**SC-CHAP – 2016**

**Rules and Procedures**

**for Ranking HUD Applications**

**Guidelines:**

The 2016 competition scoring will be based predominantly on objective criteria taken from HMIS and the applicant’s APR. While applicants will still be required to provide answers in several scoring categories, renewal project scores will be based primarily on project outcomes. Please carefully review all questions and scoring criteria to ensure you have responded appropriately.

SC-CHAP has established the following application priorities and guidelines for determination of project priorities and rankings for the 2016 grant cycle:

1. **NEW (Reallocated) AND RENEWAL** projects that address priorities in the HUD NOFA will be considered.
2. If projects submitted exceed the eligible amount, projects will be ranked based on SC-CHAP and HUD priorities by the Independent Grant Review Team.

**Review Process and Timelines:**

For all projects, the RFP information requested MUST be received at the United Way offices by **12:00 noon on August 5, 2016**. SC-CHAP’s CoC Coordinator will conduct an initial review of all proposals to ensure required documents are complete and the application is consistent with the RFP’s minimum requirements (attendance, page limits, pitch, etc.). The CoC and HMIS Coordinators will score each project based on the project’s performance outcomes. Data for outcomes scoring will be taken directly from the HMIS and project APR’s. Once initial review and project outcome scoring is complete, applications will be submitted to an Independent Grant Review Team (IGRT). The IGRT will review HUD priorities, application materials/information submitted and outcome scoring and affirm ranking. **NOTE: ALL questions must be addressed and required attachments MUST be submitted for the application to be deemed complete. Incomplete or late applications will NOT be considered eligible for funding.**

**Criteria for Project Review:**

SC-CHAP will utilize the following primary categories in the review of all complete project proposals. These scores will be based on review of application materials, performance outcome measures as outlined in the Project Renewal and Reallocated Scoring and Ranking – 2016.

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|  **Criterion** | **Maximum Points**  |
| 1. Agency Track Record
 | 5 |
| 2. Mainstream Resources and Employment | 15 |
| 3. Housing Performance | 30 |
| 4. Financial Performance | 20 |
| 5. HMIS Performance | 20 |
| 6. CoC Participation | 10 |
| 7. Bonus Points | 15 |
| **TOTAL** | 115 |

Project scoring will be outcome driven and evidence based using data from HMIS and project APR’s. It should also be noted that scoring takes into consideration project population and those hardest to serve.

**Application forms and Materials**:

The application form entitled **“HUD - CONTINUUM OF CARE HOMELESS ASSISTANCE 2016 PROJECT APPLICATION.**

**Requirements for New (Reallocated) /Renewal Project Applications**:

**New or Reallocated** projects will be required to submit all of the following materials:

1. One original and 10 copies of the completed RFP.
2. One set of the following attachments:

	1. Agency financial policies and procedures manual
	2. Agency minutes of the past three (3) governing Board meetings and list of Board of Directors (NEW GRANTEES ONLY)
	3. MATCH – Matching amounts and sources of Funding – Note: **HUD is requiring 25% Match for both services and administration**
		1. Source and amount cannot already have been committed as match for another state/federal program
		2. Match must be provided during the HUD grant term
		3. Match must be used for only eligible activities of the grant
		4. Match must be used for HUD eligible clients
		5. Match must be documented in the same way that a HUD dollar would be
		6. There is no prohibition of this source to be used as match
		7. If you are using another grant to meet the HUD match, you must attach a copy of the award letter
		8. In-kind match is acceptable. Proof of in-kind match must be submitted.
	4. Fair Housing Policy
	5. **Detailed** project budget. This must include all line items and a breakdown of expenditures.

**Renewal** projects will be required to submit all of the following materials:

1. One original and 10 copies of the completed RFP.
2. MATCH – Matching amounts and sources of Funding – **Note: HUD is requiring 25% Match for both services and administration**
	1. Source and amount cannot already have been committed as match for another state/federal program
	2. Match must be provided during the HUD grant term
	3. Match must be used for only eligible activities of the grant
	4. Match must be used for HUD eligible clients
	5. Match must be documented in the same way that a HUD dollar would be
	6. There is no prohibition of this source to be used as match
	7. If you are using another grant to meet the HUD match, you must attach a copy of the award letter
	8. In-kind match is acceptable. Proof of in-kind match must be submitted.**.**
3. **Detailed** project budget. This must include all line items and a breakdown of expenditures.
4. Fair Housing Policy

**RFP Formatting Requirements**:

1. Attachments: Other than the information specifically requested, no other attachments will be accepted (brochures, business cards, letters of support, videos, or other items not specifically requested above. Only one (1) set of attachments should be provided.
2. Number of Copies: The new project applicant must submit one (1) original and ten (10) copies of the application. Only one (1) set of attachments is required. Renewal applicants must submit one (1) original and ten (10) copies of the application. Your responses to all questions cannot exceed two (2) pages and shall be no less than 11 pitch.

**Due Date for Application for Funding**:

Completed applications with attachments are due no later than 12:00 noon on August 5, 2016

**Submission of Completed Applications**:

All completed applications along with required attachments should be submitted no later than the due date to:

Joanie Covert, SC-CHAP CoC Coordinator

100 S. Jefferson Avenue, 3rd Floor

Saginaw, Michigan 48607

**Note: Incomplete or late applications will not be considered eligible for funding.**

**Questions/Additional Information**:

For any additional information or if you have questions, please contact Joanie Covert at 989-776-0570 or e-mail at jcovert@unitedwaysaginaw.org

HUD 2016 COMPETITION TIMELINES

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| Process Step | Due Date |
| Intent to Apply  | July 14, 2016 5:00 p.m. |
| Project Application | August 5, 2016 – 12:00 noon |
| Rating/Ranking of Grants –IGRT | August 16, 2016 |
| Notify Applicants of IGRT Results | August 17, 2016 |
| Applicant Appeal | August 19, 2016 |
| Project Application Upload into eSnaps | September 7  |
| Saginaw City Council Approval | August 22 |
| Exhibit 1 and Priority Listings Due in eSnaps | September 14 |

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| HUD PROJECT RENEWAL AND PROJECT REALLOCATION SCORING - 2016 |

**NOTE: Percentages for scoring will not be rounded**

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| PROJECT THRESHOLD FOR NEW AND REALLOCATED PROJECTS – AGENCY CAPACITY – NO POINTS |
| 1. Explain how this project meets HUD criteria
2. Give a brief background which demonstrates your capacity and experience in handling a project of this size
3. Explain how the agency has a commitment to this project
4. How quickly will you have your project up and running at full capacity
5. List key staff responsible for implementing the project and their roles
6. How many beds in your project are dedicated for the Chronically Homeless?
7. How many beds in your project are available for Chronically Homeless through turnover?

NOTE: Use the remainder of this sheet and only one (1) additional sheet to respond to these questions |

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| AGENCY TRACK RECORD - Applies to ALL PROJECTS – 5 Points |
|  | Scoring range and possible pointsYes = 0 No  |
| 1. In the past three (3) years has your agency:
	1. Had any independent financial audits reflecting significant deficiencies
	2. Lost a HUD homeless service contract due to performance
	3. Had to return money spent to HUD
	4. Received notification from HUD that your agency is not getting up and running within contract’s normal homeless program parameters (slow starter criteria)
 | ( ) Yes ( ) No 2pts( ) Yes ( ) No 1 pt( ) Yes ( ) No 1 pt( ) Yes ( ) No 1 pt |

**Project Threshold Responses: Use this space and only one additional page to respond.**

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| 1. MAINSTREAM RESOURCES AND EMPLOYMENT - Applies to ALL PROJECTS

Value = 15 Points Total*Reporting period: Project APR**Desired Outcome: An increase in the percent of adults who gain/increase employment or non-employment cash income* |
|  | Scoring range and possible points |
| 1. Total Cash Income
2. Changes in total cash income for leavers with one or more sources of cash income.
3. Changes in total cash income for stayers with one or more sources of cash income

 | Leavers:81% - 100%: 4 points61% - 80%: 3 points41% - 60%: 2 points21% - 40%: 1 pointsBelow 21%: 0 pointsStayers:50%- 100%: 2 points20% - 49%: 1 pointsBelow 20%: 0 points |
| 1. Non-Employment Cash Income a. Changes in non-employment cash income for leavers.  b. Changes in non-employment cash income for stayers.
 | Leavers:81% - 100%: 4 points61% - 80%: 3 points41% - 60%: 2 points21% - 40%: 1 pointsBelow 21%: 0 pointsStayers:70% - 100%: 2 points40% - 69%: 1 pointsBelow 40%: 0 points |
| 1. Employment a. Change in employment income for leavers.  b. Changes in employment income for stayers.
 | Scale for TH, PH, RRH, SSOLeavers:20% - 100%: 2 points10% - 19%: 1 pointsBelow 10%: 0 pointsStayers:10% - 100%: 1 pointsBelow 10%: 0 pointsScale for SH OnlyLeavers:5% - 100%: 2 points3% - 4%: 1 pointsBelow 3%: 0 pointsStayers:2% - 100%: 1 pointsBelow 2%: 0 points |

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| 1. HOUSING PERFORMANCE

Value = 30 Points *Reporting period: Project APR* |
|  PERMANENT HOUSING (PH) and RAPID REHOUSING (RRH) PROJECTS | Scoring range and possible points |
| 1. Retention in Permanent Housing: Percentage of participants who either remain in the PH project as of the end of the reporting period, or who have exited to another permanent housing destination.
 | 95% - 100%: 25 points90% - 94%: 20 points85% - 89%: 15 points80% - 84%: 10 points75% - 79%: 5 pointsBelow 75%: 0 points |
| 1. Occupancy Rates: Overall average occupancy rates for reporting period
 | 90% - 100%: 5 points75% - 89%: 3 pointsBelow 75%: 0 points |

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| TRANSITIONAL HOUSING (TH) PROJECTS | Scoring range and possible points |
| 1. Exits to Permanent Housing: Percentage of participants who exit the program to a permanent housing destination.
 | 85% - 100%: 25 points80% - 84%: 20 points75% - 79%: 15 points70% - 74%: 10 points65% - 69%: 5 pointsBelow 65%: 0 points |
| 1. Occupancy Rates: Overall average occupancy rates for reporting period
 | 90% - 100%: 5 points75% - 89%: 3 pointsBelow 75%: 0 points |

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| SUPPORTIVE SERVICES ONLY (SSO) PROJECTS | Scoring range and possible points |
| 1. Exit to Permanent Housing: Percentage of participants who exit the program to a permanent housing destination.
 | 85% - 100%: 15 points80% - 84%: 12 points75% - 79%: 9 points70% - 74%: 6 points65% - 69%: 3 pointsBelow 65%: 0 points |
| 1. Exit to Positive Housing Destination:Includes any destination except:a. Emergency Shelterb. Jailc. Hotel/Moteld. Safe Havene. Staying w/friends/family (temporary tenure)
 | 85% - 100%: 15 points80% - 84%: 12 points75% - 79%: 9 points70% - 74%: 6 points65% - 69%: 3 pointsBelow 65%: 0 points |

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| SAFE HAVEN (SH) PROJECTS | Scoring range and possible points |
| 1. Exit to Permanent Housing or Care Setting: Percentage of participants who exit the program to a permanent housing destination or specialized care setting
 | 85% - 100%: 25 points80% - 84%: 20 points75% - 79%: 15 points70% - 74%: 10 points65% - 69%: 5 pointsBelow 65%: 0 points |
| 1. Occupancy Rate
 | 90% - 100%: 5 points75% - 89%: 3 pointsBelow 75%: 0 points |

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| 1. FINANCIAL PERFORMANCE

Value = 20 Points *Reporting period: Most recently completed project year* |
|  | Scoring range and possible points |
| 1. Project Spend Down at Grant Expiration
 | 95% - 100%: 15 points90% - 94%: 10 points85% - 89%: 5 pointsBelow 85%: 0 points |
| 1. Housing Services (rent, utilities) to Service Details: Percentage of project budget for housing activities.
 | 90% - 100% 5 points80% - 89% 4 points70% - 79% 3 points60% - 69% 2 points50% - 59% 1 pointsBelow 50% 0 points |

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| 1. HMIS PERFORMANCE

Value = 20 Points *Reporting period: Project APR* |
|  | Scoring range and possible points |
| 1. Data Timeliness - ≤10%:

Upon entry into agency program, client data must be entered into HMIS ≤7 calendar daysUpon exit from agency program, client exit must be entered into HMIS ≤7 calendar days | Meets 5 points |
| 1. Data Completeness ≤ 5% (HMIS/APR Data Used to Determine Compliance):
* Null/missing values
* Client don’t know/refused responses (Universal Data Elements)
	+ Name or Client ID
	+ SS (last 4 digits)
	+ DOB
	+ Race
	+ Ethnicity
	+ Gender
	+ Veteran Status
	+ Disabling Condition
	+ Residence Prior to Program Entry
	+ Destination
	+ Relationship to Head of Household
	+ Client Location
	+ Length of Time on Street, in an ES or Safe Haven
 | 100% 15 points99% 14 points98% 13 points97% 12 points96% 11 points95% 10 points94% 9 points93% 8 points92% 7 points91% 6 points90% 5 pointsBelow 90% 0 points |

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| 1. CoC PARTICIPATION

Value = 10 Points *Reporting period: 1/1/2015 – 12/31/2015* |
|  | Scoring range and possible points |
| 1. Attended at least 75% of all full membership meetings based on previous calendar
 | 75% - 100%: 4 pointsBelow 75%: 0 points  |
| 1. Committees: Served on at least one and attended at least 75% of the meetings based on previous calendar year
 | 75% - 100%: 4 pointsBelow 75%: 0 points  |
| 1. Participated in the Point In Time Count Planning
 |  1 Points |
| 1. Participated in the Point in Time Count Outreach
 |  1 Points |

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| 1. BONUS POINTS

Value = 15 Points  |
|  | Scoring range and possible points |
| 1. Increased dedicated CH Beds
 | 1 Points |
| 1. Increased the number of non-dedicated beds for use by persons experiencing chronic homelessness
 | 1 Points |
| 1. Low Barrier Housing
 | 1 Points |
| 1. Project Reallocation to PSH or RR
 | 2 |
| 1. Population Served. The CoC acknowledges that agencies serve diverse populations and some outcomes are harder to achieve because of the severity of service needs for those populations. Bonus points are awarded for programs that cater to those hardest to serve with the highest risk factors (no income, substance use disorder, criminal record, DVV, LGBTQ, chronic health, behavioral or mental health challenges or functional impairments requiring significant support) .
	1. Chronically Homeless
	2. Families w/Children
	3. Youth
	4. Domestic Violence Victims
	5. Veterans
 | ( ) 1 Point( ) 1 Point( ) 1 Point( ) 1 Point( ) 1 Point |
| 1. Reduction in Homelessness/Recidivism
 | 0 to 20% 5 Points21% - 25% 3 Points26% - 30% 1 point>31% 0 Points |

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| 1. HMIS Project Scoring

Value = 115 Points  |
|  | Scoring range and possible points |
| 1. HMIS Policies and Procedures in Place
 | 15 Points |
| 1. HMIS Governance Charter in Place
 | 20 Points |
| 1. HIC, PIT reports submitted on time to HUD
 | 15 Points |
| 1. Bed Coverage meets HUD standards of 86% or higher for inclusion on the HIC
 | 10 Points |
| 1. Data Quality meets HUD standards as evidenced by data inclusion in the AHAR
 | 20 Points |
| 1. Required HMIS Reporting Done: APR, AHAR, System Measures, HIC, PIT
 | 20 Points |
| 1. Financial Performance – Project Spend Down
 | 95% - 100%: 15 points90% - 94%: 10 points85% - 89%: 5 pointsBelow 85%: 0 points |

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| 1. TIE BREAKERS
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| First Tie Breaker - All Projects EXCEPT Supportive Service Only Grants |  |
| 1. Overall Average Occupancy – Project overall average occupancy will be used
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| Second Tie Breaker – All Projects |  |
| 1. Exits to Permanent Housing
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| Third Tie Breaker – All Projects |  |
| 1. Project Spend Down – Actual percent of spend down
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