

**South Dakota Housing for the Homeless Consortium
Policy and Advisory Committee (PAC)
CoC Ranking and Selection Process
As Approved by the PAC – 07/27/2018**

Continuum of Care (CoC) Intent

The Policy and Advisory Committee (PAC) of the SD Housing for the Homeless Consortium (SDHHC) is the governing board for the SDHHC which is SD-500 CoC. The PAC is tasked with establishing priority and ranking criteria for all CoC applications, new and renewal, based on the Department of Housing and Urban Development (HUD) priorities noted in the 2018 NOFA and local priorities and threshold requirements.

HUD's priorities include:

1. Ending homelessness for all persons.
2. Creating a systemic response to homelessness.
3. Strategic allocation and use of resources.
4. Housing First Approach.

Requesting New Applications

South Dakota Housing Development Authority (SDHDA), as the lead agency of the SDHHC and the collaborative applicant for CoC funding, notifies potential interested parties regarding the upcoming Continuum of Care competition, requests pre-applications through a press release, email distributed via the SDHHC listserv, and posts on www.housingforthehomeless.org and www.sdhda.org. A timeline for application process was created and attached as Exhibit B, to inform all interested parties of deadlines for the CoC applications.

Eligibility

All projects must meet the following criteria to be ranked by the PAC in the CoC Competition.

1. Submit completed renewal or new application and any additional required documents to the South Dakota Housing Development Authority (SDHDA), the Collaborative Applicant for South Dakota CoC.
2. Meet the HUD application deadlines (i.e. entry into ESNAPS) and set deadlines by SDHDA.
3. Meet all HUD eligibility criteria, as outlined in the current year (2018) CoC Program NOFA, the July 2012 CoC Program Interim HEARTH Regulations, and any other official document published by HUD.
4. Meet CoC funding SDHHC threshold requirements.

Monitoring Performance of Recipients

The PAC monitors the performance of its recipients on HUD-established performance goals and project effectiveness on a yearly basis. The PAC reviews each recipient's projects to ensure they are meeting the parameters of HUD's funding requirements. The PAC reviews all Annual

Performance Reports (APRs), specific data elements and metrics to ensure individuals and families are being served to the greatest extent possible. In addition, all CoC programs will prioritize sustainable permanent supportive housing for the clients they are serving.

Program management takes into consideration:

- 1) Annual on-site reviews,
- 2) Receipt of quarterly APRs for review by CoC administrator for program compliance and data quality,
- 3) Review of other HMIS data and PIT count data, and
- 4) Results of HUD audits.

Exclusion or Removal from Project Ranking List and Reallocation - Projects will be excluded or removed from the project ranking list in the event that HUD and/or PAC monitoring finds that a project has been out of compliance with the regulations and has made no progress on any corrective action as required by HUD and/or PAC. Consequently, these projects will not be submitted for renewal funding in the CoC Competition. The funds from this project will then be reallocated to another project.

SDHHC Threshold Requirements for CoC Applications – Applicants must meet the below listed threshold requirements.

1. Active participation in SDHHC
2. Coordinated Entry System participation
3. Housing First and/or Low Barrier Implementation
4. Documented minimum match
5. Project has reasonable costs per housing unit
6. Project is financially feasible
7. Application is complete

Priority & Ranking of Applicants

All complete, timely, and eligible applications will be scored by the Policy and Advisory Committee (PAC), using a scoring system (Attached Exhibit A) informed by HUD's priorities and local priorities and threshold requirements. These scores determine each project's rank in the CoC's application to HUD, and rank will be the primary determinant of placement into Tier 1 (which is anticipated to be fully funded by HUD) and Tier 2 (which will only be funded if the CoC's score is high enough and if there are sufficient resources). The measurements listed below are used for the scoring system.

1. Program Type
2. CoC and CES Participation
3. Use of a Housing First Model
4. HMIS Data Quality Measure, APR Q06a
5. HMIS Data Quality Measure, APR Q06b
6. Leveraging

7. Funds Expended
8. Housing Stability, APR Q23a,b (applicants may use either a or b)
9. Program Management

Scores may also be used to reject applications or to reduce budgets for low-scoring projects. Before new applications are included in the CoC application, the PAC will ensure there is no duplication of services and that it is confident that creation of the new program will be most effective in addressing the needs of those experiencing homelessness. New applications that are requesting HUD funding for projects based on HUD's and SDHHC's priorities will receive maximum score for performance measurements (categories 4-9 on Exhibit A) for the first year. The scoring system evaluates past performance (of renewal/reallocation applicants) and promotes best practices that will improve our local response to homelessness and align our strategies with national policies and best practices.

Applicants for Bonus funding and CES SSO opportunities receive due consideration by PAC for scoring and ranking based upon factors including SDHHC needs to comply with best practices and HUD funding mandates, and funding availability that most benefits SDHHC over-all efforts at the time of funding application.

All new and renewal HMIS and SSO – Coordinated Entry projects will be listed first in Tier 1 because they are required elements of a CoC's system.

SDHHC's Priorities

1. Permanent Supportive Housing for Chronic Homeless Individuals and families while including the prioritization of persons experiencing chronic homelessness and the most vulnerable such as low or no income, history of victimization, criminal history, etc.
2. Active participation within SD Housing for the Homeless Consortium and the statewide Coordinated Entry System.
3. Commitment to and utilization of Housing First Model.
4. Efficient and effective use of HMIS as evidenced with data quality and performance reporting.
5. Leveraging of resources, coordination of services and program cost effectiveness.
6. Program management taking into account full expenditure of CoC funding, positive program results and high utilization rates.

Permanent Supportive Housing (PSH) for Chronic Homeless Individuals and Families – Current/New grantees for Permanent Supportive Housing (PSH) that have dedicated all of their beds to chronically homeless individuals who have experienced homelessness for a year or longer, or who have experienced at least four episodes of homelessness in the last three years, and have a disability. For homeless families, one adult member in that family must meet the criteria above.

Renewal PSH projects that do not currently dedicate 100 percent of their beds to chronic homeless individuals and families but are willing to do so will need to send a plan to the PAC via SDHDA by August 14, 2018, detailing how and when they will make this change for consideration in the 2018 CoC Competition.

Rapid Re-Housing – Current/New Rapid Re-Housing created through reallocation and renewal RRH that serve individuals, including unaccompanied youth, and families coming from the street or emergency shelters or persons fleeing domestic violence and are placed in permanent housing within 30 days of when the client became homeless.

Permanent Supportive Housing – Other, has a prioritization plan for chronic homeless preferences –

Current/New grantees for PSH that do NOT currently have 100 percent of their beds dedicated to Chronic Homeless Individuals that have a prioritization plan in place for chronic homeless preference.

Permanent Supportive Housing for Veterans – Current/New grantees for PSH that have 100 percent of their beds dedicated to homeless veterans.

New Transitional Housing-Rapid Re-Housing Bonus Funding Project for Victims Fleeing Domestic Violence – New grantees for TH-RRH that will dedicate beds specifically for homeless victims fleeing domestic violence.

Tier 1 Fund Maximization

To ensure maximum utilization of available funding in Tier 1, the PAC will implement the following:

1. If a project's budget exceeds what is remaining in Tier 1 funds, the project will have the opportunity to reduce its budget to what remains in Tier 1 and be placed fully into Tier 1, or the project could also be to split with partial funding in Tier 1 and partial funding in Tier 2.

Once the PAC completes the scoring and ranking, they may consider the CoC's priorities, whether the initial scoring is likely to result in any critical service gaps, strategies related to Tier cut offs and HUD's selection process, and make adjustments to budgets to produce the final ranking of projects to be included in the CoC application. All decisions made regarding ranking and possible reduction of project funding will be recorded and made public with the published rankings.

Project selections, rankings and tier allocations will be provided by written notice and published at www.housingforthehomeless.org no later than 5 p.m. Central Time on August 29, 2018 per Timeline attached as Exhibit B. In case of a tie, the application that requests a higher percentage of supportive services funds will be ranked lower.

Ranking Appeals Process

Project applicants having concerns regarding how their application was scored and reviewed may file a written appeal with SDHHC PAC at the address listed below by 5 PM CT, September 5, 2018.

Project applicants may also appeal to HUD if the applicant believes it was denied the opportunity to participate in the local CoC planning process in a reasonable manner. Additional details on the HUD appeal process can be found on page 76 of the 2018 NOFA available here: snapsappeals@hud.gov.

Information for the PAC may be sent to:
South Dakota Housing Development Authority
Continuum of Care Administrator
PO Box 1237
Pierre, SD 57501

Exhibit A

1 - Program Type (up to 10 points)	Points	Score
Permanent Supportive Housing for Chronic Homeless Individuals and families	10	
Permanent Supportive Housing - Other, prioritization plan for Chronic Preferences	7	
Permanent Supportive Housing for Veterans	6	
Permanent Supportive Housing - Other	5	
Rapid Re-Housing Program for Homeless Families	10	
Transitional Housing – Rapid rehousing Program for Victims of Domestic Violence	10	
Transitional Housing - Other	5	
Supportive Services Only	0	
2 – CoC Participation (up to 16 points)		
100% attendance at SDHHC Quarterly Meetings	6	Percent
75% attendance at SDHHC Quarterly Meetings	3	
Points for agency participation in SDHHC committee(s)	5	Score
Coordinated Entry System Participation Agency staff is active in CES activities	5	
3 - Commits to the use of a Housing First Model (up to 10 points)		
Yes - Following Housing First Model	10	Score
Yes - Commits to Adoption of Housing First Model or Low Barrier Implementation	3	
No Commitment to a Housing First Model or Low Barrier	0	
4 - HMIS Data Quality-Personal Identifying Information APR Q06a: (up to 10 points)		
0-5% error rate over-all score	10	Percent
6-10% error rate over-all Score	3	
Great than 10% error rate over-all score	0	Score
5 – HMIS Data Quality – Universal Data Elements Q06b: (up to 10 points)		
0-5% error rate for any of the 5 measures	10	Percent
6-10% error rate for any of the 5 measures	6	

11-15% error rate for any of 5 measures	2	Score
Great than 15% error rate for any 5 measures	0	
6 - Leveraging (up to 10 points) Applicants must provide documentation via letters of support for leveraging.		
Documented leverage of 175% or more	10	Percent
Documented leverage of 150% to 174%	6	
Documented leverage of 100% to 149%	3	Score
No documented leverage	0	
7 - Funds Expended (up to 10 points) Applicants need to provide screen shots from ELOCS of prior grant expended and current grant expended		
100% expended	10	Percent
90% to 99% expended	6	
85% to 89% expended	3	Score
Initial grant funding not yet received	10	
8 – Housing Stability & Positive Housing Exit Destinations (up to 10 points) APR Q23a,b: applicants		
85% of participants remained or exited to positive destinations	10	Percent
79-85 % of participants remained or exited to positive destinations	5	
74% or less participants remained or exited to positive destinations	0	Score
9 - Program Management (up to 14 points) Applicants are to provide CoC Administrator with documentation of HUD Audits (if applicable) and Annual Performance Reviews are obtained from SAGE.		
No HUD Audit/APR Findings or Concerns	7	Score
No SDHHC Audit/APR Findings or Concerns	7	
For APR <u>not</u> submitted to HUD on time, 5 points are subtracted from final score. Submissions reviewed in SAGE to document timeliness of submission.	-5	
Utilization rate unit Q02. below 80% for months listed on APR (Attach explanation for extenuating circumstances)	-5	

Amount of HUD CoC funding expended during the most recent program year \$_____.

Number of clients _____ and number of households _____ served during the most recent program year.

Exhibit B

South Dakota Statewide Continuum of Care Competition Timeline 2018	Due Date	Organization Responsible
<u>APPLICATION DEVELOPMENT</u>		
NOFA RELEASED	Wednesday June 20, 2018	PROJECTS
DEVELOP PROJECTS/APPLICATIONS	Ongoing	SDHHC
MOST CURRENT ANNUAL PERFORMANCE REPORTS (APRS) Accepted by HUD FOR ALL INCOMING RENEWAL PROJECTS OBTAINED FROM SAGE	Monday, July 16, 2018	SDHHC
PAC CONVENES TO DEVELOP RANKING TOOL FOR PROJECT APPLICANTS	Tuesday, July 17, 2018	PAC
PRE-APPLICATIONS FOR NEW PROJECTS DUE	Monday, July 23, 2018	NEW PROJECTS
PAC CONVENES TO FINALIZE RANKING TOOL	Tuesday, July 24, 2018	PAC
Project Applications – (first draft) DUE TO SDHDA <i>(5:00 p.m. (CST))</i>	Tuesday, July 31, 2018	New/Renewal Projects
Comments back to applicants on first drafts	Monday, August 6, 2018	SDHDA
FINAL PROJECT APPLICATIONS DUE TO SDHDA <i>(5:00 p.m. (CST))</i> (no later than 30 days before the applications deadline – per HUD)	Tuesday, August 14, 2018	New/Renewal Projects
RELEASE COLLABORATIVE APPLICATION FOR COMMENTS	Wednesday, August 22, 2018	SDHDA
PAC CONVENES TO RANK APPLICATIONS	Tuesday, August 28, 2018	New/Renewal Projects

NOTIFICATION OF APPROVED OR DISALLOWED PROJECT APPLICATIONS (all applicants must be notified, in writing, within 15 days of the application deadline of acceptance, reduction, or rejection – per HUD)	Wednesday, August 29, 2018	PAC
APPEAL PROCESS – appeals to ranking process must be submitted to SDHDA	Wednesday, August 29, 2018 – Wednesday, September 5, 2018	SDHDA
COMMENTS DUE ON COLLABORATIVE APPLICATION	Wednesday, September 5, 2017	Public
Place Consolidated Application on SDHHC website for community and stakeholder review (HUD deadline is 2 days prior to application due date)	Wednesday, September 12, 2018	SDHDA
APPLICATIONS SUBMITTED TO HUD -actual deadline 09/18/2018	Monday, September 17, 2018	SDHDA

SDHHC - SD Housing for the Homeless Consortium
 Development Authority

SDHDA - South Dakota Housing

PROJECT - Applicants for Continuum of Care Homeless Assistance Funding
 Committee

PAC – Policy and Advisory