

RURAL NEVADA CONTINUUM OF CARE AND RAAH (CITY OF RENO, CITY OF SPARKS AND WASHOE COUNTY)

FY2017 CONTINUUM OF CARE - RATING AND RANKING PROCESS

The HUD released the Notice of Funding Availability (NOFA) for the 2017 Continuum of Care Program (CoC) Competition on July 14, 2017. The purpose of the funding is to promote a community-wide commitment to the goal of ending homelessness; to provide funding for efforts by nonprofit providers, States, and local governments to quickly re-house homeless individuals, families, persons fleeing domestic violence, and youth while minimizing the trauma and dislocation caused by homelessness; to promote access to and effective utilization of mainstream programs by homeless; and to optimize self-sufficiency among those experiencing homelessness.

HUD expects that the available amount of funding may not be sufficient to fund anticipated eligible renewal projects. In FY 2017, HUD will continue to require Collaborative Applicants to rank all projects, except CoC planning and UFA Costs, in two tiers. Tier 1 is equal to 94 percent of the CoC's FY 2017 Annual Renewal Demand (ARD) provided by HUD. Tier 2 is the difference between Tier 1 and the CoC's ARD plus any amount available for the permanent housing bonus Projects will need to be rated and ranked within two tiers.

CoC's are also eligible to apply for a planning grant which is not ranked in either Tier 1 or 2.

Northern Nevada CoC	Rural Nevada CoC
Annual Renewal Demand Amount \$1,651,750	Annual Renewal Demand Amount \$574,995
Tier 1 = \$1,552,645	Tier 1 = \$540,495
Tier 2 = \$99,105	Tier 2 = \$34,500
Planning: \$53,387	Planning: \$18,834
PH Bonus: \$106,774	PH Bonus: \$37,668

The FY 2016 Appropriations Act established certain requirements for the FY 2016 Competition that HUD will continue to require in the FY 2017 CoC Program Competition:

- a. CoCs cannot receive grants for new projects, other than through reallocation, unless the CoC competitively ranks projects based on how they improve system performance;
- b. HUD is increasing the share of the CoC score that is based on performance criteria; and
- c. HUD will prioritize funding for CoCs that have demonstrated the ability to reallocate resources to higher performing projects.

CoCs may create new projects by using amounts available through the permanent housing bonus or by making funds available through reallocation. The following types of projects may only be created using funds that the CoC has made available through reallocation:

1. CoCs may create new permanent supportive housing projects that meet the requirements of DedicatedPLUS as defined in Section III.A.3.d. of the NOFA or new permanent supportive housing projects where 100 percent of the beds are dedicated to chronic homelessness.
2. CoCs may create new rapid rehousing projects that will serve homeless individuals and families, including unaccompanied youth, who meet the following criteria:
 - a. residing in a place not meant for human habitation;
 - b. residing in an emergency shelter;
 - c. persons meeting the criteria of paragraph (4) of the definition of homeless, including persons fleeing or attempting to flee domestic violence situations;
 - d. residing in a transitional housing project that was eliminated in the FY 2017 CoC Program Competition;
 - e. residing in transitional housing funded by a Joint TH and PH-RRH component project (see Section III.A.3.h. of the NOFA); or
 - f. receiving services from a VA-funded homeless assistance program and met one of the above criteria at initial intake to the VA's homeless assistance system.
3. CoCs may create new Joint TH and PH-RRH component projects as defined in Section III.A.3.h. of the NOFA to better serve homeless individuals and families, including individuals or families fleeing or attempting to flee domestic violence.
4. CoCs may create a new dedicated Homeless Management Information System (HMIS) project for the costs at 24 CFR 578.37(a)(2) that can only be carried out by the HMIS Lead, which is the recipient or subrecipient of an HMIS grant, and that is listed on the HMIS Lead form in the CoC Applicant Profile in e-snaps.
5. CoCs may create a new supportive services only project to develop or operate a new centralized or coordinated assessment system.

CoCs may create new projects through the permanent housing bonus for the following types of new projects:

1. CoCs may create new permanent supportive housing projects that meet the requirements of DedicatedPLUS as defined in Section III.A.3.d. of the NOFA or new permanent supportive housing projects where 100 percent of the beds are dedicated to chronic homelessness.

2. CoCs may create new rapid rehousing projects that will serve homeless individuals and families, including unaccompanied youth, who meet the following criteria:
 - a. Residing in a place not meant for human habitation;
 - b. Residing in an emergency shelter;
 - c. Persons meeting the criteria of paragraph (4) of the definition of homeless, including persons fleeing or attempting to flee domestic violence situations;
 - d. Residing in a transitional housing project that was eliminated in the FY 2017 CoC Program Competition;
 - e. Residing in transitional housing funded by a Joint TH and PH-RRH component project (see Section III.A.3.h. of the NOFA); or
 - f. Receiving services from a VA-funded homeless assistance program and met one of the above criteria at initial intake to the VA's homeless assistance system.
3. CoCs may create new Joint TH and PH-RRH component projects as defined in Section III.A.3.h. of the NOFA to better serve homeless individuals and families, including individuals or families fleeing or attempting to flee domestic violence.

Because new permanent housing projects-permanent supportive housing and rapid rehousing-may be created through either reallocation or the permanent housing bonus, HUD may reclassify new permanent housing projects that a CoC has classified as reallocation or permanent housing bonus if the project would be ineligible for funding because the CoC exceeded either its reallocation or permanent housing bonus amount. New permanent housing projects will be evaluated using the same criteria regardless of whether the CoC has identified them as bonus or reallocation projects.

4. New in the FY 2017 CoC Program Competition, HUD will allow project applicants to apply for a new expansion project under the reallocation process or permanent housing bonus in order to expand existing eligible renewal projects that will increase the number of units in the project, or allow the recipient to serve additional persons. Project applicants that intend to submit a new reallocation or permanent housing bonus project for the purposes of expanding an eligible renewal project must:
 - a. Provide the eligible renewal grant number that the project applicant requests to expand on the new project application;
 - b. Indicate how the new project application will expand units, beds, services, persons served, or in the case of HMIS projects, how the current HMIS grant activities will be expanded for the CoC's geographic area; and
 - c. Ensure the funding request for the new expansion project is within the funding parameters allowed under the reallocation process or permanent housing bonus.

On July 28, 2017, Social Entrepreneurs, Inc., the CoC Coordinator, posted the NOFA on its website and hosted a mandatory meeting for potential new and renewal applications. The CoC has requested new

applications that meet the criteria for a bonus project or that would provide rapid rehousing or permanent supportive housing using reallocated funds.

LOCAL COMPETITION DEADLINES

1. **Project Applications.** All project applications are required to be submitted to the CoC no later than 30 days before the application deadline of September 11, 2017.
2. **CoC Notification to Project Applicants.** The CoC will notify all project applicants no later than 15 days before the 2017 application deadline regarding whether their project applications would be included as part of the CoC Consolidated Application submission.

REVIEW AND OVERSIGHT

HUD expects each CoC to implement a thorough review and oversight process at the local level for both new and renewal project applications submitted to HUD in the FY 2017 CoC Program Competition. To meet this expectation, the CoCs closely reviewed information provided in each project application in order to ensure that:

1. All proposed program participants will be eligible for the program component type selected;
2. The proposed activities are eligible under the 24 CFR part 578;
3. Each project narrative is fully responsive to the question being asked and that it meets all the criteria for that question as required by this NOFA and posted to the FY 2017 Continuum of Care (CoC) Program Competition: Funding Availability page on the HUD Exchange;
4. The data provided in various parts of the project application are consistent; and
5. All required attachments correspond to the attachments list in e-snaps and the attachments contain accurate and complete information, and are dated between May 1, 2017 and September 28, 2017.

All renewal and new projects are required to submit a supplemental application along with their project application. The CoC supplemental application components and narratives serves to: (1) confirm the capacity of agencies to provide CoC funded programs; (2) provide information on program delivery in order to evaluate performance and meeting HUD priorities for scoring and ranking of projects by the Rating and Ranking Committee (RRC); and, (3) provide project level narrative to be utilized in the CoC Program application.

Projects must meet minimum project eligibility, capacity, timeliness, and performance standards. The CoC will review information in the Line of Credit Control System (LOCCS); Annual Performance Reports (APRs); and information derived from desktop and on-site monitoring, including monitoring reports and A-133 audit reports as applicable, as well as performance standards on prior grants, and assess a project on the following criteria using a pass/fail basis:

- Applicant's performance against plans and goals;

- Timeliness standards;
- Applicant’s performance in assisting program participants to achieve and maintain independent living and record of success;
- Financial management accounting practices;
- Timely expenditures;
- Capacity;
- Leveraging and match;
- Outreach strategies; and
- Eligible activities

Elements of the rating and ranking process will include:

- Both NV-501 and NV-502 will utilize HUD’s Rating and Ranking tool which will be pre-populated by APR and ELOCCS data prior to the Committee meeting.
- All renewal and new applications will be reviewed and ranked by an unbiased review panel composed of representatives from neutral (non-applicant) organizations.
- The CoC’s homeless assistance programs are being measured in FY 2017 by performance, serving high need populations, project effectiveness, and other local criteria. Each project applicant will also be asked to report on the following indicators:
 - Exits and retention in permanent housing
 - Returns to homelessness
 - New or increased income and earned income
 - High needs population served (zero income at entry, more than one disability, entering project from place not meant for human habitation)
 - Housing First
 - Monitoring score
 - Utilization
 - CoC and other community coalition participation
- The review panel members will review the Project Applications and Supplemental Application, audits, data from the Project Application Annual Performance Reports and HMIS for renewal projects, as well as overall performance and adherence to HUD performance outcomes, goals and priorities to determine a ranked ordering.
- The rating and ranking will also take into consideration the CoCs Tiering strategy to determine what projects will be placed into Tier 2.
- The rankings will be presented to the Continuum of Care Leadership Council and RNCOC Steering Committee via webinar for approval and a formal vote on September 7, 2017 and September 13, 2017, respectively.
- The ranking process used locally will align with HUD’s process as described in the 2017 NOFA. Points will be assigned to projects in accordance to corresponding criteria assigned by HUD.
- New PSH or RRH projects created through reallocation will be rated and ranked based on the performance of the application quality and responsiveness.
- Projects will be ranked in accordance with HUD’s priority order by project type (e.g. PH, TH, SSO, etc.) applying the methodology described above. Any remaining projects not fitting in the amount allocated under Tier 1 are placed in Tier 2.

The projects will be evaluated on a weighted scale of a possible 100 points for both renewal and new projects. For each section of the application, the RRC members will be asked to assign a score that is based on information in the application and the quantitative review.

Total scores for each project will be determined by adding up points in each section. HMIS, new bonus projects and renewal projects will be scored using its applicable score sheet. The scores from each Rating and Ranking committee member will be computed and the median score for each application will be utilized to enter points for each criteria in the rating tool.

A project rating list will then be generated from highest to lowest average score. Projects scores and CoC priorities will be considered and projects that meet HUD and CoC priorities and that scored well will be ranked and placed into Tier 1 until all Tier 1 funds are allocated. The remaining projects selected for funding will be ranked and placed into Tier 2 until all Tier 2 funds are allocated. Projects that scored well but fell outside the pro rata share are encouraged to re-submit in a future competition.

TIERING AND RANKING:

The CoC must assign a unique rank to each project that it intends to submit to HUD for FY 2017 funding. HUD strongly advises CoCs to rank higher those project applications that the CoC determines are high priority, high performing, and meet the needs and gaps as identified in the CoC.

TIERS:

To ensure that CoCs have the opportunity to prioritize their projects locally in the event that HUD is not able to fund all renewals, HUD requires that CoCs rank projects in 2 tiers. The tiers are financial thresholds. This year Tier 1 is equal to 94% of the CoC's FY2015 Annual Renewal Demand (ARD) approved by HUD on the final HUD-approved Grant Inventory Worksheet (GIW). Tier 2 is the difference between Tier 1 and the CoC's ARD plus any amount available for the permanent housing bonus as described in the NOFA.

HUD PRIORITY ORDER:

Consistent with the FY 2017 HUD CoC Program Competition NOFA, projects will be ranked according to HUD's priority order listed below. Within the rank order established by the CoC on the Priority Listings, HUD will first select projects from Tier 1 in the following order by CoC score:

- **CoC Project Ranking.** Up to 40 points for the CoC's ranking of the project application(s). To more evenly distribute funding across CoCs and take into account the CoCs ranking of projects, point values will be assigned directly related to the CoCs ranking of projects. The calculation of point values will be 40 times the quantity $(1-x)$ where x is the ratio of the cumulative funding requests for all projects or portions of projects ranked higher by the CoC in Tier 2 plus one half of the funding of the project of interest to the total amount of funding available in Tier 2. For example, if a CoC is eligible to apply for projects totaling \$500,000 in Tier 2 and applies for 5 projects ranked in Tier 2 of \$100,000 each: the highest ranked project would receive 36 points and then the subsequently ranked projects would receive 28, 20, 12, and 4 points.
- **Commitment to Housing First.** Up to 10 points for how the permanent housing project application commits to applying the Housing First model. Transitional housing, Joint TH and PH-RRH

component, safe haven, and SSO projects that are not for centralized or coordinated assessment can receive up to 10 points for how the project demonstrates that it is low-barrier, prioritizes rapid placement and stabilization in permanent housing, and does not have service participation requirements or preconditions to entry (such as sobriety or a minimum income threshold). HMIS projects and SSO projects for a centralized or coordinated assessment system will automatically receive 10 points.

RATING AND RANKING MEMBERS:

The Rating and Ranking Committee (RRC) is comprised of RAAH and RNCOC members who are knowledgeable about homelessness and housing in our CoC and who are broadly representative of the relevant sectors, subpopulations, and geographic areas. The RRC is comprised of representatives from a cross-section of groups in RAAH and RNCOC including: private sector, non-profit providers of homeless services and housing; and jurisdiction staff. The RRC is also comprised of members that have no financial or interest in a CoC funded program.

The Rating and Ranking process will take place on August 31, 2017. RRC members will be oriented to the NOFA, the CoC competition, the Rating and Ranking tools and the CoC's priorities. They will rate each application independently. If there is more than a 10-point difference between scores, RRC members will be asked to review scoring and re-score criteria. The median score will be utilized to input into HUD's Rating and Ranking tool to achieve a preliminary Rank. The RRC will then discuss and finalize the Ranking to best meet the priorities of the CoC. The final ranking will be passed on to the respective CoCs as a recommendation to the Steering or Leadership Committees.

APPEALS PROCESS:

The appeals process for FY 2017 funds is as follows:

1. **Written Notice of Intent to Appeal.** With the FY 2017 project application that is submitted through e-snaps by the application deadline, the project applicant must also submit a written notice of intent to appeal. At the time the application and notice of intent to appeal are submitted to HUD through e-snaps, the project applicant must also provide a copy of the notice of intent to appeal to the CoC. The copy should be addressed to the authorized representative from the CoC's designated Collaborative Applicant. Additionally, HUD encourages the project applicant to share a copy of the notice of intent to appeal to the chair of the CoC Board or the Chair of another CoC leadership committee. Once the project applicant submits an appeal, the project applicant is thereafter known as a Solo Applicant.
2. **Evidence Supporting Appeal.** Between September 28, 2017 at 8:00 p.m. eastern time and October 27, 2017 at 8:00 p.m. eastern time, the Solo Applicant must submit any evidence indicating that the CoC did not allow the Solo Applicant to participate in the CoC planning process in a reasonable manner to HUD by email to snapsappeals@hud.gov. Solo Applicants must submit all evidence by email, from the Solo Applicant's organization's email address, on the Solo Applicant's letterhead to HUD and to the authorized representative from the CoC's designated Collaborative Applicant. Additionally, HUD encourages the project applicant to share a copy of the notice of intent to appeal with the chair of the CoC Board or the Chair of another CoC leadership committee.

HUD will only consider one submission from the Solo Applicant. If HUD receives more than one submission from any Solo Applicant, HUD will only consider the first submission it receives and will not review any subsequent submissions; therefore, it is important that the Solo Applicant include all relevant evidence that it intends HUD to consider in its initial submission.

The Solo Applicant should include all evidence that it believes supports its claim that it was not allowed to participate in the CoC planning process in a reasonable manner; however, at a minimum, the evidence submitted to support the appeal request should include the following information:

- a. The notification process used by the CoC to provide public notification of all planning meetings;
- b. The invitation process used by the CoC to invite new members to join the CoC;
- c. The number of CoC planning meetings the Solo Applicant attended between October 1, 2016 and August 1, 2017;
- d. The role the Solo Applicant played as a member of its local CoC;
- e. The portion of the CoC's governance charter containing the collaborative process used to develop and approve the submission of project applications for the FY 2017 CoC Program Competition; and
- f. The selection process used to rate and rank project applications for FY 2017 funds in this NOFA.

In the information submitted to HUD, the Solo Applicant must include documentation that identifies the person to whom within the CoC the evidence was sent and the date on which it was sent.

3. **CoC Response.** No later than 30 days after the date the CoC receives the evidence from the Solo Applicant, the CoC must send a response to HUD with a copy to the Solo Applicant. The CoC must submit its written response by email, from the organization's email address on the organization's letterhead and signed by the authorized representative. If HUD receives more than one written response, HUD will only consider the first response it receives and will not considered any subsequent responses.

The response must include information and documentation that addresses each of the solo applicant's claims that the Solo Applicant was denied the right to participate in the CoC planning process in a reasonable manner. In the information submitted to HUD, the CoC must include documentation that the response was sent to the Solo Applicant and the date on which it was sent.

4. **HUD Decision and Notification of Decision.** HUD will review the evidence submitted by the Solo Applicant and the written response from the Collaborative Applicant to determine whether the Solo Applicant was permitted to participate in the CoC's planning process in a reasonable manner.
 - a. If the CoC fails to submit a written response, then HUD will consider the evidence submitted by the Solo Applicant to make its decision. HUD will also consider whether the Solo Applicant

complied with 24 CFR 578.35 and with the requirements and guidance established in this NOFA.

- b.** If HUD finds that the Solo Applicant was permitted to participate in the CoC's planning process in a reasonable manner, the Solo Applicant will not receive funding for its project application.
- c.** If HUD finds that the Solo Applicant was not permitted to participate in the CoC's planning process in a reasonable manner, HUD will review the project application to determine whether it meets the quality and eligibility thresholds set forth in this CoC Program NOFA. If the project meets all quality and eligibility thresholds, the Solo Applicant will receive funding directly from HUD for the project. However, because a CoC is prohibited from receiving more total funding than was awarded in the CoC Program Competition, HUD will reduce or eliminate funding for the awarded project(s) listed at the bottom of the CoC's Priority Listing for FY 2017 funds until the CoC's total FY 2017 award amount, including the Solo Applicant's project, is within the total award amount originally approved by HUD.
- d.** HUD will provide written notification, by email, of its decision to the authorized representative from the CoC's designated Collaborative Applicant and the Solo Applicant within 60 days of the date of the receipt of the Collaborative Applicant's response. Where the CoC failed to submit a response, HUD will provide written notification within 90 days of its receipt of the evidence submitted by the Solo Applicant. The CoC's designated Collaborative Applicant should share HUD's written notification with the CoC and the CoC Board or other relevant CoC leadership committee or workgroup. If HUD determines that the Solo Applicant will receive funding, then HUD will consider the project application for funding in the FY 2017 CoC Program Competition in accordance with the review standards set forth in this NOFA. HUD will also provide the list of project(s) whose funding will be reduced or eliminated to accommodate the Solo Applicant's project in the notification sent to the CoC