TABLE OF CONTENTS

I. Purpose of this Document

CoC Projects are reviewed, scored and ranked to ensure Spokane's Continuum of Care is strategically allocating resources across funding sources in a way that aligns with Spokane's Homeless Plan goals and The Federal Plan Opening Door's goals of ending homelessness. The purpose of this document is to detail the procedures for reviewing, scoring and ranking CoC Project applications prior to renewal.

II. Application Process

All renewal contracts are required to complete a separate renewal application. Agencies receiving multiple grants through the Continuum of Care (CoC) Program will be required to submit individual renewal applications for each grant. Projects will be ranked using two components: (1) Project accessibility & services provided and (2) Project Performance Report. Applications will be scored (100 points possible) and ranked by members of the Continuum of Care (CoC) Board RFP & Evaluation Committee comprised of non CoC-funded community members. Renewal applicants will be notified via writing whether their project was rejected, ranked, or reallocated.

III. CoC Project Review Procedure

The review process will be split into two components, reviewing three factors. The first component, the Staff Review, encompasses the barriers to entry and housing first philosophy of each project and is worth 45% of the project score. The second component, CoC Project Performance measures, will be reviewed by the RFP & Evaluation CoC Committee, and is worth 55% of the project score. This will also include the vulnerability of the population served by each project which will be measured by (1) percentage of clients with zero income at entry, (2) percentage of clients reporting more than one disability type at entry, and (3) percentage of clients entering from a place not meant for human habitation.

A. Staff Review
Component One: Barriers to Project entry and Housing First Philosophy (45% of total score). Projects are asked to review *Project Accessibility, Client Support and Housing Stability* questions and provide backup documentation to staff explaining how they are putting these strategies into practice. Staff will review the application and backup documentation provided to determine if the project will receive points for each strategy. Questions are weighted equally for each project type (i.e. PSH, PH-RRH, TH, SSO).

B. CoC RFP & Evaluation Committee Review

Component Two: Project Performance (55% of total score).

The following information will be provided for each project to the RFP and Evaluation CoC Committee for review. Committee members will score the overall performance of the project. Performance data will be pulled from HMIS for the reporting period of 4/1/2016 – 3/31/2017 to ensure that the data is as current as possible and the period of performance is consistent between all projects reviewed.

Supportive Services Only Projects-

Project Performance:
Population Served
Number of Households Served
Utilization (emergency shelter typed projects only)
% of Households exiting to a permanent housing destination
% of Households who successfully exit from street outreach (street outreach typed projects only)
Serving clients of greatest need
- % of households with zero income at entry
- % of households entering from a place not meant for human habitation
- % of households reporting 2 or more disability types at entry

Average Length of Stay in project (emergency shelter typed projects only)
% of Households that exit to temporary & some institutional destinations (street outreach typed projects only)
Extent to which persons who exit homelessness to PH return to homelessness within 12 months
Costs per household served

Financial Management:
Sub-recipient Award Amount
% of budget expended at CoC14 grant close out
% of budget expended at CoC15 grant to date

Supportive Services Only Projects- Coordinated Entry –

Project Performance:
Population Served
Number of Households Served
Local Measure: Percentage of successful referral outcomes
Local Measure: Average number of referrals per client during the reporting period
Local Measure: Average length of time between referral start date and successful outcome
Costs per household served

<u>Financial Management:</u>
Sub-recipient Award Amount
% of budget expended at CoC14 grant close out
% of budget expended at CoC15 grant to date

Transitional Housing Projects-

<u>Project Performance:</u>
Population Served
Utilization
Number of Households Served
% of Households exiting to a permanent housing destination
% of Households exiting with income (adult leavers)
Serving clients of greatest need
- % of households with zero income at entry
- % of households entering from a place not meant for human habitation
- % of households reporting 2 or more disability types at entry

Average Length of Stay in project
Extent to which persons who exit homelessness to PH return to homelessness within 12 months
Costs per household served

<u>Financial Management:</u>
Sub-recipient Award Amount
% of budget expended at CoC14 grant close out
% of budget expended at CoC15 grant to date

<u>Permanent Housing</u>

Rapid Re Housing Projects-

<u>Project Performance:</u>
Population Served
Number of Households Served
Average length between enrollment and move-in
% of Households exiting to a permanent destination
% of Households exiting with increased income (adult leavers)
Serving Clients of greatest need
- % of households with zero income at entry
- % of households entering from a place not meant for human habitation
- % of households reporting 2 or more disability types at entry

Costs per household served

Extent to which persons who exit homelessness to PH return to homelessness within 12 months

Financial Management:

Sub-recipient Award Amount

% of budget expended at CoC14 grant close out

% of budget expended at CoC15 grant to date

Permanent Supportive Housing Projects-

Project Performance:

Population Served

Utilization

Number of Households Served

% of Households exiting to or retaining permanent housing

% of Households exiting with increased income (stayers & leavers)

Average Length of stay in project

- Serving Clients of greatest need
  % of households with zero income at entry
- % of households entering from a place not meant for human habitation
- % of households reporting 2 or more disability types at entry

Costs per household served

Extent to which persons who exit homelessness to PH return to homelessness within 12 months

Financial Management:

Sub-recipient Award Amount

% of budget expended at CoC14 grant close out

% of budget expended at CoC15 grant to date

IV. Project Scoring and Ranking Procedure

A. Scoring Procedure

The CoC Program Renewal Ranking Application which encompasses the first component is worth 45% of total score, the Project Performance Scoring is worth 55% of the total score.

Two staff members scored the CoC Program Renewal Ranking Application for the barriers to entry and housing first model by the strategy listed. Each housing first and low barrier strategy is scored at 0%, 50% or 100%. Zero points are awarded for any strategy where the box is not checked, indicating that the project does not implement this practice OR for a box that was

checked where there was no supporting documentation or contradictory supporting documentation. Fifty percent of the points are awarded for a box that is checked where supporting documentation is provided, but does not clearly show how the statement is being implemented. One hundred percent of the points are awarded for a checked box and clear supporting documentation is provided showing how the strategy is being implemented.

Committee members are provided the project performance and financial management data listed above in Section III-B. Staff will provide the data and color code the performance measures to indicate how close the project is to meeting HUD's goals of project performance. Committee members will score the performance measures between 0-55.

B. Ranking Procedure

The average staff score is added to the average of the committee members' scores to get the overall score of the project. Projects are then ranked by the combined score for the initial ranking, not considering the re-allocated or bonus projects.

V. Reallocation Process

The committee reviews the ranking and recommends projects for reallocation based on timeliness of submitted application, if the project is low barrier and practicing a housing first model, and project performance measures. The reallocation recommendations are to be approved first by the CoC Board.

VI. Appeal Process

Projects that were recommended for reallocation are notified by letter on a date to be determined and given the details on how to appeal the decision of the reallocation. Below is the appeal language each reallocated project was given, ensuring each applicant had the necessary information to appeal the decision:

Excerpt from Notice of Funding Availability for the 2017 Continuum of Care Program Competition FR-6100-N-25 Additional Overview Information Section G. Local Competition Deadlines

Project applicants that attempted to participate in the CoC planning process for FY 2017 funds in the geographic area in which they operate, that believe they were denied the right to participate in a reasonable manner may appeal the CoC's decision not to include their project application in the CoC Priority Listing for FY 2017 funds. In order to appeal, the project applicant must have submitted a Solo Application for funding to HUD, in e-snaps by the application submission deadline of September 28, 2017 by 8:00 p.m. eastern time.

Addendum
FY2017 HUD Renewal Application Checklist

FY 2017 Continuum of Care (CoC) Renewal Project Application Checklist

Component I: Project Accessibility, Client Support, Housing Stability and connection to non-CoC resources (45 pts)

ALL PROJECTS (SSO/TH/PH-RRH/PSH):

<u>Project Accessibility:</u>

☐ Admission/tenant screening and selection practices promote the acceptance of applicants regardless of the client's:

- o Sobriety or use of substances;
- o Completion of treatment;
- o Minimum income requirements; and
- o Participation in services.

☐ Admission/tenant screening and selection practices provide access for each person experiencing homelessness to inclusive and nondiscriminatory shelter, housing and services, including those who are transgender and gender non-conforming.

<u>Client Support and Stability:</u>

☐ Supportive services emphasize engagement and problem-solving over therapeutic goals. Service plans are highly tenant-driven without predetermined goals.

☐ Case managers/service coordinators are trained in and actively employ evidence-based practices for client/tenant engagement such as motivational interviewing and client-centered counseling.

<u>Connection to Non-CoC resources:</u>

☐ Detail how your agency/project is participating in the planning process for the implementation of the Affordable Care in Washington State and how your project is encouraging project recipients to participate in enrollment and outreach activities to ensure eligible households take advantage of new healthcare options.

HOUSING PROVIDERS ONLY (TH/PH-RRH/PSH):

<u>Project Accessibility:</u>

☐ Applicants are not rejected on the basis of poor credit or financial history, poor or lack of rental history.

☐ Applicants are not rejected on the basis of minor criminal convictions.

☐ Applicants are seldom rejected on the basis of behaviors that indicate lack of "housing readiness."

☐ Applicants are not rejected because of lack of resources to pay application, deposit or other fees and/or applicants are given reasonable flexibility to pay required program entry fees.

<u>Client Support and Housing Stability:</u>

☐ Participation in services or program compliance is not a condition of permanent supportive or transitional housing tenancy.

☐ Use of alcohol or drugs in itself (without other lease violations) is not considered a reason for eviction.

☐ Tenants in permanent supportive housing and transitional housing are given reasonable flexibility in paying their tenant share or program fee (after subsidy) on time and offered special payment arrangements (e.g. payment plan) for rent arrears and/or assistance with financial management.

☐ Services are informed by a harm reduction philosophy that recognizes that drug and alcohol use and addiction are a part of the tenants' lives, where tenants are engage in non-judgmental communication regarding drug and alcohol use, and where tenants are offered education regarding how to avoid risky behaviors and engage in safer practices.

☐ Actions that can cause a tenant to be terminated are limited to those that are necessary to protect the health and safety of other residents and staff.

TH ONLY:

Client Support and Housing Stability:

☐ Transitional housing programs serving the prioritized populations of fleeing DV, exiting an institution and/or unaccompanied/independent youth are providing services applicable to that special population.

☐ Actions that can cause a participant to be terminated are limited to those that are necessary to protect the health and safety of other residents and staff.