

## **2018 COC REVIEW AND RANK POLICIES**

### **THE REVIEW AND RANK PROCESS**

The Continuum of Care Program annual Notice of Funding Availability (NOFA) requires all Continuums of Care throughout the country to review projects receiving Continuum of Care funding and prioritize projects based on performance outcomes. The City of Amarillo Continuum of Care (CoC) has adopted the following procedure to review both renewal projects and proposed new projects as part of the Continuum of Care Program competition. The substantive provisions of this policy are subject to change annually depending on the Department of Housing and Urban Development's specific requirements in that year's NOFA.

### **PRIOR TO THE RELEASE OF THE NOFA**

- A. After the conclusion of the previous year's Continuum of Care competition, the CoC will evaluate the Review and Rank policies utilized during the competition. The Committee shall make recommendations regarding improvements to the Review and Rank process. The Committee shall also make recommendations regarding improvements to the scoring tools utilized during the competition for all project types. Those recommendations shall be reviewed and approved by the CoC Board.
  
- B. The Review and Rank committee shall make recommendations to revise the Review and Rank policies in alignment with HUD policies and priorities as evidenced by the CoC scoring document and debrief. The Committee shall also make recommendations regarding changes to the scoring tools utilized during the competition for all project types. Those recommendations shall be reviewed and approved by the CoC Board.

### **NOFA RELEASE AND TECHNICAL ASSISTANCE**

- A. Upon publication of the 2018 CoC Program NOFA, the Collaborative Applicant will review the currently adopted scoring tools for all project types and ensure they comply with the NOFA. In the event the scoring tools do not comport with the NOFA, changes will be made and adopted prior to the use of the tools in the competition. All changes will be presented to and approved by the CoC Board with input from the Prioritization Review Committee members and project applicants encouraged.
  
- B. Upon publication of the 2018 CoC NOFA, the Collaborative Applicant will schedule and announce a time and date for a technical assistance workshop where details about the funding opportunity and the process are provided. These details will be distributed to the entire CoC via listserv, email, posting, and any other method appropriate to ensure full distribution to the CoC.

## **PROJECT APPLICATION SUBMISSION PROCESS FOR REVIEW AND RANK**

- A. All projects will be required to submit information so that the Prioritization Review committee can evaluate project performance. The Prioritization Review committee will evaluate projects based on performance, completed eSNAPs project application materials, and supplemental documentation.
- B. Sources of Information:
- i. Annual Performance Report data is generated from project inputs to the Homeless Management Information System. This is considered objective performance data. This data can only be modified through corrected HMIS inputs.
  - ii. The Local Application provides Project Applicants with the opportunity to report on project success and provide explanations for the objective project performance data contained in the APR. The Local Application may also be used to collect objective information not captured in HMIS, particularly as it relates to project budgets, grant performance, and financial audits. This information is subjective information.
  - iii. eSNAPS materials: This includes the applicant profile and project application that needs to be submitted to HUD as part of the complete application. This information can be reviewed by the Prioritization Review committee to determine eligibility and ensure project design is appropriate for HUD funding.
- C. The type of information requested will vary based on project type:
- i. Renewal Projects: Renewal projects will be required to submit Annual Performance Report (APR) data generated from the Homeless Management Information System. Renewal Projects will also be required to submit the Local Application for Renewal Projects.
  - ii. New Projects: New projects will only submit the Local Application. New projects are unable to submit APR data.
- D. In addition to submitting APR and Local Application Materials, projects are required to submit completed eSNAPS application materials. This includes a completed applicant profile for the organization and a completed project application for each project the organization operates.
- E. Late submissions: No late applications will be accepted

## **PROPOSED REVIEW AND RANK PROCESS**

- A. The Prioritization Review committee (PRC) shall consist of leadership from the CoC Board, at least two (2) impartial and non-conflicted members of the CoC Board, who are not affiliated with and do not represent any agency/organization applying for CoC or State ESG funds. These two members shall be selected by the CoC Board.
- B. The PRC shall conduct its business in accordance with the Code of Conduct provisions in the City of Amarillo CoC Governance Charter. This includes, but is not limited to:
  - a. Conducting themselves with courtesy and respect, refraining from harassment intimidation, discrimination, and physical or verbal abuse, and;
  - b. Maintaining confidentiality of sensitive information obtained a result of their activity with the CoC, and;
  - c. Acting with integrity in all interactions.
- C. The PRC shall meet no later than one week after the local competition deadline to evaluate and score the projects submitted as part of the Continuum of Care Competition.
- F. The PRC shall meet in person to discuss the applications submitted as part of the Continuum of Care Competition.
- G. The ranked list is created by the following procedures:
  - a. Ranking is based on a compilation of PRC raw scores for each application.
  - b. Those applications that do not meet certain threshold requirements (as detailed on the scoring tool) will not be included in the ranked list.
  - c. The PRC determines if any renewal project should receive a decrease in funding due to substandard performance in outcomes or utilization of funds. Any funding captured from an existing project will be made available for reallocation to a new project that meets the requirements in the NOFA.
- H. After creating the ranked list, the PRC may recommend programs for reallocation based on the policy outlined in the sectioned titled "Reallocation of Funds."
- I. After the Review and Rank Meeting, a priority listing will be compiled.
- J. Project applicants will be notified of the rankings within two days of the review.

## **REALLOCATION OF FUNDS**

HUD expects CoCs to reallocate funds from non- and/or under-performing projects to higher priority community needs that align with HUD priorities and goals. Reallocation involves using funds in whole or part from existing eligible renewal projects to create one or more new projects. In the recent competitions, HUD allowed CoCs to use the reallocation process to create:

- New or expanded permanent supportive housing projects that serve chronically homeless individuals and families, including unaccompanied youth.
- New or expanded rapid rehousing projects for homeless individuals and families, including unaccompanied youth, coming directly from the streets or emergency shelter or fleeing domestic violence.
- New projects for dedicated HMIS.
- New Supportive Services Only (SSO) projects for centralized or coordinated entry systems.

HUD expects that CoCs will use performance data to decide how to best use the resources available to end homelessness within the community. CoCs should reallocate funds to new projects whenever reallocation would reduce homelessness. Communities should use CoC approved scoring criteria and selection priorities to determine the extent to which each project is still necessary and address the policy priorities listed in the NOFA. The 2016 NOFA stated that HUD would prioritize those CoCs that have demonstrated a capacity to reallocate funding from lower performing projects to higher performing projects through the local selection process. HUD assigned four points in the Collaborative Application to reallocation.

The Amarillo CoC has identified the need for permanent housing options within the city of Amarillo. Lowest performing projects may be reallocated to support new or expanded permanent supportive housing or rapid re-housing projects that emphasize serving the Chronically Homeless. The Amarillo CoC also recognizes the need for an efficient Coordinated Entry system and the fact that it is required by HUD to have a Coordinated Entry system in place to maintain CoC Program funding. Thus, reallocation may also be considered for a new project for an SSO for Coordinated Entry.

## **APPEAL ELIGIBILITY**

A project may appeal if:

1. The PRC recommends the project for full or partial reallocation
2. The project application is rejected.

## **APPEAL PROCESS**

An agency may appeal by utilizing the appeal process outlined by HUD in the Project Application Appeal Guide. Appeals must be submitted in e-snaps no later than 10 calendars after notification. Processing of any appeal request will not be completed until after HUD announces the awards. The guide to appeal can be found at <https://www.hudexchange.info/resources/documents/FY-2018-Project%20Application-Appeal-Process-Navigational-Guide.pdf>

**CoC Performance Metrics and scoring**

Report Period  
 Agency Name  
 Agency Program

Total Score \_\_\_\_\_

| Renewal Project Rating Tool - Housing Projects   | Project Score Max Points | Project Score |
|--|--------------------------|---------------|
| <b># Clients Served in program</b>   |                          |               |
| <b>Length of Stay (from CAPER)</b>   |                          |               |
| Metric 1 - Average days from project entry to residential move in (from CAPER)   |                          |               |
| Not scored in 2017-2018  |                          |               |
| <b>Returns to Homelessness (from SPM)</b>  |                          |               |
| Metric 6c.2 -Change in exits to or retention of permanent housing  | 15                       |               |
| Scoring 15pt bonus - all renewal projects for excellent CoC performance  |                          |               |
| <b>New or increased income and Earned income (from SPM)</b>  |                          |               |
| Metric 4.1 - increase in earned income for adult system stayers  | 5                        |               |
| Scoring 10%-15% - 5 pts  |                          |               |
| 5-9% - 3 pts.  |                          |               |
| 5 pt bonus for each 10% over 15%   |                          |               |
| Metric 4.2 - increase in non-employment cash income for adult system stayers (% increase) <i>who are elderly or disabled</i> | 5                        |               |
| Scoring 10%-15% - 5 pts  |                          |               |
| 5-9% - 3 pts.  |                          |               |
| 5 pt bonus for each 10% over 15%   |                          |               |
| Metric 4.4 - increase in earned income for adult system leavers (% increase)   | 5                        |               |
| Scoring 10%-15% - 5 pts  |                          |               |
| 5-9% - 3 pts.  |                          |               |
| 5 pt bonus for each 10% over 15%   |                          |               |
| Metric 4.5 - increase in non-employment cash income for adult system leavers   | 5                        |               |
| Scoring 10%-15% - 5 pts  |                          |               |
| 5-9% - 3 pts.  |                          |               |
| 5 pt bonus for each 10% over 15%   |                          |               |
| <b>Exits to Permanent Housing (from SPM)</b>   |                          |               |
| Metric 7b.2 -percent change in successful exits to or retention of Permanent Housing   | 25                       |               |
| Scoring >90% - 25 pts  |                          |               |
| 80-89% - 20 pts  |                          |               |
| 70-79% - 15 pts  |                          |               |
| 65-69% - 10 pts  |                          |               |
| <65% - 0 pts   |                          |               |

|  |            |  |
|--|------------|--|
| <b>Serve High Need Populations (from APR)</b>                            |            |  |
| Metric - % with 0 income at program entry                                | 10         |  |
| Scoring >30% - 10 pts  |            |  |
| >15% - 5 pts   |            |  |
| 5 pts bonus for each 10% over 30%  |            |  |
| Metric - % with more than one disability type                            | 10         |  |
| Scoring > 15% - 10 pts   |            |  |
| >5% - 5 pts  |            |  |
| 5 pts bonus for each 10% over 15%  |            |  |
| Metric - % entering project from place not meant for human habitation    | 10         |  |
| Scoring > 35% - 10 pts   |            |  |
| > 25% - 5 pts  |            |  |
| 5 pts bonus for each 10% over 35%  |            |  |
| <b>Project Effectiveness (CoC criteria)</b>                              |            |  |
| Project has reasonable annual costs per permanent housing exit/retention | 10         |  |
| Scoring 10 pts for submission of total project budget w/casemanagement & |            |  |
| Coordinated Entry participation - % of entries from CE referral          | N/A        |  |
| Scoring N/A for 2017-2018 funding  |            |  |
| Housing First/Low Barrier - CoC review of policies & procedures          | 10         |  |
| Scoring 10 pts for submission of housing first program policy            |            |  |
| Follows HUD prioritization policy from HUD Notice CPD-16-11              | 10         |  |
| 10 pts for submission of prioritization policy                           |            |  |
| <b>Data Quality (from HMIS DQ reports)</b>                               |            |  |
| Missing/Refused Data   | 10         |  |
| Scoring <5% - 10 pts   |            |  |
| 6-10% - 5 pts  |            |  |
| Data Timeliness- Program Entry   | 10         |  |
| Scoring Greater than 60%< 6 days - 10 pts                                |            |  |
| 40-59% < 6 days -5 pts   |            |  |
| Data Timeliness- Program Exit  | 10         |  |
| Scoring Greater than 60%<6 days - 10 pts.                                |            |  |
| 40-59% < 6 days - 5pts   |            |  |
| <b>Total Score</b>   | <b>150</b> |  |

**CoC Performance Metrics and scoring**

(HUD Projects)

Report Period \_\_\_\_\_

Agency Name \_\_\_\_\_

Agency Program \_\_\_\_\_

Total Score \_\_\_\_\_

(Including bonus points)

| <b>New Projects Rating Tool</b>   | <i>Project<br/>Score Max<br/>Points</i> | <b>Project<br/>Score</b> |
|---|---|--------------------------|
| <b>Experience</b>   |   |                          |
| Experience of applicant in working with the proposed population and providing housing similar to that proposed in the application   | 15                                      |                          |
| Experience with using a housing first approach:<br>Including eligibility criteria<br>Process for accepting new clients<br>Process and criteria for exiting clients<br>No preconditions to entry, including current or past substance abuse, income, criminal records (except law or ordinance), marital status, familial status, sexual orientation or gender identity. Process to address situations that jeopardize housing.  | 15                                      |                          |
| Experience in effectively utilizing federal funds, including HUD grants or other public funding, including satisfactory drawdowns and performance   | 5                                       |                          |
| <b>Design of Housing and Supportive Services</b>  |   |                          |
| Extent to which the applicant:<br>Demonstrates understanding of the needs of clients to be served<br>Demonstrates that the type, scale, and location of the housing fit the needs of clients to be served<br>Demonstrate type and scale of all supportive services, regardless of funding source, meet the needs of clients to be served<br>Demonstrate how clients will be assisted in obtaining and coordinating the provision of mainstream benefits<br>Establish performance measures for housing and income that are objective, measurable, trackable, and meet or exceed any established by HUD, HEARTH or CoC benchmarks | 15                                      |                          |
| Describe plan to assist clients to rapidly secure and maintain permanent housing that is safe, affordable, accessible, and acceptable to their needs.   | 5                                       |                          |
| Describe how clients will be assisted to increase employment and/or income and to maximize their ability to live independently.   | 5                                       |                          |
| <b>Timeliness</b>   |   |                          |
| Describe plan for rapid implementation of the program documenting how the project will be ready to begin housing the first program participant. Provide a detailed schedule of proposed activities for 60 days, 120 days, and 180 days after grant award.   | 10                                      |                          |
| <b>Financial</b>  |   |                          |

|   |            |  |
|---|------------|--|
| Project is cost-effective - comparing projected cost per person served to CoC average within project type; project submitted total program budget, including casemanagement, with reasonable costs per projected successful program exit. | 20         |  |
| <b>Audit</b>  |            |  |
| Most recent Audit found no exeptions to standard practices  | 2          |  |
| Most recent audit identified agency as "low risk"   | 3          |  |
| Most recent audit indicates no findings   | 5          |  |
| Documented match amount   | 5          |  |
| Budgeted costs are reasonable, allocable, and allowable   | 10         |  |
| <b>Project effectiveness</b>  |            |  |
| Coordinated Entry participation - 95% of project entries to project from CE referrals   | N/A        |  |
|   |            |  |
| <b>Other</b>  |            |  |
| Project will address a significant identified need for permanent housing resources in the coverage area to improve CoC performance  | 15         |  |
| Project agrees to enter client level data in CoC HMIS system in compliance with CoC and HMIS policies and performance standards, & has a signed partnership   | 10         |  |
| Project submitted housing first program policy for CoC review   | 10         |  |
| <b>Total Score</b>  | <b>150</b> |  |

2018 Scoring Tool

Coordinated Entry

|  |                |                |
|--|----------------|----------------|
| Project Name:  |                |                |
| Agency Name:   |                |                |
| Reviewer Name:   | Maximum Points | Points Awarded |
|  |                |                |
| <b>1. Full Geographic Coverage</b>   | <b>10</b>      |                |
| 10: Meets Requirement / 5: Meets Requirement but needs significant improvement / 0: Does not meet requirement    |                |                |
| <b>2. Accessibility</b>  | <b>10</b>      |                |
| 10: Meets Requirement / 5: Meets Requirement but needs significant improvement / 0: Does not meet requirement    |                |                |
| <b>3. Serving Survivors of Domestic Violence</b>   | <b>10</b>      |                |
| 10: Meets Requirement / 5: Meets Requirement but needs significant improvement / 0: Does not meet requirement    |                |                |
| <b>4. Serving Clients with Limited English Proficiency</b>   | <b>10</b>      |                |
| 10: Meets Requirement / 5: Meets Requirement but needs significant improvement / 0: Does not meet requirement    |                |                |
| <b>5. Community Partnership and Engagement</b>   | <b>10</b>      |                |
| 10: Meets Requirement / 5: Meets Requirement but needs significant improvement / 0: Does not meet requirement    |                |                |
| <b>6. Full Participation</b>   | <b>10</b>      | NA             |
| 10: Meets Requirement / 5: Meets Requirement but needs significant improvement / 0: Does not meet requirement    |                |                |
| <b>7. Standard Assessment</b>  | <b>10</b>      | <del>NA</del>  |
| 10: Meets Requirement / 5: Meets Requirement but needs significant improvement / 0: Does not meet requirement    |                |                |
| <b>8. Prioritization</b>   | <b>10</b>      | NA             |
| 10: Meets Expectations / 5: Meets Expectations but needs significant improvement / 0: Does not meet expectations |                |                |
| <b>9. Referral Process</b>   | <b>10</b>      |                |
| 10: Meets Expectations / 5: Meets Expectations but needs significant improvement / 0: Does not meet expectations |                |                |
| <b>10. Homeless Outreach</b>   | <b>10</b>      |                |
| 10: Meets Expectations / 5: Meets Expectations but needs significant improvement / 0: Does not meet expectations |                |                |

**2018 Scoring Tool  
Coordinated Entry**

|   |                  |  |
|---|------------------|--|
|   |                  |  |
| <b>11. Data Quality: Project has 5% or less of missing/refused/don't know data for all data elements</b>  | <b>10</b>        |  |
| 10: Yes/ 0: No  |                  |  |
|   |                  |  |
| <b>12. Housing First</b>  | <del>10</del> NA |  |
| 10: Yes, and detailed description of program policies, procedures, and approach are provided that clearly align with housing first and it is reflected in attached policies and procedures / 5: Yes, but description lacks specific policies, procedures, and approach, and/or policies and procedures do not clearly reflect housing first / 0: No |                  |  |
|   |                  |  |
| <b>13. Low Barrier Access</b>   | <b>10</b>        |  |
| 10: Yes, and detailed description of program policies, procedures, and approach are provided that clearly align with housing first and it is reflected in attached policies and procedures / 5: Yes, but description lacks specific policies, procedures, and approach, and/or policies and procedures do not clearly reflect housing first / 0: No |                  |  |
|   |                  |  |
| <b>Total possible points</b>  | <b>130</b>       |  |
| <b>Total points awarded</b>   |                  |  |
| <b>Project Score (points awarded/possible points)</b>   |                  |  |

14. Is this a priority for CoE.  
15. Financial solvency.

**CoC Performance Metrics and scoring (HUD Projects)**

Report Period  
 Agency Name  
 Agency Program

| <b>HUD Threshold requirements- Renewal/Expansion Projects</b>   | <b>Yes/No</b> |
|---|---------------|
| Applicant has active SAM registration   |               |
| Applicant has active DUNS number  |               |
| Applicant has no outstanding Federal debts  |               |
| Applicant has no disbarment or suspensions  |               |
| Disclosed any violations of Federal Criminal Law  |               |
| Submitted certifications required in the NOFA   |               |
| Demonstrated population to be served meets program eligibility requirements as described, and project application clearly establishes eligibility of project participants |               |
| Participating in CoC HMIS - unless requirement waived for DV  |               |
| For renewal applications - met HUD expectations   |               |
| Performance meets plans and goals in application  |               |
| Project application demonstrated timeliness standards, including expenditure of grant funds   |               |
| Project applicant performance records of success  |               |
| Indications project applicant has been unable to accept TA, has inadequate accounting, or indication of project mismanagement   |               |
| Met HUD financial expectations. If any of the following, project would not meet threshold:  |               |
| Outstanding obligation to HUD that is in arrears or for which payment schedule has not been agreed upon   |               |
| Audit finding(s) for which a response is overdue or unsatisfactory  |               |
| History of inadequate financial management accounting practices   |               |
| Evidence of untimely expenditures on prior award  |               |
| History of other major capacity issues that have significantly affected the operation or performance of project   |               |
| History of not reimbursing subrecipients in a timely manner   |               |
| History of serving ineligible program participants, expending funds on ineligible costs, or failing to expend funds within statutorily established timeframe              |               |
| Demonstrated population to be served is consistent with Jurisdictional consolidated plans   |               |

|   |  |
|---|--|
| <b>CoC Threshold Requirements</b>                       |  |
| Coordinated Entry participation                         |  |
| Housing First and/or Low Barrier implementation         |  |
| Documented, secured minimum match                       |  |
| Project has reasonable costs per permanent housing exit |  |
| Project is financially feasible                         |  |
| Applicant is active in CoC                              |  |
| Application is complete and data are consistent         |  |
| Data quality meets HUD requirements                     |  |
| Bed/Unit utilization rate at 95% or above               |  |
| Acceptable organizational audit/financial review        |  |
| Documented stability of applicant agency                |  |