TUESDAY, APRIL 23, 2019
9:00AM TO 11:30AM

SACRAMENTO STEPS FORWARD
VCR, SECOND FLOOR
1331 GARDEN HIGHWAY, SACRAMENTO, CA 95833

AGENDA OF PERFORMANCE REVIEW COMMITTEE

Agenda Item	Activity/Outcomes	Status & Timing
1. Welcome & Introductions	*Welcome by Co-Chairs (Co-Chairs)*	*Discussion* 9:00 am [5 min]

2. 2019 Renewal Project Scoring Tool	*Discuss and approve the Draft 2019 Renewal Project Scoring Tool. Review will focus on the following materials (HomeBase):*
	  o *2A. Draft 2019 Renewal Project Scoring Tool*
	  o 2B. 2018 Project Performance Comparison
	  o *2C. Feedback Survey Summary*
		Action Item
		9:05 am
		[40 min]

3. 2019 New Project Scoring Tool	*Discuss and approve the Draft 2019 New Project Scoring Tool. Review will focus on streamlining/simplifying and aligning to Renewal Project Scoring Tool where possible (HomeBase)* o *3A. Draft 2019 New Project Scoring Tool*	*Action Item* 9:45 am [30 min]

4. 2019 Review and Rank Policies	*Discuss and approve Draft 2019 Review and Rank Policies (HomeBase). Review will focus primarily on (HomeBase):*
	  o *4A. Draft 2019 NOFA Policies Handout*
	If time permits we will briefly review the full policy document:
	  o *4B. Draft 2019 CoC Review and Rank Policies [Full Document]*
		Action Item
		10:15 am
		[60 min]

5. Mid-Year Site Visits	*Updates on mid-year review (HomeBase)*	*Informational* 11:15 am [10 min]
6. Next Steps	*Next meeting is May 28, 2019 (Co-Chairs)*	11:25 am [5 min]

The Performance Review Committee meets on the fourth Tuesday of the month from 10:00am to 11:30am at Sacramento Steps Forward, 1331 Garden Highway, Sacramento, CA 95833. For more information about this meeting, contact HomeBase at sacramento@homebaseccc.org.

PERFORMANCE REVIEW COMMITTEE

GOALS

1. Look at every project and get to know the particulars of each project
2. Continuous improvement
3. Finding where each project fits in our CoC
4. Assessing the needs of our community and funding programs accordingly
5. Reviewing data and moving forward
6. Making our CoC more competitive on a national level
7. Develop Review and Rank and take it to the CoC Advisory Board

GROUND RULES

1. Starting and ending on time
2. Receive meeting materials one week in advance
3. Communicate regarding dates/times of meetings
4. Do not talk over others
5. Respect confidentiality – all information will be released by SSF
6. Be respectful of others' opinions
7. Revisit the ground rules

DRAFT 2019 Renewal Project Scoring Tool for Review by PRC (April 2019)

Instructions for Review of this Document *Please review this document side-by-side with the 2018 Project Performance Comparison (provided in the meeting materials) which informed proposed changes. In some cases, we recommend scale/point allocation changes, which you will find under "Proposed Scale". Where a new scale/point allocation is recommended, we have provided the 2018 scale for ease of comparison. To the extent that we could provide a simplified explanation of why the change was made, this is denoted in track change comments.*

Summary of Factors & Point Allocations	
1. **Threshold Factors**	N/A
2. **Housing Performance**	24 points
3. **Income Performance**	10 points
4. **Utilization Performance**	20 points
5. **Severity of Need and Service Quality**	20 points
6. **Compliance**	12 points
7. **Community**	11 points
8. **BONUS**	3 points
TOTAL	100 points

1. **THRESHOLD FACTORS**

Name	Description	Met/Not Met
Housing First	The project's policies include a commitment to identifying and lowering its barriers to housing, in line with a Housing First approach.	Met/Not Met
Coordinated Entry	The project will participate in coordinated entry to the extent possible for this project type, as demonstrated by its policies and procedures.	Met/Not Met
HMIS	The project will enter data for all CoC-funded beds into HMIS (or parallel database for domestic violence services).	Met/Not Met
Successful Drawdown	If the project is under contract with HUD, then the project has made at least one successful drawdown of federal funds as of the time of this application was submitted.	Met/Not Met
Formerly Homeless Input	The agency includes homeless or formerly homeless individual in feedback and decision-making processes.	Met/Not Met
Basic Compliance with HUD Policies	The agency has adequate internal financial controls, adequate record maintenance and management, and	Met/Not Met

	adequate policies regarding termination of assistance, client appeals, ADA and fair housing requirements, and confidentiality.	
Eligible Applicants	The project will only accept new participants if they can be documented as eligible for this project's program type based on their housing and disability status.	Met/Not Met
Equal Access	The project provides equal access and fair housing without regard to sexual orientation, gender identity, local residency status, or any other protected category.	Met/Not Met
Match	Agency demonstrates 25% match per grant.	Met/Not Met
Affirmatively Furthering Fair Housing	Agency actively prevents discrimination by affirmatively accommodating people based on differences in: race, color, ancestry, or national origin; religion; mental or physical disability; sex, gender, or sexual orientation; marital or familial status, including pregnancy, children, and custody arrangements; genetic information; source of income; other arbitrary characteristics not relevant to a person's need or suitability for housing	Met/Not Met
Required but not scored		

[Scored factors continue on next page]

2. HOUSING PERFORMANCE (24 pts.)

Name	Description	Sources	2018 Scale	Proposed Scale
	Permanent Supportive Housing (PSH)			
2A. Housing Retention	Successes in Housing Retention for PSH projects are measured by the percentage of individual project participants that remain in permanent housing **or** exit as "living-leavers" to permanent housing at the end of the evaluation period. Participants that passed away during the measurement period do not impact the project's performance.[1] For projects that serve families, the panel may consider household retention (as opposed to individual retention) percentages to make scoring decisions.	APR Q5 APR Q23	≥ 95% = **24** 90% - 94% = **18** 85% - 89% = **12** 80% - 84% = **6** < 80% = **0**	≥ 99% = **24** 97% - 98.9% = **18** 96% - 97.9% = **12** 90% - 95.9% = **6** 85% - 89.5%= **4** 80% - 84.9%= **2** < 79.9% = **0**
	Rapid Re-Housing (RRH) for Transitional Age Youth (TAY)			
2B. Housing Placement	Successes in Housing Placement for RRH projects are measured by the number of participants who exited to a Permanent Housing destination from the total number of all participants in the project. Participants that passed away during the measurement period do not impact the project's performance. For projects that serve families, the panel may consider household placement (as opposed to individual placement) percentages to make scoring decisions.	APR Q5 APR Q23	≥ 85% = **22** 80% - 85% = **18** 75% - 79% = **12** 70% - 74% = **6** < 70% = **0**	≥ 90% = **24** 80% - 89.9% = **18** 70% - 79.9% = **12** 60% - 69.9% = **6** 50% -59.9% = **4** 40% - 49.9% = **2** <39.9% = **0**

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[1] Feedback was received about using households instead of individuals to show performance so that larger families don't have an outsized-impact on program performance, but APRs do not provide information by household, only by program participant. As a first-time pilot, SSF will be responsible for providing "household" data for inclusion in PRESTO reports.

3. <u>INCOME PERFORMANCE (10 pts.)</u>

Name	Description	Sources	PSH Scale	RRH Scale	Score
3A. Increase or Maintain Income	Successes in increasing or maintaining participant income are measured by the percent of adult participants in the project who maintained a non-zero income, or increased income, from project entry to exit or Annual Assessment. Adult participants that passed away during the measurement period do not impact the project's performance.	APR Q5 APR Q19	≥ 85%	≥ 75%	**4**
			70% - 84.9%	60% - 74.9%	**3**
			55% - 69.9%	45% - 59.9%	**2**
			40% - 54.9%	30% - 44.9%	**1**
			< 39.9%	< 29.9%	**0**

Name	Description	Sources	Score
3B. Non-Cash Mainstream Benefits	Successes in connecting participants with non-cash mainstream benefits are measured by the percentage of adult stayers/leavers with non-cash benefit sources, excluding all stayers not yet required to have an annual assessment. Adult participants that passed away during the measurement period do not impact the project's performance.	APR Q5 APR Q20	≥ 95% = **4** 90% - 94.9% = **3** 80% - 89.9% = **2** 75% - 79.9% = **1** < 75% = **0**
3C. Health Insurance	Successes in connecting participants with health insurance are measured by the percentage of stayers/leavers with health insurance, excluding all stayers not yet required to have an annual assessment. Participants that passed away during the measurement period do not impact the project's performance	APR Q5 APR Q21	≥ 95% = **2** 90% - 94.9% = **1** < 89.9% = **0**

4. <u>UTILIZATION PERFORMANCE (20 pts.)</u>

Name	Description	Sources	2018 Scale	Proposed Scale
4A. Bed and/or Unit Utilization	<u>For Projects Serving **Single Adults in Shared Housing**</u>: Successes in achieving full utilization for PSH and RRH projects that serve single adult households in units that have more than one bed are best measured by looking at the **number of beds** in use on the last Wednesday of each quarter, divided by the total number of beds promised in e-snaps. <u>For Projects Serving **Adults in Non-Shared Housing and/or Families**</u>: Successes in achieving full utilization for PSH and RRH projects that serve adults in non-shared units or families are best measured by looking at the **number of units** in use on the last Wednesday of each quarter, divided by the total number of units promised in e-snaps. If the projects Utilization Rate would have been higher, but for delays in receiving referrals from Coordinated Entry, the panel may adjust the scaled score accordingly	APR Q7b APR Q8b E-Snaps	≥ 95% = **12** 85% - 94% = **9** 75% - 84% = **6** 65% - 74% = **3** < 65% = **0**	≥ 95% = **12** 90% - 94.9% = **9** 85% - 89.9% = **6** 80% - 84.9% = **3** < 80% = **0**

Name	Description	Sources	Score
4B. Grant Spenddown	Successes in Grant Spenddown are measured by dividing the amount of money drawn down from e-LOCCs during the project's most recently completed contract by the amount on the corresponding GIW.	e-LOCCs E-Snaps	≥ 95% = **6** 85% - 94% = **4** 75% - 84% = **2** < 75% = **0**
4C. Quarterly Drawdowns	Successes in Grant Spenddown are also measured by the number of drawdowns made by projects, and depend on projects drawing down quarterly (i.e., occurring at least once in each three-month period during the year).	RFI	Up to **2** points

5. <u>SEVERITY OF NEED AND SERVICE QUALITY (20 pts.)</u>

Name	Description	Sources	Score
5A. Chronic Homeless	Successes in Chronic Homelessness are measured as follows: Award 1 point for each of the following items, for a total of up to 3 points: • Project has attached eligibility forms to document chronic homelessness that reflect the current definition of chronic homelessness. • Project has checked the box for DedicatedPLUS or 100% Dedicated in e-snaps. • Project has listed the evidence-based practices staff use on a daily basis to serve clients who are chronically homeless.	APR Q26a E-snaps RFI	Up to **3** points
5B. Severity of Needs & Special Considerations	Successes are dependent on projects serving population(s) with severe needs and vulnerabilities and the projects' explanation of the role the project plays in filling an important gap in housing and services for persons experiencing homelessness in the Sacramento region (e.g., serving a unique population, leveraging certain funding, maintaining site-based housing). Applicants should consider the following needs, vulnerabilities, and populations that when answering this question (while these examples are not exhaustive, they do represent categories for which APR information is available): • Chronic homelessness • Current or past substance abuse • History of domestic violence • Physical & Mental Health Conditions • Transgender/gender non-conforming • Youth • Seniors Successes will be measured with reference to both APR data where available and narrative responses.	RFI APR Q5a Q10 Q13a1, Q14a, Q15, Q16, Q27a	Up to **12** Points

| 5C. Quality of Services | Successes in Quality of Services are measured based on the project's narrative explaining to extent to which the project provides services that:
• offer ongoing support to stay housed,
• are comprehensive and well-coordinated,
• are delivered by an adequate number of appropriately trained staff and
• are thoughtfully matched to the needs of the target population.

Successes for projects provided by Victim Service Providers are also measured based on the project's narrative explaining the extent to which the project provides services that improve the safety for survivors of domestic violence, dating violence, sexual assault, stalking, and/or human trafficking. | RFI | Up to **5** points |

6. <u>COMPLIANCE (12 pts.)</u>

Name	Description	Sources	Score
6A. Audit or Monitoring Findings	Award full points if the agency was not audited or monitored or if no irregularities have been revealed by any audits or monitoring. Award up to 4 points if the agency adequately explains how the irregularities found by auditors or monitors will be addressed or have been addressed. Award no points if the agency's audits or monitoring revealed misconduct that has not been corrected.	All HUD, SSF, or financial audits from last 2 years. RFI	Up to **8** points
6B. Accurate Data	Successes in Accurate Data are measured using the percent of data recorded as either missing, don't know, client refused to answer, and/or unable to calculate, where the lower percentage the better. Projects with less than 5% data inaccuracy should receive full points.	APR Q6	< 5% error = **2** 5% - 10% error = **1** > 10% error = **0**
6C. Timely Data	Successes in Timely Data are measured using the average length of time (in days) between when a client enters or exits the project, and when the	APR Q6e	≤ 5 days = **2** 5 days – 8 days = **1**

| | project records the entry or exit in HMIS. Projects that entered client entries/exits into HMIS in under 5 days received full points | | > 8 days = **0** |

7. COMMUNITY (11 pts.)

Name	Description	Sources	Score
7A. Participation in CoC Activities	Successes in Participation in CoC Activities are measured based on the agency's attendance, participation, and leadership at CoC events, meetings, committees, forums, and projects, with a focus on activities that took place since the last NOFA. Typically, full points should be awarded if the agency meaningfully participated in at least 4 voluntary events over the course of the year, or if the agency led at least 1 successful event, training, or initiative over the course of the year.	RFI	Up to **4** points
7B. Mandatory Training	Successes in Mandatory Training are based on whether the agency demonstrated regular attendance at mandatory training events by attending at least one such event per quarter.	RFI SSF Staff Report	Up to **2** points
7C. Local Competition Deadlines	Award full points if the project met all local competition deadlines, including deadlines for turning in supporting documents and attachments. Deduct up to 5 points if project was late in finalizing APRs without valid reason. Deduct 2 points if any portion of the local application was turned in up to 24 hours late. Deduct 5 points if any mandatory portion of the local application was more than 24 hours late. If any mandatory portion of the local application was more than 72 hours late, the project may be disqualified at the discretion of the Panel.	HomeBase analysis	Up to **5** points

8. <u>BONUS (2 pts.)</u>

8A. BONUS Enhancing Capacity	Success is measured by PSH programs that effectively facilitate successful flow from PSH to other permanent housing (including housing with rental subsidy), evidenced by percent of individuals served that exit to other permanent housing.	RFI APR Q23	Up to **3** points

2018 RENEWAL PROJECT PERFORMANCE COMPARISON (APRIL 2019)

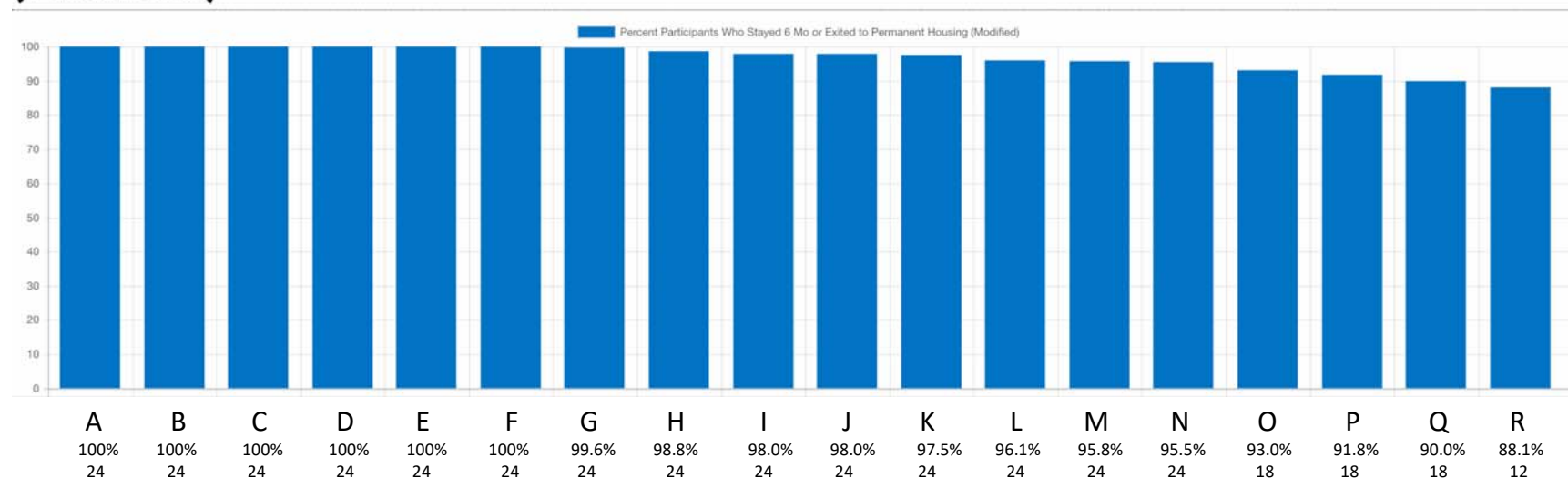## 2018 COC COMPETITION RESULTS FOR RENEWAL PROJECTS

For the following performance measures, each column represents a Permanent Supportive Housing (PSH) or Rapid Rehousing (RRH) project that participated in the 2018 CoC Program Competition; each project has been de-identified and assigned a letter from the alphabet, selected at random. Below each de-identified project letter is the project's rate of performance, followed by points awarded in the 2018 competition.

HOUSING PERFORMANCE - PSH

2a. Housing Retention *(Scoring Factor Change in 2019, performance may increase)*

Successes in Housing Retention for PSH projects are measured by the number of participants who received an Annual Assessment who remained in the program longer than 6 months or otherwise exited to another Permanent Housing destination (as indicated in HMIS). Participants that passed away during the measurement period do not count against the project's performance.

Percent Participants Who Stayed 6 Mo or Exited to Permanent Housing (Modified)

| A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
100%	100%	100%	100%	100%	100%	99.6%	98.8%	98.0%	98.0%	97.5%	96.1%	95.8%	95.5%	93.0%	91.8%	90.0%	88.1%
24	24	24	24	24	24	24	24	24	24	24	24	24	24	18	18	18	12

*The average rate of participants who stayed longer than 6 months or exited to permanent housing destinations for all PSH projects in 2018 was **96.78%***

HOUSING PERFORMANCE - RRH

2b. Housing Placement (Same scoring factor in 2019)

Successes in Housing Placement for RRH projects are measured by the number of participants who exited to a Permanent Housing destination from the total number of all participants in the project. Participants that passed away during the measurement period do not count against the project's performance.

Results: Percent Living Leavers Exited to Permanent Housing

	S	T
	88.9%	60.0%
	22	0
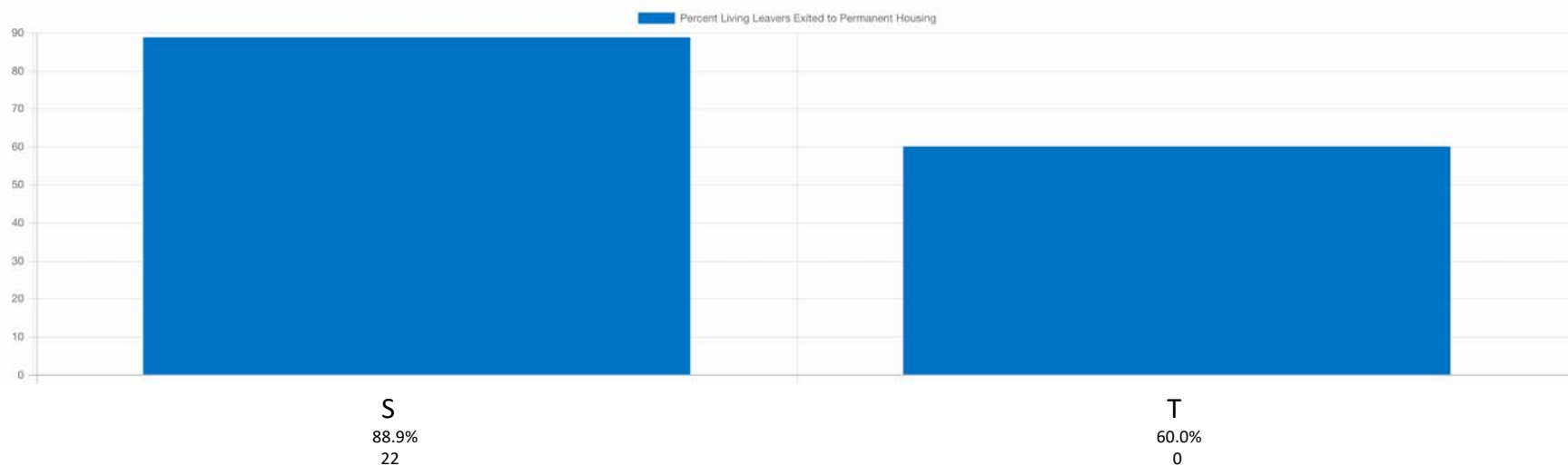
*The average rate of successful exits to permanent housing destinations for all RRH projects in 2018 was **74.44%***
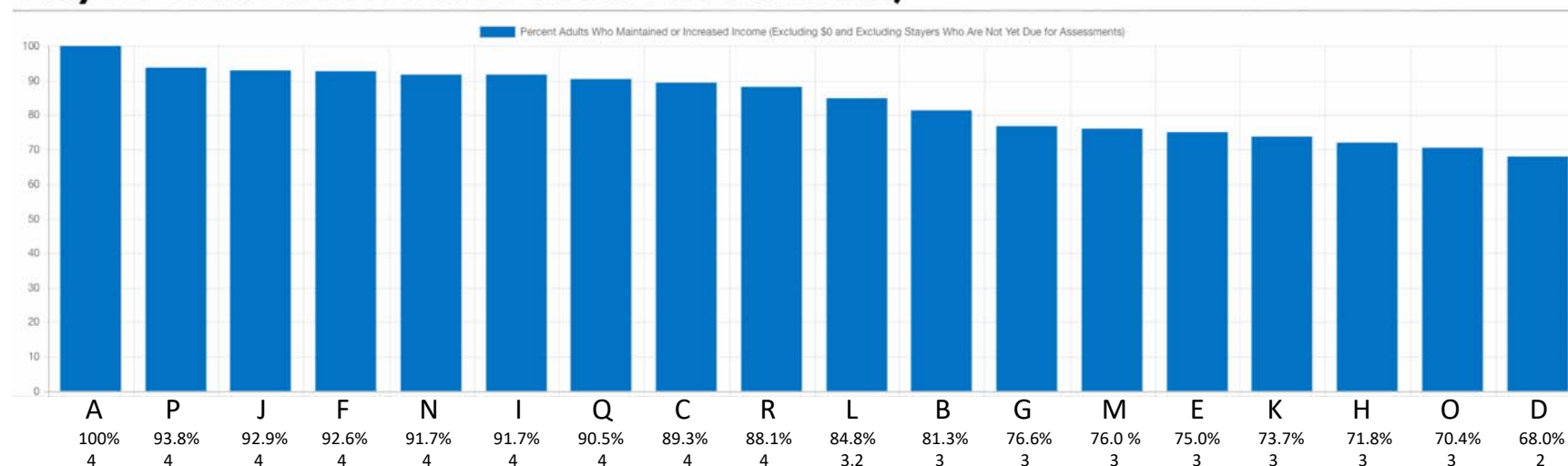
SERVICES PERFORMANCE

3a. Increase or Maintain Income (Same scoring factor in 2019, but proposed to break out scales by program type)

Successes in increasing or maintaining participant income are measured by the percent of participants in the project who had a non-zero income (including all sources of income listed in HMIS) both 1) at entry *and* 2) at either Annual Assessment or exit from the project. Participants that passed away during the measurement period do not count against the project's performance.

Permanent Supportive Housing (PSH):

Percent Adults Who Maintained or Increased Income (Excluding $0 and Excluding Stayers Who Are Not Yet Due for Assessments)

	A	P	J	F	N	I	Q	C	R	L	B	G	M	E	K	H	O	D
	100%	93.8%	92.9%	92.6%	91.7%	91.7%	90.5%	89.3%	88.1%	84.8%	81.3%	76.6%	76.0 %	75.0%	73.7%	71.8%	70.4%	68.0%
	4	4	4	4	4	4	4	4	4	3.2	3	3	3	3	3	3	3	2

*The average percent of project participants in **PSH** who had either increased or maintained a non-zero income for all projects in 2018 was **83.78%***

Rapid Rehousing (RRH):

Percent Adults Who Maintained or Increased Income (Excluding $0 and Excluding Stayers Who Are Not Yet Due for Assessments)
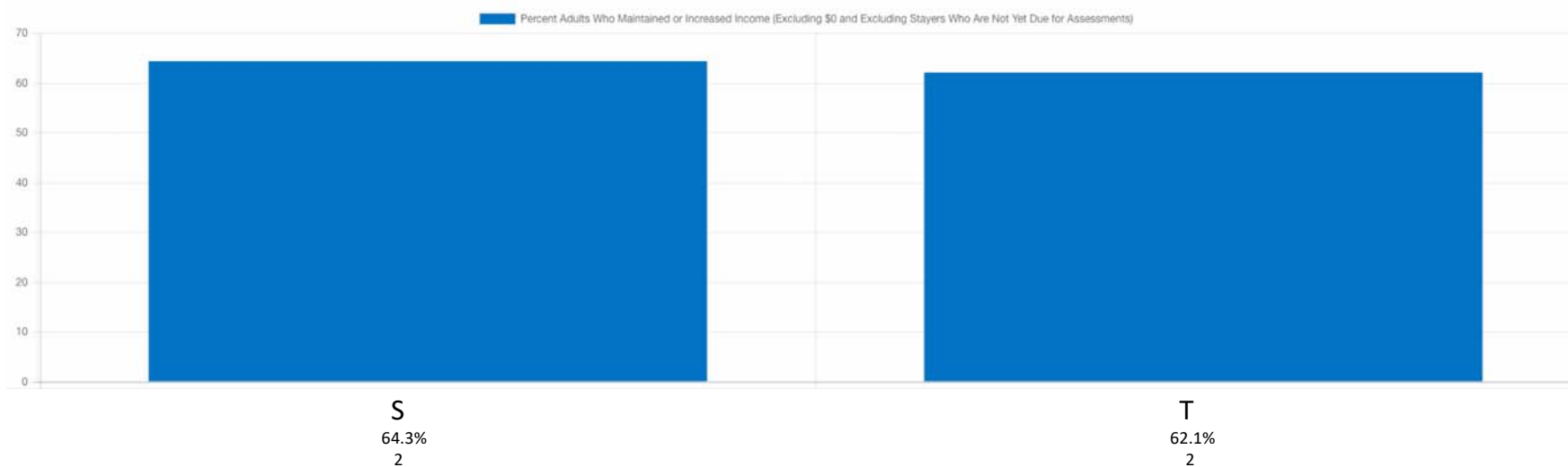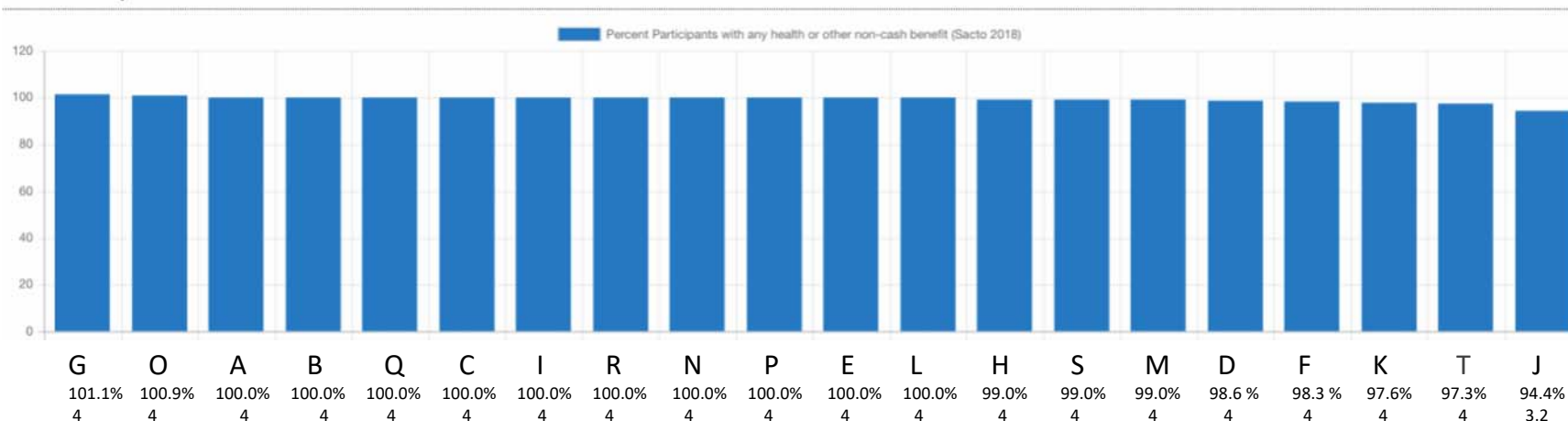

*The average percent of project participants in **RRH** who had either increased or maintained a non-zero income for all projects in 2018 was **63.18%***

SERVICES PERFORMANCE

3B. Mainstream Benefits (Scoring factor was broken into two parts in 2019)

Successes in connecting participants with mainstream benefits are measured by the percent of participants aged 18 or older with at least one non-cash benefit (including health insurance) at the end of the timeframe chosen for the APR. Because the new 2017 APR lists health insurance separately from mainstream non-cash benefits, a new calculation that considered performance in both categories was used to arrive at the best approximate percent of participants connected with benefits such as food, transportation, childcare, etc., *and* healthcare.

Percent Participants with any health or other non-cash benefit (Sacto 2018)

|	G	O	A	B	Q	C	I	R	N	P	E	L	H	S	M	D	F	K	T	J
	101.1%	100.9%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	99.0%	99.0%	99.0%	98.6 %	98.3 %	97.6%	97.3%	94.4%
	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	3.2

*The average rate of successful connections to mainstream non-cash benefits and/or healthcare for all projects in 2018 was **99.25%***

FULL UTILIZATION

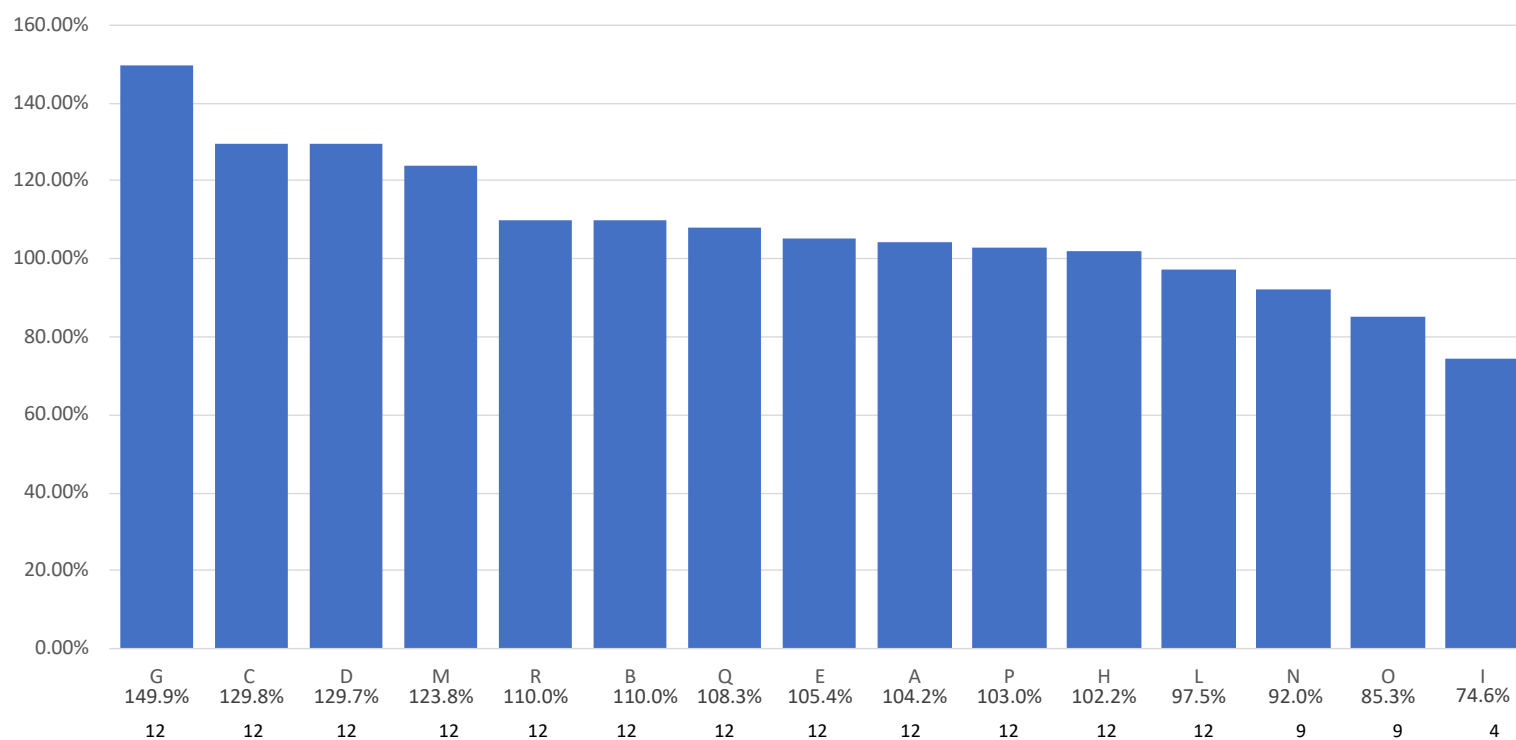### 4a. Bed and/or Unit Utilization (Same scoring factor in 2019)

For Projects Serving **Single Adults in Shared Housing**: Successes in achieving full utilization for PSH and RRH projects that serve single adults in units that have only one bed are best measured by looking at the **number of beds** in use on the last Wednesday of each quarter, divided by the total number of beds promised in e-snaps. The below projects indicated in the 2018 competition that using Bed Utilization was the most appropriate measure for their projects, given the projects' target population(s)/configuration.
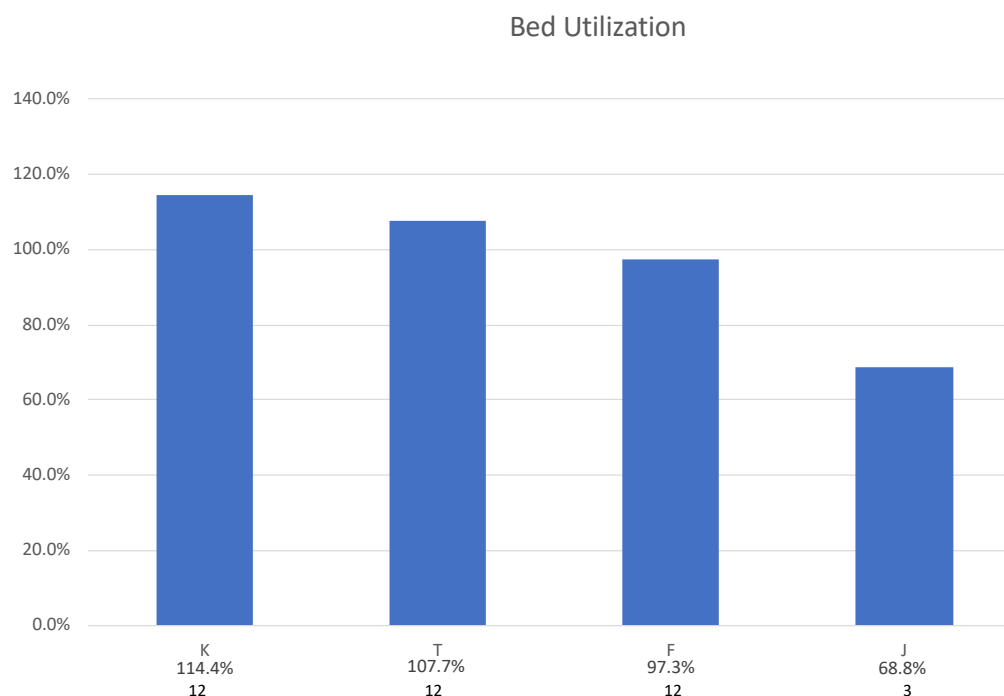
Bed Utilization

The average rate of bed utilization for projects participating in 2018 was **97.05%**

For Projects Serving **Adults in Non-Shared Housing and/or Families**: Successes in achieving full utilization for PSH and RRH projects that serve adults in shared units or families are best measured by looking at the **number of units** in use on the last Wednesday of each quarter, divided by the total number of units promised in e-snaps. The below projects indicated in the 2018 competition that using Unit Utilization was the most appropriate measure for their projects, given the projects' target population(s)/configuration.

Unit Utilization

|	G	C	D	M	R	B	Q	E	A	P	H	L	N	O	I
	149.9%	129.8%	129.7%	123.8%	110.0%	110.0%	108.3%	105.4%	104.2%	103.0%	102.2%	97.5%	92.0%	85.3%	74.6%
	12	12	12	12	12	12	12	12	12	12	12	12	9	9	4

*The average rate of unit utilization for projects in 2018 was **101.05%***

FULL UTILIZATION

4B. Grant Spenddown (Same scoring factor in 2019)

Successes in Grant Spenddown are measured by dividing the amount of money drawn down from e-LOCCs during the project's most recently completed contract by the amount shown as total funding for that project on the most recent Grant Inventory Worksheet (GIW).
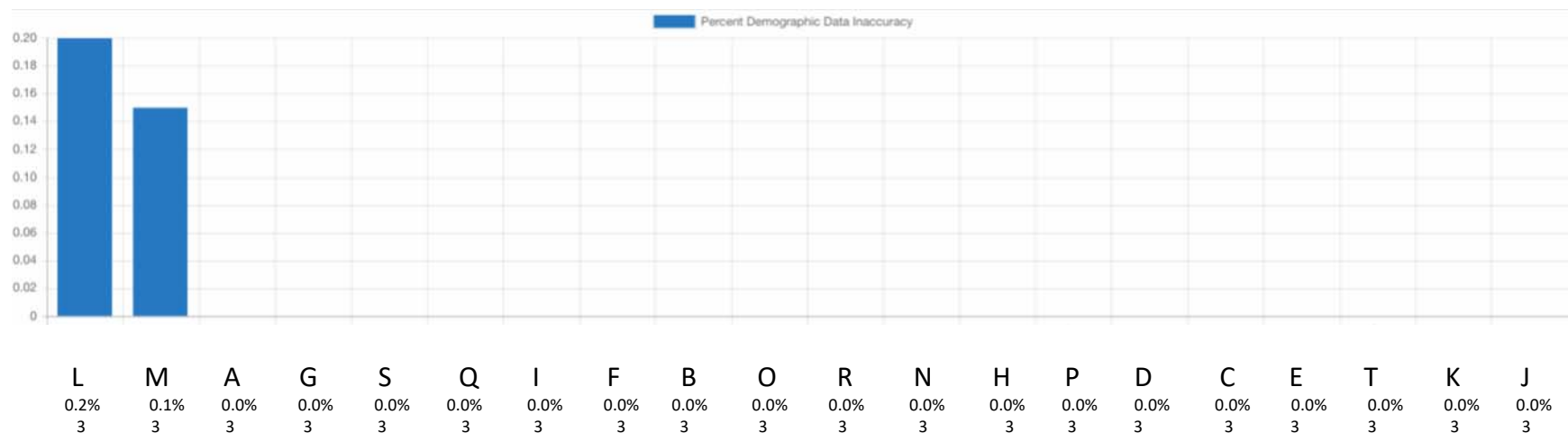
Percent Drawdowns Completed
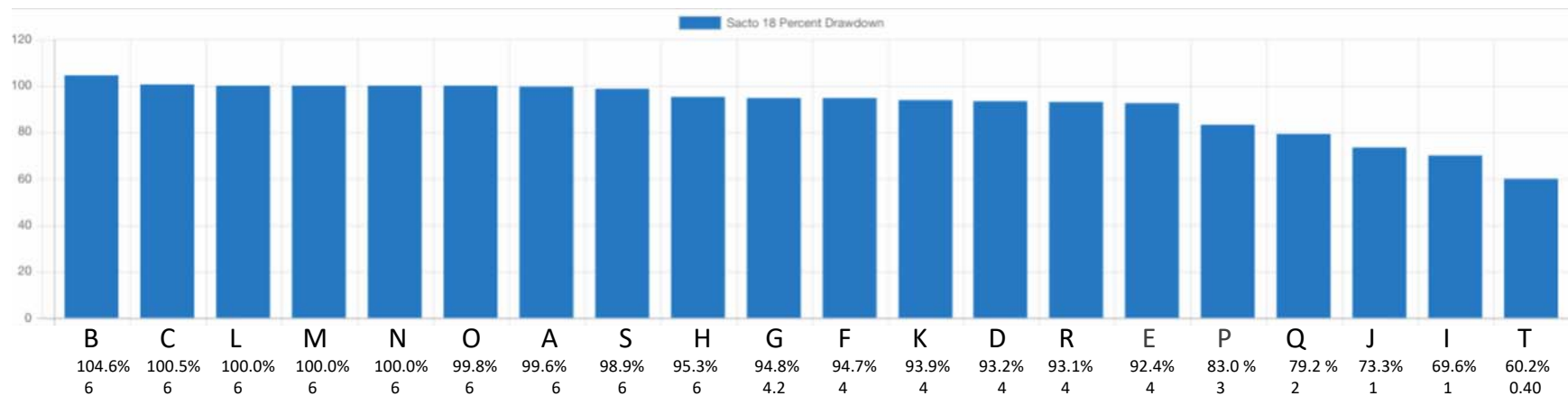
The average rate of grant spenddown for projects in 2018 was **91.31%**

COMPLIANCE

6B. Accurate Data (Same scoring factor in 2019)

Successes in Accurate Data were measured using the percent of data recorded as either missing, don't know, client refused to answer, and/or unable to calculate, where the lower percentage the better. Projects with less than 5% data inaccuracy received full points.
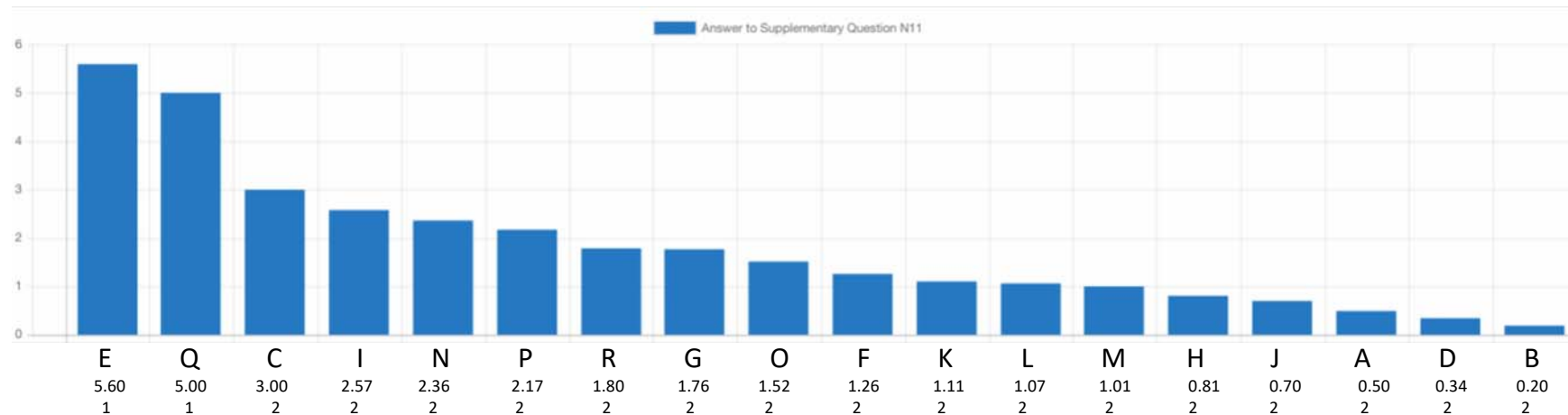
Percent of Demographic Data <u>Inaccuracy</u>

L	M	A	G	S	Q	I	F	B	O	R	N	H	P	D	C	E	T	K	J
0.2%	0.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3

*The average percent of data inaccuracy for projects in 2018 was **.02%***

COMPLIANCE

6E. Timely Data

Successes in Timely Data were measured using the average length of time (in days) between when a client enters or exits the project, and when the project records the entry or exit in HMIS. Projects that entered client entries/exits into HMIS in under 5 days received full points.

Timely Data – PSH (Days from Data Collection to Entry in HMIS)

	E	Q	C	I	N	P	R	G	O	F	K	L	M	H	J	A	D	B
	5.60	5.00	3.00	2.57	2.36	2.17	1.80	1.76	1.52	1.26	1.11	1.07	1.01	0.81	0.70	0.50	0.34	0.20
	1	1	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2

*The average number of days in which PSH projects entered client entries/exits into HMIS in 2018 was **1.82 days***

Timely Data – RRH (Days from Data Collection to Entry in HMIS)
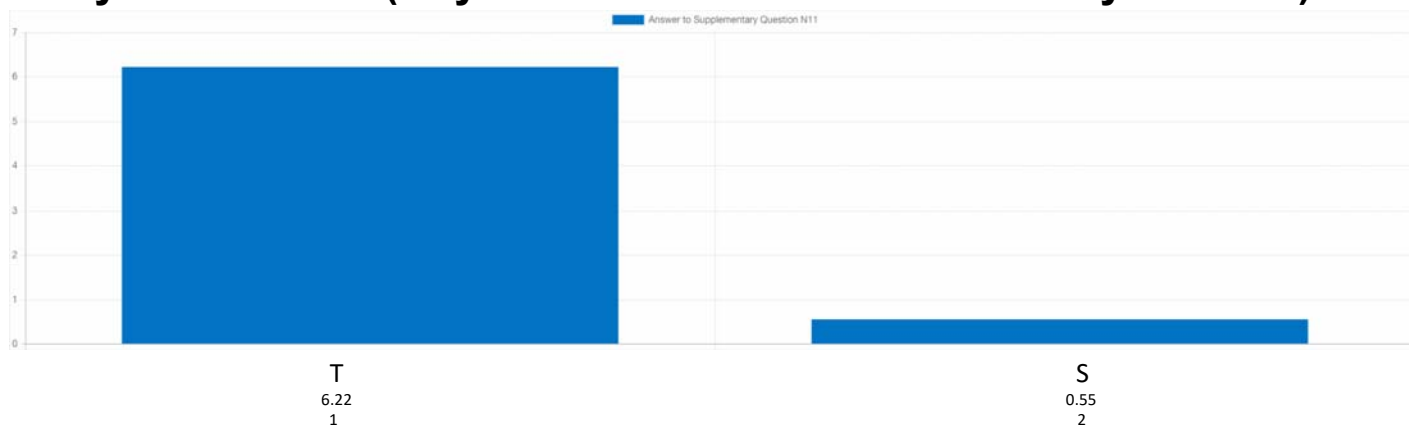
*The average number of days in which RRH projects entered client entries/exits into HMIS in 2018 was **3.39 days***

Feedback Survey Summary: Provider comments on 2019 Renewal project scoring factors

Providers were given a week to complete an online survey providing feedback on the draft 2019 renewal project scoring factors. **Their comments are reproduced here exactly as written, with no editing.**

2. HOUSING PERFORMANCE – PSH/RRH

2A. Housing Retention (PSH)
- There may be instance where by a tenant/tenants may be asked to leave to ensure the security and well-being of others at the property. This is typically related to issues around violence or criminal activity which create health and safety issues for others living at the site. PSH projects should not be penalized if such issues arise. Although this may be an exception than the rule, specific circumstances should be considered. Can you clarify whether this applies to only family specified projects? Or projects that include families as well as individual?
- What is the denominator? "from the total number of all participants"?

2B. Housing Placement (RRH)
[No feedback received]

3. INCOME PERFORMANCE

3A. Increase or Maintain Income
- Mercy Comment: "maintained a non-zero income" Please confirm that this means that even if income decreases (because of loose of homeless benefit), if they maintain any non-zero income that will count as a success
- "maintained a non-zero income" Confirm that this means that even if income decreases (bc lose homeless benefit), if they maintain any non-zero income that will count as a success
- What is the denominator? "from the total number of all participants"?

3B. Non-Cash Mainstream Benefits
- If someone has a job or is on SSI, they will not qualify for non- cash benefits last year they combined non-cash benefits and health insurance and our numbers turned out fine. If they do not combine the non-cash benefits and health insurance, again this year we will have problems
- What is the denominator? "from the total number of all participants"?

3C. Health Insurance
- If they do not combine the non-cash benefits and health insurance, again this year we will have problems
- What is the denominator? "from the total number of all participants"?

4. UTILIZATION PREFORMANCE

4A. Bed and/or Unit Utilization

- Mercy Comment: Full utilization- adjusted for delays in CE referrals
- Can it be adjusted for delays in CE referrals

- I may be not reading the APR correctly, but when I run it from April 1 2018 to March 31 2019 the months that come up look like April 2018, July 2018 October 2018 and January 2019. Seems like it should be at the end of each quarter, so it would have March 2019 instead of April 2018. Am I missing something?

4B. Grant Spenddown
[No feedback received]

4C. Quarterly Drawdowns
[No feedback received]

5. SEVERITY OF NEED & SERVICE QUALITY

5A. Chronic Homeless
- I'm a bit confused. "submitted updated chronic homeless eligibility forms" . We have a program that started in the e 2000 where chronicity was not a requirement. The majority of the current clients were not chronic upon entry but if they were and did meet that definition at that time, we have no way of going back 10 - 15 years to make that determination. When our CoC determined that we would only admit individuals who met the chronic definition, TLCS immediately changed the admission criteria to chronic and all admits have met that definition since that expectation was put in place.

5B. Severity of Needs & Special Considerations

- Severity of Needs & Special Considerations- this section combined special needs points with single site points. It was separate in previous years so Mather we will not get an additional point for single site outside of this. (see FY18 factors that were removed in FY2019 tool) Please clarify whether the panel MAY. Should take into consideration of WILL adjust or point range of how much can scale score.
- Mercy Comment: PSH are dependent on the referrals from coordinated entry. Project should not be penalized if not serving populations with severe needs/vulnerability. Our service partner is prepared to provide services to a population with severe needs, but the extent of serving will depend on coordinated entry referrals. Also, for Severity of needs- are they weighted? Single site does not get additional points?
- this section combined special needs points with single site points. It was separate in previous years so I don't think we will get an additional point for single site outside of this. (see FY18 factors that were removed in FY2019 tool)
- Will there be points given for high levels of leveraging? Can consideration be given if the program providing services to the most severely mentally ill ?

5C. Quality of Services

[No feedback received]

6. COMPLIANCE

6A. Audit or Monitoring Findings
[No feedback received]

6B. Accurate Data
- Clients have the right to refuse to answer and although staff can engage and make attempts, the client still has that right. Also, we work with individuals with extreme paranoia which can add to the difficulty. I don't think the program should be penalized when a client refuses.

6C. Timely Data
- Mercy Comment: Could this be 5 working days and not calendar days. If there is a move out during a holiday weekend, we potentially only have 2 days to update HMIS.
- I'm concerned to use an "average". A program could enter all data in under 5 days and have one extreme outlier where the ball was dropped and that would significantly skew the data.

7. COMMUNITY

7A. Participation in CoC Activities
[No feedback received]

7B. Mandatory Training
- May we get a list of the mandatory training events that have taken place each quarter. What quarters are being counted?

7C. Local Competition Deadlines
[No feedback received]

8. BONUS

8A. Enhancing Capacity
- Mercy Comment: Bonus Factor-Please clarify whether moving individuals out- to any permanent location gets bonus? Or only certain destinations? Success determined by housing stability. Referrals from coordinated entry may not make this an appropriate measure given the vulnerability and needs of folks coming through. Must consider that folks may not be successful anywhere but PSH. Per section above, we are scored on whether we serve folks with severe needs. Lastly, must take into account housing market and voucher availability. It has been extremely hard for folks with voucher to find available housing in this current market

DRAFT 2019 New Project Scoring Tool for Review by PRC (April 2019)

Instructions for Review of this Document: *Recommended revisions to the 2019 New Project Scoring Tool align with the revisions recommended for the 2019 Renewal Project Scoring Tool (where appropriate), or otherwise strive to streamline information collection and efficacy of review by the Review and Rank panel. To the extent that we could provide a simplified explanation of what change was made, this is denoted in track change comments.*

Summary of Factors & Point Allocations	
1. **Threshold Factors**	N/A
2. **Housing**	20 points
3. **Services**	20 points
4. **Agency Capacity**	20 points

5. **Prioritization, option of:**
     a. **Prioritization for Non-DV Bonus**
     b. **Prioritization for DV Bonus**
	30 points

6. **Community**	10 points
TOTAL	100 points

1. THRESHOLD FACTORS

Name	Description	Met/Not Met
Housing First	The project's policies will include a commitment to identifying and lowering its barriers to housing and provide housing and services in line with a Housing First approach.	Met/Not Met
Coordinated Entry	The project will participate in coordinated entry to the full extent possible for this project type.	Met/Not Met
HMIS	The project will enter data for all CoC-funded beds into HMIS (or parallel database for domestic violence services).	Met/Not Met
Formerly Homeless Input	The agency includes homeless or formerly homeless individual in feedback and decision-making processes.	Met/Not Met
Basic Compliance with HUD Policies	The agency has adequate internal financial controls, adequate record maintenance and management, and adequate policies regarding termination of assistance, client appeals, ADA requirements, and confidentiality.	Met/Not Met
Eligible Clients	The project will only accept new participants if they can be documented as eligible for this project's program type based on their housing and disability status.	Met/Not Met
Eligible Applicant	Neither the applicant nor the sub-recipients (if any) are for-profit entities.	Met/Not Met

Equal Access	The project will provide equal access and fair housing without regard to sexual orientation, gender identity, or local residency status.	Met/Not Met
Match	Agency will be able to provide 25% match per grant.	Met/Not Met
Affirmatively Furthering Fair Housing	Agency will actively prevent discrimination by affirmatively accommodating people based on differences in: race, color, ancestry, or national origin; religion; mental or physical disability; sex, gender, or sexual orientation; marital or familial status, including pregnancy, children, and custody arrangements; genetic information; source of income; other arbitrary characteristics not relevant to a person's need or suitability for housing	Met/Not Met
Budget	Project has made a good faith effort to complete the budget template provided, showing both CoC and non-CoC funding sources for the project.	Met/Not Met
For DV Bonus Projects Only: Serving DV	Project is 100% dedicated to serving victims who are fleeing or attempting to flee domestic violence, including dating violence, sexual assault, stalking, and/or human trafficking who came from sheltered or unsheltered situations. The project must follow a Housing First approach.	Met/Not Met

2. <u>HOUSING (20 pts.)</u>

Name	Description	Sources	Score
2.A. Fully Described and Appropriate Housing	Award points for a housing design that: • is clearly and fully described • has a layout or features that are thoughtfully matched to the target population • is strategically located to meet the needs of the target population • is physically accessible to persons with disabilities • will help maximize client choice in the CoC (e.g. by including a plan to evaluate each client's needs, strengths, and preferences in order to determine which mainstream benefits and/or jobs the client could qualify for Additionally, for Victim Service Providers: • is designed to protect the safety of the population they serve	RFI	Up to **10** points
2.B. Ready to Start	Award points if the project will be ready to begin housing clients within 3 months of receiving HUD funding. Consider:	RFI	Up to **5** points

Commented [TO1]: Up from 2 points in 2018; revised to include considerations for site control.

	• Whether the agency has adequately described how the project will acquire the necessary housing for the project type. For RRH, this may include landlord engagement strategies; • Whether the project site faces regulatory obstacles such as tenant displacement, environmental issues, or zoning issues; • Whether the agency's current staff has the capacity to begin preparing for this project; • Whether the agency already has policies and procedures that can be used as-is or easily adapted for use in a CoC-funded project		

2.C. Program Outcomes	Award points if:
	• The project's goals are realistic and sufficiently challenging given the scale of the project
	• Outcomes are measureable and appropriate to the population being served, and must meet minimum CoC-adopted targets, including:
	    ○ At least 85% of clients experience positive housing outcomes
	    ○ At least 55% of adult clients maintain or increase their income from all sources
	• Prospective outcomes reflect actual performance outcomes from other projects administered by the applicant (as appropriate).
		RFI	Up to **5** points

Commented [TO2]: Down from 6 points in 2018; revised to also consider past performance outcomes.

3. <u>SERVICES (20 pts.)</u>

Name	Description	Sources	Score
3.A. Appropriate Supportive Services	Award points for services that: • use a Housing First approach, • offer ongoing support to stay housed, • are comprehensive and well-coordinated, • include culture-specific elements, and • are thoughtfully matched to the target population For projects that will be referring specific types of clients to specific outside services, award points if the project explains a concrete plan for referrals, giving examples of: • Who will be referred; • The agencies that will accept referrals;	RFI	Up to **10** points

Commented [TO3]: Up from 3 points in 2018; revised to include considerations for Community Coordination and Housing First.

	• The types of services to be provided; and • The logic behind the agency's referral scheme For Victim Service Providers award points for services that improve the safety for survivors of domestic violence, dating violence, sexual assault, stalking, and/or human trafficking		
3.B. Relevant Experience	Award points if the agency submitting this application has demonstrated, through past performance, the ability to successfully carry out the work proposed and has successfully served homeless people as a particular group. Consider the experience of the agency in handling a similar project (e.g. if the project will involve relocation of tenants, what experience does the agency have with relocation).	RFI	Up to **10 points**

Commented [TO4]: Up from 2 points in 2018; no changes to scoring criteria.

4. AGENCY CAPACITY (20 pts.)

Name	Description	Sources	Score
4.A. Budget	Award points based on the bullet points below: • Project has submitted a budget that is clear, complete, and easy to read. • The budget shows that the project will have enough resources to provide high-quality, reliable services to the target population. • The budget shows that the project will leverage significant outside resources (funding, staff, building space, volunteers, etc.) rather than rely entirely on CoC funds. • The budget shows that the project is taking appropriate measures to contain costs.	Budget RFI	Up to **5 points**

4.B. Agency Capacity	Award points if agency:
	Has successfully handled at least one other federal grant or other major grant of this size and complexity, either in or out of the CoC (or can otherwise demonstrate that it can successfully manage complex reporting requirements).
	• Has sufficient fiscal capacity to manage the grant, including:
	   o internal financial controls
	   o grant match tracking
		e-LOCCs
		
		E-Snaps
			Up to **10 points**

Commented [TO5]: Down from 12 points in 2018; no changes to scoring criteria.

Commented [TO6]: Created to include considerations for Project Staffing, Financial Capacity, and Experience with Federal Grants; after merger of these three factors, down from 12 points in 2018.

	- o well-maintained records - o oversight by a board of directors - o a strategy for documenting eligible costs - o a strategy for ensuring adequate grant drawdowns - Is large enough to handle the expected client case load; - Is familiar with innovative or evidence-based practices; - Includes at least one person with formal training and/or education in a relevant social services field		
4.C. Audit and Monitoring Findings	Award full points if the agency was not audited or monitored or if no irregularities have been revealed by any audits or monitoring. Award up to 3 points if the agency adequately explains how the irregularities found by auditors or monitors will be addressed or have been addressed. Award no points if the agency's audits or monitoring revealed misconduct that has not been corrected.	All HUD, SSF, or financial audits from last 2 years. RFI	Up to **5** points

5A. PRIORITIZATION FOR NON-DV BONUS (30 pts.)

Name	Description	Sources	Score
5.A.1. Community Priority	Award points if the project addresses the priority need identified by the Advisory Committee in 2019: Permanent Supportive Housing, with targeted services for either youth or seniors. Please note that HUD may require that Permanent Supportive Housing be dedicated to persons experiencing Chronic Homelessness.	E-snaps RFI	Up to **15** points
5.A.2. Severity of Needs & Special Considerations	Award points to projects that will serve population(s) with severe needs and vulnerabilities (e.g. chronically homeless, history of domestic violence), and will also fill an important gap in housing and services for persons experiencing	RFI APR	Up to **15** points

Commented [TO7]: New factor, based on priorities established at the March CoC Advisory Board meeting.

Commented [TO8]: Created to include considerations for Chronic Homelessness, Special Populations, Severity of Needs, and Single-Site Housing, in alignment with the scored factor of the same name in the 2019 Draft Renewal Project Scoring Tool; after repurposing of these four factors, up from 8 points in 2018.

	homelessness in the Sacramento region (e.g., serving a unique population, leveraging certain funding, maintaining site based housing). Applicants should specifically consider the needs and vulnerabilities of youth and seniors.		

5B. PRIORITIZATION FOR DV BONUS HOUSING (30 pts.)

*Use this section **instead of the previous page** if the project is applying for DV Bonus funding. For all scoring purposes, "domestic violence" also includes dating violence, sexual assault, stalking, and/or trafficking.*

Name	Description	Source	Score
5.B.1. How Project will Address Need	Award points for each of the following items: • Project provides data describing the CoC's population of domestic violence survivors • Project explains how it proposes to meet the unmet needs of domestic violence survivors. • The project will have housing that is specifically designed to accommodate the needs of survivors. • The project's staff has skills that are specifically needed to identify and locate survivors, or to persuade survivors to accept and enter housing.	RFI	Up to **10** points
5.B.2. Previous Performance	Award points if the agency has experience serving survivors of domestic violence, dating violence, sexual assault, stalking, and/or trafficking.	RFI	Up to **10** points
5.B.3. Ability to Meet Safety Outcomes	Award points for each of the following items: • The project articulates a specific plan for ensuring that its residents will be safe from further domestic violence. • The project sets quantitative safety targets that are appropriate and realistic. • The project explains why it is likely to be able to achieve the targeted safety outcomes.	RFI	Up to **10** points

Commented [TO9]: Revised to include considerations for Ability to Quantify Need; up from 3 points in 2018.

Commented [TO10]: Up from 2 points in 2018.

Commented [TO11]: Up from 3 points in 2018.

6. COMMUNITY (10 pts.)

Name	Description	Sources	Score
6.A. Participation in CoC Activities	Award points for the agency's attendance, participation, and leadership at CoC events, meetings, committees, forums, and projects, with a focus on activities that took place since the last NOFA. Typically, full points should be awarded if the agency meaningfully participated in at least 4 voluntary events over the course of the year, or if the agency led at least 1 successful event, training, or initiative over the course of the year.	RFI	Up to **5** points
6.B. Local Competition Deadlines	Award full points if the project met all local competition deadlines, including deadlines for turning in supporting documents and attachments. • Award 3 points if any portion of the local application was turned in <u>up to</u> 24 hours late. • Award no points if any mandatory portion of the local application was <u>more than</u> 24 hours late. • If any mandatory portion of the local application was more than 72 hours late, the project may be disqualified at the discretion of the Panel.	HomeBase analysis	Up to **5** points

> **Commented [TO12]:** Up from 4 points in 2018.

FY2018 FACTORS THAT WERE REMOVED IN FY2019 TOOL
- *Community Need (Threshold Factor, considered in Scored Factor "Community Priority")*
- *Site Control (merged with Scored Factor "Ready to Start")*
- *Projected Outcomes (re-envisioned as Scored Factor "Program Outcomes")*
- *Project Staffing (merged with Scored Factor "Agency Capacity")*
- *Community Coordination (merged with Scored Factor "Appropriate Supportive Services")*
- *Participant Evaluation (considered in Scored Factor "Fully Described and Appropriate Housing")*
- *Fiscal Capacity (merged with Scored Factor "Agency Capacity")*
- *Housing First (moved to Threshold, and also considered in "Appropriate Supportive Services")*
- *Chronic Homeless (considered in Scored Factor "Severity of Needs & Special Considerations")*
- *Special Populations (considered in Scored Factor "Severity of Needs & Special Considerations")*
- *Severity of Needs (considered in Scored Factor "Severity of Needs & Special Considerations")*
- *Serve Highly Vulnerable Clients with high VI-SPDAT (removed due to Coordinated Entry reasons)*
- *Single-Site Housing (considered in Scored Factor "Severity of Needs & Special Considerations")*
- *Fair Housing (moved to Threshold, as "Affirmatively Furthering Fair Housing")*
- *Ability to Quantify Need – DV (considered in "How Project Will Address Need")*
- *Ability to House Survivors – DV (considered in "How Project Will Address Need")*
- *Ability to Serve All Types of Survivors – DV (considered in "How Project Will Address Need" and "Previous Performance")*
- *Experience with Federal Grants (considered in Scored Factor "Agency Capacity")*
- *HMIS (considered in Threshold Factor "HMIS" and Scored Factor "Program Outcomes")*
- *Coordinated Entry (considered in Threshold Factor "Coordinated Entry")*
- *Including Consumers (considered in Threshold Factor "Formerly Homeless Input")*

Draft 2019 NOFA Policies Handout

Instructions for Review of this Document *Please review this document with a focus on identifying the policy option (A,B,C,). that you feel best addresses concerns identified in the "Background" section. Your review in advance of the meeting will help ensure that we are able to review and approve all new/revised policies for integration into the 2019 CoC Review and Rank Policies.*

COC NOFA COMPETITION PERIOD/DATE RANGE

Background: The competition period/date range for which the APRs are run, has been a point of issue in previous competition years. This is namely an issue where new projects are not fully ramped up, and may show weak data over the competition period/date range that has been chosen for the NOFA competition.

Current Policy: APR data will cover the full calendar year beginning <u>April 1 and terminating March 31.</u> All projects that began operations on or before April 1 will be required to cooperate in preparing an Annual Performance Report to be used in the local competition.

Certain project types will automatically be ranked in the bottom of Tier 1. Within this region at the bottom of Tier 1, <u>renewal housing projects with less than one year of operating data will be placed at the top of the region.</u>

Question: *Which of the policy options offers the best way to mitigate provider concerns without providing too much leeway?*

New Policy Options:
A. Renewal projects with less than <u>18 months</u> of operating data will be placed at bottom of Tier 1.
B. Renewal projects with a year of data, that includes "ramp up" period, may apply to the PRC to be considered for an automatic placement in Tier 1. Application would need to make clear the reason the data is not sufficient for scoring.
C. For renewal projects with more than one year of operating data but not yet two years of operating data PRC retains discretion to adjust points in housing, income, and utilization performance scoring factors if the application reflects a good faith effort to ramp up and make good use of CoC resources.
D. APR data will coincide with each project's operating year (the same data submitted to HUD as the APR). Renewal projects that have not submitted an APR because they are in their first year of operations will be ranked at the top of the list of projects automatically ranked at the bottom of Tier 1. For renewal projects that have submitted their first APR, PRC retains discretion to adjust points in housing, income, and utilization performance scoring because the first year includes a ramp up period if the application reflects a good faith effort to ramp up and make good use of CoC resources.

INCREASED FLEXIBILITY FOR EXPANSION PROJECTS THAT ARE AUTO CONSOLIDATED INTO LEGACY PROJECT

Background: Providers are concerned about ramp up data from new projects reflecting poorly on legacy projects because of new automatic consolidation of expansion projects into legacy projects. Previously, new expansion projects were stand-alone projects (not auto consolidated), so new project performance

could be differentiated from the legacy project, *and* a policy protected new projects in Tier 1 when they had less than a year of data.

Current Policy: No policy (new circumstance)

Question: *Which of the policy options offers the best way to account for this change in circumstances?*

New Policy Options:
A. If the new project expands the existing project by more than **25%** (either 25% of beds/units or 25% of CoC budget), and it is a **first-time renewal of the expansion**, the PRC retains discretion to adjust points on the housing, income, and utilization performance scoring factors. If the new project expands the existing project by less than 25% no discretionary point adjustments are permitted.
B. The PRC may adjust the score of expansion consolidations renewing for the first time as follows:
    a. For expansions of 10% adjust total score **up to 10%** (ie. project scores 80 points, before adjustments, panel may adjust up to an additional 8 points)
    b. For expansions of 20% adjust total score **up to 20%**
    c. For expansions of 30% adjust total score **up to 30%**
    d. For expansions of 40% adjust total score **up to 40%**
    e. and so on…

INCREASED SUBJECTIVITY/ALLOWING PANEL TO ADJUST SCORE TO ACCOUNT FOR SPECIAL CIRCUMSTANCES

Background: Providers (via the feedback survey and during TA visits) request meaningful opportunities to explain why data may appear weak under some performance metrics and correspondingly, ask for enhanced discretion of panelists to adjust score upward in compelling circumstances.

Current Policy: The PRC may alter a score by up to **15% of the total points available for that scoring factor** rounded up to the nearest 0.5 increment. This alteration may be an increase or decrease in points. This alteration may only be based on the program's narrative explanation of their project performance and any statements made by the program during the review and rank interview. If a program's score in a scaled scoring factor is altered, the Performance and Review Committee must document the reason for the alteration and the evidence relied upon in making the alteration.

Question: *Which of the policy options offers the best way to provide enhanced panel discretion with ensuring balance between objectivity and subjectivity?*

New Policy Options:
A. The PRC may alter the score up to **50% of the total points for that scoring factor.**
B. The PRC has discretion to adjust the adjust a scaled score up or down within the boundaries set by the scoring tool based on their understanding of the context of the project's performance. However, **absent a truly extraordinary circumstance (fire, earthquake, etc.)**, panelists should not adjust a score by more than **"x"%** of the maximum possible value for that scoring factor.
C. The PRC will examine the subjective responses to determine if, in its discretion, **a deviation from the scaled scores is appropriate**.

RANKING PROJECTS WHERE SERVICES ARE SEPARATE FROM HOUSING

Background: There are a few projects that appear separately for purposes of the CoC competition (services and housing), but functionally are the same project. If one part of the project is in Tier 1, while the other is in Tier 2, functionally it could mean the loss of the whole project.

Current Policy: No policy

Question: *Which of the policy options offers the best way to ensure project components are ranked together?*

New Policy Options:
A. For projects that applicants submit as functioning as a single project: projects will be scored separately, with the option for the Review Committee to take an average of the combined score of each project for ranking purposes
B. For projects that applicants submit as functioning as a single project: projects will be scored separately, with the option for the Review Committee to re-rank lower scoring projects immediately under the highest scoring project

APR UPLOAD PROCESS

Current Policy: All projects that began operations on or before April 1 will be required to cooperate in preparing an Annual Performance Report to be used in the local competition. [Note: This is a four-part process that previously took place over three weeks in April-May, new dates will need to be inserted for 2019]:

Questions: *Will this same process work for the 2019 CoC competition? Any concerns?*

Need to Update Existing Policy:
A. On **[Enter date],** the HMIS Lead runs APRs for all CoC-funded projects and shares reports with projects and HomeBase. Each provider is responsible for reviewing the accuracy and completeness of its own APRs. Agencies are encouraged to begin correcting their APR data as soon as they receive their draft APRs.

B. On **[Enter date],** HomeBase will use the APRs to generate one basic PRESTO report per project that shows each project's primary objective criteria. Agencies will be given access to these basic reports as an educational tool to help them fulfill their responsibility to correct their APRs.

C. Between **[Enter dates]**, HomeBase will help agencies answer questions regarding their APRs and/or PRESTO reports and to help providers troubleshoot any errors in those reports. Although most errors will need to be fixed via additional data entry or by discussing issues with the HMIS lead, HomeBase will provide technical assistance to agencies who proactively request it. In order to confirm that all corrections have been successful, agencies are encouraged to request new APRs from the HMIS Lead and review the new APRs.

D. **By [Enter dates],** All projects are required to have finished cleaning and correcting their APR data. Providers who are tardy in finalizing their APRs without a valid reason will lose up to 5 out of 100 points in the local competition

VOLUNTARY REALLOCATION

Background: Removed in FY2019 as a scored factor and placed into policies as evidence to HUD that the CoC encourages voluntary reallocation (gets the CoC points on the CoC app). These points were awarded to only one project in the 2018 CoC competition.

Current Policy: Current policy only speaks to involuntary reallocation.

Question: *Which of the policy options offers the best way to account for voluntary reallocation?*

New Policy Options:
A. In order to encourage projects to voluntarily align themselves with HEARTH Act goals and local priorities regarding housing and service provision, existing projects that voluntarily wish to **convert** their project to permanent housing or another eligible new project type as defined by HUD in the Continuum of Care Competition Notice of Funding Available **will be given the first option in accessing the funds reallocated from their existing project to create a new project** (note that the new project funding request cannot exceed the funding available via the existing project). If the agency does not wish to use voluntarily reallocated funds for a new project, the funds will be released back into the common pool for the entire CoC

Any such project may request reallocation and exercise the option to access funding through written notice to the Review and Rank panel. The project must submit a new project application and if the panel determines the new project application to be of reasonable quality, **then the project may:**

[note these are further policy options]
a) be placed at the bottom of Tier 1
b) be ranked at the top of Tier 2 (beneath any project that straddles Tier 1 & 2)
c) be given full points in the new project scoring tool factor 2B, *Ready to Start*
d) be the only project eligible for the reallocated project funding and be scored and ranked like any new project

B. Agencies are encouraged to voluntarily reallocate part or all of one of their projects, i.e., **to release that funding back into the common pool for the entire CoC**. Agencies might choose to reallocate their funding because they are no longer able or willing to continue their program, because they have more funding than they need to operate the program, or because they believe that the funding could be better spent on alternative uses. A project that is entirely reallocated will not receive a spot in the Ranked List. A project that is partially reallocated can still receive a spot in the Ranked List; that project's spot will simply reflect that the project is now applying for a reduced amount of money

DRAFT 2019 COC REVIEW AND RANK POLICIES

Instructions for Review of this Document *Please review this document and identify any policies in need of revision (that are not covered in the 2019 NOFA Policies Handout) by email to HomeBase in advance of the April 23, 2019 meeting. We do not plan to review the entire set of policies during the meeting.*

THE CONTINUUM OF CARE NOFA REVIEW AND RANK PROCESS

The Continuum of Care Program Annual Notice of Funding Availability (NOFA) requires all Continuums of Care throughout the country to review projects receiving Continuum of Care funding and prioritize projects based on performance outcomes. The Sacramento Continuum of Care Continuum of Care (CoC) adopts the following procedure to review both renewal projects and proposed new projects as part of the Continuum of Care Program competition. The substantive provisions of this policy are subject to change annually depending on the Department of Housing and Urban Development's specific requirements in that year's NOFA.

Commented [MR1]: Dates/policies in this section will be updated after April PRC meeting

A. **Annual Performance Report** (APR) data is generated from project inputs to the Homeless Management Information System (HMIS). This data can only be modified through corrected HMIS inputs. The data in the Annual Performance Report will be processed and formatted using the PRESTO web tool, and then presented to the Review and Rank Panel as part of the local NOFA competition.

B. Projects that primarily serve survivors of domestic violence will generate their APRs using data from an alternative, non-HMIS database. If no such data is available, the project's program director or executive director may hand-tabulate the relevant data and sign a statement under penalty of perjury confirming that the director has personally reviewed the data and that the data is accurate.

C. APR data will cover the full calendar year beginning April 1, 2017 and terminating March 31, 2018.

D. All projects that began operations on or before April 1, 2017 will be required to cooperate in preparing an Annual Performance Report to be used in the local competition, as follows:

   i.   On **[TBA]**, the HMIS Lead ran APRs for all CoC-funded projects and shared those reports with those projects and with HomeBase. Each provider is responsible for reviewing the accuracy and completeness of its own APRs. Agencies are encouraged to begin correcting their APR data as soon as they receive their draft APRs. This may require, e.g., completing annual follow-up evaluations on old clients, doing research to determine the final destination of clients who have left a program, and transferring data from paper case notes to HMIS.

   ii.   By **[TBA]**, HomeBase will use the APRs to generate one basic PRESTO report per project that shows each project's primary objective criteria (e.g. housing placement, income, and utilization). Agencies will be given access to these basic reports as an educational tool to help them fulfill their responsibility to correct their APRs.

   iii. For **the next two weeks**, HomeBase will help agencies answer questions regarding their APRs and/or PRESTO reports and to help providers troubleshoot any errors in those reports. Although most errors will need to be fixed via additional data entry or by discussing issues with the HMIS lead, HomeBase will provide technical assistance to agencies who proactively request it. In order to confirm that all corrections have been successful, agencies are encouraged to request new APRs from the HMIS Lead and review the new APRs.

E. By **[TBA]**, all projects are required to have finished cleaning and correcting their APR data. Providers who are tardy in finalizing their APRs without a valid reason will lose up to 5 out of 100 points in the local competition.

II. NOFA RELEASE AND KICKOFF CONFERENCE

A. Upon publication of the CoC Program NOFA, the Collaborative Applicant will review the currently adopted scoring tools for all project types and ensure they comply with the NOFA. In the event the scoring tools do not comport with the NOFA, changes will be made and adopted prior to the use of the tools in the competition. All changes will be presented to and approved by the CoC Advisory Board with input from the Performance Review Committee members and project applicants encouraged. Formal input may be given if time allows.

B. Upon publication of the CoC NOFA, the Collaborative Applicant will schedule and announce a time and date for a Kickoff Conference where details about the funding opportunity and the process are provided. These details will be distributed to the entire CoC via listserv, email, posting, and any other method appropriate to ensure full distribution to the CoC.

C. **All applicants/potential applicants are required to participate in the NOFA Overview Kickoff Conference**.

   i. At the Kickoff Conference, the Collaborative Applicant will present an overview of the HUD CoC Program NOFA, including details about available funding and any major changes in the application from previous years.

   ii. Applicants will also be oriented to the process for reviewing and ranking applications, which will cover any supplemental local application materials, the scoring tools and applicable dates.

   iii. Applicants will also have the opportunity to ask any questions they have about both the local and HUD application processes.

   iv. A portion of the Conference will be dedicated to orienting potential new applicants to the funding opportunity to prepare them for the application process and provide all necessary information about the Continuum of Care program.

D. At the Kickoff Conference, HomeBase will distribute a local competition schedule that includes a deadline for submitting the Local Application (see Section III of these policies).

1II.   LOCAL APPLICATIONS

A. At the Kickoff Conference, shortly after publication of the CoC Program NOFA, HomeBase will distribute the Local Application, which will include Supplemental Questions to be answered by each project, as well as a list of Attachments to be submitted by each project. For Renewal Projects that have been operating for at least one year, the Local Application is also considered to include the APR.

   i. The **Supplemental Questions** provide Project Applicants with the opportunity to report on project success and provide explanations for the objective project performance data contained in the APR.

   ii. **Attachments**: The attachments to be collected include e-snaps materials such as the applicant profile and the project application that needs to be submitted to HUD as part of the national competition. Attachments may also be used to collect or verify objective information not captured in HMIS, particularly as it relates to project budgets, grant performance, and financial audits application. All of this information can be reviewed by the Review and Rank panel to determine eligibility and ensure project design is appropriate for HUD funding.

B. Answers to all Supplemental Questions must be completed online, using the PRESTO web tool. Agencies will receive PRESTO login information at the Kickoff Conference. Agencies who decide to submit new projects after the Kickoff Conference but before the local application deadline should request PRESTO logins from HomeBase via e-mail.

C. As the Supplemental Questions are answered, the PRESTO report will be updated in real-time. It is each agency's responsibility to review its PRESTO reports and confirm that the reports are correct prior to the local application deadline. Projects may make use of the essay questions and short-answer questions to clarify the context of their objective performance data, but HomeBase cannot and will not edit a project's scores based on a project's assertions about its own performance. The only way to correct objective performance data is by entering new data into HMIS, which should be done before the Kickoff Conference (see Section I of these policies).

D. **Late penalties**: A project that turns in Local Application materials after the deadline (or insists on modifying Local Application materials after the deadline) will be subject to late penalties. Late penalties are imposed at the discretion of the Review & Rank Panel, based on the following guidance:

   i. Materials received up to 10 minutes late may be accepted without penalty.

   ii. Materials received between 10 minutes and 24 hours after the deadline will cause the applicant to receive a three-point score deduction in the local competition.

   iii. Materials received between 24 hours and 72 hours after the deadline will receive a five-point score deduction.

iv.   Materials received more than 72 hours after the deadline **may be excluded** at the discretion of the Panel. If a Local Application is still substantially incomplete or non-compliant 72 hours after the deadline, then, at the discretion of the Panel, the project may be **automatically rejected** and **denied entry into the local competition**.

E. **Changes to PRESTO Reports:** Starting 72 hours after the Local Application deadline, changes to the PRESTO reports will be made <u>only</u> to correct transcription errors on the part of HomeBase. The underlying information, such as APRs and Supplemental Answers, will not be changed.

IV.   REVIEW AND RANK PROCESS

A. The Review and Rank Panel (Panel) shall consist of the non-conflicted members of the Performance and Evaluation committee. Selection of those members is subject to the rules governing the Performance and Evaluation Committee and subject to the Conflict of Interest policy adopted by the Performance and Evaluation Committee.

B. If a person or an organization believes there is a conflict of interest that would exclude a Review and Rank Panel Member, it needs to be brought to the attention of HomeBase staff within three calendar days of the announcement of the Review and Rank Panel membership. The concerned person/organization would need to provide specific and substantial information regarding the alleged conflict to allow the Collaborative Applicant to conduct a fair evaluation

C. The Panel shall be announced to the Continuum of Care Competition applicants no later than two weeks before the Review and Rank meeting.

D. The Panel shall receive a training from HomeBase on the use of the PRESTO system, the CoC Program and local competition, and their responsibilities as Review and Rank panelists. This training may be conducted via videoconference at the convenience of the Panel.

E. The Panel shall review the PRESTO reports and supplemental project information prior to the scheduled Review and Rank meeting.

F. The Panel shall meet in person to discuss the applications submitted as part of the Continuum of Care Competition.

G. All projects submitted as Renewal Projects will need to be on call during the Review and Rank meeting to answer questions from the Review and Rank panel.

H. All projects submitted as New Projects may be invited to attend the Review and Rank Meeting to be interviewed by the Panel, at the discretion of the Panel. These interviews would be scheduled prior to the Review and Rank Meeting. Failure to cooperate with an invitation by the Review and Rank Panel may result in a project not being funded.

I. The ranked list is created by the following procedures:

    a. One ranked list is prepared based on a compilation of Review and Rank Panel raw scores for each application.

    b. Those applications that do not meet certain threshold requirements (as detailed on the scoring tool) will not be included in the ranked list.

    c. The Review and Rank Panel determines if any renewal project should receive a decrease in funding. Any funding captured from an existing project

will be made available for reallocation to a new project that meets the requirements in the NOFA. See the section below labeled "Reallocation of Funds" for more details.

d. Certain project types will automatically be ranked in the bottom of Tier 1. *Within this region at the bottom of Tier 1, r*enewal housing projects with less than one year of operating data will be placed at the top of the region. HMIS renewal projects will be placed in the middle of the region, and Coordinated Entry renewal projects will be ranked at the bottom of the region, immediately above the 'straddling' project.

> **Commented [MR2]:** Section may be updated after April PRC meeting

e. The Performance and Review Committee may alter a score by up to 15% of the total points available for that scoring factor rounded up to the nearest 0.5 increment. This alteration may be an increase or decrease in points. This alteration may only be based on the program's narrative explanation of their project performance and any statements made by the program during the review and rank interview. If a program's score in a scaled scoring factor is altered, the Performance and Review Committee must document the reason for the alteration and the evidence relied upon in making the alteration.

> **Commented [MR3]:** Section may be updated after April PRC meeting

J. After creating the ranked list, the Panel may recommend programs for reallocation based on the policy outlined in the sectioned titled "Reallocation of Funds."

K. After the Review and Rank Meeting, a priority listing with scores will be compiled.

L. Project applicants will be notified of the scoring results within three business days of the Review and Rank Meeting. Project applicants will receive a full list of project scores along with a scoring breakdown for their own project.

V.   ELIGIBILITY FOR APPEALS

Projects shall be allowed to appeal the decisions of the Review and Rank Panel subject to the requirements of this section.

A. **Timing.** All appeals shall be concluded within 10 days of the Review and Rank Panel Meeting.

B. **Composition of Appeals Panel.** Appeals will be sent to the CoC Advisory Board but will be heard by a non-conflicted subcommittee of Advisory Board members, together with two non-voting members: the SSF Deputy Director, and one member of the original Review Panel.

C. **Eligible Projects.** A project may appeal if:
   1. The Review and Rank panel recommends the project for full or partial reallocation
   2. The project is placed in Tier 2.
   3. The project may fall into Tier 2 if another appeal is successful
   4. The project is a new project not recommended for funding (if new project funding was available)
   5. If the project was submitted by a collaboration of agencies, only one joint appeal may be made.

D. **Eligible Grounds.** Appeals may be made on the following bases:

Projects Recommended for Full or Partial Reallocation
   1. May appeal its score on any grounds
   2. May submit any information the agency feels is relevant

Projects Recommended or At Risk for Placement in Tier 2
   1. May appeal only errors in scoring or in information provided to the Review Panel by parties other than the recipient/subrecipient
   2. May not supplement application materials to support appeal

New Projects Not Recommended for Funding
   1. May appeal errors in scoring or in information provided to the Review Panel by parties other than the recipient/subrecipient, if correcting the error could cause the project to be recommended for funding
   2. May not supplement application materials to support appeal

NOTE: Appeals based on policy considerations, funding priorities, or other subjective criteria will not be considered and are not eligible.

A. **Timeline for Appeals.** Any Project Applicant seeking to appeal must adhere to the included timeline, Failure to meet a deadline in the timeline voids the Project Applicant's appeal.

B. **Notice of Appeal.** Project Applicants will have 24 hours after the issuance of the Priority Listing to provide notice to the CoC of an intent to appeal. This notice must include:

    i. A statement as to why the project is eligible to appeal.

    ii. The basis for the appeal

    iii. A brief statement of the facts upon which the Project Applicant bases its appeal. These facts need not be complete, but must give the CoC a sufficient understanding for the basis of the appeal.

C. The CoC will contact the appealing Project Applicant in an attempt to clarify the scoring decision and determine if the appeal can be resolved without requiring a formal hearing.

D. If a resolution is not possible, the Project Applicant will submit a formal appeal pursuant to the official CoC Competition timeline.

    iv. The Formal Appeal must consist of a short, clear, written statement no longer than two pages of the basis for the Project Applicant's appeal of the Review and Rank Panel's decision.

    v. The Formal Appeal must be sent as an attachment to the Collaborative Applicant.

E. Upon timely receipt of the Formal Appeal, the Collaborative Applicant will convene the Appeal Panel and set a time and date for the Appeal Hearing.

F. The Appeal Hearing shall be conducted according to the following procedure:

    vi. The Appeal Hearing will be conducted telephonically.

    vii. The Appeal Panel (including non-voting members) will join the call with the neutral facilitator.

    viii. The neutral facilitator will explain the facts of the appeal and answer any procedural questions.

    ix. The Appeal Panel may ask the Review and Rank Panel member questions about the Review and Rank Process to clarify what occurred during Review and Rank and what information the Panel considered in evaluating the Project Applicant.

    x. The appealing Project Applicant will then join the phone call. The appealing Project Applicant will be allotted a few minutes to explain their appeal. The Appeal Panel may then ask any questions of the appealing Project Applicant. The appealing Project Applicant then leaves the phone call.

xi.　The Appeal Panel conducts a discussion of the appeal and takes a formal vote.

G.　The Appeal Panel may consider the effect of its decision on other Project Applicants and may include those project applicants in the appeals discussion.

H.　The decision of the Appeal Panel is final.

I.　Once the appeals are complete, the Priority Listing will be submitted to the CoC for Review and Approval.

J.　Once the Priority Listing is approved all project determinations are concluded and the Review and Rank Process is complete.

K.　The approved Priority Listing shall be publicly posted on the CoC website in accordance with the timeline stated in the Continuum of Care Program NOFA.

APPENDIX A: REALLOCATION OF FUNDS

HUD expects CoCs to reallocate funds from non- and/or under-performing projects to higher priority community needs that align with HUD priorities and goals. Reallocation involves using funds in whole or part from existing eligible renewal projects to create one or more new projects. In the recent competitions, HUD allowed CoCs to use the reallocation process to create:

- New permanent supportive housing projects that serve chronically homeless individuals and families, including unaccompanied youth.
- New rapid rehousing projects for homeless individuals and families, including unaccompanied youth, coming directly from the streets or emergency shelter or fleeing domestic violence.
- New projects for dedicated HMIS.
- New Supportive Services Only (SSO) projects for centralized or coordinated entry systems.

HUD expects that CoCs will use performance data to decide how to best use the resources available to end homelessness within the community. CoCs should reallocate funds to new projects whenever reallocation would reduce homelessness. Communities should use CoC approved scoring criteria and selection priorities to determine the extent to which each project is still necessary and address the policy priorities listed in the NOFA. The 2017 NOFA stated that HUD would prioritize those CoCs that have demonstrated a capacity to reallocate funding from lower performing projects to higher performing projects through the local selection process. HUD assigned four points in the Collaborative Applicant Application to reallocation.

The Sacramento Continuum of Care has identified a need for additional permanent housing, projects serving chronically homeless individuals and families, and, in particular, single-site, permanent supportive housing projects.

Reallocated funding shall be prioritized for projects which clearly and concretely address these needs.

In some circumstances there may be an opportunity after the application deadline for programs to submit application materials for additional funding. The Sacramento Continuum of Care will issue a Supplemental Project Application when:

1. After receiving all project applications it appears there is additional funding available; or,
2. After conducting the threshold review of the submitted project applications it appears there is additional funding available; or,
3. After conducting the review and rank, the Panel has recommended a program for reallocation and there are not adequate new project applications for those funds.

In the event that Supplemental Applications are required, the Collaborative Applicant will:

- Email the CoC and other interested parties (all homeless service and housing providers in the CoC area) with specifics regarding how much money is available and which type of programs qualify.
- The Collaborative Applicant will provide technical assistance and guidance, as needed, to ensure applicants understand the funding requirements.
- Any additional applications for these funds will be due as soon as possible after this email is distributed, as determined by the NOFA submission deadline.
- The Review and Rank Panel will reconvene either via telephone, video conference, or in person depending on availability and convenience to evaluate the applications.

For this type of process, the timeline will be extremely short and may make an application burdensome; however, expanding an already submitted application, applying in collaboration, and a community consensus on how to spend the funds are also viable options.