

CARROLL COUNTY

CIRCLE OF CARING HOMELESSNESS BOARD

Continuum of Care Policy

Policy on: Continuum of Care Project Ranking and Selection Effective: 7/13/18

Approved by Executive (CoC) Board: _____

Purpose: To document the Carroll County, MD- 506 2018 Continuum of Care (Continuum of Care) Project Ranking and Selection Process

2018 HUD NOFA

The U.S. Department of Housing and Urban Development (HUD) released the 2018 Notice of Funding Availability <https://www.hudexchange.info/resource/5719/fy-2018-coc-program-nofa/> on June 20, 2018.

The amount of available funding may not be sufficient to fund eligible renewal projects in 2018; therefore, HUD will continue to require Collaborative Applicants to rank all projects, except Continuum of Care planning and UFA Costs, in two Tiers. Tier 1 is equal to 94 percent of the Continuum of Care's 2018 Annual Renewal Demand (ARD). Tier 2 is 6% of the Continuum of Care's ARD. In addition, a bonus of 6% is available for new projects or an expansion of existing projects as described in HUD's NOFA.

2018 Continuum of Care Funding Carroll County (MD-506)

Category	2018 Grant Funding
Total Renewal Projects = \$394,953	
Tier 1 (94% of Total Renewals)	\$371,255
Tier 2 (6% of Total Renewals)	\$23,697
Bonus Funding (6% of Total Renewals)	\$23,697
DV Bonus	\$50,000
Total 2018 Funding	\$468,650

Carroll County NOFA

On June 29, 2018 The Carroll County Homelessness Board issued a NOFA for the 2018 Continuum of Care Competition. The following were invited via public notice to submit Letters of Intent by July 9, 2018 and applications by August 6, 2018:

1. **Renewal projects** – all current Continuum of Care projects are eligible for FY 2018 fund renewal. Projects will be required to submit Project applications to the Circle of Caring Homelessness

Board for review, approval and ranking by the Ranking and Selection Committee of the Continuum of Care Board.

2. **Reallocations** – Project applicants with eligible renewals can propose new projects by shifting funds from one or more existing projects to new projects without decreasing or increasing the Continuum of Care’s ARD. Through the reallocation process:
 - a. Applicants may create new permanent supportive housing projects where all beds will be dedicated for use by the chronically homeless. New Permanent Supportive Housing Projects may also be created that meet all the criteria of DedicatedPLUS as defined in the NOFA.
 - b. Applicants may create new rapid re-housing projects for homeless meeting the criteria in the NOFA.
 - c. Applicants may create a new Joint TH and PH-RRH component as defined in in the NOFA.
 - d. Applicants may create a new HMIS or Coordinated Entry project as defined in the NOFA.
 - e. The Continuum of Care Board will review project performance and monitoring results to determine if any projects should be recommended for reallocation per the Board Reallocation Policy.
3. **Bonus Project** - The Permanent Housing Bonus is available to any existing or new applicant.
 - a. Applicants may create new permanent supportive housing projects where all beds will be dedicated for use by the chronically homeless. New Permanent Supportive Housing Projects may also be created that meet all the criteria of DedicatedPLUS as defined in the NOFA.
 - b. Applicants may create new rapid re-housing projects for homeless meeting the criteria in the NOFA.
 - c. Applicants may create a new Joint TH and PH-RRH component as defined in the NOFA.
 - d. Bonus project funding may also be used this year to expand an existing project. Both reallocation and bonus project types are eligible.
 - e. An additional allocation of bonus funding is available to create a new project to serve victims of domestic violence as defined in the NOFA.

Overview – Continuum of Care Project Selection Criteria

The Continuum of Care’s homeless assistance programs will be evaluated by HUD Policy Priorities in the 2018 NOFA including but not limited to:

1. Contribute to Ending Homelessness for all persons
2. Contribute to the Continuum’s Systemic Response to Homelessness
 - a. Including a CE process that prioritizes persons with greatest need
3. Ensure a Strategic Allocation of Resources
4. Use a Housing First Approach

Tiers and Ranking:

1. To ensure the Continuum of Care can prioritize their projects locally in the event that HUD is not able to fund all renewals, HUD requires that Continuum of Care’s rank projects in 2 tiers. The tiers are financial thresholds. This year Tier 1 is equal to 94% of the Continuum of Care’s ARD.

Tier 2 is the amount between the Continuum of Care's Tier 1 and the Continuum of Care's Final Annual Renewal Demand (ARD).

2. The Continuum of Care must assign a unique rank to each project that it intends to submit to HUD for 2018 funding. Projects scoring highest and contribute to HUD Policy Priorities including reducing homelessness in the CoC will be ranked and placed into Tier 1 until all Tier 1 funds are allocated. The remaining projects selected for funding will be ranked and placed into Tier 2 until all Tier 2 funds are allocated. HUD strongly advises Continuum of Care to rank higher those project applications that the Continuum of Care determines are high priority, high performing, and meet the needs and gaps as identified in the Continuum of Care.
3. Projects ranked in Tier 1 are considered relatively safe, while projects in Tier 2 are at risk.
4. The rating and ranking will also take into consideration HUD Policy Priorities and Continuum of Care goals to determine which projects will be placed into Tier 2.
5. Rejected projects will be included in the Priority Listing, but will not be ranked.

Ranking and Selection

1. All renewal and new applications will be reviewed and ranked by a Rating and Ranking Committee composed of representatives from non-applicant organizations that have no financial or other interest in the Continuum of Care funded programs per the Continuum of Care's Governance. The Rating and Ranking Committee is comprised of Circle of Caring Homelessness Board members who are knowledgeable about homelessness and housing in the Continuum of Care and who represent the relevant subpopulations.
2. Projects must meet minimum project eligibility, capacity, timeliness, and performance standards including but not limited to:
 - a. Applicant's contribution to HUD's program priorities
 - b. Applicant's performance on project goals (APR)
 - c. Applicant's performance in assisting program participants to achieve and maintain permanent housing and self-sufficiency (APR and HMIS reports)
 - d. The project performance in serving vulnerable populations including but not limited to chronically homeless, history of victimization or abuse, criminal history, current or past substance use, low or no income. (APR and Project Application)
 - e. Financial management accounting practices (Monitoring and Audits)
 - f. Timely expenditures (LOCCS)
 - g. Capacity (Monitoring, APR, HMIS reports)
 - h. Eligible activities/participants (Monitoring)
 - i. Cost Effectiveness (Cost per person or unit)
 - j. Projects will be assigned a score based on this above objective criteria
3. New projects created through reallocation will be ranked based on the performance of the renewal application which is being reallocated and in accordance with NOFA guidance.
4. Expansion projects submitted by current applicants will be ranked based on the performance of the existing project to be expanded.
5. Bonus projects submitted by new and existing applicants will be ranked based on the performance of similar projects as well as a presentation to the Ranking Committee.
6. All Permanent Supportive Housing Projects will be certified to have demonstrated a need in the Continuum's geographic area.
7. Final Ranking will be based on:

- a. Score assigned in Section 2 of Ranking and Selection
 - b. HUD Policy Priorities
 - c. HUD order of selection of new and renewal projects detailed in the NOFA
 - d. Circle of Caring Homelessness Board Priorities and Strategic Plan (CFR 578.9)
 - i. Improving System Performance
 - ii. Allocating Resources to Higher Performing Projects
 - iii. Projects that support the local priorities and Strategic Plan
8. The Committee's final rankings will be submitted to the Circle of Caring Homelessness Board for a formal vote on or before August 24, 2018.
 9. All project applicants will be notified in writing by August 31, 2018 of their project acceptance, rejection or reduction and the project's rank in Tier 1 or Tier 2.
 10. Ranking and Selection tool is attached.

Appeals Process:

Agencies that question the ranking and review process or feel that they have been unfairly eliminated from the competition may file an appeal. Project applicants whose project was rejected may appeal the local Continuum of Care competition decision to HUD if the project applicant believes it was denied the opportunity to participate in the local Continuum of Care planning process in a reasonable manner by submitting a Solo Application in e-snaps directly to HUD prior to the application deadline of 7:59:59 p.m. eastern time on September 18, 2018. The Continuum of Care's notification of rejection of the project in the local competition must be attached to the Solo Application. If the Continuum of Care fails to provide written notification outside of e- snaps, the Solo Applicant must attach evidence that it attempted to participate in the local Continuum of Care planning process and submitted a project application that met the local deadlines, along with a statement that the Continuum of Care did not provide the Solo Applicant written notification of the Continuum of Care rejecting the project in the local Continuum of Care competition. The appeal must be based on the fact that a decision made by the Carroll County Circle of Caring Homelessness Board regarding the ranking, rejection, or funding of their project was prejudicial, unsubstantiated by project performance, or in violation of the 2018 Continuum of Care Guidelines. The appeal may be filed with the Circle of Caring Homelessness Board via email: ckay@ccg.carr.org by 3:00 pm, September 18, 2018 the appeal deadline.

Carroll County Continuum of Care Scoring Tools:

Continuum of Care Renewal Project Scoring Tool – PSH and SH			
Agency:			
Project:	# Served (APR): (Goal =)		
% Homeless at Program Entry:	# of Beds:		
% Disabled:	Grant Request:		
% Chronic:	Total Budget:		
	Cost per person:	Cost/ Bednight:	
HUD Policy Priorities: Systemic Response to Homelessness (2018 Project Application and Monitoring)			
Does project report to HMIS? 1 point			
Does this program use the CoC's Coordinated Entry for all referrals to the program? 5 points			
Is agency represented on the Circle of Caring Homelessness Board and its Committees? 1 point			
Does the project use a Housing First Model including low barrier and client center approach? 5 pts.			
HUD Policy Priorities: Strategic Resource Allocation Project Performance (APR)			
	Measure		Score
Bed Utilization Rate (Under 50% =0; 50 to 75% =1; Over 75% = 2)			
Project Specific Goals and Monitoring (APR)	Target Goal	Actual Performance	Score
Measure 1 - Housing Stability The % of persons who remained in Safe Haven at the end of the operating year or exited to permanent housing during the operating year. Goal met = 2 Goal not met = 0			
Measure 2a –Income - % who maintained or increased income Goal met = 2 Goal not met = 0			
Measure 3 – Length of Stay – What is the average length of stay for a participant? More than 90 days = 2 Less than 90 days = 0			
Are there monitoring issues with this project? (No = 2; Yes = 0)			
Are there financial audit issues with this project? (No = 2; Yes = 0)			
Did the project draw down all funds? (Yes =2; No =0)			
Strategic Resource Allocation (2018 Project App and APR)	Measure		Score
What % of HUD CoC funding is used for supportive services or administrative costs? (> 10% = 2; <10% =0)			
Severity of Needs or Vulnerabilities of Populations Served			
Chronically Homeless? (1 point)			
History of victimization or abuse? (1 Point)			
Criminal History (1 Point)			
Current or past substance use (1 Point)			
Low or no income			
Project Type (2018 CoC Project Application)			
PSH (Chronic or DPlus) = 10 pts			
Is this project mandated by HUD? (HMIS & CE = 5 pts)			
Is this the only project in the CoC serving a special subpopulation? 5 pts.			
Total			

Continuum of Care Renewal Project Scoring Tool – CE			
Agency:			
Project:	# Served (APR): (Goal =)		
% Homeless at Program Entry:	# of Beds: NA		
% Disabled:	Grant Request:		
% Chronic:	Total Budget:		
	Cost per person:	Cost/ Bednight: NA	
HUD Policy Priorities: Systemic Response to Homelessness (2018 Project Application and Monitoring)			
Does project report to HMIS? 1 point			
Does this program use the CoC's Coordinated Entry for all referrals to the program? 5 point			
Is agency represented on the Circle of Caring Homelessness Board and its Committees? 1 point			
Does the project use a Housing First Model including low barrier and client center approach? 5 pts.			
HUD Policy Priorities: Strategic Resource Allocation Project Performance (APR)			
	Measure		Score
Number Served (Met Goal = 1; Over Goal = 2)			
Project Specific Goals and Monitoring (APR)	Target Goal	Actual Performance	Score
Measure 1 – The % of persons placed into housing (ES, TH, SH, PSH) as a result of the street outreach program. (Over Target = 10 pts)			
No other performance measure in application			
Are there monitoring issues with this project? (No = 2; Yes = 0)			
Are there financial audit issues with this project? (No = 2; Yes = 0)			
Did the project draw down all funds? (Yes =2; No =0)			
Strategic Resource Allocation (2017 Project App and APR)	Measure		Score
What % of HUD CoC funding is used for supportive services or administrative costs? (under 10% = 2; over 10% =0)			
Severity of Needs or Vulnerabilities of Populations Served			
Chronically Homeless? (1 point)			
History of victimization or abuse? (1 Point)			
Criminal History (1 Point)			
Current or past substance use (1 Point)			
Low or no income (1 Point)			
Project Type (2018 CoC Project Application)	Measure		Score
PSH (Chronic or DPlus) = 10 pts			
Is this project mandated by HUD? (HMIS & CE = 5 pts)			
Is this the only project in the CoC serving a special subpopulation? 5 pts.			
Total			

Continuum of Care New Project Scoring Tool Current CoC Agencies			
Agency:			
Project:	# Served (Application):		
% Homeless at Program Entry:	# of Beds:		
% Disabled:	Grant Request:		
% Chronic:	Total Budget:		
	Cost per person:	Cost per Bednight:	
HUD Policy Priorities: Systemic Response to Homelessness (2017 Project Application and Monitoring)			
Does project report to HMIS? 1 point			
Does this program use the CoC's Coordinated Entry for all referrals to the program? 1 point			
Is agency represented on the Circle of Caring Homelessness Board and its Committees? 1 point			
Does the project use a Housing First Model including low barrier and client center approach? 5 pts.			
HUD Policy Priorities: Strategic Resource Allocation Project Performance (Projected*)			
	Measure		Score
Bed Utilization Rate (Under 50% =0; 50 to 75% =1; Over 75% = 2)			
Project Specific Goals and Monitoring (Projected*)	Target Goal	Actual Performance	Score
Measure 1 - Housing Stability The % of persons who remained in PH at the end of the operating year or exited to permanent housing during the operating year. Goal met = 2 Goal not met = 0			
Measure 2a – Increased Total Income - % who maintained or increased income Goal met = 2 Goal not met = 0			
Measure 3 – Length of Stay – What is the average length of stay for a participant? More than 90 days = 2 Less than 90 days = 0			
Are there monitoring issues with other projects? (No = 2; Yes = 0)			
Are there financial audit issues with other projects? (No = 2; Yes = 0)			
Did other projects draw down all funds? (Yes =2; No =0)			
Strategic Resource Allocation (2018 Project Application)	Measure		Score
What % of HUD CoC funding is used for supportive services or administrative costs? (under 10% = 2; over 10% =0)			
Severity of Needs or Vulnerabilities of Populations to be Served			
Chronically Homeless? (1 point)			
History of victimization or abuse? (1 Point)			
Criminal History (1 Point)			
Current or past substance use (1 Point)			
Low or no income			
Project Type (2018 CoC Project Application)	Measure		Score
PSH (Chronic or DPlus) = 10 pts			
Is this project mandated by HUD? (HMIS & CE = 5 pts)			
Is this the only project in the CoC serving a special subpopulation? 5 pts.			
Total			
* Based on performance of similar projects			

Continuum of Care New Project Scoring Tool New Agencies		
Agency:		
Project:	# Served (Application):	
% Homeless at Program Entry: 100%	# of Beds:	
% Disabled:	Grant Request:	
% Chronic:	Total Budget:	
	Cost per person:	Cost per Bednight:
HUD Policy Priorities: Systemic Response to Homelessness		
Will the project report to HMIS? 1 point		
Will this program use the CoC's Coordinated Entry for all referrals to the program? 1 point		
Is agency represented on the Circle of Caring Homelessness Board and its Committees? 1 point		
Will the project use a Housing First Model including low barrier and client center approach? 5 pts.		
HUD Policy Priorities: Strategic Resource Allocation Project Performance (Projected*)		
	Measure	Score
Bed Utilization Rate (Under 50% =0; 50 to 75% =1; Over 75% = 2)		
Project Specific Goals and Monitoring (Projected*)	Target Goal	Actual Performance
Measure 1 - Housing Stability The % of persons who remained in PH at the end of the operating year or exited to permanent housing during the operating year. Goal met = 2 Goal not met = 0		
Measure 2a – Increased Total Income - % who maintained or increased income Goal met = 2 Goal not met = 0		
Measure 3 – Length of Stay – What is the average length of stay for a participant? More than 90 days = 2 Less than 90 days = 0		
Are there monitoring issues with other projects? (No = 2; Yes = 0)		
Are there financial audit issues with other projects? (No = 2; Yes = 0)		
Did other projects draw down all funds? (Yes =2; No =0)		
Strategic Resource Allocation (2018 Project Application)	Measure	Score
What % of HUD CoC funding is used for supportive services or administrative costs? (under 10% = 2; over 10% =0)		
Severity of Needs or Vulnerabilities of Populations to be Served		
Chronically Homeless? (1 point)		
History of victimization or abuse? (1 Point)		
Criminal History (1 Point)		
Current or past substance use (1 Point)		
Low or no income		
Project Type (2018 CoC Project Application)	Measure	Score
PSH (Chronic or DPlus) = 10 pts		
Is this project mandated by HUD? (HMIS & CE = 5 pts)		
Is this the only project in the CoC serving a special subpopulation? 5 pts.		
Total		
* Based on performance of similar projects		

Continuum of Care New Project Scoring Tool DV Bonus		
Agency:		
Project:	# to be Served (2018 Application):	
% Homeless at Program Entry: 100%	Grant Request:	
	Total Budget:	
	Cost per person:	Cost per Bednight:
HUD Policy Priorities: Systemic Response to Homelessness		
Will the project report to a database comparable to HMIS? 1 point	1	
Will this program coordinate with the CoC's Coordinated Entry for referrals to the program? 1 pt.		
Is agency represented on the Circle of Caring Homelessness Board and its Committees? 1 point	1	
Will the project use a Housing First Model including low barrier and client center approach? 5 pts.	5	
HUD Policy Priorities: Strategic Resource Allocation Project Performance (Projected*)		
		Score
Does the project demonstrate need for the project using a database comparable to HMIS? 1 pt.		
Project Specific Measures (2018 Application)		
Measure 1 – Will the provider provide trauma informed care in order to restore a survivor's feelings of safety, choice and control? (No = 0; Yes = 2)		
Measure 2 – Will the provider provide victim centered assistance to survivors of abuse that places their priorities, needs and interests at the center of their work with the client? (No = 0; Yes = 2)		
Measure 3 – Does the provider demonstrate an ability to provide immediate, safe, secure shelter for survivors of abuse? (No = 0; Yes = 2)		
Measure 4 – Does the provider operate a 24/7 hotline? (No = 0; Yes = 2)		
Measure 5 – Are the provider's staff trained and experienced with safety and planning protocols? (No = 0; Yes = 2)		
Measure 6 Does the provider have experience assisting with housing location and placement? (No = 0; Yes = 2)		
Measure 7 Review of the most recent year's audited financial statement (No findings = 2; Findings = 0)		
Strategic Resource Allocation (2018 Project Application)	Measure	Score
What % of the funding request is for services or administrative costs? (under 10% = 2; over 10% = 0)		
Severity of Needs or Vulnerabilities of Populations to be Served		
Survivors of domestic violence (1 point)		
Survivors of dating violence (1 Point)		
Survivors of sexual assault (1 Point)		
Survivors of stalking (1 Point)		
Project Type (2018 CoC Project Application)		
Is this the only project in the CoC serving a special subpopulation? 5 pts.		
Total		
* Based on application		