

Heading Home St. Louis County (HHSLC) Governance Board

2015 CoC Program Review and Rank Process (10-8-15)

On September 17, 2015 HUD released the Notice of Funding Availability (NOFA) for the FY 2015 Continuum of Care Program Competition. The Priority listing must be submitted in E-Snaps by the CoC coordinator by the November 20, 2015 deadline.

This document outlines the funding and ranking process established by the St. Louis County Continuum of Care (CoC) for the 2015 Consolidated Continuum of Care Application.

FY2015 HUD CoC committee members are:

- Edie Carr, Governance Board chair
- Matt Traynor, Governance Board vice-chair
- Ashley Compton, Governance Board second vic-chair
- Heather Lindula, Governance board member
- Ji Young Choi, Governance Board member
- Cynthia Finley, Governance Board member
- Nathan Thompson, Governance Board member, Ranking committee member
- Cindy Pattison, Governance Board member
- Jackie Prescott, Ranking committee member
- Lynn Barbe, Ranking committee member
- Charles Obije, Ranking committee member

Project Application Score tool:

Preliminary work took place to update the FY2015 Project Evaluation score tool using 2015 PIT/HIC/Unmet need and Coordinated Entry data in April. On May 18, 2015, the HHSLC Governance Board approved the 2015 Priority list. The score tool includes data from Project Applicants most recent Annual Progress Report (APR) data, HUD reports. Once the NOFA was published the HHSLC Governance Board assigned a task force to make final tweaks to the score tool based on additional recommendations and appoint a neutral Review and Rank process and committee. The final draft of the score tool and process was distributed to the St. Louis County CoC.

Letter of Intent process:

New in 2015, a Letter of Intent(LOI) is due on October 12, 2015 for all New and Renewal applicants. The LOI will be used in a few ways:

1. Governance Board and Review and Ranking committee members will use this as a Project Application overview document for each project, along with the Project Application itself.
2. For new potential PH Bonus project applicants, this will be the starting point for the Review and Ranking committee to make a recommendation, based on priorities, for which projects will

selected move forward & complete the full New Project Applications for this potential new bonus fund opportunity.

Review and Ranking process:

As detailed in the FY2015 Continuum of Care Program Competition Notice of Funding Availability (NOFA) it is important to note: due to funding limitations, the US Department of Housing and Urban Development will not consider requests for new funding outside of the reallocation process, Permanent Housing Bonus, CoC planning and Unified Funding Agency (UFA) costs.

Proposals for new and expansion or renewal (continuing) projects will be processing as follows:

- a. Renewal projects will be accepted or rejected based on existing performance.
- b. Funding for new projects is limited to the Permanent Housing Bonus and proposals will be ranked in order of responsiveness to the NOFA, and the criteria outlined below:
 - i. Project Applicant shows demonstrated ability to comply with HUD and St. Louis County CoC requirements
 - ii. Project Applicant shows demonstrated fiscal ability to support the proposed project and leveraged funds
 - iii. Project Applicant has good experience working and complying with current and prior St. Louis County CoC or HUD funded projects (no adverse findings or performance)
 - iv. Project Applicant meets an identified homeless/housing need for the St. Louis County CoC priority list.
 - v. Project Applicant is capable and willing to participate with HMIS and Coordinated Entry requirements.

Projects submitted in response to the FY2015 Continuum of Care (CoC) Program NOFA will be evaluated and ranked as follows:

- 1. A neutral committee of qualified non-conflicted Review and Ranking committee members are recruited with a focus on having a diverse committee and some past ranking members for consistency from year to year. (Neutral means individuals who are not employees, staff or otherwise have a business or personal conflict of interest with the applicant organizations) Committee members should be familiar with housing and homeless needs and be willing to review projects with the best interest of homeless persons in mind. Review and Ranking committee members will sign a conflict of interest and confidentiality statements.
- 2. Review and Ranking will be done by the individuals appointed to the committee; the review and ranking committee should select a lead facilitator. Final affirmation and ranking recommendations of projects, along with rationale, must be put into writing by members of this committee.

Non-Conflicted Review and Ranking committee members are:

- Jackie Prescott, Hibbing Housing & Redevelopment Authority
- Lynn Barbe, Legal Aid (Duluth)
- Charles Obije, St. Louis County Triage team member
- Cindi Pattison, Fond du Lac/Advisory board member
- Nathan Thompson, Habitat for Humanity/Advisory board member
- Cynthia Finley, Advisory board member

In addition to these non-conflicted members, a representative from St. Louis County Public Health & Human Services, St. Louis County CoC coordinator, Laura DeRosier, will serve on the committee in a non-voting capacity.

Review & Ranking Overview (The final draft of the 2015 Scoring tool is attached in Exhibit 1)

- HUD again requires projects be ranked under Tier 1 or Tier 2. Tier 1 can include projects totaling 85% of the Annual Renewal Demand (ARD) amount. Tier 2 will include the remaining 15% of projects for the full ARD.
- Projects ranked in Tier 2 continue to be at greater risk of not getting funded.
- The HMIS applications will receive full credit for each section that is not applicable to its project type.
- HUD’s Homeless Policy and Program Priorities will be used in part for scoring & selection criteria.
- HHSLC Governance Board Priorities will be used in part for scoring & selection criteria.
- Project Applicants will be evaluated initially within each program type applying for the same program funds (i.e. PH, S+C, TH & SSO)
- A preliminary, quantitative review of each application will be completed by staff to:
 - Confirm the application was submitted on time
 - Confirm the application met the threshold requirements were met
 - Confirm all required attachments were submitted with the application
 - Confirm that match and/or leverage requirements are met

Review & Ranking Timeline

4/2015	2015 Point in Time Count (sheltered/unsheltered)/Housing Inventory Count/Unmet Need calculation) presented at AHC/RHC community meetings and HHSLC Governance Board for 2015 Priority development recommendation
5/18/2015	HHSLC Governance Board meets to recommend 2015 Priority development recommendation – approved pending FY2015 NOFA release
10/8/2015	2015 Score tool finalized with Review & Ranking process posted and sent electronically to CoC listserv.
10/12/2015	<u>Project Application Draft Submission and Letter of Intent Deadline</u> for all New and Renewal projects. Save and export a .pdf copy of your Project Application to Laura DeRosier at derosierl@stlouiscountymn.gov. DO NOT SUBMIT in E-snaps at this time. EITHER THE ELECTRONIC OR HARD COPIES NEED TO BE DELIVERED BY 5:00 P.M.

10/20/2015	Review & Ranking Committee Meeting: The Review and Ranking Committee will meet to determine the initial project ranking and rationale based on score and priorities. Applicants should be available to respond to questions of the committee (via telephone), should questions arise on this date between 8:00-4:30.
10/21/2015	Notification of Ranking Recommendations (Priority List) posted on SLC website and sent to HHSLC Governance Board & CoC listserv. If the Project Applicant has evidence that either the score is incorrect, or there is a believed bias in the ranking, please contact CoC Coordinator (Laura DeRosier) in writing clearly outlining your points via e-mail to request time at the Governance board meeting on 10/28/15 by October 23, 2105 at 4:30.
10/28/2015	Heading Home St. Louis County Governance Board meeting (Cotton, MN) The Heading Home St. Louis County Governance Board will meet to approve the FY 2015 Project Priority list/Ranking. Overview of the ranking and rationale will be provided by the Governance Board.
Week of 11/16/2015	Collaborative Application & FY2015 Priority List will be submitted into e-snaps

Policy for Appeals:

Eligible Appeals

- The application of any applicant agency which a) is unranked, or b) receives less funding than they applied for may appeal
- Applicants that have been found not to meet the threshold requirements are not eligible for an appeal
- Project Applicants ranked in Tier 2 does not qualify as an appeal; however, you can still voice your discontent at the Governance Board meeting on October 28, 2015. If requested, you will be scheduled for a time-limited opportunity.

All notices of appeal must be based on the information submitted by the application due date. No new or additional information will be considered. Omissions to the application cannot be appealed. The decision of the Appeal Committee will be final.

The Appeal Committee

- The Appeal Committee will be made up of three (3) voting members of the Governance Board.
- Two members will not have participated on the original Rating & Ranking Committee
- One committee member must be a member of the original Review & Ranking Committee
- No member of the Appeal Committee may have a conflict of interest with any of the agencies applying for McKinney funding and must sign a conflict of interest statement
- The role of the Appeal Committee is to read and review only those areas of the application that are being appealed

The Appeal Process

- Any and all appeals must be received in writing within one (2) business days of the notification of ranking to projects. Due date is October 23, 2015 by 4:30. The written appeal can be scanned & e-mailed to the CoC Coordinator: Laura DeRosier – derosierl@stlouiscountymn.gov
- The notice of appeal must include a written statement specifying in detail the grounds asserted for the appeal, must be signed by an individual authorized to represent the sponsor agency (i.e., Executive Director)
- The notice of appeal is limited to one single spaced page in 12-point font
- The appeal must include a copy of the application and all accompanying materials submitted to the Review & Ranking Committee; no additional information can be submitted
- All valid appeals will be read, reviewed and evaluated by the Appeal Committee
- The Appeal Committee will meet to deliberate based on the following:
 - o Applicants will be invited to make a time limited statement regarding the appeal
 - o The panel will review the rankings made by the Review & Ranking Committee only on the basis of the submitted project application, the one page appeal, any statements made during the appeal process, and the material used by the Review & Ranking Committee; no new information can be submitted by the applicant or reviewed by the Appeal Committee
 - o The decision of the appellate panel must be supported by a simple majority vote
- The decision of the Appeal Committee will be final

The HHSLC Governance Board will approve the final rank order to new projects and submission of renewal projects.

The Consolidated Application is made available to community members for inspection and posted on the St. Louis County CoC homeless website.

Exhibit 1

St. Louis County CoC Project Evaluation

Qualifying Requirements: Projects must meet the Qualifying Criteria to be considered for funding.

Criterion	Ineligible	✓	Eligible	✓
Eligible Applicant	Entity is <i>not</i> a nonprofit organization, state, local government, or instrumentality a of state and local government, or public housing		Nonprofit organizations, states, local governments, and instrumentalities of state and local governments, and public housing agencies,	

	agencies, as such term is defined in 24 CFR 5.100, without limitation or exclusion. (For-profit entities are not eligible to apply for grants or to be sub-recipients of grant funds.)		as such term is defined in 24 CFR 5.100, without limitation or exclusion.
Eligible Population	Does <i>not</i> meet HUD requirements		Meets HUD requirements
Submission Deadline¹	Project application is submitted to CoC coordinator <u>after</u> deadline.		Project application is submitted to CoC coordinator by deadline.
HMIS & Coordinated Entry* <i>*CE is a comprehensive initial assessment of individual/family housing and service needs, and coordinated intake into appropriate housing and services</i>	Project <u>does not</u> have the capacity nor an acceptable plan to participate fully in HMIS and the CoC's Coordinated Entry System (CES) Renewal project has not demonstrated minimally acceptable participation in HMIS (future: CE system)		Project has the capacity and an acceptable plan to participate fully in HMIS and the CoC's Coordinated Entry System (CES) Renewal project has demonstrated minimally acceptable participation in HMIS (future: CE system)
Financial Audit	Most recent audit and management letter is <u>not</u> provided or contains significant adverse or disclosures /findings that reviewers determine should preclude applicant from inclusion in application.		Most recent annual audited financial and year-to-date financial and management letter is provided and no significant findings are identified.
Financial match	No plan or inadequate plan in place to meet match of 25% for categories required by HUD		Plan in place to meet HUD-required match of 25% or more for categories required by HUD
Administrative Costs	Administrative costs equal 7% or more of total project budget.		Administrative costs equal less than 7% of total project budget.
K-12 Education and Early Childhood Development	Serving families and have not adopted CoC policy on Education and Early Childhood Development		Serving families and have adopting CoC policy on Education and Early Childhood Development and have staff in place to ensure children are screened, have early intervention and/or enrolled in and attending school and/or Early Childhood Education Programs

Additional Requirements for New (non-renewal) Projects

Criterion	Ineligible	✓	Eligible	✓
Organizational Capacity	<ul style="list-style-type: none"> Organization <u>does not</u> have a mission/purpose statement and bylaws that govern operations Organization <u>does not</u> have an active governing board (e. g. Board of Directors) that includes at least one member who is homeless or formerly homeless (or plan to recruit someone) Organization <u>does not</u> have clear policies and procedures to address potential conflicts of interest for board members Organization <u>does not</u> have adequate level & expertise in staffing 		<ul style="list-style-type: none"> Organization has a mission/purpose statement and bylaws that govern operations Organization has an active governing board (e. g. Board of Directors) that includes at least one member who is homeless or formerly homeless (or plan to recruit someone) Organization has clear policies and procedures to address potential conflicts of interest for board members Organization has adequate level & expertise in staffing 	
Ability to Administer HUD contract <small>(site control/ access, other funding, required services or partners, zoning, etc.)</small>	No/Limited or poor prior experience with state/federal contracts.		Adequate prior experience with state/federal contracts.	

¹ Exceptions to this requirement will only be made to projects that have faced dire circumstance and have sought and gained permission from their local CoC coordinator to submit late.

Project Evaluation and Scoring

Those projects that meet the qualifying criteria are further evaluated to identify those that most closely align with the needs, goals, and funding priorities of the St. Louis County Continuum of Care.

Measures	Low	Mid	High
Target populations (For info, also get # and % of total project units serving target pop)			
Chronic (-1/1/3)	None of CoC-funded units are prioritized to serve chronically homeless households.	1-74% of COC-funded units or services are prioritized to serve chronically homeless households.	75% or more of COC-funded units or services are prioritized to serve chronically homeless households.
Unaccompanied Youth (0/1/2)	0-49% of COC-funded units are serving unaccompanied youth	50-74% of COC-funded units or services are for one or more of the target populations	75-100% or more of COC-funded units or services are for one or more of the target populations
HH w/Substance Abuse/DV (0/1/2)	0-49% of COC-funded units are serving HH's w/Substance Abuse/Domestic Violence	50-74% of COC-funded units or services are for one or more of the target populations	75-100% or more of COC-funded units or services are for one or more of the target populations
Veterans (0/1/2)	0-49% of COC-funded units are serving veterans	50-74% of COC-funded units or services are for one or more of the target populations	75-100% or more of COC-funded units or services are for one or more of the target populations
Service Model			
Housing First (-1/0/1)	No, as indicated by 3B.4.d of project application, and has 6 or fewer boxes checked in sections 3B.4.b & c	No, as indicated by 3B.4.d of project application, but has at least 7 boxes checked in sections 3B.4.b & C	Yes, as indicated by 3B.4.d of project application
Low Barrier Program eligibility (-1/0/1)	Indicates that clients are not screened out from accessing program in 0 or 1 of the options listed in Section 3B.4.b of the Project Application	Indicates that clients are not screened out from accessing program in 2 or 3 of the options listed in Section 3B.4.b of the Project Application	Indicates that clients are not screened out from accessing program in all 4 options listed in Section 3B.4b of the Project Application
Leverage <i>HUD awards the COC extra points if the sum of all project leverage is >= 150%</i> (-1/0/1)	Project leverages 0-139%	Project leverages 140-150%	Project leverages more than 150%
Coordinated Entry Participation			
Active Participation in Coordinated Entry (0/0/0)	Attendance in CE planning meetings below 40% OR absence of any of the following: adoption of CE polices, referrals accepted only through CE, reports all openings to waitlist manager, CoC-approved published written standards	Occasional (40-74%) attendance in CE planning meetings, adoption of CE policies, referrals accepted only through CE, reports all openings to waitlist manager, CoC-approved published written standards	Regular (75% or greater) attendance in CE planning meetings, adoption of CE polices, referrals accepted only through CE, reports all openings to waitlist manager, CoC-approved published written standards
Timeliness of Referral to Housing (0/0/0)	Housed at higher rate than rate of current average (survey needed)	Housed at rate of current average (survey needed)	Housing in 30 days or less from time of referral
CE Referral to Housing (0/0/0)	More than 26% denials outside of the Program's CoC approved	11-25% denials outside of Program's CoC-approved	Less than 10% denials outside of Program's CoC-approved

	published written standards	published written standards	published written standards
Voluntary Reallocation to support Coordinated Entry Implementation (0/1/2)	Project does not or cannot reallocate funds voluntarily	Project with acceptable performance reallocates up to 3% to fund a new project voluntarily and without reducing housing units	Project with acceptable performance reallocates more than 3% to fund a new project voluntarily and without reducing housing units
Project Performance Operations (Renewal only)			
Bed utilization <i>No HUD stds; based on historical #s (0/1/2)</i>	74% or less project beds	75-89% of project beds	90% or more of project beds
Funding management: unspent funds (0/1/2)	Spent 89% or less of grant award	Spent 90-97% of grant award	Spent 98% or more of grant award
Funding management: drawdowns (0/0/0)	Drawdowns occur less than quarterly	Drawdowns occur at least quarterly	Drawdowns occur monthly
HMIS data quality (0/1/2) <i>Based on MN HMIS minimal targets and goals</i>	91% or less completed values for the Universal Data Elements	92-97% completed values for the Universal Data Elements	98% or more completed values for the Universal Data Elements
Project Performance – Program, Permanent Only			
Housing stability: 6 months (0/1/2)	79% or less	80-86%	87% or more
Housing stability: 12 months (0/1/2)	74% or less	75-80%	81% or more
Exits to permanent destinations (0/1/2)	79% or less ²	80-82%	83% or more
Maintain or Increase Income from Employment (0/1/2)	0-9% increased income from employment	10-19% increased income from employment	20% or more increased income from employment
Maintain or Increase Income (0/1/2)	0-59 increased income from other sources	60-65% increased income from other sources	66% or more increased income from other sources
Return to Homelessness (0/0/0)	More than 41% of clients served return to homelessness	21-40% of clients served return to homelessness	Less than 20% of clients served return to homelessness
Project Performance – Program, Rapid Re-Housing			
Exits to permanent housing on or before 24 months (0/1/2)	0-79% (HUD target=65%)	80-83% (HC target=75%)	84% or more
Maintain or Increase Income from Employment (0/1/2)	0-39%	40-50%	51% or more
Maintain or Increase in Income (0/1/2)	0-59%	60-65%	66% or more
Return to Homelessness (0/0/0)	More than 41% of clients served return to homelessness	21-40% of clients served return to homelessness	Less than 20% of clients served return to homelessness

CoC Project Evaluation

Criterion	Application/E xhibit 2	Application attachments	APR	HUD report	Site Visit	Other
Eligible applicant		X				
Eligible population	X					
Submission deadline	X					

² Percentages changed by ranking committee to match HUD's new standards.

HMIS and Coordinated Assessment	X					Community reports
Financial audit		X				
Financial match	X					
Organizational capacity	X	X				
Ability to administer HUD contract	X	X		X		Community reports
Chronic	X					GIW
Veterans	X					GIW
Other target populations	X					GIW
Leverage	X			X	X	
Applicant experience for proposed activities NEW ONLY?	X					Community reports
Non-cash benefits for leavers and stayers			X			
Earned income for leavers			X			
Bed utilization			X			
K-12 education		X			X	
Early childhood development		X			X	
Funding management: unspent funds			X	X		
Funding management: drawdowns				X		
HMIS data quality			X			
Housing stability: 6 months			X			
Housing stability: 12 months			X?			HMIS Report?
Exits to permanent destinations (PSH)			X			
Exits to permanent housing (TH)			X			
Destination at program exit			X			