

West Alabama Coalition for the
Homeless Ranking and Selection
Process for Continuum of Care
Project Applications



WEST ALABAMA COALITION FOR THE HOMELESS

RANKING AND SELECTION PROCESS FOR CONTINUUM OF CARE PROJECT APPLICATIONS

Tuscaloosa's Continuum of Care, the West Alabama Coalition for the Homeless (WACH) will use the following process to rank project applications for the Continuum of Care Competition.

Selection Process

A. HMIS Renewals

- HMIS Renewals will be assessed for performance and spending in alignment with HUD requirements and the CoC's monitoring committee.
- Confirmation of intent to participate will be through the Grant Inventory Worksheet (GIW) confirmation process.

The Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act, enacted into law on May 20, 2009, requires that all communities have an HMIS with the capacity to collect required data concerning individuals and families experiencing homelessness. The Act also codifies into law certain data collection requirements integral to HMIS. With enactment of the HEARTH Act, HMIS participation became a statutory requirement for recipients and subrecipients of the CoC Program and Emergency Solutions Grant (ESG) funds.

HUD expects the CoCs to use HMIS data to track their progress in meeting CoC and project-specific performance goals, support community-wide planning, and to identify how best to direct resources to prevent and end homelessness. CoCs need high-quality HMIS data to complete the homelessness components of the Consolidated Plan and to meet HUD reporting requirements, such as the required Annual Performance Report (APR), and Annual Homeless Assessment Report (AHAR). Finally, HMIS data are essential to documenting a CoC's qualifications as a high-performing community.

As HMIS is a HUD mandated requirement in order to receive Continuum of Care funding, it is strongly recommended as one of the top priorities in Tier 1 in order to secure the funding for this authorized activity.

B. Permanent Housing

- Will be assessed for performance and spending in alignment with HUD requirements.
- Confirmation of agency intent to participate will be through the Grant Inventory Worksheet (GIW) confirmation process.

Because HUD continues to prioritize permanent supportive housing, the CoC Board is recommending the Permanent Housing renewals to be placed in Tier 1. Permanent Housing renewal projects must meet HUD's renewal threshold eligibility and performance measures.

C. Transitional Housing

- Transitional Housing renewal projects will continue with the Letter of Intent (LOI) process.
- Only those verified on HUD's Grant Inventory Worksheet will be eligible.

- In alignment with HUD’s priorities and performance measures, the LOI is mainly performance based, but conditional on established HUD performance measures.
- Applications must meet baseline HUD thresholds and will be reviewed and conditionally accepted on the following criteria:
 - Complete and timely submission of required application and associated documents.
 - Successful and timely completion of e-snaps application.
 - Success in meeting performance standards as determined locally by the CoC’s monitoring committee and by HUD.

New Projects

Due to funding limitations, HUD will not consider requests for new funding outside the reallocation process, CoC planning, and United Funding Agency costs.

HUD will assess all new projects for the following minimum project eligibility, capacity, timeliness and performance standards:

- Project applicants and potential sub-recipients must have satisfactory capacity, drawdowns, and performance for existing grants as evidenced by timely reimbursements of sub-recipients, regular drawdowns, and timely resolution of any monitor findings;
- For expansion projects, project applicants must clearly articulate the part of the project being expanded. Additionally, the project applicants must clearly demonstrate that they are not replacing other funding sources;
- Project applicants demonstrate that they will be able to meet all timeliness standards. Project applicants with existing projects must demonstrate that they have met all project renewal threshold requirements of the NOFA. HUD reserves the right to deny the funding request for a new project, if the request is made by an existing recipient that is found to have significant issues related to capacity, performance, or unresolved audit/monitoring finding related to one or more existing grants. Additionally, HUD reserves the right to withdraw funds if no APR is submitted on the prior grant.
- New project applicants must demonstrate their ability to provide required matching/leveraging funds as required by the NOFA.
- New applicants must be a participating member of the CoC for one year prior to making application for funding.

Reallocation

The CoC will allow agencies to reallocate funds to new projects if they are ready and if the reallocation is eligible (see attached Reallocation Guidelines). New Projects created through reallocation will be reviewed in e-snaps for HUD eligibility and threshold criteria.

HUD will review new projects created through reallocation to determine if they meet the following project quality threshold requirements with clear and convincing evidence. The housing and services proposed must be appropriate to the needs of the program participants and the community.

New Criteria for 2016

Per HUD guidelines, to be considered as meeting project quality threshold, new projects created through reallocation must receive at least 5 points from HUD based on criteria below. New project applications created through reallocation that do not receive at least 5 points will be

rejected by HUD. As part of the local review, applicants choosing to reallocate must describe and certify to the CoC that they will meet these criteria.

- Whether the type, scale, and location fit the needs of the program participants (1 point);
- Whether the type, scale, and location of the supportive services, and the mode of transportation to those services fit the needs of the program participants (1 point);
- Whether the specific plan for ensuring program participants will be individually assisted to obtain the benefits of the mainstream health, social, and employment programs for which they are eligible to apply meets the needs of the program participants (1 point);
- Whether program participants are assisted to obtain and remain in permanent housing in a manner that fits their needs (1 point);
- Whether program participants are assisted to both increase their incomes and live independently using mainstream housing and service programs in a manner that fits their needs (1 point);
- Whether 75% of the proposed program participants come from the street or other locations not meant for human habitation, emergency shelter, or safe havens (1 point); and
- Whether amenities (e.g. grocery stores, pharmacies, etc.) are accessible in the community (1 point)

FY 2016 HUD Priorities

- 1.) Create a systemic response to homelessness as evidenced by system performance measures, a coordinated entry process, promotion of participant choice, and a model that promotes an open, inclusive, and transparent delivery of homeless assistance;
2. Strategically allocating resources by comprehensively reviewing project quality, performance, and cost effectiveness, maximizing the use of mainstream and other community-based resources, and reviewing transitional housing projects for cost-effectiveness, performance, and the number and type of eligibility criteria to determine whether it should be reallocated to RRH or another model;
- 3.) Ending chronic homelessness by 2017;
- 4.) Ending family homelessness;
- 5.) Ending youth homelessness;
- 6.) Ending veteran homelessness;
- 7.) and Using a Housing First approach that uses data to quickly and stably house homeless persons, engaging landlords and property owners, removing barriers to entry, and adopting client-centered service methods.

Tier and Ranking

The CoC must assign a unique rank to each project that it intends to submit to HUD for funding. HUD strongly advises CoCs to rank higher those project applications that the CoC determines are high priority, high performing, and meet the needs and gaps as identified in the CoC.

Tiers

To ensure that CoCs have the opportunity to prioritize their projects locally in the event that HUD is not able to fund all renewals, HUD requires that CoCs rank projects in 2 tiers. The tiers are financial thresholds. (Per the FY2016 NOFA, Tier 1 is equal to 93 percent of the CoC's ARD amount approved on the final HUD-approved GIW and projects in this tier. See page 13, Section II B.16.)

Consistent with the HUD CoC Program Competition NOFA, projects will be ranked as follows:

Tier 1:

- 1.) Renewal HMIS, permanent housing projects, PSH that serves a priority population, RRH, or transitional housing that exclusively serves homeless youth;
 - 2.) New PSH projects created through reallocation for 100 percent chronically homeless, especially chronically homeless families with children and youth;
 - 3.) New rapid re-housing projects created through reallocation for homeless households with children and youth;
 - 4.) Renewal transitional housing;
 - 5.) CoC planning costs;
 - 6.) UFA costs; and
 - 7.) Any project application submitted by the CoC that was not included in the HUD approved GIW.
- **HMIS renewals will be placed in Tier 1 due to the requirement of HMIS reporting.**

Tier 2:

- 1.) Renewal and new PSH, RRH, or transitional housing that exclusively serves homeless youth;
 - 2.) Renewal transitional housing, except those transitional housing projects that exclusively serve homeless youth;
 - 3.) CoC planning costs;
 - 4.) UFA costs;
 - 5.) SSO projects for centralized or coordinated assessment;
 - 10.) Any project application submitted by the CoC that was not included in the HUD approved GIW.
- **CoC planning grant is placed in Tier 2**

Ranking Criteria Process

The ranking process used locally will align with HUD's process as described in the 2016 NOFA. Points will be assigned to projects in accordance to corresponding criteria. Renewal Project Applications will be assigned a numeric value of up to 70 points for the purpose of aligning with HUD's ranking process and point criteria as provided in the table on the following page. New PSH or RRH projects created through reallocation will be ranked based on the performance of the renewal application which is being reallocated. Projects will be ranked in HUD priority order by project type (e.g. PH, TH, SSO, etc.) applying the methodology described above. Any remaining projects not fitting in the amount allocated for Tier 1 are placed in Tier 2. The following is a matrix of ranking criteria and points.

2016 Ranking Criteria

Program Type and Population Served	Up to 25 points
Renewal HMIS or New HMIS projects for a centralized or coordinated assessment system	12
PSH or TH serving a priority population (Defined in Policy Priorities of FY2016 NOFA)	2
PSH Serving 100% chronically homeless or TH serving 100% homeless youth	4
PSH or TH serving homeless households with children and/or youth	4
PSH or TH project has adopted a Housing First Model	2
PSH or TH project has adopted an extremely low barrier approach, with less than 2 qualifiers for program entry	1
Employment and Income	Up to 4 points
20% of program participants obtained employment income	2
20% of program participants obtained other income	2
Access to Mainstream Resources	Up to 5 points
55% of participants obtained mainstream benefits at program exit	3
20% of participants obtained mainstream benefits at program exit	2
Percentage of participants obtaining mainstream benefits at exit increased from the previous year.	2
Transitional to Permanent Housing (for TH only)	Up to 7 points
80% of transitional housing participants moved to permanent housing	5
65% of transitional housing participants moved to permanent housing	2
Percentage of participants moving from TH to PH increased from previous year	2
OR	
Participants remaining in Permanent Housing (For PH only)	Up to 7 points
80% of permanent housing participants remained in permanent housing for 6 months or longer	5
65% of permanent housing participants remained in permanent housing for 6 months or longer	2
Percentage of participants remaining in PH increased from previous year	2
Match/Leveraging	Up to 3 points
Project application demonstrates 51%-100% in leveraging or match	3
Project application demonstrates 25%-50% in leveraging or match	2
Spending	2 points
100% of project funding was expended in the last grant term	2
HMIS	Up to 15 points
Bed utilization project demonstrates 86% or higher bed coverage rate on 2016 HIC	5
Project has below 10% null or missing values (Based on Entry/Exit data from most recent grant year)	5
Project has below 10% of refused or unknown records (Based on Entry/Exit data from most recent grant year)	5
Point in Time Count	1 point
Participated in 2016 PIT	1
Housing Inventory	2 points
Project submitted 2016 Housing Inventory to the CoC Lead/City of Tuscaloosa by deadline	2
Total Points Possible	70

Appeals Process

The Appeals Committee represented by 3-5 non-conflicted CoC members and the CoC Board will review all appeals and make recommendations and make a final determination regarding the appeal. The Appeals Committee will be selected by the CoC Board of Governance or its designees. These individuals will have no conflict of interest in serving, as defined by the conflict of interest policy.

Applicants may appeal any of the following decisions of the CoC Board of Governance:

- Placement of a project in Tier 2.
- Reduction of a renewal grant amount (i.e. renewal grant partially reallocated to a new project).
- Reduction of a renewal grant (i.e. entire grant reallocated to a new project) if not previously notified that the grant was to be reallocated as a result of low performance.

Applicants placed in Tier 1 may not appeal their rank on the Project Priority Listing. All renewal applicants will receive notification of their submission status and ranking at least 15 days prior to the NOFA submission deadline.

Any agency that wishes to appeal must notify the CoC Board of Governance in writing no later than at least 3 business days after the priority ranking has been communicated in writing. An appeal must be in written form on agency letterhead and submitted to the CoC Secretary (who will immediately distribute to the Ranking Committee. The letter may be in written or electronic format and must include:

- a) The agency name
- b) Project Name
- c) Reason for appeal (maximum of 2 pages)
- d) Documentation to support the appeal
- e) Signature by the project's program manager and the agency's executive director

Applicants will be notified of the outcome within 5 business days. If an appeal will be filed, other agencies whose rank may be affected will be notified as a courtesy. Such agencies will not be able to file an appeal until after the appeals process is complete.