

# SC-CHAP – 2022 Rules and Procedures for Ranking HUD Applications

## Guidelines:

The 2022 competition scoring will be based predominantly on objective criteria taken from HMIS and the applicant's APR or for Domestic Violence provider, a comparable data base. 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 2022 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 Grants, Planning and Housing Committee.

## Review Process and Timelines:

For all projects, the Intent to Apply must be submitted to the CoC Coordinator by **5:00 p.m. on August 30, 2022**. The Project Application and attachments requested MUST be received by the date listed in the timeline at the end of this document. It must be submitted in the prescribed methods outlined further in this document. 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 will score each project based on the project's performance outcomes. Data for outcomes scoring will be taken directly from the HMIS (or DV compatible system) and project APR's. Once initial review and project outcome scoring is complete, applications will be submitted to the Grants, Planning and Housing Committee. Only committee members that represent a non-HUD funded agency will participate. The Committee 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 – 2022.

<b>Criterion</b>	<b>Maximum Points</b>
1. Agency Track Record	5
2. Financial Performance	20
3. CoC Participation	10
4. Bonus Points	15
5. HMIS Performance	115
6. HMIS Quality/Scorecard	34
7. Project Performance/Scorecard	66
<b>TOTAL</b>	<b>265</b>

SCCHAP scorecard templates are below and show specific scoring details for each project type.

Project scoring will be outcome driven and evidence based using data from HMIS and project APR's (DV comparable data base). 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/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):
  - a. Agency financial policies and procedures manual
  - b. Agency minutes of the past three (3) governing Board meetings
  - c. List of agency Board of Directors
  - d. Fair Housing Policy
  - e. 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 Grants, Housing and Planning Committee 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:
  - a. **HUD is requiring 25% Match for both services and administration**
    - i. Source and amount cannot already have been committed as match for another state/federal program
    - ii. Match must be provided during the HUD grant term
    - iii. Match must be used for only eligible activities of the grant
    - iv. Match must be used for HUD eligible clients
    - v. Match must be documented in the same way that a HUD dollar would be
    - vi. There is no prohibition of this source to be used as match
    - vii. If you are using another grant to meet the HUD match, **you must attach a copy of the award letter**
    - viii. 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):
  - a. Agency financial policies and procedures manual
  - b. Fair Housing Policy

- c. 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:
    - a. **HUD is requiring 25% Match for both services and administration**
      - i. Source and amount cannot already have been committed as match for another state/federal program
      - ii. Match must be provided during the HUD grant term
      - iii. Match must be used for only eligible activities of the grant
      - iv. Match must be used for HUD eligible clients
      - v. Match must be documented in the same way that a HUD dollar would be
      - vi. There is no prohibition of this source to be used as match
      - vii. If you are using another grant to meet the HUD match, **you must provide a copy of the award letter**
      - viii. 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:
  - a. Name of Agency
  - b. 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 **5:00 p.m. on September 9, 2022.**

**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 [eriley@unitedwaysaginaw.org](mailto:eriley@unitedwaysaginaw.org).

**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 Erin Riley at 989-776-0560 or e-mail at [eriley@unitedwaysaginaw.org](mailto:eriley@unitedwaysaginaw.org).

## HUD 2022 COMPETITION TIMELINES

<u>Process Step</u>	<u>Due Date</u>
HMIS Data Clean Up Deadline	Wednesday, August 24 by 5:00 p.m.
Scorecards completed by HIMS Administrator	August 25- September 9
Intent to Apply	Wednesday, August 31 by 5:00 p.m.
Project Application from eSNAPS	Friday, September 9 by 5:00 p.m.
Project Application FINAL Upload into eSNAPS	Friday, September 9 by 5:00 p.m.
Saginaw City Council Approval	? TBD – Ask Kanah
Scoring/Ranking of Grants	September 12-14
Notify Applicant of Results	Thursday, September 15
Applicant Appeal	Monday, September 19
Post CoC Application, including the attachments, and the Priority Listing, and notify community members and key stakeholders that the CoC Consolidated Application is available, on website	Tuesday, September 27
Exhibit 1 and Priority Listings Due in eSNAPS	Friday, September 30

**HUD PROJECT RENEWAL AND PROJECT REALLOCATION SCORING - 2022**

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

PROJECT THRESHOLD FOR NEW AND REALLOCATED PROJECTS – AGENCY CAPACITY – NO POINTS
<ol style="list-style-type: none"> <li>1. Explain how this project meets HUD criteria</li> <li>2. Give a brief background which demonstrates your capacity and experience in handling a project of this size</li> <li>3. Explain how the agency has a commitment to this project</li> <li>4. How quickly will you have your project up and running at full capacity</li> <li>5. List key staff responsible for implementing the project and their roles</li> <li>6. How many beds in your project are dedicated for the Chronically Homeless?</li> <li>7. How many beds in your project are available for Chronically Homeless through turnover?</li> </ol>

1. 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:	( ) Yes	( ) No 2pts
a. Had any independent financial audits reflecting significant deficiencies	( ) Yes	( ) No 1 pt
b. Lost a HUD homeless service contract due to performance	( ) Yes	( ) No 1 pt
c. Had to return money <u>spent</u> to HUD	( ) Yes	( ) No 1 pt
d. 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 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.**

2. FINANCIAL PERFORMANCE Value = 20 Points <i>Reporting period: Most recently completed project year</i>	
	Scoring range and possible points
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

3. CoC PARTICIPATION Value = 10 Points <i>Reporting period: 1/1/2021 – 12/31/2021</i>	
	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
2. 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
3. Participated in the Point In Time Count Planning	1 Points
4. Participated in the Point in Time Count Outreach	1 Points

4. BONUS POINTS Value = 15 Points	
	Scoring range and possible points
1. Increased dedicated CH Beds	1 Points
2. Increased the number of non-dedicated beds for use by persons experiencing chronic homelessness	1 Points
3. Low Barrier Housing	1 Points
4. Project Reallocation to PSH or RR	2 Points
5. 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).	
a. Chronically Homeless	( ) 1 Point
b. Families w/Children	( ) 1 Point
c. Youth	( ) 1 Point
d. Domestic Violence Victims	

e. Veterans	( )	1 Point
	( )	1 Point
6. Reduction in Homelessness/Recidivism	0 to 20%	5 Points
	21% - 25%	3 Points
	26% - 30%	1 point
	>31%	0 Points

5. HMIS Project Scoring Value = 115 Points		
	Scoring range and possible points	
1. HMIS Policies and Procedures in Place	15 Points	
2. HMIS Governance Charter in Place	20 Points	
3. HIC, PIT reports submitted on time to HUD	15 Points	
4. Bed Coverage meets HUD standards of 86% or higher for inclusion on the HIC	10 Points	
5. Data Quality meets HUD standards as evidenced by data inclusion in the AHAR	20 Points	
6. Required HMIS Reporting Done: APR, AHAR, System Measures, HIC, PIT	20 Points	
7. Financial Performance – Project Spend Down	95% - 100%:	15 points
	90% - 94%:	10 points
	85% - 89%:	5 points
	Below 85%:	0 points

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	
2. Exits to Permanent Housing	
Third Tie Breaker – All Projects	
3. Project Spend Down – Actual percent of spend down	

HMIS Quality and Project Performance Scorecard templates are attached for your review.