovery, development, improvement, innovation, or trade secret in which [he or she] does not have a proprietary interest. During the term of this agreement, the Contractor shall devote as much of [his or her] productive time, energy and abilities to the performance of [his or her] duties hereunder as is necessary to perform the required duties in a timely and productive manner. The Contractor is expressly free to perform services for other parties while performing services for the Company. For a period of six months following any termination, the Contractor shall not, directly or indirectly hire, solicit, or encourage to leave the Company's employment, any employee, consultant, or contractor of the Company or hire any such employee,

consultant, or contractor who has left the Company's employment or contractual engagement within one year of such employment or engagement.

8. **Right to Injunction.** The parties hereto acknowledge that the services to be rendered by the Contractor under this Agreement and the rights and privileges granted to the Company under the Agreement are of a special, unique, unusual, and extraordinary character which gives them a peculiar value, the loss of which cannot be reasonably or adequately compensated by damages in any action at law, and the breach by the Contractor of any of the provisions of this Agreement will cause the Company irreparable injury and damage. The Contractor expressly agrees that the Company shall be entitled to injunctive and other equitable relief in the event of, or to prevent, a breach of any provision of this Agreement by the Contractor. Resort to such equitable relief, however, shall not be construed to be a waiver of any other rights or remedies that the Company may have for damages or otherwise. The various rights and remedies of the Company under this Agreement or otherwise shall be construed to be cumulative, and no one of the them shall be exclusive of any other or of any right or remedy allowed by law.
9. **Merger.** This Agreement shall not be terminated by the merger or consolidation of the Company into or with any other entity.
10. **Termination.** The Company may terminate this Agreement at any time by 30 working days' written notice to the Contractor. In addition, if the Contractor is convicted of any crime or offense, fails or refuses to comply with the written policies or reasonable directive of the Company, is guilty of serious misconduct in connection with performance hereunder, or materially breaches provisions of this Agreement, the Company at any time may terminate the engagement of the Contractor immediately and without prior written notice to the Contractor.
11. **Independent Contractor.** This Agreement shall not render the Contractor an employee, partner, agent of, or joint venturer with the Company for any purpose. The Contractor is and will remain an independent contractor in [his or her] relationship to the Company. The Company shall not be responsible for withholding taxes with respect to the Contractor's compensation hereunder. The Contractor shall have no claim against the Company hereunder or otherwise for vacation pay, sick leave, retirement benefits, social security, worker's compensation, health or disability benefits, unemployment insurance benefits, or employee benefits of any kind.
12. **Insurance.** The Contractor will carry liability insurance relative to any service that [he or she] performs for the Company. The Contractor and/or Sub-contractors or Agents will name The United Way of Coastal Fairfield County as an additional insured on their liability and malpractice insurance.
13. **Successors and Assigns.** All of the provisions of this Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, if any, successors, and assigns.
14. **Choice of Law.** The laws of the state of Connecticut shall govern the validity of this Agreement, the construction of its terms and the interpretation of the rights and duties of the parties hereto.

15. Arbitration. Any controversies arising out of the terms of this Agreement or its interpretation shall be settled in Connecticut in accordance with the rules of the American Arbitration Association, and the judgment upon award may be entered in any court having jurisdiction thereof.
16. Headings. Section headings are not to be considered a part of this Agreement and are not intended to be a full and accurate description of the contents hereof.
17. Waiver. Waiver by one party hereto of breach of any provision of this Agreement by the other shall not operate or be construed as a continuing waiver.
18. Assignment. The Contractor shall not assign any of [his or her] rights under this Agreement, or delegate the performance of any of [his or her] duties hereunder, without the prior written consent of the Company.
19. Notices. Any and all notices, demands, or other communications required or desired to be given hereunder by any party shall be in writing and shall be validly given or made to another party if personally served, or if deposited in the United States mail, certified or registered, postage prepaid, return receipt requested. If such notice or demand is served personally, notice shall be deemed constructively made at the time of such personal service. If such notice, demand or other communication is given by mail, such notice shall be conclusively deemed given five days after deposit thereof in the United States mail addressed to the party to whom such notice, demand or other communication is to be given as follows:

If to the Contractor:

Connecticut Coalition to End Homelessness
257 Lawrence Street
Hartford CT 06106

If to the Company:

United Way of Coastal Fairfield County
855 Main Street
Bridgeport, CT 06604

Any party hereto may change its address for purposes of this paragraph by written notice given in the manner provided above.

20. Modification or Amendment. No amendment, change or modification of this Agreement shall be valid unless in writing signed by the parties hereto.
21. Entire Understanding. This document and any exhibit attached constitute the entire understanding and agreement of the parties, and any and all prior agreements, understandings, and representations are hereby terminated and canceled in their entirety and are of no further force and effect.
22. Unenforceability of Provisions. If any provision of this Agreement, or any portion thereof, is held to be invalid and unenforceable, then the remainder of this Agreement shall nevertheless remain in full force and effect.

IN WITNESS WHEREOF the undersigned have executed this Agreement as of the day and year first written above. The parties hereto agree that facsimile signatures shall be as effective as if originals.

United Way of Coastal Fairfield
County " " "

By: 

Date: Feb 20, 2018

Merle Berke-Schlessel President
and CEO

CT Coalition to End Homelessness

By: 

Date: 02/20/2018

Lisa Tepper Bates
Executive Director

SCHEDULE A

DUTIES, TERM, AND COMPENSATION

DUTIES: The Contractor will be responsible for the for the implementation and management of all components of the Homeless Management Information System for CT 503 CoC. CCEH will report directly to David Kennedy and/or any other party designated by name in connection with the performance of the duties under this Agreement and shall fulfill any other duties reasonably requested by the Company and agreed to by the Contractor.

The Contractor will bring concerns to the Company and/or Continuum of Care for discussion and remedy before proceeding to any outside entity. CCEH is acting as agent for the Company by that relationship and must receive the approval of United Way to change any scope of work related to the duties identified in this contract.

TERM: This engagement shall commence upon execution of this Agreement and shall continue in full force and effect from February 1, 2018 to January 31, 2019. The Agreement may only be extended thereafter by mutual agreement, unless terminated earlier by operation of and in accordance with this Agreement. Furthermore, engagement is subject to the continuing availability of funds from the U.S. Department of Housing and Urban Development (HUD) for this purpose. If funds are no longer available from HUD or deemed insufficient to carry out the terms of this agreement, then the contract term will end on the last day of the most current funded cycle.

COMPENSATION: As full compensation for the services rendered pursuant to this Agreement, the Company shall pay the Contractor a sum not to exceed \$ \$160,290.00 portion of which is a HUD grant. The exact compensation shall be for the costs and expenses incurred during the Term of the agreement. The Company is responsible for the remaining portion of the funds. A detailed budget is attached hereto as Exhibit B.

Payment will be monthly upon receipt of monthly status reports and invoices prepared using the line item format included in the Workplan, Exhibit A and the Budget, Exhibit B.

EXHIBIT A

CCEH Work Plan

CT 503 CoC HMIS Project Implementation

- A. CCEH (contractor) and Nutmeg Consulting (as a third party contractor/consultant) will undertake the following activities and will submit invoices that align with the SHP HUD Budget Form:
- 1) **Training by Third Parties:** CCEH/Nutmeg will provide training as needed depending on the demand. (Line 9)
 - CCEH will continue to assess the current capacity of all agencies that are identified for participation in the Continuum's Homeless Management Information System (HMIS).
 - Review agency and program conformance to the policies and procedures (checklist from HUD is used as the basis for this along with additional tracking sheets created by Nutmeg)
 - Determine training schedule needs and revise curriculum as necessary (review past training, attendance and determine appropriate schedule)
 - Determine if the appropriate paperwork has been completed by participating agencies and that users accessing the system are still valid.
 - 2) **Facilitation:** CCEH/Nutmeg will assume responsibility for staffing the HMIS Site Technical Coordinators and structure that group to maximize their effectiveness. CCEH/Nutmeg will also attend the Continuum of Care HMIS committee meeting at least once per quarter and present the current state of the project. CCEH/Nutmeg will assist with the yearly Point-in-Time count by working with the team and ensuring that the HMIS system can collect the appropriate information, and generate the required reports. (Line 16)
 - CCEH/Nutmeg will facilitate an HMIS end-user group meeting(s) to determine issues and effectiveness of software and recommend necessary to the Continuum for implementation.
 - Attend individual Continuum of Care meetings to provide them with progress reports and facilitate communication.
 - Engage new eligible agencies to participate in HMIS.
 - 3) **Project Management/Coordination:** CCEH/Nutmeg will ensure the overall success of the HMIS project by ensuring that the overall goals of HUD and the Grantee are met.
 - CCEH/Nutmeg will provide reports to the Grantee that include: summary of activities, copies of agencies' monitoring reports, task logs, and invoices with back up documentation.
 - CCEH/Nutmeg will ensure that the project is fully staffed with competent and trained employees.
 - 4) **Data Analysis:** CCEH/Nutmeg will review the data that is being input into CaseWorthy for completeness and accuracy, and will generate reports to satisfy the following scenarios;
 - CCEH/Nutmeg will conduct monthly reviews of data, ensuring that all Universal Data Elements are being completed by all agencies.
 - CCEH/Nutmeg will generate reports on a quarterly basis for the Continuum of Care summarizing system usage by provider, and other statistics deemed necessary by the CoC.
 - CCEH/Nutmeg will utilize CaseWorthy to generate reports that will be useful in determining outcomes, planning future activities, assist with data quality and satisfying various funder's requests.
 - 5) **Technical Assistance and Training:** /CCEH/Nutmeg will develop and implement for interested agencies in the Continuum additional technical assistance related to implementing case management and outcome measurement features.

- CCEH/Nutmeg will pro-actively contact via e-mail and phone each participating CoC agency using to provide an overview of the case management features and sign interested agencies up for group trainings.
 - CCEH/Nutmeg will document agency/program workflows to ensure the most efficient system usage.
 - CCEH/Nutmeg will create and/or modify as necessary specific training materials on the case management features for user and administrative trainings (based on specific agency needs and requirements).
 - CCEH/Nutmeg will train all interested persons over the course of the contract on the case management features.
 - CCEH/Nutmeg will work with program managers to develop management level reports that will help measure program and staff effectiveness.
 - CCEH/Nutmeg will work with the Standards and Evaluations committee to report on Coordinated Access activities in the CoC.
- 6) **Administrative Staff Support:** CCEH/Nutmeg will provide the HMIS project with the necessary administrative support to ensure a successful project.
- CCEH/Nutmeg will maintain a helpdesk to assist users with problem solving and software questions.
 - CCEH/Nutmeg will maintain a "trouble ticket" system to track and respond to users problems in a timely fashion.
 - CCEH/Nutmeg will create and duplicate as necessary all of the training materials necessary for user and administrative trainings.
 - CCEH/Nutmeg will maintain centralized records of all HMIS activities, including but not limited to activity reports, invoices, contracts, and agency monitoring reports.
 - CCEH/Nutmeg will provide administrative staff support to take and disperse minutes as necessary and to facilitate communication throughout the HMIS project.
- 7) **Operations:** CCEH/Nutmeg will provide the necessary resources to the HMIS project to ensure success.
- CCEH will provide monthly invoices to UWCFC based on the SHP Budget form and allocation of Nutmeg Consulting Statewide contract to the Bridgeport CoC.

Other Ancillary Tasks:

- 8) **Hosting/Technical Services:** CCEH/Nutmeg will communicate any concerns noted to CCEH.
- 9) **Customization, System Interface, Data Conversion.** CCEH/Nutmeg will modify the interface to make it fit the HMIS intake as needed working through the HMIS Steering Committee.
- 10) **Security Assessment and Setup:** CCEH/Nutmeg will undertake a review of each provider using a standard checklist developed by HUD, which will be used to measure where each provider is in regards to security, an action plan will be developed on a per agency basis to allow them to obtain compliance as needed. CCEH/Nutmeg will identify providers in the region that are mandated to be on the system and are not, develop work plans to assist them in getting online. We will also work with the Leadership collaborative to identify and implement non-mandatory programs within the Continuum. See detail above.

Exhibit B

CT 503 HMIS Budget

Eligible Costs	Quantity AND Description (max 400 characters)	Annual Assistance Requested
1. Equipment		
2. Software		
3. Services	Services	\$106,984
4. Personnel	Personnel	\$43,256
5. Space & Operations	Project Space / Operation Costs	\$ 6,550
	Admin	\$ 3,500
Total HMIS		\$160,290.00
Grant Term		1 Year