

**South Dakota Housing for the Homeless Consortium
Policy and Advisory Committee
CoC Ranking and Selection Process
As Approved by the PAC – 08/16/2017**

Continuum of Care (CoC) Intent

The Policy and Advisory Committee (PAC) of the SD Housing for the Homeless Consortium (SDHHC) is the governing board for the SDHHC. The PAC is tasked with establishing priority and ranking criteria for all CoC applications, new and renewal, based on the Department of Housing and Urban Development (HUD) priorities noted in the 2017 NOFA. HUD's priorities include:

1. Ending homelessness for all persons.
2. Creating a systemic response to homelessness.
3. Strategic allocation and use of resources.
4. Housing First Approach.

Requesting New Applications

SDHDA, as the lead agency of the SDHHC, notifies potential interested parties regarding the upcoming Continuum of Care competition and requests pre-applications through a press release, email distributed via the SDHHC listserv, and posts on www.housingforthehomeless.org and www.sdhda.org. A timeline was created and attached as Exhibit B to inform all interested parties of deadlines for the CoC applications.

Eligibility

All projects must meet the following criteria to be ranked by the PAC in the CoC Competition.

1. Submit completed renewal or new application and any additional required documents to the South Dakota Housing Development Authority (SDHDA), the Collaborative Applicant for South Dakota CoC.
2. Meet the HUD application deadlines (i.e. entry into ESNAPS) set by SDHDA.
3. Meet all HUD eligibility criteria, as outlined in the current year (2017) CoC Program NOFA, the July 2012 CoC Program Interim HEARTH Regulations, and any other official document published by HUD.

Monitoring Performance of Recipients

The PAC monitors the performance of its recipients on HUD-established performance goals and project effectiveness on a yearly basis. The PAC reviews each recipient's projects to ensure they are meeting the parameters of HUD's funding requirements. The PAC reviews all Annual Performance Reports (APRs), specific data elements and metrics to ensure individuals and families are being served to the greatest extent possible. In addition, all CoC programs will prioritize sustainable permanent supportive housing for the clients they are serving. For funding

under the 2017 CoC and going forward, the PAC is including the following into performance monitoring:

- 1) Annual on-site reviews, 2) Receipt of quarterly reports which require CoC grantees to run quarterly APRs to ensure compliance and data quality and submit these reports to the CoC administrator for review by PAC,
- 3) Review of HMIS data and PIT count data.

PAC may conduct on-site visits to evaluate the project progress by reviewing files and interviewing clients being served. Recipients are required to submit quarterly reports to the PAC regarding HUD's objectives to ensure recipients are in compliance and are achieving these goals. Any underperforming project will receive a written notice from PAC. Those particular recipients will have 30 business days to create a written plan as to improve those underperforming areas.

Exclusion or Removal from Project Ranking List and Reallocation - Projects will be excluded or removed from the project ranking list in the event that HUD and PAC monitoring finds that a project has been out of compliance with the regulations and has made no progress on any corrective actions as required by HUD and/or the PAC. Consequently, these projects will not be submitted for renewal funding in the CoC Competition. The funds from this project will then be reallocated to another project.

Priority & Ranking of Applicants

All complete, timely, and eligible applications will be scored by the Policy and Advisory Committee (PAC), using a scoring system (Attached) informed by HUD's priorities. These scores determine each project's rank in the CoC's application to HUD, and rank will be the primary determinant of placement into Tier 1 (which is anticipated to be fully funded by HUD) and Tier 2 (which will only be funded if the CoC's score is high enough and if there are sufficient resources). Measurements used for the scoring system are: 1) Program Type, 2) Participation in the CoC, 3) Use of a Housing First Model, 4) Housing Stability, 5) Income, 6) Leveraging, 7) Funds Expended, 8) HMIS Quality Data, and 9) Program Management.

Scores may also be used to reject applications or to reduce budgets for low-scoring projects. Before new applications are included in the CoC application, the PAC will ensure there is no duplication of services and that it is confident that creation of the new program will be most effective in addressing the needs of the homeless in the state. New applications that are requesting HUD funding for projects based on HUD's highest priorities will receive maximum score for performance measurements (categories 4-9 on Exhibit A) for the first year. The scoring system evaluates past performance (of renewal/reallocation applicants) and promotes best practices that will improve our local response to homelessness and align our strategies with national policies and best practices.

SDHHC's Priorities -

1. Permanent Supportive Housing for Chronic Homeless Individuals and Families

2. Rapid Re-Housing Program for Homeless Youth, Victims Fleeing Domestic Violence and Homeless Families
3. Permanent Supportive Housing – Other, has a prioritization plan for chronic homeless preferences.
4. Permanent Supportive Housing – Other
5. Permanent Supportive Housing – Veterans
6. Transitional Housing Program for Homeless Youth, Victims Fleeing Domestic Violence
7. Transitional Housing – Other
8. New SSO Specifically for Centralized or Coordinated Assessment System
9. Renewal SSO Projects

Permanent Supportive Housing (PSH) for Chronic Homeless Individuals and Families –

Current/New grantees for Supportive Housing Program (SHP) and Shelter + Care (S+C) that have dedicated all of their beds to chronically homeless individuals who have experienced homelessness for a year or longer, or who have experienced at least four episodes of homelessness in the last three years, and have a disability. For homeless families, one adult member in that family must meet the criteria above.

Renewal PSH projects that do not currently dedicate 100 percent of their beds to chronic homeless individuals and families but are willing to do so will need to send a plan to the PAC via SDHDA by August 28, 2017, detailing how and when they will make this change for consideration in the 2017 CoC Competition.

Rapid Re-Housing – New Rapid Re-Housing projects created through reallocation that serve individuals, including unaccompanied youth, and families coming from the street or emergency shelters or persons fleeing domestic violence and are placed in permanent housing within 30 days of when the client became homeless.

Transitional Housing (TH) Programs that would like to change their current project to a new Rapid Re-Housing Project must submit a detailed plan to the PAC via SDHDA, by February 1, 2017, to earn increased points in the 2017 CoC Competition.

Permanent Supportive Housing – Other, has a prioritization plan for chronic homeless preferences –

Current/New grantees for SHP and S+C that do NOT currently have 100 percent of their beds dedicated to Chronic Homeless Individuals that have a prioritization plan in place for chronic homeless preference.

Renewal PSH projects that do not currently have a prioritization plan in place for chronic homeless individuals and families but are willing to adopt this new policy, will need to send a prioritization plan for chronic homeless preference to the PAC, via SDHDA, by February 1, 2017, for consideration in the 2017 CoC Competition.

Permanent Supportive Housing – Other – Current/New grantees for SHP and S+C that do NOT currently have 100 percent of their beds dedicated to Chronic Homeless Individuals and Families and do NOT plan to create a prioritization plan for chronic preferences.

Permanent Supportive Housing for Veterans – Current/New grantees for SHP and S+C that have 100 percent of their beds dedicated to homeless veterans.

Transitional Housing Program for Homeless Youth, Victims Fleeing Domestic Violence – Current/New grantees for TH that will dedicate beds specifically for Homeless Youth or victims fleeing domestic violence. Renewal TH projects that do not currently have beds dedicated to homeless youth or victims fleeing domestic violence but are willing to adopt this new policy will need to send a plan describing how they will make this change to the PAC via SDHDA by August 28, 2017.

Transitional Housing Program – Other – Current/New grantees for TH that do NOT serve a specific population, such as homeless youth and victims fleeing domestic violence, and do not plan to change the project's criteria.

New SSO/ New SSO Specifically for Centralized or Coordinated Assessment System

New grantees for SSO projects. New SSO that are dedicated to the creation of a centralized or coordinated assessment system.

Renewal SSO Projects

Current grantees for SSO projects that are designed to provide supportive services to sheltered and unsheltered homeless persons and families. Households at risk of homelessness who do not meet the definition of homelessness may not be served by CoC Program-funded SSO projects.

Tier 1 Fund Maximization

To ensure maximum utilization of available funding in Tier 1, the PAC will implement the following:

1. If a project's budget exceeds what is remaining in Tier 1 funds, the project will have the opportunity to reduce its budget to what remains in Tier 1 and be placed fully into Tier 1, or the project could also be to split with partial finding in Tier 1 and partial funding in Tier 2.

Once the PAC completes the scoring and ranking, they may consider the CoC's priorities, whether the initial scoring is likely to result in any critical service gaps, strategies related to Tier cut offs and HUD's selection process, and make adjustments to budgets to produce the final ranking of projects to be included in the CoC application. All decisions made regarding ranking and possible reduction of project funding will be recorded and made public with the published rankings.

Project selections, rankings and tier allocations will be provided by written notice and published at www.housingforthehomeless.org no later than 5 p.m. Central Time on September 11, 2017 South Dakota-500 CoC Timeline is attached.

In case of a tie, the application that requests a higher percentage of supportive services funds will be ranked lower.

Ranking Appeals Process

Project applicants having concerns regarding how their application was scored and reviewed may file a written appeal with SDHHC at the address listed below by the deadline specified on Attached timeline by 5 PM September 18, 2017. SDHHC will not consider appeals pertaining to specific project rankings or funding decisions.

Project applicants may also appeal to HUD if the applicant believes it was denied the opportunity to participate in the local CoC planning process in a reasonable manner. Additional details on the HUD appeal process can be found on page 4 of the 2017 NOFA available here: <https://www.hudexchange.info/resource/5419/fy-2017-coc-program-nofa/>

Information for the PAC may be sent to:
South Dakota Housing Development Authority
Continuum of Care Coordinator
PO Box 1237
Pierre, SD 57501

Exhibit A

1 - Program Type (up to 10 points)	Points	Score
Permanent Supportive Housing for Chronic Homeless Individuals and families	10	
Permanent Supportive Housing - Other, prioritization plan for Chronic Preferences	7	
Permanent Supportive Housing for Veterans	6	
Permanent Supportive Housing - Other	5	
Rapid Re-Housing Program for Homeless Families	10	
Transitional Housing Program for Homeless Youth, Victims of Domestic Violence	10	
Transitional Housing - Other	5	
New/Renewal Supportive Services Only Projects	0	
2 - Participation in CoC (up to 10 points)		
100% attendance at SDHHC Quarterly Meetings	5	Percent
75% attendance at SDHHC Quarterly Meetings	2	Score
Bonus points earned for agency participation in additional SDHHC activities (SDHHC committee membership/chair, Coordinated Entry Workshop, Legislative Day, other SDHHC activities)	5	
3 - Commits to the use of a Housing First Model (up to 10 points)		
Yes - Following Housing First Model	10	
Yes - Commits to Adoption of Housing First Model	3	
No Commitment to a Housing First Model	0	
4 - Housing Stability Measure (up to 10 points) Q36a APR.		
Exceeds Benchmark of 84% clients remained in PH or exited to PH	10	Percent
Met benchmark of 84% of clients who remained in PH or exited to PH	6	Score
Did not meet 84% Benchmark	0	
5 – Total Income Measure (up to 10 points) Q36 2a APR.		
Exceeds benchmark of 50% or more of adults maintained or increased total income	10	Percent

Met benchmark of 50% or more of adults maintained or increased earned income	6	
Missed benchmark, but provided a detailed plan for improvement with CoC Renewal application	3	Score
Missed Benchmark and provided no plan for improvement with application	0	
6 - Leveraging (up to 10 points) Applicants must provide documentation.		
Documented leverage of 175% or more	10	Percent
Documented leverage of 150% to 174%	6	
Documented leverage of 100% to 149%	3	Score
No documented leverage	0	
7 - Funds Expended (up to 10 points)		
100% expended	10	Percent
90% to 99% expended	6	
85% to 89% expended	3	Score
Under 85% expended	0	
8 - HMIS Data Quality (up to 16 points)		
5% or less null/missing data	16	Percent
6-10% null/missing data	5	
Over 10% null/missing data	0	Score
9 - Program Management (up to 14 points) Applicants are to provide CoC Administrator with documentation of HUD Audits (if applicable) and annual performance reviews.		
No HUD Audit/APR Findings or Concerns	7	Percent
No SDHHC Audit/APR Findings or Concerns	7	
For APR <u>not</u> submitted to HUD on time 5 points are subtracted from final score. Submissions will be reviewed in SAGE to document timeliness of submission.	-5	Score

Exhibit B

<p align="center">South Dakota Statewide Continuum of Care Competition Timeline 2017</p>	<p align="center">Due Date</p>	<p align="center">Organizatio Responsible</p>
<u>APPLICATION DEVELOPMENT</u>		
<p>MOST CURRENT ANNUAL PERFORMANCE REPORTS (APRS) FOR ALL INCOMING RENEWAL PROJECTS</p>	<p align="center">Friday July 28, 2017</p>	<p align="center">PROJECTS</p>
<p>DEVELOP PROJECTS/APPLICATIONS</p>	<p align="center">ONGOING</p>	<p align="center">HHC</p>
<p>NOFA RELEASED</p>	<p align="center">Friday July 14, 2017</p>	<p align="center">HUD</p>
<p>PRE-APPLICATIONS FOR NEW PROJECTS DUE</p>	<p align="center">Tuesday, August 1, 2017</p>	<p align="center">NEW PROJECTS</p>
<p>PAC CONVENES TO DEVELOP RANKING TOOL FOR PROJECT APPLICANTS</p>	<p align="center">Tuesday, August 8, 2017</p>	<p align="center">PAC</p>
<p>PAC CONVENES TO FINALIZE RANKING TOOL</p>	<p align="center">Tuesday, August 15, 2017</p>	<p align="center">PAC</p>
<p>Project Applications – (first draft) DUE TO SDHDA <u>(5:00 p.m. (CST))</u></p>	<p align="center">Monday, August 21, 2017</p>	<p align="center">NEW/RENEW PROJECTS</p>
<p>RELEASE COLLABORATIVE APPLICATION FOR COMMENTS</p>	<p align="center">Monday, August 28, 2017</p>	<p align="center">SDHDA</p>
<p>FINAL PROJECT APPLICATIONS DUE TO SDHDA (no later than 30 days before the applications deadline – per HUD)</p>	<p align="center">Monday, August 28, 2017</p>	<p align="center">NEW/RENEW PROJECTS</p>
<p>COMMENTS DUE ON COLLABORATIVE APPLICATION</p>	<p align="center">Tuesday September 5, 2017</p>	
<p>PAC CONVENES TO RANK APPLICATIONS</p>	<p align="center">Thursday, September 7, 2017</p>	<p align="center">SDHDA</p>
<p>NOTIFICATION OF APPROVED OR DISALLOWED PROJECT APPLICATIONS (all applicants must be notified, in writing, within 15 days of the application deadline of acceptance, reduction, or rejection – per HUD)</p>	<p align="center">Monday, September 11, 2017</p>	<p align="center">NEW/RENEW PROJECTS</p>
<p>APPEAL PROCESS – appeals to ranking process must be submitted to SDHDA</p>	<p align="center">Monday September 18, 2017</p>	<p align="center">PAC</p>

FINAL PROCESSING OF APPLICATION	August 18 - September 25, 2017	SDHDA
APPLICATIONS SUBMITTED TO HUD -actual deadline 09/28/2017	Monday September 25, 2017	SDHDA

HHC - Housing for the Homeless Consortium **SDHDA** - South Dakota Housing Development Authority
PROJECT - Applicants for Continuum of Care Homeless Assistance Funding **PAC** – Policy and Advisory Committee