**SC-CHAP – 2017**

**Rules and Procedures**

**for Ranking HUD Applications**

**Guidelines:**

The 2017 competition scoring will be based predominantly on objective criteria taken from HMIS and the applicant’s APR. While applicants may still be required to provide answers in several scoring categories, renewal project scores will be based on project outcomes. Please carefully review these rules and procedures to ensure a complete application.

SC-CHAP has established the following application priorities and guidelines for determination of project priorities and rankings for the 2017 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 Project Application and attachments requested MUST be received in the prescribed methods outlined further in this document by **12:00 noon on August 24th, 2017)**. 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 these instructions. The CoC and HMIS Coordinators and one non-granted Board member 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 submissions must be completed in the prescribed manner along with required attachments 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 – 2017.

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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 **“Project Application” (Exhibit 2) in eSNAPS**

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

**New or Reallocated:**

1. The completed Project Application must be submitted electronically to the CoC Coordinator pursuant to the instructions in eSNAPS. One PDF copy of the application must be submitted to the CoC Coordinator via e-mail.
2. One set of the following documentation (see formatting requirements for attachments):   
   1. Agency financial policies and procedures manual
   2. Agency minutes of the past three (3) governing Board meetings
   3. List of agency Board of Directors
   4. Fair Housing Policy
   5. Respond to the section(s) entitled “PROJECT THRESHOLD FOR NEW AND REALLOCATED PROJECTS – AGENCY CAPACITY” and “AGENCY TRACK RECORD” on Page 5 of these instructions. **Do not exceed one (1) typewritten page**.
3. New projects will be placed in Tier 2 unless otherwise deemed by the Board. However, the Independent Grant Review Team will determine its ranking in Tier 2 based on application submitted and a face to face interview with the applicant.
4. Match Amounts and Sources of Funding:  
   1. **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.**

**Renewal:**

1. The completed Project Application must be submitted electronically to the CoC Coordinator pursuant to the instructions in eSNAPS. One PDF copy of the application must be submitted to the CoC Coordinator via e-mail.
2. One set of the following documentation (see formatting requirements for attachments):   
   1. Agency financial policies and procedures manual
   2. Fair Housing Policy
   3. Respond to the section entitled “AGENCY TRACK RECORD” on Page 5 of these instructions. **Do not exceed 1 typewritten page**.
3. Match Amounts and Sources of Funding:  
   1. **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 provide a copy of the award letter**
      8. In-kind match is acceptable. **Proof of in-kind match must be submitted.**

**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).
2. Number of Copies: Project applicant must submit one (1) application via eSNAPS and one (1) PDF version of the project application via e-mail. One (1) **HARD COPY** of attachments is required. Hard copies must be submitted to the CoC Coordinator with a cover sheet stating:  
   1. Name of Agency
   2. Name of Program(s)

Match documentation must be clearly marked with the project name for which it applies.

**Due Date for Application for Funding**:

Completed applications and attachments are due no later than 12:00 noon on August 24th, 2017

**Submission of Completed Applications**:

Completed eSNAPS applications are to be submitted directly from eSNAPS. PDF copy(ies) of eSNAPS application(s) are to be sent to [jcovert@unitedwaysaginaw.org](mailto:jcovert@unitedwaysaginaw.org). HARD COPIES of all attachments required are to be submitted to the address below.

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.** **Your application will not be deemed completed until all submission requisites have been met.**

**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](mailto:jcovert@unitedwaysaginaw.org)

HUD 2017 COMPETITION TIMELINES

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| Process Step | Due Date |
| Intent to Apply | August 7, 2017 – 5:00 p.m. |
| Project Application | August 24, 2017 – 12:00 Noon |
| Rating/Ranking of Grants –IGRT | Week of August 28 or September 4, 2017 |
| Notify Applicants of IGRT Results | 1 Days following IGRT |
| Applicant Appeal | 2 Days following applicant notification |
| Project Application FINAL Upload into eSnaps | August 28, 2017 |
| Saginaw City Council Approval | September 18, 2017 |
| Exhibit 1 and Priority Listings Due in eSnaps | September 28, 2018 |

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| HUD PROJECT RENEWAL AND PROJECT REALLOCATION SCORING - 2017 |

**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? |

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| AGENCY TRACK RECORD - Applies to ALL PROJECTS – 5 Points | |
|  | Scoring range and possible points  Yes = 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 |

**The remainder of this document will be scored by the CoC Coordinator and HMIS System Administrator. Do not respond to any of the sections that follow. They were included in these instructions as information only for the applicants on outcomes scoring.**

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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 points  61% - 80%: 3 points  41% - 60%: 2 points  21% - 40%: 1 points  Below 21%: 0 points  Stayers:  50%- 100%: 2 points  20% - 49%: 1 points  Below 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 points  61% - 80%: 3 points  41% - 60%: 2 points  21% - 40%: 1 points  Below 21%: 0 points  Stayers: 70% - 100%: 2 points  40% - 69%: 1 points  Below 40%: 0 points |
| 1. Employment  a. Change in employment income for leavers.    b. Changes in employment income for stayers. | Scale for TH, PH, RRH, SSO  Leavers:  20% - 100%: 2 points  10% - 19%: 1 points  Below 10%: 0 points  Stayers:  10% - 100%: 1 points  Below 10%: 0 points  Scale for SH Only  Leavers:  5% - 100%: 2 points  3% - 4%: 1 points  Below 3%: 0 points  Stayers:  2% - 100%: 1 points  Below 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 points  90% - 94%: 20 points  85% - 89%: 15 points  80% - 84%: 10 points  75% - 79%: 5 points  Below 75%: 0 points |
| 1. Occupancy Rates: Overall average occupancy rates for reporting period | 90% - 100%: 5 points  75% - 89%: 3 points  Below 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 points  80% - 84%: 20 points  75% - 79%: 15 points  70% - 74%: 10 points  65% - 69%: 5 points  Below 65%: 0 points |
| 1. Occupancy Rates: Overall average occupancy rates for reporting period | 90% - 100%: 5 points  75% - 89%: 3 points  Below 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 points  80% - 84%: 12 points  75% - 79%: 9 points  70% - 74%: 6 points  65% - 69%: 3 points  Below 65%: 0 points |
| 1. Exit to Positive Housing Destination:  Includes any destination except: a. Emergency Shelter b. Jail c. Hotel/Motel d. Safe Haven e. Staying w/friends/family (temporary tenure) | 85% - 100%: 15 points  80% - 84%: 12 points  75% - 79%: 9 points  70% - 74%: 6 points  65% - 69%: 3 points  Below 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 points  80% - 84%: 20 points  75% - 79%: 15 points  70% - 74%: 10 points  65% - 69%: 5 points  Below 65%: 0 points |
| 1. Occupancy Rate | 90% - 100%: 5 points  75% - 89%: 3 points  Below 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 points  90% - 94%: 10 points  85% - 89%: 5 points  Below 85%: 0 points |
| 1. Housing Activities (rent, utilities, operations) to Service Details (case management): Percentage of project budget for housing activities. | 90% - 100% 5 points  80% - 89% 4 points  70% - 79% 3 points  60% - 69% 2 points  50% - 59% 1 points  Below 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 days  Upon 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 points  99% 14 points  98% 13 points  97% 12 points  96% 11 points  95% 10 points  94% 9 points  93% 8 points  92% 7 points  91% 6 points  90% 5 points  Below 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 points  Below 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 points  Below 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 Points  21% - 25% 3 Points  26% - 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 points  90% - 94%: 10 points  85% - 89%: 5 points  Below 85%: 0 points |

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