

**South Dakota Housing for the Homeless Consortium
Policy and Advisory Committee (PAC)
2019 CoC Competition Ranking and Rating Process Tool
As Approved by the PAC – August 2, 2019**

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 2019 NOFA, 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. Using an Evidence-Based Approach.
5. Increasing Employment.
6. Providing Flexibility for Housing First with Service Participation Requirements.

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 are expected to 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 (including match documentation) 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 SDHHC PAC.
3. Meet all HUD eligibility criteria, as outlined in the current year (2019) CoC Program NOFA, the July 2012 CoC Program Interim HEARTH Regulations, and any other official document published by HUD.
4. Meet HUD and SDHHC threshold requirements.

Monitoring Performance of Recipients

The PAC monitors the performance of the CoC recipients on HUD and SDHHC established program parameters, performance goals and project effectiveness on a yearly basis. The PAC reviews Annual Performance Reports (APRs), HMIS data reports, specific data elements and metrics to ensure individuals and families are being served to the greatest extent possible and that programs are effective.

Project performance is evaluated using the following:

- 1) Annual Performance Reports (APRs) for projects,
- 2) Quarterly HMIS data quality reports,
- 3) HIC and PIT count data,
- 4) HUD audits, and
- 5) SDHHC on-site reviews.

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 SDHHC 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 SDHHC. 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 (*Renewal) Applications – Applicants are expected to meet the following threshold requirements. If applicants do not meet threshold requirements, their application will receive negative points.

1. Active participation in SDHHC including attending quarterly meetings
2. Coordinated Entry System participation
3. Housing First/ Low Barrier Approach
4. Documented minimum match
5. Project has reasonable costs per permanent housing exit
6. Project is financially feasible
7. Application is complete and data are consistent (Application materials need to include project administration plan)
8. Data quality at or above 90%
9. Acceptable organizational audit/financial review
10. Documented organizational financial stability

Priority & Ranking of Applicants

All eligible applications will be scored by the Policy and Advisory Committee (PAC), using a scoring system (Attached Exhibit A) informed by HUD's priorities, local priorities and threshold requirements. These scores determine each project's rank in the CoC's application to HUD, and the 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). Scores may also be used to reject applications or to reduce budgets for low-scoring projects.

The measurements listed below are used for the scoring system.

1. Program Type
2. CoC Participation
3. Coordinated Entry System
4. HMIS Data Quality
5. CoC Funds Expended
6. Program Management
7. Project Performance
8. Completion of Application

Before new applications are included in the CoC application, the PAC will ensure there is no duplication of services and that the 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 4-7 on Exhibit A). The scoring system evaluates past performance (of renewal/reallocation applicants) and promotes best practices that will improve the local response to homelessness and align local strategies with national policies and best practices.

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

HMIS and SSO – Coordinated Entry projects will be listed first in Tier 1 because they are required elements of a CoC's system. Application for the Planning Grant will not be ranked.

SDHHC's Priorities

1. Permanent Supportive Housing for Chronic Homeless Individuals and families while including the prioritization of other projects serving persons experiencing chronic homelessness, and the most vulnerable such as low or no income, current or past substance abuse, history of victimization such as domestic violence and/or sexual assault, criminal history, etc.
2. Active participation of projects within SD Housing for the Homeless Consortium and the statewide Coordinated Entry System.
3. Commitment to and utilization of Housing First Approach.
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.
7. Project performance as evidenced by objective criteria including annual performance reports and other HUD provided reports.

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 8, 2019, detailing how and when they will make this change for consideration in the 2019 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 and/or sex trafficking.

New Rapid Re-Housing or Transitional Housing-Rapid Re-Housing Bonus Funding Project for unaccompanied youth aged 24 and under, or who have an unsafe primary nighttime residence and no safe alternative to that residence.

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 finding in Tier 1 and partial funding in Tier 2.

Once the PAC completes the scoring and ranking, they will also 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. Scoring and ranking of project applications is completed by use of Exhibit A.

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 September 11, 2019 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 25, 2019.

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 75 of the 2019 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

Threshold Requirements	Yes	No
Annual Performance Report Submitted on time (documented in E-Snaps)		
Participated in at least 75% of SDHHC meetings and/or events (SDHHC attendance sheet)		
Since January 1, 2019, Agency has accepted at least 50% of CES referrals (HMIS CES Referral Report)		
Operates as housing first/low barrier approach (documented via administrative plan)		
Application is complete and data are consistent, including documented match (also compared with APR)		
Data quality at or above 90% (HMIS data quality report)		
Documented organizational financial stability (year-end financials)		
Project has reasonable costs per permanent housing exit (APR)		
Project is financially feasible (APR and organizational financials)		

1 - Program Type (up to 10 points)	Points	
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 or TH-RRH Program for Homeless Families, Youth, or Individuals	10	
Rapid Rehousing or Transitional Housing – Rapid Rehousing Program for Victims of Domestic Violence and/or sex trafficking	10	
Transitional Housing - Other	5	
Supportive Services Only	0	

TOTAL SCORE		
2 – CoC Participation (up to 10 points)		
	Score	Percentage
100% attendance at SDHHC Quarterly Meetings	6	
75% attendance at SDHHC Quarterly Meetings	2	
Points for agency participation in SDHHC committee(s) please attach an explanation of applicant’s staff participation in SDHHC committees including staff name and committee	4	
TOTAL SCORE		
3 - Coordinated Entry System (up to 20 points)		
Coordinated Entry System Participation – agency staff is active in CES activities including CES training and case conferencing.	5	
Since January 1, 2019, Agency has accepted more than 75% of CES referrals (HMIS CES Referral Report)	10	
Since January 1, 2019, Agency has accepted more than 50% of CES referrals (HMIS CES Referral Report)	0	
Since January 1, 2019, Agency has accepted less than 50% of CES referrals (HMIS CES Referral Report)	-5	
Agency is an access point or agency staff is a regional coordinated for Coordinated Entry.	5	
TOTAL SCORE		
4 - HMIS Data Quality-Personal Identifying Information APR Q06a-6d sum of error percentage: (up to 10 points)		
	Score	Percentage
0-5% error rate over-all score	10	
6-10% error rate over-all score	3	
Great than 10% error rate over-all score	0	
TOTAL SCORE		

5 - Funds Expended (up to 5 points)	Score	Percentage
95% or higher	5	
80% - 94%	0	
79% or lower	-5	
TOTAL SCORE		
6 - Program Management (up to 10 points)		
No HUD Audit/APR Findings or Concerns or any concerns noted were satisfactorily rectified.	5	
No SDHHC Audit/APR Findings or Concerns or any SDHHC finding were satisfactorily rectified.	5	
APR <u>not</u> submitted to HUD on time. Submissions reviewed in SAGE to document timeliness of submission.	-5	
For APR rejected by HUD and not corrected and resubmitted within 30 days. Submissions reviewed in SAGE to document.	-5	
Utilization rate unit Q02. below 85% for months listed on APR (Attach explanation to application materials for extenuating circumstances).	-5	
TOTAL SCORE		
7 – Project Performance (up to 55 points)	Score	Percentage
1. Length of Stay		
PSH—Percentage of leavers that remained in project more than 180 days (APR 22a.1)		
95% and more	20	
85%-94%	15	
75%-84%	10	
65%-74%	5	
55%-64%	0	
RRH—Percentage of participants that took 30 days or less from project entry to lease up (APR 22C)		
80%-100%	20	
60%-79%	15	
40%-59%	10	
20%-39%	5	

	0%-19%	0	
2. Exits to Permanent Housing			
PSH - Percent who remain in or move to PH (23a)			
	95% or higher	25	
	90%-94%	20	
	85%-89%	15	
	80%-84%	10	
	75%-79%	5	
	Less than 75%	0	
RRH - Percent who exit to PH (23a)			
	95% or higher	25	
	90%-94%	20	
	85%-89%	15	
	80%-84%	10	
	75%-79%	5	
	Less than 75%	0	
3. New or Increased Income and Earned Income			
a. PSH Project Stayers: New or increased earned income (APR 19a.1)			
	8% and higher	2.5	
	5%-7%	1.5	
	Less than 5%	0	
b. PSH Project Stayers: New or increased other (non-employment) income (APR 19a.1)			
	50% and higher	2.5	
	25%-49%	1.5	
	Less than 25%	0	
c. PSH Project Leavers: New or increased earned income (APR 19a.2)			
	8% and higher	2.5	
	5%-7%	1.5	
	Less than 5%	0	
c. RRH Project Leavers: New or increased earned income (APR 19a.2)			
	30% and higher	5	
	20%-29%	2.5	
	Less than 20%	0	
d. PSH Project Leavers: New or increased non-employment income (APR 19a.2)			
	50% and higher	2.5	
	25%-49%	1.5	
	Less than 25%	0	
d. RRH Project Leavers: New or increased non-employment income (APR 19a.2)			
	10% and higher	5	
	5%-9%	2.5	
	Less than 5%	0	
TOTAL SCORE			

8 – Completion of Application (0 points)			
Is the application complete and accurate?			
	Yes	0	
	No	-5	
Are all required attachments provided?			
	Yes	0	
	No	-5	
TOTAL SCORE			
9 – New Applications (0 points)			
How many years has the organization been operating?			
DOCUMENTATION MUST BE SUBMITTED TO EVIDENCE THE FOLLOWING			
1. Document the partnerships your agency currently has with mainstream service providers.			
2. Document that the project/program will not duplicate services already being provided in the community.			
3. Document the need for the services being provided.			
4. If applicable, document previous performance in serving survivors of domestic violence.			
5. If applicable, document how this project/program will assist your agency in the ability to house domestic violence survivors and meet safety goals.			
6. Document how this project/program will help the overall performance of the homeless service system, including the ability to ensure flow through the process, allowing clients to enter into permanent housing more rapidly with adequate support.			
7. If applicable, document the services that are tailored to assist domestic violence survivors to reconnect to housing.			
APPLICATION TOTAL SCORE			

Additional Items:

- As documented in the most recent APR, the amount of HUD CoC funding expended during the program year \$_____.
- Number of clients _____ and number of households _____ served during the program year.

Exhibit B

South Dakota Statewide Continuum of Care Competition Timeline 2019	Due Date	Organization Responsible
<u>APPLICATION DEVELOPMENT</u>		
NOFA RELEASED	Tuesday July 3, 2019	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 31, 2019	SDHDA
PAC CONVENES TO DEVELOP RANKING TOOL FOR PROJECT APPLICANTS	Tuesday, July 23, 2019	PAC
PRE-APPLICATIONS FOR NEW PROJECTS DUE	Monday, July 29, 2019	NEW PROJECTS
PAC CONVENES TO FINALIZE RANKING TOOL	Tuesday, July 30, 2019	PAC
Project Applications – (first draft) DUE TO SDHDA <u>(5:00 p.m. (CST))</u>	Thursday, August 8, 2019	New/Renewal Projects
Comments back to applicants on first drafts	Wednesday, August 14, 2019	SDHDA
FINAL PROJECT APPLICATIONS DUE TO SDHDA <u>(5:00 p.m. (CST))</u> (no later than 30 days before the applications deadline – per HUD)	Tuesday, August 27, 2019	New/Renewal Projects
RELEASE COLLABORATIVE APPLICATION FOR COMMENTS	Tuesday, September 3, 2019	SDHDA
PAC CONVENES TO RANK APPLICATIONS	Tuesday- Wednesday, September 10-11 , 2019	New/Renewal Projects

<p>NOTIFICATION OF APPROVED OR DISALLOWED PROJECT APPLICATIONS</p> <p>(all applicants must be notified, in writing, within 15 days of the application deadline of acceptance, reduction, or rejection – per HUD)</p>	<p>Wednesday, September 11, 2019</p>	<p>PAC</p>
<p>APPEAL PROCESS – appeals to ranking process must be submitted to SDHDA</p>	<p>Wednesday, September 11, 2019 – Wednesday, September 25, 2019</p>	<p>SDHDA</p>
<p>COMMENTS DUE ON COLLABORATIVE APPLICATION</p>	<p>Thursday, September 19, 2019</p>	<p>Public</p>
<p>Place Consolidated Application on SDHHC website for community and stakeholder review (HUD deadline is 2 days prior to application due date)</p>	<p>Wednesday, September 25, 2019</p>	<p>SDHDA</p>
<p>APPLICATIONS SUBMITTED TO HUD -actual deadline 09/30/2019</p>	<p>Friday, September 27, 2019</p>	<p>SDHDA</p>

SDHHC - SD Housing for the Homeless Consortium

SDHDA - South Dakota Housing Development Authority

PROJECT - Applicants for Continuum of Care Homeless Assistance Funding

PAC – Policy and Advisory Committee, SD-500 CoC Governing Board