

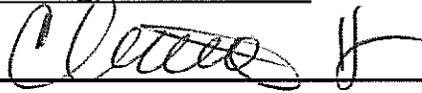
CARROLL COUNTY

CIRCLE OF CARING HOMELESSNESS BOARD

Continuum of Care Policy

Policy on: Continuum of Care Project Ranking and Selection Effective: 7/15/16

Approved by Executive (CoC) Board: _____



Date: 8/1/16

Purpose: To document the Carroll County, MD- 506 2016 Continuum of Care (Continuum of Care) Project Ranking and Selection Process

2016 HUD NOFA

The U.S. Department of Housing and Urban Development (HUD) released the 2016 Notice of Funding Availability [https://www.hudexchange.info/e-snaps/fy-2016-Continuum of Care-program-nofa-Continuum of Care-program-competition/](https://www.hudexchange.info/e-snaps/fy-2016-Continuum-of-Care-program-nofa-Continuum-of-Care-program-competition/) on June 29, 2016. Nationally, approximately \$1.9 billion is available.

Although the available amount of funding is expected to be sufficient to fund eligible renewal projects in 2016, 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 93 percent of the Continuum of Care's 2016 Annual Renewal Demand (ARD). Tier 2 is the difference between Tier 1 and the Continuum of Care's ARD plus any amount available for the permanent housing bonus as described in Section II.B.4. of HUD's NOFA.

2016 Continuum of Care Funding Carroll County (MD-506)

Category	2016 Funding
2016 Annual Renewal Demand (ARD)	\$379,081
Tier 1 (93% of ARD)	\$352,545
Tier 2 (7% of ARD)	\$26,536
PSH or RRH Bonus (5% ARD)	\$18,954
Planning (3% ARD)	\$11,372
Total Funding Available ARD + Bonus + Planning	\$409,407

Carroll County NOFA

On July 7, 2016 The Carroll County Homelessness Board issued a NOFA for the 2016 Continuum of Care Competition. The following were invited via public notice to submit applications by August 10, 2016:

1. **Renewal projects** – all current Continuum of Care projects are eligible for FY 2016 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 PSH and RRH 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. Persons coming from transitional housing are not eligible.
 - b. Applicants may create new rapid re-housing projects for homeless households with children who enter directly from the streets or emergency shelters. Rapid re-housing projects created through reallocation may include in part or whole, victims of domestic violence; however, these participants must meet all other criteria for this type of housing (i.e., household with children who enter directly from the streets or emergency shelter). Persons coming from transitional housing projects are not eligible.
 - c. The Continuum of Care Board will also review project performance and monitoring results to determine if any projects should be recommended for reallocation.
3. **Bonus Project** - The Permanent Housing Bonus is available to any applicant to create new permanent supportive housing projects that will exclusively serve chronically homeless individuals and families or rapid re-housing projects that will serve individuals, families or unaccompanied youth who come directly from the streets, emergency shelters, or are fleeing domestic violence or other persons who meet the criteria of paragraph (4) of the definition of homeless. Carroll County is eligible to apply for up to 5 percent of its ADR for new projects and may apply for more than one bonus project. New projects created through a permanent housing bonus must meet the project eligibility and threshold requirements established by HUD. See IV.B. 2 for allowed grant terms for new projects.

Overview – Continuum of Care Project Selection Criteria

The Continuum of Care's homeless assistance programs will be evaluated by HUD Policy Priorities Section II. H. A. of the 2016 NOFA including but not limited to:

1. Contribute to the Continuum's Systemic Response to Homelessness
 - a. Including a CE process that prioritizes persons with greatest need
2. Ensure a Strategic Allocation of Resources
3. Contribute to the End of Chronic Homelessness
4. Contribute to the End of Family Homelessness
5. Contribute to the End of Youth (18-24) Homelessness
6. Contribute to the End of Veteran Homelessness
7. Use a Housing First Approach

Tiers and Ranking:

1. To ensure the Continuum of Cares can prioritize their projects locally in the event that HUD is not able to fund all renewals, HUD requires that Continuum of Cares rank projects in 2 tiers. The tiers are financial thresholds. This year Tier 1 is equal to 93% 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), plus any Bonus Project.
2. The Continuum of Care must assign a unique rank to each project that it intends to submit to HUD for 2016 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 Cares 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. Higher scoring applications have a better chance of being awarded funding in both Tier 1 and Tier 2.
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 an unbiased Rating and Ranking Committee composed of representatives from non-applicant organizations that have no financial or interest in a Continuum of Care funded program per the Continuum of Care's Governance. The Rating and Ranking Committee is comprised of Circle of Caring Homeless 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 performance on project goals (APR's)
 - b. Applicant's performance in assisting program participants to achieve and maintain permanent housing and self-sufficiency (APR's and HMIS reports)
 - c. Financial management accounting practices (Monitoring and Audits)
 - d. Timely expenditures (LOCCS)
 - e. Capacity (Monitoring, APR's HMIS reports)
 - f. Eligible activities/participants (Monitoring)
 - g. Cost Effectiveness (Cost per person or unit)
 - h. 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. Bonus projects submitted by current applicants will be ranked based on the performance of similar renewals.
5. Bonus projects submitted by new 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 – Section II. B. 16 of 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 presented to the Continuum of Care Board for approval and then submitted to the Circle of Caring Homeless Board for a formal vote on August 24, 2016.
9. All project applicants will be notified in writing by August 30, 2016 of their project acceptance or rejection 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 24, 2016. 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 2016 Continuum of Care Guidelines. The appeal may be filed with the Circle of Caring Homelessness Board via email: ckay@ccg.carr.org by 3:00pm, September 24, 2016 the appeal deadline.

Carroll County Continuum of Care Scoring Tools:

**Continuum of Care
Renewal Project Scoring Tool**

Agency:		
Project:	# Served (APR):	
% 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 (2016 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	

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 – 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 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 (2016 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)		
Did project serve Chronically Homeless ? (1 point)		
Did project serve Homeless Family ? (1 Point)		
Did project serve Homeless Youth (18-24) (1 Point)		
Did project serve Homeless Veterans (1 Point)		

Project Type (2016 CoC Project Application)

	Measure	Score
PSH (Chronic) or RRH for families = 10 pts PSH (Non-Chronic), SH, CE = 5 pts. SSO or TH = -25 pts		
Is this project mandated by HUD? (HMIS and CE only = 5 pts)		

Total

Continuum of Care New Project Scoring Tool Current CoC Agencies		
Agency:		
Project:	# Served (Projected*):	
% 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 (2016 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		
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 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 – 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 (2016 Project Application)	Measure	Score
What % of HUD CoC funding is used for supportive services or administrative costs? (under 10% = 2; over 10% =0)		
Will project serve Chronically Homeless? (1 point)		
Will project serve Homeless Families? (1 Point)		
Will project serve Homeless Youth (18-24) (1 Point)		
Will project serve Homeless Veterans (1 Point)		
Project Type (2016 CoC Project Application)	Measure	Score
PSH (Chronic) or RRH for families = 10 pts PSH (Non-Chronic), SH, CE = 5 pts. SSO or TH = -25 pts		
Is this project mandated by HUD? (HMIS and CE only = 5 pts)		
Total		
* Based on performance of similar projects		

**Continuum of Care
New Project Scoring Tool
New Agencies**

Agency:			
Project:		# Served (Projected*):	
% Homeless at Program Entry:		# of Beds:	
% Disabled:		Grant Request:	
% Chronic:		Total Budget:	
		Cost per person:	Cost per Bednight:
Systemic Response to Homelessness (Agency Presentation)			
Support of HUD Policy Priorities and Circle of Caring Goals (up to 25 points)			
Project Performance (Agency Presentation)			
	Measure		Score
Bed Utilization Rate (Under 50% =0; 50 to 75% =1; Over 75% = 2)			
Project Specific Goals and Monitoring (Agency Presentation)		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 – 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			
Provider Capacity (Agency Presentation)			Score
Fiscal and Programmatic Capacity (up to 25 points)			
Strategic Resource Allocation (2016 Project Application)		Measure	Score
What % of HUD CoC funding is used for supportive services or administrative costs? (under 10% = 2; over 10% =0)			
Will project serve Chronically Homeless? (1 point)			
Will project serve Homeless Families? (1 Point)			
Will project serve Homeless Youth (18-24) (1 Point)			
Will project serve Homeless Veterans (1 Point)			
Project Type (2016 Project Application)		Measure	Score
PSH (Chronic) or RRH for families = 10 pts PSH (Non-Chronic), SH, CE = 5 pts. SSO or TH = (deduct 25 pts)			
Is this project mandated by HUD? (HMIS and CE only = 5 pts)			
Total			

Continuum of Care New Agency Presentation	
Provider Capacity	
Criteria (Points)	Score
Knowledge of clientele and community; Qualified/ experienced staff (1-5 points)	
Programmatic and physical infrastructure to support a housing/homeless program (1-5 points)	
Financial mgt. system and annual independent audit (1-5 points)	
Has your agency had any Financial or HUD audit findings in the last year? If yes, explain resolution. (1-5 points)	
Participation in Circle of Caring Homelessness Board and Sub Committees (1-5 points)	
Support of HUD Policy Priorities and Circle of Caring Goals	
Describe your agencies work to end homelessness in the community (1 -5 points)	
Does your agency partner with Public Housing Authorities in the CoC on homeless issues? (1 -5 points)	
Does your agency partner with philanthropic organizations on services for the homeless that you serve? (1 -5 points)	
Does your agency partner with state agencies and federal agencies (other than HUD) to provide funding and services to the homeless that you serve? (1 -5 points)	
Do you have the capacity to enter all CoC project data into HMIS? (1 -5 points)	
Project Performance and Goals	
Bed Utilization Rate What is the projected bed utilization rate in the first year? (Under 50% =0; 50 to 75% =1; Over 75% = 2)	
Explain how you will reach that goal. (Score 1-5)	
Cash Income Projected % of clients who will increase or maintain cash income in the first year? (Under 50% =0; 50 to 75% =1; Over 75% = 2)	
Explain your strategy for maximizing client's cash income. (Score 1-5)	
Non Cash Income Projected % of clients who will increase or maintain non-cash income in the first year? (Under 50% =0; 50 to 75% =1; Over 75% = 2)	
Explain your strategy for maximizing client's non-cash income. (Score 1-5)	
Housing Stability or Length of Stay Projected % of clients who will achieve housing stability (Under 50% =0; 50 to 75% =1; Over 75% = 2)	
Explain your strategy to reach that goal. (Score 1-5)	