

Yolo County Homeless and Poverty Action Coalition (HPAC)

2015 CoC Program Review and Ranking Process

Composition of the Review and Ranking Subcommittee

- Composed of representatives from non-conflicted CoC member agencies
- Minimum of 5 members, maximum of 10 members
- Members may represent public or private agencies
- Membership should represent all geographic areas
- Members should have demonstrated frequent involvement in HPAC meetings and familiarity with CoC process and issues
- Only one representative from each member agency will be included on the committee
- Homeless Coordinator is staff to committee, but does not participate in ranking or voting

Review and Ranking Procedure

SUBMISSION

All project applications must be submitted in e-snaps by **Wednesday, October 21st, 2015 at 11:59pm.**

- Applications received late, but within 8 hours of the due date/time (10/22/15 at 8:00am) will receive a 5 point score reduction. The Ranking Subcommittee may waive this point reduction, depending on the reason for late submittal.
- Projects received after 8:00am on 10/22/15 may receive an additional point reduction, to be determined by the Ranking Subcommittee. The Ranking Subcommittee may waive this point reduction, depending on the reason for late submittal.
- It is recommended that applicants take a screenshot of their Submissions List and Project Summaries after submitting. In the event that the e-snaps system has issues, this can be used as evidence that the project was submitted on-time.
- If applicant is having issues with submitting the application in e-snaps by the deadline due to system error, they may submit a PDF version of the application, along with evidence that the e-snaps system was not working.

In addition to the application in e-snaps, project applicants may submit a supplementary response (no longer than 5 pages) directly to the Homeless Coordinator to address any areas where they believe rankers may require additional information or explanations. This may include a plan for addressing potential scoring issues. These responses will be distributed to rankers along with the project applications.

NOTES:

- *Applicant profiles in e-snaps will not be considered as part of the local scoring process. The Homeless Coordinator will work with all projects selected by the Ranking Subcommittee for funding to ensure that applicant profiles are correctly completed prior to submission to HUD.*
- *The Planning Project application (for \$15,752) will not be considered as a part of this review process. Per guidance from HUD, the Planning Project does not need to be scored, as only the collaborative applicant is available to apply. Instead, decisions regarding the planning grant will be made at the October HPAC meeting.*

PREPARATION

1. **10/22:** Homeless Coordinator conducts a minimal threshold review on new projects, to ensure that projects meet minimum requirements as described below. If a project does not meet the threshold requirements the Ranking Subcommittee will be notified. Depending on the severity of the issue, the Subcommittee may reject the project for funding, or work with the applicant on addressing the issue.

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Per guidance from HUD, all renewal projects will be assumed to meet threshold requirements, unless information to the contrary is received.

- Eligible for HUD funding
- Project serves CoC area
- Meets 25% match requirement
- Meets HUD project quality threshold

2. **10/22:** Homeless Coordinator prepares final information and application packets for rankers to review.
3. **10/23:** Non-conflicted rankers attend orientation to learn about the ranking process and receive applications to be ranked. If necessary, orientation can be completed over the phone for rankers who cannot be present at orientation.

SCORING

4. **10/23-10/29:** Rankers independently review and score all renewal and new projects (80 possible points). Separate scoring sheets will be used for renewal and new projects. Renewal projects that have been in operation for less than 1 year, and have not completed an Annual Performance Report (APR), will be scored using the new project rubric.

<u>Renewal Projects</u>	<u>New Projects</u>
<ul style="list-style-type: none">✓ Currently funded projects expiring in 2016	<ul style="list-style-type: none">✓ Hold harmless reallocations <i>(Intended to better align funding with HUD priorities)</i>✓ Other new projects<ul style="list-style-type: none">○ Permanent supportive housing projects dedicated to chronically homeless○ Rapid re-housing projects○ Supportive Services Only (SSO) projects for coordinated entry○ HMIS project (only HMIS lead can apply) <p>***Please note that any permanent housing bonus projects will be included in new projects. The bonus will not be considered separately this year***</p>

5. After scoring is completed the rankers will return scores to the Homeless Coordinator to be aggregated. Scores will be averaged to determine final score for each project application.

SELECTION AND RANKING

6. **10/30:** Non-conflicted rankers meet to select and rank projects that will be submitted to HUD for funding. A call-in option will be available for rankers who cannot be present.
 - Renewal and hold harmless reallocation projects will be considered for funding first, and those selected in the process below will be recommended to HUD for funding. This does not guarantee renewal or Hold Harmless
 - ✓ Projects that do not meet a minimum point threshold (24 points) may be considered for rejection by the Subcommittee, if new projects with higher scores are available to replace the project.
 - ✓ Projects that score within 25-48 points may be considered to be under performing or inappropriately aligned with community needs. These projects will be recommended to HUD for funding, but will be offered one year to develop a performance improvement plan and/or better align programming with community needs. If project has not demonstrated improvement on performance and/or alignment in the following year, the project may be de-funded. Projects may request support from the Homeless Coordinator in developing plan for correcting issues.

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- ✓ Ranking Subcommittee may request that projects make adjustments to improve the overall quality and competitiveness of the application prior to submitting application to HUD.
- ✓ All other renewal or hold harmless reallocation projects (48 points or above) will be recommended to HUD for funding.
- After selecting renewal and hold harmless reallocation projects, the subcommittee will determine how much funding is still available for new projects using the following formula below.

STEP 1:	\$525,070	<i>Annual Renewal Demand</i>	
	+ \$78,761	<i>Permanent Housing Bonus</i>	
	= \$603,831	Total Available Funds	

STEP 2:	\$603,831	<i>Total Available Funds</i>	
	- \$xxx,xxx	<i>Cost of Recommended Renewals and Voluntary Reallocations</i>	
	= \$xxx,xxx	Balance Available for New Projects	

*** Please note that if all renewal and voluntary reallocation projects are funded, the remaining balance will be equivalent with the permanent housing bonus***

- Highest scoring new projects will be selected for remaining funding, until funding runs out. All remaining new projects will be rejected.
- All projects that have been selected for funding (including renewal, hold harmless reallocation and new) will be placed in order from highest scoring to lowest, and then assigned a rank and tier.

TIER 1:	\$446,310	<i>85% of Annual Renewal Demand</i>	
TIER 2:	+ \$157,520	<i>15% of Annual Renewal Demand, and Permanent Housing Bonus</i>	
	\$603,830	<i>Total Available Funding</i>	

- The Ranking Subcommittee retains the right to alter the initial ranking and tier placement for strategic reasons, if the initial scoring is likely to result in any critical services gaps (including lack of services in a community, or lack of services for a priority population) or is likely to result in the CoC losing funding overall.
- Minutes will be recorded at the meeting and made available to the full HPAC membership, including any rationale for adjusting the ranking and tier placement of projects after the initial scoring.

HPAC APPROVAL

7. **11/2:** Homeless Coordinator will send an email to HPAC explaining the proposed rank and Tier assignment of each project. Non-conflicted HPAC members will have a minimum of 24 hours to comment or object. If a majority of HPAC member agencies do not submit a written objection the rank and tier assignments will be considered adopted by HPAC.

NOTIFICATION

11/3-11/4: Homeless Coordinator will send a letter to each project applicant explaining whether their project was accepted or rejected. If rejected, the letter will explain the reason for the rejection. If accepted, the letter will explain the rank and tier assignment. In addition, all applicants may

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request copies of the scoring materials associated with their project, or a debrief with the Homeless Coordinator.

Project applicants whose project was rejected in the local competition may appeal the local CoC competition decision to HUD if the project applicant believes it was denied the opportunity to participate in the local CoC 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 eastern time on November 20, 2015. The CoC's notification of rejection of the project in the local competition must be attached to the Solo application.

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Yolo CoC Scoring Rubric: Renewal Projects		
PROGRAM DESIGN		
Type of Project	Does the type of project (PSH, RRH, TH, SSO, HMIS) meet HUD and local priorities?	<div style="display: flex; justify-content: space-between;"> 10 <div style="text-align: right;"> 10 Pts: Permanent Housing Projects (PSH or RRH) 8 Pts: Transitional Housing Projects 5 Pts: Supportive Services Only and HMIS Projects </div> </div>
Housing First	Does the project plan to operate using a Housing First model, by minimizing service participation requirements and preconditions (meaning that they do not screen out potential participants based on clients possessing (1) too little income, (2) active or history of substance use, (3) criminal record, with exception of state mandated restrictions, and (4) history of domestic violence)?	<div style="display: flex; justify-content: space-between;"> 10 <div style="text-align: right;"> 10 Pts: Housing First with no barriers 8 Pts: Only one of the identified barriers 6 Pts: Two identified barriers 4 Pts: Three identified barriers 2 Pts: Four identified barriers </div> </div>
Serving Priority Populations	<p>If PSH, does project serve exclusively the chronically homeless¹, or prioritize the chronically homeless for beds as they turn over?</p> <hr style="width: 50%; margin-left: 0;"/> <p>If not PSH, does the project serve high rates of targeted populations (including veterans, survivors of domestic violence, people with mental illness, people with substance use disorder, unaccompanied minors and/or transition aged-youth)?</p>	<div style="display: flex; justify-content: space-between;"> 5 <div style="text-align: right;"> 5 Pts: Serves exclusively chronically homeless or prioritizes chronic homeless with bed turnover 0 Pts: Does not prioritize the chronically homeless Consider rates of each population served according to APR. Also consider plan for outreach and engagement with priority populations. 5 Pts: Excellent 4 Pts: Strong 3 Pts: Fair 2 Pts: Needs Work 1 Pts: Poor 0 Pts: Terrible </div> </div>
Points Sub-Total: 25		
PROGRAM PERFORMANCE (Answers should be based primarily on most recent APR)		
Housing Stability and Exits	<p>If permanent supportive housing, do at least 80% of participants remain housed or exit to another permanent housing destination?</p> <hr style="width: 50%; margin-left: 0;"/> <p>If transitional housing, do at least 80% of homeless persons exit to permanent housing?</p>	<div style="display: flex; justify-content: space-between;"> 10 <div style="text-align: right;"> 10 Pts: 80% or greater 9 Pts: 75-79% 8 Pts: 70-74% 7 Pts: 65-69% 6 Pts: 60-64% 5 Pts: 55-59% 4 Pts: 50-54% 3 Pts: 45-49% 2 Pts: 40-44% 0 Pts: 39% and Below Rankers may also consider supplemental responses from applicant regarding performance issues, and plans to address in upcoming year. </div> </div>

¹ A person or household who is “chronically homeless” according to HUD includes an unaccompanied homeless individual with a disabling condition who has either (1) been homeless continuously for a year or more, or (2) has had at least four episodes of homelessness in the past three years. A disabling condition may include (1) a diagnosis of substance use disorder, (2) a serious mental illness, (3) a development disability, (4) a chronic physical illness, and (5) the co-occurrence of two or more of the previously mentioned conditions.

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Income	Does project demonstrate that at least 20% of participants experience an increase in financial resources at project exit, or from project entry to end of period measured?	10	<p>10 Pts: 20% or greater 9 Pts: 18-19% 8 Pts: 16-17% 7 Pts: 14-15% 6 Pts: 12-13% 5 Pts: 10-11% 4 Pts: 8-9% 3 Pts: 6-7% 2 Pts: 4-5% 0 Pts: 3% and Below</p> <p>Rankers may also consider supplemental responses from applicant regarding performance issues, and plans to address in upcoming year.</p>
Mainstream Benefits	Does the project demonstrate success in connecting participants with mainstream resources (including Food Stamps, General Assistance, SSI, TANF, Unemployment, Veterans Benefits, Veterans Healthcare and Workforce Investment Act)?	10	<p>10 Pts: 20% or greater 9 Pts: 18-19% 8 Pts: 16-17% 7 Pts: 14-15% 6 Pts: 12-13% 5 Pts: 10-11% 4 Pts: 8-9% 3 Pts: 6-7% 2 Pts: 4-5% 0 Pts: 3% and Below</p> <p>Rankers may also consider supplemental responses from applicant regarding performance issues, and plans to address in upcoming year.</p>
Bed Utilization	Does the project routinely operate at 85% capacity according to quarterly bed utilization reports from previous funding year?	5	<p>5 Pts: 85% or above 4 Pts: 75-84% 3 Pts: 65-74% 2 Pts: 55-64% 1 Pts: 45-54% 0 Pts: 45% or below</p> <p>Rankers may also consider supplemental responses from applicant regarding performance issues, and plans to address in upcoming year.</p>
Points Sub-Total: 35			
GRANT MANAGEMENT (20 Points)			
HPAC Participation	Did agency (or sub recipient) staff participate in HPAC meetings (all HPAC and technical) and HPAC subcommittees between September 2014 and September 2015?	10	<p>10 Pts: Participated in at least 6 HPAC meetings and 1 subcommittee 7 Pts: Participated in at least 6 HPAC meetings 0 Pts: Participated in fewer than 6 HPAC meetings</p>
Drawdown Rates and Fund Utilization	In the previous funding year, did the project draw down at least 95% of funds within 90 days of the project's expiration date? <i>(determined using supplemental information from HUD)</i>	5	<p>5 Pts: Met standard. 0 Pts: Did not meet standard.</p> <p>Rankers may also consider supplemental responses from applicant regarding performance issues, and plans to address in upcoming year.</p>
Points Sub-Total: 15			
TOTAL AVAILABLE POINTS: 75			

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Yolo CoC Scoring Rubric: New Projects

PROGRAM DESIGN			
Type of Project	Does the type of project (PSH, RRH, TH, SSO, HMIS) meet HUD and local priorities?	10	10 Pts: Permanent Housing Projects (PSH or RRH) 4 Pts: Supportive Services Only and HMIS Projects
Housing First	Does the project plan to operate using a Housing First model, by minimizing service participation requirements and preconditions (meaning that they do not screen out potential participants based on clients possessing (1) too little income, (2) active or history of substance use, (3) criminal record, with exception of state mandated restrictions, and (4) history of domestic violence)?	10	10 Pts: Housing First with no barriers 8 Pts: Only one of the identified barriers 6 Pts: Two identified barriers 4 Pts: Three identified barriers 2 Pts: Four identified barriers
Serving Priority Populations	If PSH, will project serve exclusively the chronically homeless, or prioritize the chronically homeless for beds as they turn over? If not PSH, will the project serve high rates of targeted populations (including veterans, survivors of domestic violence, people with mental illness, people with substance use disorder, unaccompanied minors and/or transition aged-youth)?	5	5 Pts: Serves exclusively chronically homeless 0 Pts: Does not prioritize the chronically homeless Consider plan for outreach and engagement with priority populations. 5 Pts: Excellent 4 Pts: Strong 3 Pts: Fair 2 Pts: Needs Work 1 Pts: Poor 0 Pts: Terrible
			Points Sub-Total: 25
PROGRAM PERFORMANCE			
Housing Stability and Exits	If permanent supportive housing, how does the project plan to retain participants or ensure that they exit to permanent housing? <i>HUD Standard: 80% of participants remain housed or exit to another permanent housing destination</i> If rapid re-housing, how does the project plan to rapidly move participants into permanent housing? <i>HUD Standard: 80% of participants remain housed or exit to permanent housing</i>	10	Consider the information provided in the application to determine the likelihood that the project will meet the HUD standard: 10 Pts: Excellent (80% or above) 8 Pts: Strong (70% or above) 6 Pts: Fair (60% or above) 4 Pts: Needs Work (50% or above) 2 Pts: Poor (40% or above) 0 Pts: Terrible (39% or below)
Income	How does the project plan to increase income for participants? <i>HUD Standard: At least 20% of</i>	10	Consider the information provided in the application to determine the likelihood that the project will meet the HUD standard:

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	<i>participants experience an increase in financial resources at project exit, or from project entry to end of period measured</i>		<p>10 Pts: Excellent (20% or above) 8 Pts: Strong (16% or above) 6 Pts: Fair (12% or above) 4 Pts: Needs Work (8% or above) 2 Pts: Poor (4% or above) 0 Pts: Terrible (3% or below)</p>
Mainstream Benefits	<p>How does the project plan to assist participants in accessing mainstream benefits (including Food Stamps, General Assistance, SSI, TANF, Unemployment, Veterans Benefits, Veterans Healthcare and Workforce Investment Act)?</p> <p><i>HUD Standard: At least 20% of participants experience an increase in financial resources at project exit, or from project entry to end of period measured</i></p>	10	<p>Consider the information provided in the application to determine the likelihood that the project will meet the HUD standard:</p> <p>10 Pts: Excellent (20% or above) 8 Pts: Strong (16% or above) 6 Pts: Fair (12% or above) 4 Pts: Needs Work (8% or above) 2 Pts: Poor (4% or above) 0 Pts: Terrible (3% or below)</p>
Bed Utilization	<p>How does the project plan to quickly fill vacancies?</p> <p><i>HUD Standard: Projects operate at 85% capacity</i></p>	5	<p>Consider the information provided in the application to determine the likelihood that the project will meet the HUD standard:</p> <p>5 Pts: Excellent (85% or above) 4 Pts: Strong (75 or above) 3 Pts: Fair (65 or above) 2 Pts: Needs Work (55 or above) 1 Pts: Poor (45% or above) 0 Pts: Terrible (44% or below)</p>
Points Sub-Total: 35			
GRANT MANAGEMENT			
HPAC Participation	<p>Did agency staff participate in HPAC meetings (all and technical) and HPAC subcommittees between September 2014 and September 2015?</p>	10	<p>10 Pts: Participated in at least 6 HPAC meetings and 1 subcommittee 7 Pts: Participated in at least 6 HPAC meetings 0 Pts: Participated in fewer than 6 HPAC meetings</p>
Experience & Readiness	<p>Does the applicant have experience with managing similar projects and with successful grant administration for federal funds? Will the project be able to begin drawing funds in a timely manner?</p>	5	<p>5 Pts: Excellent 4 Pts: Strong 3 Pts: Fair 2 Pts: Needs Work 1 Pts: Poor 0 Pts: Terrible</p>
Points Sub-Total: 75			
TOTAL AVAILABLE POINTS: 75			