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**2017 HUD Continuum of Care (CoC) Program**

**Project Selection and Ranking Process**

1. **Background**

On July 14, 2017, the U.S. Department of Housing and Urban Development (HUD) released the Notice of Funding Availability (NOFA) for the Fiscal Year 2017 Continuum of Care Program Competition. The NOFA is available by visiting HUD’s website at <https://www.hudexchange.info/programs/e-snaps/fy-2017-coc-program-nofa-coc-program-competition/>. Although the available amount of funding is expected to be sufficient to fund anticipated eligible renewal projects in the 2017 funding process, HUD continues to require Collaborative Applicants to rank all projects in two tiers.

The Kings/Tulare Homeless Alliance (Alliance), which serves as the local Continuum of Care and Collaborative Applicant, is eligible to apply for funding to support housing and services for homeless households. That funding breaks down as follows:

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| Tier 1:  94% of Renewal Amount | $2,000,065 |
| Tier 2:  6% of Renewal Amount | $127,664 |
| Permanent Housing Bonus Amount | $127,664 |
| CoC Planning Grant: | $63,832 |

The Alliance will submit a collaborative application to HUD for competition funds by September 28, 2017.

1. **Project Ranking Policy**

The Alliance will assign a unique rank to each project that it intends to submit to HUD for FY 2017 funding. Each project will be comprehensively reviewed, both new and renewal projects within the geographic area, using the scoring criteria and selection priorities below, to determine the extent to which each project is still necessary and contributes to improving system performance. Funds for projects that do not meet threshold or are determined to be underperforming, obsolete, or ineffective will be reallocated to new projects that meet a community priority and contribute to improving system performance.

The Alliance will use the below component prioritization after scoring all new and renewal projects within the CoC based on the Renewal Project, New Project, SSO Project and HMIS Scoring Criteria.

Within project component, rank will be made according to project score. Projects with equal scores and same project component type will be ranked according to cost efficiency. Projects that are deemed essential to the CoC but which would be at risk of loss of funding if placed in Tier 2, will be ranked at the bottom of Tier 1.

Projects will be ranked in the following order[[1]](#footnote-1):

* HMIS
* SSO for Coordinated Entry
* Permanent Supportive Housing projects
* Rapid Re-housing projects
* All other projects

As HMIS and Coordinated Entry are HUD mandated requirements in order to receive Continuum of Care Program and Emergency Solutions Grant funding, they are strongly recommended as one of the top priorities in Tier 1 in order to secure funding for these authorized activities. HMIS and Coordinated Entry projects will be assessed for performance and spending in alignment with HUD requirements.

In accordance with HUD guidelines, the planning project will not be ranked.

1. **Project Scoring Policy**
2. Threshold Review

A preliminary, quantitative review of each application submitted will be completed by the Alliance. This review will:

* Confirm that application was submitted on time
* Confirm that all required attachments were submitted
* Confirm that the application meets HUD project quality threshold
* Confirm that the application meets certain local threshold requirements
* Confirm matching requirements are met

1. Contribution to System Performance

One of the most important factors in the local scoring process will be a review of a project’s contribution to the improvement of overall system performance. Annual Performance Reports, HMIS data and other measurement tools will be reviewed carefully to ensure that all projects recommended for funding contribute to the improvement of system performance.

All complete, timely, and eligible applications will be scored by the Alliance Rating and Ranking Committee, using the scoring criteria located in the Appendix. Scores will determine each project’s rank in the Alliance’s application to HUD in accordance with Section II of this guidance. Scores may also be used to reject applications or to reduce budgets for low-scoring projects.

Applications received within 24 hours after the due date/time will receive a 5-point score reduction. Late submissions received between 24-48 hours after the due date/time will receive a 10-point score reduction. Late submissions received later than 48 hours after the due date/time will receive 0-points for the local competition. It is the applicant’s responsibility to ensure documents are delivered and received on time.

Total scores for each project are determined by adding up points in each section and then adding any bonus points, if applicable. All projects are judged together, both new and renewals. The scores from each Rating and Ranking committee member is computed and averaged for each project.

Once the committee completes the rating and ranking, the committee may consider the Alliance’s priorities, whether the initial scoring is likely to result in any critical service gaps, whether grantees have a history of returning unspent funds to HUD and strategy related to Tier cut offs and HUD’s selection process, and may make adjustments to budgets and produce the final ranking of projects to be included in the collaborative application. The recommendation of the Rating & Ranking Committee will go to the Alliance’s Board of Directors and Membership for review and final approval.

Projects submitted to HUD in Tier 1 are expected to be funded, provided that the project meets HUD eligibility and threshold requirements. Tier 2 projects will be awarded funds by HUD based on a comparative score computed using the CoC’s FY2017 application competitive score, the rank the Alliance gives to the project, and the project component.

**Applicants will be notified in writing no later than September 12, 2017** of whether they will be included in the application to HUD and the amount to be allocated for each project. This information will also be posted on the Alliance website at www.kthomelessalliance.org no later than 5:00 pm on September 12, 2017.

1. **Using all Available Funds**

If there are a lack of eligible project applications compared to the amount of funding available, additional project applications will be sought from the community. The Alliance will send out a public announcement of undersubscribed funds through its listserv, posting on the website, and sending out via social media portals.

The application deadline for these additional projects will be due as soon as possible upon notification to the public, but in no event later than the submission deadline to HUD.

1. **Rating and Ranking Members**

The Alliance recruits qualified, non-conflicted Rating & Ranking Committee members who are knowledgeable about homelessness and housing in the area and who are broadly representative of the relevant sectors, subpopulations, and geographic areas. The Rating & Ranking Committee will be composed of representatives from a cross-section of groups which might include: Faith-based and non-profit providers of homeless services and housing; housing developers; city representatives; Kings and Tulare County employees; mental health; substance abuse; veteran’s services; and consumers.

Complete guidelines regarding the policies and selection process of Rating and Ranking Members can be found in the Alliance’s Policy and Procedure Manual located on the Alliance’s website at [www.kthomelessalliance.org](http://www.kthomelessalliance.org).

1. **Reallocation Policy**

The Alliance may use the reallocation process to shift funds in whole or part from existing renewal projects to new project applications without decreasing the Alliance’s annual renewal demand. HUD strongly encourages CoCs to take advantage of this option. The funds may be reallocated to develop new permanent supportive housing projects, new rapid re-housing projects, HMIS funds, or Support Services Only (SSO) for Coordinated Entry.

During comprehensive reviews of renewal projects, the Rating and Ranking Committee will use the Ranking Tool and selection priorities to determine the extent to which each project is still necessary and addresses policy priorities (e.g. ending chronic homelessness, etc.). The Committee will reallocate funds to new projects whenever such reallocation(s) would reduce homelessness or address an underserved homeless population. In the event the Committee identifies a renewal project(s) whose funding should not be renewed (or funding should be decreased), the Committee will then determine whether any new proposed projects should be awarded and will proceed with reallocation.

1. **Appeals Process**

If an applicant organization feels it has been unfairly eliminated from either the local or the federal competition, that a decision made by the Rating and Raking Committee regarding the ranking, rejection, or funding of their project was prejudicial, unsubstantiated by project performance, or in violation of the 2017 Rating & Ranking Guidelines, the applying lead agency and sponsor if any may file an appeal according to the process outlined in the Alliance’s Policy and Procedure Manual, which can be found on the Alliance’s website at [www.kthomelessalliance.org](http://www.kthomelessalliance.org).

Any agency desiring to appeal must contact the Alliance via email at [msmith@kthomelessalliance.org](mailto:msmith@kthomelessalliance.org) by **September 18, 2017 at 5:00 pm** to state its intent to appeal. All appeals must be based on the information submitted by the application due date. No new or additional information will be considered. Omissions to the application cannot be appealed.

1. **Assurances**

Project applicants will be required to sign an agreement to the following:

* Applicant will complete the Project Application with the same information as contained in this application unless there were adjustments made during the rating/ranking process. Those adjustments will be included in your project ranking letter and supersede the original application submitted.
* Applicant agrees to participate fully in KTHMIS, the local Homeless Management Information System (HMIS)
* Applicant agrees to fully participate in the Every Door Open, Coordinated Assessment Strategy for Kings/Tulare Counties.
* Applicant understands that HUD funded homeless assistance projects are monitored by the Alliance and may include an annual site monitoring visit, as well as the submission of the program’s most recent Annual Performance Report sent to HUD and their most recent audited financial statement and any management letters if applicable when submitting their application.
* Applicant understands that if funding is awarded they are responsible to inform the Alliance when:
  + Changes to an existing project or change in sub-population served that is significantly different than what the funds were originally approved for, including any budget amendments submitted to HUD
  + Increase/decrease of other funding to the project that could affect projected numbers of participants served, program staffing, performance, etc.
  + Delays in the start-up of a new project
  + Program is having difficulty in meeting projected numbers served or performance outcomes.
* Applicant agrees to execute the following documents and submit as a part of their application to the Rating & Ranking Committee:
  + Kings/Tulare Homeless Alliance Applicant “Hold Harmless” Agreement; and
  + Memorandum of Understanding for HUD Funded Programs.

1. **Timeline**

This list highlights the steps your agency will take to participate in the local NOFA competition. Please take special note of these dates.

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| **July 14, 2017** | **HUD NOFA RELEASED** |
| **July 27, 2017**  10:00 am  Alliance Office  525 W. Center, Ste A  Visalia, CA | **DETERMINING COMMUNITY PRIORITIES: HUD & ESG FUNDING PRIORITIES**  The Alliance Membership will finalize the FY 17/18 funding priorities for HUD CoC and HCD ESG programs. |
| **August 3, 2017**  3:00 – 5:00 pm  Alliance Office  1900 N. Dinuba Blvd #G  Visalia, CA | **COC APPLICANT WORKSHOP**  This workshop provides an overview of the CoC application process, grant funds available, requirements, and key strategies for a successful application in the Rating & Ranking and to HUD. **This is a mandatory workshop for all HUD applicants.** |
| **PROVISIONAL RATING & RANKING TOOL RELEASED**  The provisional tool will be released for public comment. Both local and HUD priorities will be incorporated into the tool. The tool will be released at the Applicant Workshop, sent out via the Alliance Listserv, posted on the website, and via social media portals. |
| **August 9, 2017**  5:00 pm | **COC PROGRAM NOTIFICATION TO RENEW**  All agencies that wish to renew an existing project must confirm via email their intent to renew. Emails must be sent to Machael Smith at [msmith@kthomelessalliance.org](mailto:msmith@kthomelessalliance.org). |
| **August 10, 2017** | **RATING & RANKING TOOL APPROVED**  The Alliance Board will review and approve the 2017 Rating and Ranking tool. Public comments will be reviewed and incorporated into the tool, as appropriate. |
| **August 14-18, 2017** | **APPLICANT PRE-SUBMITTAL MEETINGS**  Applicants will attend a mandatory meeting with the Alliance for an application review prior to submitting for rating & ranking. This intent of this process is to alleviate common application mistakes, answer questions and provide technical assistance. |
| **August 25, 2017**  3:00 pm  Alliance Office  1900 N. Dinuba Blvd #G  Visalia, CA | **APPLICATION SUBMITTAL DEADLINE FOR RATING & RANKING**  Applications will be due to the Alliance, along with required attachments as outlined in the Applicant Selection & Ranking Process materials. Send via email to [msmith@kthomelessalliance.org](mailto:msmith@kthomelessalliance.org) by the submittal deadline.  Complete applications include:   * PDF of the application submitted through e-snaps. * PDF file containing the following items, each separated by a title page: * Most recent APR * LOCCS report showing draws for most recent operating year – or – operating year to date if program is in its first year. * Match letters, or letter indicating when you expect to receive match documentation   Submit one PDF set of the following items per agency:   * PDF of the completed Applicant Profile as submitted through e-snaps * Separate PDF copies of the following items, each separated by a title page: * Most recent Audit, if applicable * Indirect Cost Rate Agreement, if applicable * 501c3, if not on file with the Alliance * Project related MOUs, if not on file with the Alliance: * Kings/Tulare Homeless Alliance Hold Harmless Agreement * Memorandum of Understanding for HUD Funded Programs * HUD Monitoring Letter and all correspondence with HUD, if applicable   **Four (4) hardcopies** of the e-snaps project application only must be delivered to the Alliance office no later than the application submittal deadline. No other documentation will be accepted. |
| **September 6 & 7, 2017** | **Rating & Ranking**  Applicants will meet with the Rating and Ranking Committee. Each applicant will receive an appointment date/time via email no later than August 31, 2017. |
| **September 12, 2017** | **Notification of Funding Recommendations posted on website and sent to applicants in writing** |
| **September 18, 2017**  5:00 pm | **Deadline for Appeals** |
| **September 22, 2017**  5:00 pm | **Deadline for Final Project Application**  Project applications must be uploaded to esnaps and a PDF of the application must be e-mailed to [msmith@kthomelessalliance.org](mailto:msmith@kthomelessalliance.org) with confirmation that the application has been submitted in e-snaps. |
| **September 27, 2017** | **Entire Consolidated Application Submitted to HUD (by Alliance)** |

**Appendix A: 2017 RENEWAL PROJECT Scoring Criteria**

**Appendix B: 2017 NEW PROJECT Scoring Criteria**

**Appendix C: 2017 HMIS PROJECT Scoring Criteria**

**Appendix D: 2017 SSO PROJECT Scoring Criteria**

**Appendix E: Alliance HUD Program Competition Funding Priorities**

**Appendix F: Alliance Standard Performance Measures**

1. Expansion grants will be ranked according to score and community priority, however they will not be placed higher than the qualifying renewal grant. [↑](#footnote-ref-1)