

**Butte Countywide Homeless Continuum of Care  
Project Application Review, Ranking and Selection Process and Procedure  
Criteria for the Fiscal Year 2019  
Continuum of Care Program Competition**

The Butte Countywide Homeless Continuum of Care (BCoC) will use the following process to rank all projects/applications in the 2019 HUD Continuum of Care Program Competition.

**Section I:** HUD requirements and policies

**Section II:** Overview of the Butte Countywide Homeless CoC's Procedures

**Section III:** Butte Countywide Homeless CoC's policies related to Re-Allocation, Project Ranking and Project Tiers

**Section IV:** Process and criteria for ranking Renewal Projects

**Section V:** Process and criteria for ranking New Projects

**Section VI:** Policy and process for developing the final Project Priority Listing

*Sent to the Butte Countywide Homeless Continuum of Care for Approval on July 15, 2019  
CoC Council Approved on July 15, 2019*

## **Section I: HUD Requirements and Priorities**

On July 3, 2019, the US Department of Housing and Urban Development (HUD) published the Notice of Funding Availability (NOFA) for the Continuum of Care (CoC) Homeless Assistance Program. Applications are due to HUD by September 30, 2019.

**A. Ranking Requirements:** The CoC must assign a unique rank to each project that it intends to submit to HUD for FY 2019 funding except for the CoC planning grant. Ranking of renewal projects must incorporate scoring on project performance, system performance and effectiveness.

Each CoC must comprehensively review both new and renewal projects within its geographic area, using CoC-approved scoring criteria and selection priorities, to determine the extent to which each project is still necessary and addresses the listed policy priorities. Funds for projects that are determined to be underperforming, obsolete, or ineffective should be reallocated to new projects that are based on proven or promising models.

**Re-Allocation & Bonus:** CoC's may use funds from part or whole existing grants to create new projects through re-allocation. A CoC is eligible to apply for up to 6% of its Final Pro Rata Need (FPRN) and may apply for more than one bonus project *provided it has demonstrated the ability to reallocate* lower performing projects to create new higher performing projects. CoC's may submit new project applications under the bonus and reallocation process. In the FY18 competition, HUD will allow projects and CoC's to combine bonus and reallocation available funding into a single project as both new bonus and new projects have the same eligible new components:

1. **Permanent supportive housing (PSH) projects** where all beds are dedicated for chronically homeless individuals or families as defined in 24 CFR 578.3.
2. **Rapid Re-Housing (RRH) projects** for homeless individuals or families that come directly from the streets or emergency shelters, including unaccompanied youth.
3. **Joint Transitional Housing (TH) and Permanent Housing (PH)-Rapid Re-Housing (RRH) TH-RRH:** projects that will serve homeless individuals or families fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking who meet the HUD definition of homelessness or are residing in a TH program being eliminated.
4. **New Supportive Services Only (SSO)** for coordinated entry system.
5. **New dedicated HMIS projects** for costs at 24 CFR 578.37(a)(2) to be carried out by the HMIS Lead.

**B. New Projects for Domestic Violence (DV) Bonus:**

The FY 2019 HUD Appropriations Act provides up to \$50 million for “rapid re-housing projects and supportive service projects providing coordinated entry, and for eligible activities that the Secretary determines are critical in order to assist survivors of domestic violence, dating violence, and stalking.”

In the FY 2019 CoC Program Competition, CoCs will be able to apply for a DV Bonus for Permanent Housing-Rapid Rehousing (PH-RRH) projects, Joint TH and PH-RRH component projects, and SSO projects for coordinated entry (SSO-CE). Except as provided in Section II.B.1.a of this NOFA, a CoC may apply for up to 10 percent of its Preliminary Pro Rata Need (PPRN), or a minimum of \$50,000, whichever is greater, or a maximum of \$5 million, whichever is less, to create DV Bonus projects.

**C. Tiers & Priority Order**

HUD will continue the Tier 1 and Tier 2 funding process. In the FY18 CoC Program Competition, Tier 1 will equal 94% of the CoC’s ARD. Tier 2 is 6% of the ARD plus the amount available for the PSH bonus.

Any new or renewal project may be placed in Tier 1. CoC’s should carefully consider the priority and ranking for all projects in Tier 1 and Tier 2. Projects in Tier 1 will be conditionally selected if applications pass both HUD’s eligibility and threshold review.

Projects placed in Tier 2 will be assessed for eligibility threshold and threshold requirements and funding will be determined using the CoC Applications score as well as factors listed in the NOFA.

**D. CoC’s should consider the policy priorities established in the NOFA in conjunction with local priorities to determine the ranking of new projects created through reallocation, CoC planning, UFA costs, and renewal project requests.**

**HUD’S FY 19 POLICY AND PROGRAM PRIORITIES**

- (1) Ending homelessness for all persons.
- (2) Create a Systemic Response to Homelessness
- (3) Strategically allocating and using resources
- (4) Using an Evidence-Based Approach
- (5) Increasing employment
- (6) Providing Flexibility for Housing First with Service Participation Requirements

### Step 1 – Approved Procedures and Documentation

*Review, Score and Ranking Procedures*, the *Process for Reallocation*, and a *Request for Project Applications* are developed and distributed to CoC Council members. *These documents* include all HUD eligibility, screening, and prioritization requirements. The documents are presented, reviewed, amended, and approved at a public CoC Council meeting.

### Step 2 – Outreach

All non-profit and public agencies are invited to submit a proposal for new project funding when there is an opportunity for reallocation of funds or new funds allocated by HUD to the Butte County CoC. An announcement of available funds, the *Review, Score and Ranking Procedures*, and a *RFP Project Application* will be distributed to all agencies who are CoC members or who have expressed an interest in being informed of CoC activities. Individual agencies that have expressed interest in receiving CoC-program funds may also be directly contacted. The *Review, Score and Ranking Procedures* and *RFP Project Application* will also be posted on the CoC website.

Including in outreach for project applicants, is also persons who want to be on the review and ranking committee. To be a member, you and/or your organization cannot be apply for a CoC grant or receive funds from any grant as a sub-contractor.

### Step 3 - Eligibility Threshold

Eligibility to apply will be based on each applicant's ability to complete and satisfactorily prove qualifications to meet HUD requirements for grant performance. Only projects meeting the minimum threshold requirements will be reviewed and ranked.

### Step 4 – Project Application Ranking

All eligible projects – both new and renewal - will be reviewed and ranked together in order to strategically allocate resources to the projects that best match the HUD priorities, and to prioritize projects that have been successful in supporting and housing those who are homeless. (See *Process for Reallocation*.) Performance will be analyzed with the use of data – CoC APR Reports (HMIS data) or comparable data for new projects – evidencing specific outcome areas. Applicants will also need to provide narrative and documentation on policies and practices when requested. Answers will be rated on a weighted scale. (See *Project Application RFP*.)

Completing the ranking portion of the application entails applicants demonstrating that their project aligns with the HUD policies and that evaluation measures prove the success of the program in meeting HUD goals. (Applicants who believe the criteria does not offer a fair advantage based on the nature of their agency or project may indicate that in the narrative of their application and request an exception. The council will consider that request during the review, score and ranking process.) Applicants will provide narrative and documentation to prove each criterion. After a comprehensive review by a neutral third party, points will be awarded accordingly. Project applications will then be ranked according to each applicant's score, and ordered from high to low score on

a spreadsheet which identifies tiers and funding levels as prescribed by HUD. Tier 1 and Tier 2 projects will be determined by which projects fall within the tiers according to their score. The number of projects funded is contingent on the annual allocation and type of projects funded at the top applicants.

Step 5 – Council Approval

Project application ranking will be recommended to the CoC Council, illustrated in an order ranking across tiers (see attached spreadsheet). The CoC Council will discuss, amend and approve ranking by majority vote. Those CoC Council Members who are submitted an grant application will recuse themselves from this vote.

Step 6 - Notifications

All applicants will be notified of their rank order via email. Applications who do not pass threshold requirements, or whose application scores rank them below the level of available funding, will be provided an explanation of why the application was rejected. The ranking spreadsheet will be posted on the CoC website for public review. Dated meeting minutes will be published for all meetings that pertain to the CoC’s competition process and distributed to the full CoC membership.

**Section III: Butte Countywide Homeless Policy on Project Re-Allocation, Ranking and Tiering**

**A. Policy Objectives:**

In developing our local policy governing project ranking, re-allocation and tiering, Butte Countywide Homeless CoC’s objectives are to:

- Comply with HUD requirements;
- Preserve funding for high performing and effective projects;
- Fund programs that contribute positively to the overall system performance;
- Shift investments from lower performing projects and ones which are at risk of losing HUD funding to new projects that help advance our community’s goal of reducing homelessness and demonstrate effective approaches and best practices.

**Rationale for Preliminary Rankings**

- Closely followed HUD’s priorities and guidelines for ranking projects.
- Contribution to System Level Performance will be heavily weighted when ranking projects.
- Examine under-performing projects and under-utilized projects and consider reallocation.
- Projects/agencies engagement in Continuum of Care efforts and Coordinated Entry will be weighed when ranking projects.

- Projects that serve chronically homeless—those programs with dedicated CH beds were ranked higher on the list than programs without dedicated beds. Programs that described they would target chronically homeless for non-dedicated beds as they became available were ranked higher on the list.
- Projects implementing a Housing First model with policies and procedures to emphasize their practices ranked higher.
- Projects serving vulnerable populations (chronically homeless, mentally ill, youth and persons fleeing domestic violence) will be weighed when ranking projects.
- Cost efficiency and utilization will be considered when ranking projects within the project component (PH, PSH, TH).

**B. Project Review and Ranking Policy:**

The Butte Countywide Homeless CoC will invite submissions for new and renewal projects and will conduct a review and ranking following the procedures stated in Sections III and IV.

The general approach to rating and ranking will be to organize projects into two groups:

- 1) renewal projects/applications;
- 2) new projects/applications

Within each type, projects will be scored using a score system and placed within their ranked order, with renewal projects in the first group (ordered by score) and the new projects in the second group (ordered by score).

**C. Tiering Policy**

Once the rank order of projects has been determined the projects at the bottom of the list will fall into Tier 2 (6% of ARD).

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

The CoC Planning Grant is not ranked per HUD’s guidance.

**Section IV: Process for Rating and Ranking of Renewal Projects**

**A: Rating and Ranking Process**

All renewal projects will be ranked using an objective scoring system as approved by the CoC Council. CoC Staff and the CoC Review and Ranking Committee will use data provided through the RFP process to calculate a score for each renewal and use the results to develop the Project Priority Listing for review and approval by the CoC Council as recommended through the CoC Review and Ranking Committee.

The RFP process is intended to assess agency's capacity to administer CoC homeless projects while complying with HUD requirements. Additionally the RFP helps staff and the CoC Committees review the following:

1. System Performance Data (project contribution)
2. Annual Performance Report (APR) timeliness and Data Quality
3. Vulnerabilities of populations served by projects including filling vacancies through coordinated entry
4. Financial Commitment (Match)
5. Alignment with Best Practices: Housing First/Low Barrier/Harm Reduction
6. CoC Participation/BCoC Partner Agency MOU

CoC Staff and CoC Review and Ranking Committee will use data provided through the RFP process, HMIS reports (Annual Performance Reports and System Wide Performance Data) to develop the Project Priority Listing for review and approval by the CoC Council. This approval process is conducted in open meetings and all meetings and materials are posted on the BCoC website: [www.buttehomelesscoc.com](http://www.buttehomelesscoc.com)

### **B. Scoring Criteria for Renewal Projects**

The scoring system will have a maximum of 80 points with points for project and system performance and threshold factors. Data to assess both performance and threshold criteria will be obtained from the information submitted by the applicants in their RFP response. System Performance Data will be pulled from HMIS; however, victim service providers must submit data generated from a comparable database for review.

Some renewing projects will not have a full year of performance data to be considered in the review and rank process because they have not yet been operational for a full year. These projects will be reviewed on the data they have available but will not be penalized for not serving the full number of participants. If a new project does not have enough performance data to review, they will be reviewed for administrative and program compliance and be ranked at the bottom of Tier 1. Their overall score will place them in the bottom of the group of renewals but they will be placed in Tier 1 because renewals as a group will be the first on the Project Priority List.

If a project is poorly performing and lacks capacity, the committee may recommend the project for re-allocation.

### **C. HMIS Renewal**

Consistent with previous CoC applications, HMIS renewals will be assessed for performance and spending in alignment with HUD requirements. As noted in Section II, the HMIS renewal will be placed in Tier 1.

## **Section V: New Projects**

The CoC Council will examine recommendations from the CoC Review and Ranking Committee and CoC staff to determine the amount of funding available for reallocation.

Reallocated funds and new bonus funds will be awarded through Application process for open competition.

To evaluate whether projects meet the HUD threshold, quality standards, and performance standards, the projects will be reviewed by the CoC Review and Ranking Committee.

To evaluate project quality and fit with Butte Countywide Homeless objectives and develop a ranked order, the CoC will convene an unbiased project review panel to review each new project. Projects will be scored based on a 80 point system. The panel will then hold one meeting to review and score applications and arrive at a proposed final ranking for new projects, including a recommendation of which project should be submitted as the permanent supportive housing bonus. The panel may also recommend that projects should either increase or decrease their funding request to maximize the use of available reallocated or bonus funds.

#### **Section VI: Final Project Priority List and Notification to Applicants**

Once the rating and ranking processes for new and renewal applicants are complete, CoC staff will integrate the results of the scoring/ranking processes and create the final proposed Project Priority Listing for review by the CoC Council. This proposed list can include recommendations to adjust the placement of projects in Tier 2 in order to maximize the total funding award for Butte Countywide Homeless. The proposed final list will be approved and notice sent to the applicants of the final results no later than September 12, 2019.

#### **Section VII: Appeal Process**

- 1) Applicants may appeal any of the following decisions of the BCoC:
- 2) Placement of project into Tier 2
- 3) Reduction in funding
- 4) Project not included in final FY18 CoC consolidated application.

Appeals must be submitted to the Butte Countywide Homeless Collaborative Applicant no later than September 16, 2019. Appeals will be heard by the CoC Council Members who are not requesting CoC Funding. The decision of the appeal panel is final.