Suburban Metro Area Continuum of Care (SMAC)

HUD Continuum of Care Homeless Assistance Grants

2018 NOFA Competition

2018 Local Materials Packet for Agencies Applying for Renewal Projects

July 2, 2018

CONTEXT

The Continuum of Care (CoC) Program (24 CFR part 578) is designed 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 persons experiencing homelessness; and to optimize self-sufficiency among those experiencing homelessness.

Each year the U.S. Department of Housing and Urban Development (HUD) releases a Notice of Funding Availability (NOFA), signifying the beginning of a funding competition among approximately 450 Continuums of Care (CoCs), the community stakeholder groups that guide local responses to homelessness.

The FY 2018 CoC Competition consolidated application responses to the NOFA will consist of three parts: the CoC Application, which describes the CoC planning body governance structure, overall performance, and the strategic planning process; the CoC Project Listing, which ranks the project applications for HUD and identifies any rejected applications, showing the CoC's priorities for funding; and a number of Project Applications, each of which reflects one project seeking funding.

Before the application is submitted to HUD, the CoC is required to hold a local competition to determine which project applications will be included in the consolidated application, along with their relative priority. The results of the local competition dictate which projects the CoC will prioritize. As a project applicant, you must participate in the local review and rank process and have your project selected for submission with the CoC consolidated application in the national competition in order to be eligible for funding. You must follow local procedures and submit local documents, and you also need to prepare for the HUD submission of the project application. HUD requires the use of a web-based application and grants management system called e-snaps.

This TA Handbook contains information you need to know for the HUD process, and other materials provided contain information about the local process in this community.

There are three things to keep in mind when preparing your application:
1. Ensuring your application is competitive for funding in your CoC's local competition; 2. Ensuring the project you are applying for is eligible for HUD funding and compliant with HUD requirements, and; 3. Ensuring your application is filled out correctly.

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*Items V. And VII. MUST be submitted with your project application on July 24, 2018

2018 NOFA Funding Overview

On June 20, 2018, the U.S. Department of Housing and Urban Development (HUD) released a Notice of Funding Availability (NOFA) for the McKinney-Vento Continuum of Care Homeless Assistance Grants for FY 2018. In 2018, the Suburban Metro Area CoC expects to be eligible to apply for approximately $3,819,588 in funding to support housing and services for homeless households, and approximately $114,588 for CoC Planning Funds.

Annual Renewal Demand Funding: **SMAC 2018 $3,819,588**

This funding supports the CoC's existing housing and services. The CoC has the option to continue to support those programs, or to reallocate those resources, in whole or in part, to Permanent Supportive Housing, Rapid Rehousing, Joint TH-RRH, HMIS, or Coordinated Entry (SSO) projects. (Details regarding eligible populations follows.)

Permanent Housing Bonus Funding: **SMAC 2018 $229,175**

This funding supports Permanent Supportive Housing, Rapid Rehousing, or Joint TH-RRH projects. (Details regarding eligible populations follows.)

Domestic Violence Rapid Rehousing Bonus Funding: **SMAC 2018 $241,863**

Up to $50 million is available for the DV Bonus which will provide housing and services to survivors of domestic violence, dating violence, and stalking. The DV Bonus funding can support: Rapid Re-housing (PH-RRH) projects, joint TH and PH-RRH component projects as defined in Section II.C.3.m of this NOFA, SSO Projects for Coordinated Entry (SSO-CE) to implement policies, procedures, and practices that equip the CoC's coordinated entry to better meet the needs of survivors of domestic violence, dating violence, sexual assault, or stalking (e.g., to implement policies and procedures that are trauma-informed, client-centered or to better coordinate referrals between the CoC's coordinated entry and the victim service providers coordinated entry system where they are different).

CoC Planning Funds: **SMAC 2018 $114,588**

This funding supports CoC planning activities, and only the collaborative applicant – The Washington County Community Development Agency – may apply for it. The planning grant will not be ranked in this year's competition and is not competitive with housing or service projects.

Tier 1 and Tier 2 System

Anticipated Tier 1 Amount: **$3,590,413**

Anticipated Tier 2 Amount: **$299,175**

As in past years, the funding that CoCs can apply for is divided into tiers, with projects prioritized in Tier 1 being more likely to be funded than projects of lower priority that are placed in Tier 2.

CoCs are required to either accept and rank or reject all projects submitted by project applicants in e-snaps, except CoC planning projects. CoCs are encouraged to consider the policy priorities established in the NOFA in

conjunction with local priorities to determine the ranking of projects. All projects must pass HUD's eligibility and threshold requirements to be funded, no matter their priority.

TIER 1: In 2018, the amount of funding available for Tier 1 is equal to the greater of the combined amount of Annual Renewal Amount for all permanent housing and HMIS projects eligible for renewal up to $1,000,000, or 94 percent of the CoC's FY 2018 Annual Renewal Demand (ARD) (in 2017 it was 94 percent; in 2016 it was 93 percent). HUD will conditionally award projects from the highest scoring CoC to the lowest scoring CoC. Projects should be placed in priority order.

TIER 2: The amount of funding available for Tier 2 is equal to the difference between Tier 1 and the CoC's Annual Renewal Demand plus the amount available for the Permanent Housing Bonus.

Funding will be determined by the point value of each project application based on a 100-point   scale. All Tier 2 projects will be funded in point order.

Tier 2 points are awarded as follows:

HUD will award a point value to each new and renewal project application that is in Tier 2 using a 100-point scale: (1) CoC Collaborative Application Score. Up to 50 points in direct proportion to the score received on the CoC Application; e.g., if a CoC received 100 out of 200 points on the CoC Application, the project application would receive 25 out of 50 points for this criterion.

(2) 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 consider the CoCs ranking of projects, point values will be assigned directly related to the CoCs' ranking of project applications. 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.

(3) 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.

STRADDLING TIERS: For any projects that straddle the two tiers, the Tier 1 portion will be funded in accordance with Tier 1 processes and the Tier 2 portion will be funded in   accordance with Tier 2 processes. HUD may award project funds for just the Tier 1   portion, provided the project is still feasible with the reduced funding (i.e., is able to continue serving homeless program participants effectively).

2018 Local Community Project Review Process for Renewal Projects

• SMAC designs a project review process and the SMAC Governing Board approves it prior to the NOFA release.

• The SMAC Governing Board selects a Ranking Committee who will score and rank all the submitted project applications. All Ranking Committee members must adhere to Article VII. of Suburban Metro Area CoC Bylaws and must not be associated with active applications in the 2018 CoC funding round.

• After the NOFA is released, the scoring document is updated to address any new priority elements of the NOFA. All changes are approved by the SMAC Governing Board at the next meeting. The Governing Board may give approval authority to the SMAC Ranking Committee for changes to the scoring tool if timelines don't allow waiting until the next Governing Board meeting.

• A notice will be sent via email to all project applicants when the NOFA is released with initial timelines, due dates and the updated scoring tool.

• All projects will submit applications to the SMAC Coordinator, including a HUD project application and all required attachments (as detailed on page 21). All documents should be submitted electronically to Abby Guilford at abby@mesh-mn.org. Projects may be allowed to submit after the due date without penalty only with the written permission of the SMAC Coordinator.

• SMAC Coordinator conducts technical review of Project Applications and conducts initial scoring. In addition to project applications, the following items are used to inform scoring:

o Project APR data from Sage

o Organizational Audit

o Recent HUD audits and findings

o LOCCS Drawdown and unspent funds o Project Educational and Early Childhood documents (families/youth)

• Projects are invited to amend applications based upon initial scoring. After the applications have been scored, the SMAC Ranking Committee connects via phone or in person with each of the project applicants to review their score. Amended applications are reviewed and scoring is adjusted. Where scoring is not adjusted, Ranking Committee members will add narrative to the Applicant scoring sheet to explain underperformance and low scoring, as needed. Applicants will be reminded of the appeals process and the deadline for submitting an appeal.

• The SMAC Ranking Committee meets together to rank projects into Tier 1 and Tier 2 based on score, historical performance, and other information gathered from meetings with the project applicant. It should be noted that the Ranking Committee uses "scoring" and "ranking" as two distinct steps. Scoring informs but does not dictate the final ranking decisions. Where ranking and scoring do not correlate, the Ranking Committee will provide comments to indicate why the project was ranked in their position.

• The SMAC Ranking Committee may identify projects that should be reallocated, in whole or in part, in favor of a new project according to the SMAC 2018 NOFA Policies (Page 23).

• Projects facing reallocation will have additional appeal rights. (See separate Appeals Policy for more detail.) In addition, full comments from the SMAC Ranking Committee will be made available upon written request after the competition closes on September 18, 2018. Projects can also report any discrepancies in their score sheet, although this is not considered an official appeal.

• The SMAC Ranking Committee will publish their final ranking on the Metro-wide Engagement for Shelter and Housing (MESH) website no later than 15 days prior to CoC Application submission to HUD.

• Projects will submit their copies of letters or documentation for all match/leverage resources listed in their final Project Application submission to HUD. The SMAC Coordinator will be responsible for approving all Project Applications. Projects will be expected to provide quick response to fix missing information or errors in their Project Application at the SMAC Coordinator's request prior to final submission.

• Applications will be submitted with the SMAC Collaborative Application.

Renewal Project Applicant Packet

Appeals Policy and Process

Applicants may appeal if:

1) The project is not funded or receives less funding than the amount in the application;
2) The project is ranked in Tier 2 of the CoC application (in which the applicants funding may be at risk);
3) If the project falls into the bottom portion of Tier 1, as described below.

All notices of appeal must be based on the information submitted by the application due date. No new or additional information will be considered, unless the project is facing reallocation. Omissions to the application cannot be appealed. The decision of the SMAC Ranking Committee will be final.

The SMAC Ranking Committee will be made up of 9 SMAC community members approved by the SMAC Governing Board to serve on said committee. The SMAC Ranking Committee will not have a conflict of interest with any of the agencies applying for McKinney Vento funding. The role of the SMAC Ranking Committee is to read and review only those areas of the application being appealed.

PROCESS

 • A preliminary ranked CoC Program funding list is posted.

• Each agency will have received a copy of their score sheet prior to the ranking being published. If a project applicant needs another copy, a request must be made to the SMAC Coordinator at abby@mesh-mn.org within one (1) business day. Score sheets will be emailed to project applicants.

• Eligible Appeals: Any project that is 1) not funded or receives less funding than the amount in the application; 2) a renewal project that is ranked in Tier 2 of the CoC application (in which the applicants funding may be at risk); 3) falls into the bottom portion of Tier 1 that equals the Tier 2 amount may appeal the application's score based on their score sheets. The preliminary CoC Program project funding list will indicate which applications fall into these categories at the time it is posted.

• Any and all appeals must be received in writing within the two (2) business day appeal period; therefore, all written appeals for applications that are eligible to appeal at the time the preliminary ranking list is posted must be received by August 14, 2018 by 4:00 PM via email.

• All notices of appeal must be submitted electronically to Abby Guilford at abby@mesh-mn.org.

• The notice of appeal must include a written statement specifying in detail each and every one of the grounds asserted for the appeal. The appeal must be signed by an individual authorized to represent the sponsor agency (i.e., the Executive Director) and must include (highlight and/or cite) the specific sections of the application on which the appeal is based. The appealing agency must specify facts and evidence sufficient for the Appeal Committee to determine the validity of the appeal. That is, the notice of appeal must have attached the specific areas of the application being appealed and must also clearly explain why the information provided is adequate enough to gain additional points.

• If a program is facing reallocation, in part or in whole, the appealing agency may submit a more robust appeal. These appeals can include any information the agency feels is relevant, whether or not it was included in the project's original application. The program will also be given the opportunity to make a brief in-person presentation to the Ranking Committee.

• The Ranking Committee will review and evaluate all notices of appeal and decide whether or not the appeal has any validity based on the appeal policy.

• All valid appeals will be read, reviewed and evaluated by the Ranking Committee.

• The Ranking Committee will hear any in-person presentations by projects facing reallocation. The appealing agency can send up to two (2) staff members to the presentation. The presentation is limited to 5 minutes. Following the presentation, the Ranking Committee will have the opportunity to ask questions of the appealing agency. The results of the in-person presentation will not have an effect on the project's rank; it can only be used to reverse a decision to reallocate funds. The decision of the Ranking Committee will be released after deliberation.

• Ranking Committee deliberates.

• Agencies will receive, in writing, the decision of the Ranking Committee within 2 business days.

Renewal Project Applicant Packet

2018 SMAC CoC NOFA Timeline for Renewal and Transition Projects

July 2, 2018   Intent to Apply Due

July 24, 2018   Project Applications due to CoC Coordinator in PDF form

July 25-27, 2018   Technical review and initial scoring conducted

July 30, 2018   Ranking Committee Meeting: Grantee assignments

August 2-8, 2018   Meetings conducted with Project Applicants by SMAC Ranking Committee

August 10, 2018   SMAC Ranking Committee Meeting: Initial project ranking, initial ranking posted

August 14, 2018   Written Appeals due

August 16, 2018   SMAC Ranking Committee Meeting (if needed): Appeal Review and Vote on Final Ranking

August 16, 2018   Final Project Ranking posted on www.smacmn.org

August 24, 2018   Final Project Applications due in e-snaps

Renewal Project Applicant Packet

Each COC-funded project will be ranked using the SMAC Project Evaluation Tool. The scoring criteria is based on performance, both operations and project level. The information and data used to complete the evaluation tool includes: CoC project annual performance report (APR) submitted in SAGE, ICA generated HMIS reports, and CoC project applications. The maximum possible number of points a project can earn is 80 points.

Where do the points come from?

	Category	Total Points Possible	Data Source	Percentage of the total
Part 1	Project Performance – Operations 1) Effective Use of Funds 2) Drawdowns 3) Unit Utilization 4) Data Completeness 5) Housing First	40 points	SAGE APR eLOCCS report Project Application	50% of total
Part 2a – PSH only	Project Performance – PSH 1) Chronic Homeless dedicated beds 2) Exits to Permanent Housing 3) Maintain or increase non-earned income 4) Maintain or increase total income 5) Reoccurrence (all exits) 6) Reoccurrence (successful exits) 7) Mainstream Benefits 8) Health Insurance	40 points	SAGE APR Project Application ICA – SPM report ICA – Returns report	50% of total
Part 2b – RRH only	Project Performance – RRH 1) Exits to Permanent Housing 2) Increase earned income 3) Increase total income 4) Stabilizer Metric 5) Reoccurrence (all exits) 6) Reoccurrence (successful exits) 7) Mainstream Benefits 8) Health Insurance	40 points	SAGE APR Project Application ICA – SPM report ICA – Returns report	50% of total

**CoC Coordinator will pull APR data from Sage based on the project's most recent APR submission. Last data to submit APR data to be considered in 2018 scoring is 6/1/18.

Point Breakdown:

Part 1: Program Performance – Operations (40 points possible)

Criteria	8 points	6 points	4 points	0 points
1) **Effective Use of Funds**	Spent 90-100% of grant	Spent 80-89% of grant	Spent 75-79% of grant	Spent less than 74% of grant

Source:
(1) Effective Use of Funds – SAGE APR, Q28. Financial Information
- Divide the Total Expenditures (not including match) by the Total Amount of grant awarded as documented in the HUD announcement
- In the example below: 113,250 divided by 115,000 = .98478 or 98% of grant was used

Total Expenditures	113,250.00

Total Grant Award $115,000.00

Criteria	8 points	0 points
2) **eLOCCS Drawdowns**	At least 1 time per quarter	Less than 1 time per quarter
3) **Housing First**	Yes	No

Source:
(1) eLOCCS drawdowns – submission by agency and/or request from HUD Field Office
(2) Housing First – questions found in CoC Project Application

Criteria	8 points	6 points	4 points	2 points	0 points
4) **Unit Utilization**	96-100%	90-95%	80-89%	70 - 79%	69% or less
5) **Data Completeness: (a), (b), and (c)**	All 3 are below 2.0%	2 of the 3 are below 2.0%	1 of the 3 are below 2.0%	0 are below 2.0% but none are above 5.0%	0 of the 3 are below 1.0% and one or more are above 5.0%

Source:
(1) Unit Utilization – SAGE APR, Q02. Bed and Unit Inventory and Utilization
- Add the four percentages together and divide by four to get the average unit utilization for the program year.
- In the example below: 38.89 + 33.33 + 55.56 + 50 = 177.78 divided by 4 = 44.445%

Utilization Rate - Unit	
January	38.89%
April	33.33%
July	55.56%
October	50.00%

(2) Data Completeness – SAGE APR, Q06a. Data Quality: Personally Identifying Information (PII); Q06b. Data Quality: Universal Data Elements; Q06c. Data Quality: Income and Housing Data Quality
- To calculate each percentage:
  - Q06a – overall score row & % of error rate column

- o Q06b - % of error rate column for 5 elements (add and divide by 5)
    - o Q06c - % of error rate column for 4 elements (add and divide by 4)
- In the example below: (a) 0.02% (b) 0.00% (c) 0.00%

Q06a: Data Quality: Personally Identifying Information (PII)

Data Element	Client Doesn't Know/Refused	Information Missing	Data Issues	% of Error Rate
Name	0	0	0	0.00 %
Social Security Number	0	0	0	0.00 %
Date of Birth	0	0	1	0.02 %
Race	0	0	0	0.00 %
Ethnicity	0	0	0	0.00 %
Gender	0	0	0	0.00 %
Overall Score				0.02 %

Q06b: Data Quality: Universal Data Elements

	Error Count	% of Error Rate
Veteran Status	0	0.00 %
Project Start Date	0	0.00 %
Relationship to Head of Household	0	0.00 %
Client Location	0	0.00 %
Disabling Condition	0	0.00 %

Q06b: Data Quality: Universal Data Elements

	Error Count	% of Error Rate
Veteran Status	0	0.00 %
Project Start Date	0	0.00 %
Relationship to Head of Household	0	0.00 %
Client Location	0	0.00 %
Disabling Condition	0	0.00 %

Q06c: Data Quality: Income and Housing Data Quality

	Error Count	% of Error Rate
Destination	0	0.00 %
Income and Sources at Start	0	0.00 %
Income and Sources at Annual Assessment	0	0.00 %
Income and Sources at Exit	0	0.00 %

Q06c: Data Quality: Income and Housing Data Quality

	Error Count	% of Error Rate
Destination	0	0.00 %
Income and Sources at Start	0	0.00 %
Income and Sources at Annual Assessment	0	0.00 %
Income and Sources at Exit	0	0.00 %

Part 2a: Program Performance – Permanent Supportive Housing (PSH) (40 points possible)

Criteria	5 points	4 points	3 points	2 points	1 point
1) Dedicated Chronic Homeless Beds	90% or higher	85 – 89%	80 - 84%	75 – 79%	74% or less
2) Housing Stability	90% or higher	85 – 89%	80 - 84%	75 – 79%	74% or less
3) Maintain or Increase Non-Earned Income	60% or higher	55 - 59%	50 - 54%	45 - 49%	44% or less
4) Maintain or Increase Total Income	75% or higher	70 - 74%	65 - 69%	60 - 64%	59% or less
5) Non-Cash Benefits	90% or higher	80 – 89%	70 - 79%	60 - 69%	59% or less
6) Health Insurance	90% or higher	80 – 89%	70 - 79%	60- 69%	59% or less
7) Reoccurrence (SPM)	0 – 5%	5.1 – 10%	10.1 – 15%	15.1 – 20%	20.1% or higher
8) Reoccurrence (Returns report)	0 – 5%	5.1 – 10%	10.1 – 15%	15.1 – 20%	20.1% or higher

(1) Dedicated Chronic Homeless Beds - questions found in CoC Project Application

(2) Housing Stability – SAGE APR, Q23a: Exit Destination – More than 90 Days; Q23b: Exit Destination – Less than 90 Days
- Add Q23a "Total persons exiting to positive housing destination" in the Total column to Q23b "Total persons exiting to positive housing destination" in the Total column to get answer A.
- Add the number of stayers from Q22a1, column Stayers & row "Total" to Answer A to get answer B.
- Add Q 23a "Total" in the Total column to Q23b "Total" in the Total column to get answer C.
- Add the number of stayers from Q22a1, column Stayers & row "Total" to Answer C to get Answer D.
- Divide Answer B by Answer D to get the number of exits to permanent destination including stayers.
- In the example below:
  - 10 + 9 = 19 (Answer A)
  - 19 + 26 = 45 (Answer B)
  - 10 + 11 = 21 (Answer C)
  - 21 + 26 = 47 (Answer D)
  - 45 divided by 47 = .957446 or 95.7%

Total	10	0	1
Total persons exiting to positive housing destinations	10	0	1
Total persons whose destinations excluded them from the calculation	0	0	0
Percentage	100.00 %	--	1

Total	11	0	11
Total persons exiting to positive housing destinations	9	0	9
Total persons whose destinations excluded them from the calculation	0	0	0
Percentage	81.82 %	--	81.82 %

— Q22a1: Length of Participation – CoC Projects

	Total	Leavers	Stayers
30 Days or Less	0	0	0
31 to 60 Days	4	4	0
61 to 90 Days	7	7	0
91 to 180 Days	0	0	0
181 to 365 Days	9	6	3
366 to 730 Days (1-2 yrs)	27	4	23
731 to 1,095 Days (2-3 yrs)	0	0	0
1096 to 1,460 Days (3-4 yrs)	0	0	0
1461 to 1,825 Days (4-5 yrs)	0	0	0
More than 1,825 Days (>5 yrs)	0	0	0
Data Not Collected	0	0	0
Total	47	21	26

(3) Maintain or Increase Non-Earned Income – SAGE APR, Q19a3: Client Cash Income Change – Income Source – by Start and Latest Status/Exit
- This measure only looks at the 3rd row "Number of Adults with Other Income."
- Add number from 3rd column "Retained Income category and same $ at annual assessment/exit as at start" to number from 8th column "Performance measure: Adults Who Gained or Increased Income from Start to Annual Assessment/Exit" for Answer A.
- Note number from 7th column "Total Adults (including those with no income" as Answer B.
- Divide Answer A by Answer B.
- In the example below:
  - 14 + 5 = 19 (Answer A)
  - 48 (Answer B)
  - 19 divided by 46 = .4130   41.3%

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— Q19a3: Client Cash Income Change - Income Source - by Start and Latest Status/Exit

	Had Income Category at Start and Did Not have it at Annual Assessment/Exit	Retained Income Category But Had Less $ at Annual Assessment Than at Start	Retained Income Category and Same $ at Annual Assessment/Exit as at Start	Retained Income Category and Increased $ at Annual Assessment/exit	Did Not Have the Income Category at Start and Gained the Income Category at Annual Assessment/Exit	Did Not have the Income Category at Start or Annual Assessment/Exit	Total Adults (Including Those with No Income)	Performance Measure: Adults Who Gained or Increased Income from Start to Annual Assessment/Exit; Average Gain	Performance measure: Percent of persons who accomplished this measure
Number of Adults with Earned Income (i.e., Employment Income)	3	2	5	6	6	26	48	12	25.00 %
Average Change in Earned Income	-563.33	-690.00	0.00	435.17	1585.00	0.00	0.00	1010.08	0.00
Number of Adults with Other Income	4	1	14	4	1	24	48	5	10.42 %
Average Change in Other Income	-392.75	-208.00	0.00	540.75	553.00	0.00	0.00	543.20	0.00
Number of Adults with Any Income (i.e., total income)	3	4	15	11	5	10	48	16	33.33 %
Average Change in Overall Income	-714.33	-414.75	0.00	452.73	1762.00	0.00	208.00	861.88	0.00

(4) Maintain or Increase Total Income –SAGE APR, Q19a3: Client Cash Income Change – Income Source – by Start and Latest Status/Exit
- This measure only looks at the 5th row "Number of Adults with Any Income (i.e. total income)."
- Add number from 3rd column "Retained Income category and same $ at annual assessment/exit as at start" to number from 8th column "Performance measure: Adults Who Gained or Increased Income from Start to Annual Assessment/Exit" for Answer A.
- Note number from 7th column "Total Adults (including those with no income" as Answer B.
- Divide Answer A by Answer B.
- In the example below:
    - 15 + 16 = 31 (Answer A)
    - 48 (Answer B)
    - 31 divided by 46 = .6739   67.4%

— Q19a3: Client Cash Income Change - Income Source - by Start and Latest Status/Exit

	Had Income Category at Start and Did Not have it at Annual Assessment/Exit	Retained Income Category But Had Less $ at Annual Assessment Than at Start	Retained Income Category and Same $ at Annual Assessment/Exit as at Start	Retained Income Category and Increased $ at Annual Assessment/exit	Did Not Have the Income Category at Start and Gained the Income Category at Annual Assessment/Exit	Did Not have the Income Category at Start or Annual Assessment/Exit	Total Adults (Including Those with No Income)	Performance Measure: Adults Who Gained or Increased Income from Start to Annual Assessment/Exit; Average Gain	Performance measure: Percent of persons who accomplished this measure
Number of Adults with Earned Income (i.e., Employment Income)	3	2	5	6	6	26	48	12	25.00 %
Average Change in Earned Income	-563.33	-690.00	0.00	435.17	1585.00	0.00	0.00	1010.08	0.00
Number of Adults with Other Income	4	1	14	4	1	24	48	5	10.42 %
Average Change in Other Income	-392.75	-208.00	0.00	540.75	553.00	0.00	0.00	543.20	0.00
Number of Adults with Any Income (i.e., total income)	3	4	15	11	5	10	48	16	33.33 %
Average Change in Overall Income	-714.33	-414.75	0.00	452.73	1762.00	0.00	208.00	861.88	0.00

(5) Non-Cash Benefits – SAGE APR, Q20b: Number of Non-Cash Benefit Sources
- This measure only includes adults in households.
- Note the number of adults in the program from Q05a: Report Validation Table - number of adults (age 18 or over).
- Add number of people in row "No Sources," column "Benefit at latest annual assessment for stayers to column "Benefit at exit for leavers."
- Subtract from the total number of adults.
- Divide that number by the number of adults.
- In the example below:
    - Number of Adults = 17
    - Number of No Sources "Benefit at latest annual assessment for stayers" = 3
    - Number of No Source "Benefit at exit for leavers" = 2
    - 3+2 = 5; 17-5 = 12; 12 divided by 17 = .7058

Total Number of Persons Served	47
Number of Adults (Age 18 or Over)	17
Number of Children (Under Age 18)	30
Number of Persons with Unknown Age	0

— Q20b: Number of Non-Cash Benefit Sources

	Benefit at Start	Benefit at Latest Annual Assessment for Stayers	Benefit at Exit for Leavers
No sources	5	3	2
1+ Source(s)	11	5	6
Client Doesn't Know/Client Refused	0	0	0
Data Not Collected	1	1	0
Total	17	9	8

(6) Health Insurance – SAGE APR, Q21: Health Insurance

- This measure includes everyone (adults and children).
- Note the number of total people served in the program from Q05a: Report Validation Table – Total Number of Persons Served.
- Add number of people in row "No Health Insurance," column "At Annual assessment for Stayers" and column "At exit for leavers" for Answer A.
- Take Total Number of Persons served and subtract the number in row "Number of Stayers Not Yet Required to Have an Annual Assessment" column "At Annual assessment for Stayers" for Answer B.
- Take Answer A and subtract from Answer B to get Answer C.
- Divide Answer C by Answer B.
- In the example below:
  - Total Number of Persons served = 47
  - 7 + 12 = 19 (Answer A)
  - 47 -1 = 46 (Answer B)
  - 46-19 = 27 (Answer C)
  - 27 divided by 46 = .5869 or 58.7%

— Q05a: Report Validations Table

Total Number of Persons Served	47
Number of Adults (Age 18 or Over)	17
Number of Children (Under Age 18)	30
Number of Persons with Unknown Age	0

— Q21: Health Insurance

	At Start	At Annual Assessment for Stayers	At Exit for Leavers
Medicaid	3	0	2
Medicare	0	0	0
State Children's Health Insurance Program	22	12	6
VA Medical Services	0	0	0
Employer Provided Health Insurance	0	0	0
Health Insurance Through COBRA	0	0	0
Private Pay Health Insurance	0	0	0
State Health Insurance for Adults	5	4	1
Indian Health Services Program	0	0	0
Other	0	0	0
No Health Insurance	18	7	12
Client Doesn't Know/Client Refused	0	0	0
Data Not Collected	0	0	0
Number of Stayers Not Yet Required to Have an Annual Assessment	0	1	0
1 Source of Health Insurance	28	14	9
More than 1 Source of Health Insurance	1	1	0

(7) Reoccurrence (SPM) – ICA generated HMIS report
- The SPM (system performance measure) report calculates any successful exit from a CoC-funded housing program into an Emergency Shelter/motel voucher program that uses HMIS within 2 years of an exit.

(8) Reoccurrence (MN Returns report) – ICA generated HMIS report
- The MN Returns report calculates any exit from a CoC-funded housing program into an Emergency Shelter/motel voucher program that uses HMIS within 2 years of an exit.

Part 2b: Program Performance – Rapid Re-Housing (RRH) (40 points possible)

Criteria	5 points	4 points	3 points	2 points	1 point
1) **Housing Stability**	75% or higher	70 - 74%	65 - 69%	60 - 64%	59% or less
2) **Increase Earned Income**	30% or higher	25 - 29%	20 - 24%	15 - 19%	14% or less
3) **Increase Total Income**	60% or higher	55 - 59%	50 -54%	45 - 49%	44% or less
4) **Automatic Stabilizer**	All projects	N/A	N/A	N/A	N/A
5) **Non-Cash Benefits**	90% or higher	80 – 89%	70 - 79%	60 - 69%	59% or less
6) **Health Insurance**	90% or higher	80 – 89%	70 - 79%	60- 69%	59% or less
7) **Reoccurrence (SPM)**	0 – 5%	5.1 – 10%	10.1 – 15%	15.1 – 20%	20.1% or higher
8) **Reoccurrence (Returns report)**	0 – 5%	5.1 – 10%	10.1 – 15%	15.1 – 20%	20.1% or higher

Source:
(1) Housing Stability – SAGE APR, Q23a: Exit Destination – More than 90 Days; Q23b: Exit Destination – Less than 90 Days
- Add Q23a "Total persons exiting to positive housing destination" in the Total column to Q23b "Total persons exiting to positive housing destination" in the Total column to get answer A.
- Add Q 23a "Total" in the Total column to Q23b "Total" in the Total column to get answer B.
- Divide Answer A by Answer B to get the number of exits to permanent destination.
- In the example below:
  - 10 + 9 = 19 (Answer A)
  - 10 + 11 = 21 (Answer B)
  - 19 divided by 21 = .90476%   90.48%

Total	10	0	1
Total persons exiting to positive housing destinations	10	0	1
Total persons whose destinations excluded them from the calculation	0	0	0
Percentage	100.00 %	--	1

Total	11	0	11
Total persons exiting to positive housing destinations	9	0	9
Total persons whose destinations excluded them from the calculation	0	0	0
Percentage	81.82 %	--	81.82 %

(2) Increase Earned Income – SAGE APR, Q19a3: Client Cash Income Change – Income Source – by Start and Latest Status/Exit
- This measure only looks at the 1st row "Number of Adults with Earned Income."
- Use the percentage from the 9th column "Performance measure: percent of persons who accomplished this measure."

- This number is calculated automatically by dividing the number of people who gained or increased (8th column) by the total number of adults (7th column).
- In the example below: 25.00%   12 divided by 48 = .25

⇽ Q19a3: Client Cash Income Change - Income Source - by Start and Latest Status/Exit									
	Had Income Category at Start and Did Not have it at Annual Assessment/Exit	Retained Income Category But Had Less $ at Annual Assessment Than at Start	Retained Income Category and Same $ at Annual Assessment/Exit as at Start	Retained Income Category and Increased $ at Annual Assessment/exit	Did Not Have the Income Category at Start and Gained the Income Category at Annual Assessment/Exit	Did Not have the Income Category at Start or Annual Assessment/Exit	Total Adults (Including Those with No Income)	Performance Measure: Adults Who Gained or Increased Income from Start to Annual Assessment/Exit; Average Gain	Performance measure: Percent of persons who accomplished this measure
Number of Adults with Earned Income (i.e. Employment Income)	3	2	5	6	6	26	48	12	25.00 %
Average Change in Earned Income	-563.33	-690.00	0.00	435.17	1585.00	0.00	0.00	1010.08	0.00
Number of Adults with Other Income	4	1	14	4	1	24	48	5	10.42 %
Average Change in Other Income	-392.75	-208.00	0.00	540.75	553.00	0.00	0.00	543.20	0.00
Number of Adults with Any Income (i.e., total income)	3	4	15	11	5	10	48	16	33.33 %
Average Change in Overall Income	-714.33	-414.75	0.00	452.73	1762.00	0.00	208.00	861.88	0.00

(3) Increase Total Income –SAGE APR, Q19a3: Client Cash Income Change – Income Source – by Start and Latest Status/Exit
- This measure only looks at the 5th row "Number of Adults with Any Income."
- Use the percentage from the 9th column "Performance measure: percent of persons who accomplished this measure."
  - This number is calculated automatically by dividing the number of people who gained or increased (8th column) by the total number of adults (7th column).
- In the example below: 33.33%   16 divided by 48 = .3333

⇽ Q19a3: Client Cash Income Change - Income Source - by Start and Latest Status/Exit									
	Had Income Category at Start and Did Not have it at Annual Assessment/Exit	Retained Income Category But Had Less $ at Annual Assessment Than at Start	Retained Income Category and Same $ at Annual Assessment/Exit as at Start	Retained Income Category and Increased $ at Annual Assessment/exit	Did Not Have the Income Category at Start and Gained the Income Category at Annual Assessment/Exit	Did Not have the Income Category at Start or Annual Assessment/Exit	Total Adults (Including Those with No Income)	Performance Measure: Adults Who Gained or Increased Income from Start to Annual Assessment/Exit; Average Gain	Performance measure: Percent of persons who accomplished this measure
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Number of Adults with Other Income	4	1	14	4	1	24	48	5	10.42 %
Average Change in Other Income	-392.75	-208.00	0.00	540.75	553.00	0.00	0.00	543.20	0.00
Number of Adults with Any Income (i.e., total income)	3	4	15	11	5	10	48	16	33.33 %
Average Change in Overall Income	-714.33	-414.75	0.00	452.73	1762.00	0.00	208.00	861.88	0.00

(4) Automatic Stabilizer = all RRH projects get an automatic 5 points to help stabilize the impact of the new increase only measures

(5) Non-Cash Benefits – SAGE APR, Q20b: Number of Non-Cash Benefit Sources
- This measure only includes adults in households.
- Note the number of adults in the program from Q05a: Report Validation Table - number of adults (age 18 or over).
- Add number of people in row "No Sources," column "Benefit at latest annual assessment for stayers to column "Benefit at exit for leavers."
- Subtract from the total number of adults.
- Divide that number by the number of adults.
- In the example below:
  - Number of Adults = 17
  - Number of No Sources "Benefit at latest annual assessment for stayers" = 3
  - Number of No Source "Benefit at exit for leavers" = 2
  - 3+2 = 5; 17-5 = 12; 12 divided by 17 = .7058

Q05a: Report Validations Table

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Number of Children (Under Age 18)	30
Number of Persons with Unknown Age	0

Q20b: Number of Non-Cash Benefit Sources

	Benefit at Start	Benefit at Latest Annual Assessment for Stayers	Benefit at Exit for Leavers
No sources	5	3	2
1+ Source(s)	11	5	6
Client Doesn't Know/Client Refused	0	0	0
Data Not Collected	1	1	0
Total	17	9	8

(6) Health Insurance – SAGE APR, Q21: Health Insurance
- This measure includes everyone (adults and children).
- Note the number of total people served in the program from Q05a: Report Validation Table – Total Number of Persons Served.
- Add number of people in row "No Health Insurance," column "At Annual assessment for Stayers" and column "At exit for leavers" for Answer A.
- Take Total Number of Persons served and subtract the number in row "Number of Stayers Not Yet Required to Have an Annual Assessment" column "At Annual assessment for Stayers" for Answer B.
- Take Answer A and subtract from Answer B to get Answer C.
- Divide Answer C by Answer B.
- In the example below:
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  - 27 divided by 46 = .5869 or 58.7%

Q05a: Report Validations Table

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Q21: Health Insurance

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Medicare	0	0	0
State Children's Health Insurance Program	22	12	6
VA Medical Services	0	0	0
Employer Provided Health Insurance	0	0	0
Health Insurance Through COBRA	0	0	0
Private Pay Health Insurance	0	0	0
State Health Insurance for Adults	5	4	1
Indian Health Services Program	0	0	0
Other	0	0	0
No Health Insurance	18	7	12
Client Doesn't Know/Client Refused	0	0	0
Data Not Collected	0	0	0
Number of Stayers Not Yet Required to Have an Annual Assessment	0	1	0
1 Source of Health Insurance	28	14	9
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Renewal Project Applicant Submission Checklist

SUBRECIPIENT NAME:	
PROJECT NAME:	

ON OR BEFORE 4:00 PM ON JULY 24, 2018:

Email Items below to Abby Guilford at abby@mesh-mn.org (PDF format preferred)

NOTE: Include THIS SHEET with your attachments

Each project must submit the following:

Attached	Document	Where to Find Information
☐	Attachment Submission Checklist	THIS FORM!
☐	Project Application	Download PDF from http://www.hud.gov/esnaps **DO NOT submit in eSNAPS until a PDF version of your project has been reviewed and approved by the SMAC Coordinator**
☐	LOCCS Draw-Downs and Unspent/Returned Funds	A print out of your LOCCS screen that shows all of your drawdowns for the grant year
☐	Organizational Audit or Financial Statement	Your agency files and/or records
☐	Recent HUD Audits and Findings	Your agency files and/or records (if applicable)
☐	Project Educational and Early Childhood Documents (for programs serving families and youth)	Page 12 of this document

Contact person's name:	
Phone:	
Email:	

Reallocation:

1) Voluntary reallocation will always be fully explored first from all renewal projects.

2) If voluntary reallocation does not establish enough funding to create a sustainable project, SMAC will consider all projects scoring in the bottom 1/3 eligible to be considered for Reallocation. (It is anticipated that SMAC will have 22 renewal projects in 2018.)

Additional Considerations:

    a. Historical scoring data- The Ranking Committee will review if the project has scored in the bottom 1/3 past 3 NOFA competitions.

    b. Cost Effectiveness of project- The total HUD grant award amount will be divided by the number of successful outcomes. Successful outcome for all projects (other than PSH) is exiting to permanent housing. Successful outcome for PSH includes exits to permanent housing and remaining in permanent housing.

    Example
A non-PSH project gets $100,000 grant. 25 households successfully went to permanent housing. The cost per successful outcome is: $4,000.

    A PSH project gets $100,000 grant. 5 households successfully went to permanent housing. 4 households remain in permanent housing. The cost per successful outcome is: $11,111.

The Ranking Committee will make the final decision regarding which projects will be recommended to the Governing Board for Reallocation. For the 2018 competition the Ranking Committee should consider offering Technical Assistance to the bottom 1/3 of projects as an alternative to Reallocation due to recent implementation of the current scoring tool and reallocation approach.

Ranking:

1) HMIS grant will automatically be placed just above the SSO-CE grant(s) at the bottom of Tier 1. SMAC highly values having a functional HMIS. SMAC feels that it is essential to fund HMIS adequately and feels strongly that HMIS funds need to be protected in Tier 1.

2) SSO-CE grants will be placed just above any New project(s) created through reallocation at the bottom of Tier 1. To have a high quality, effective CES funding needs to be allocated to support infrastructure for CES activities. HUD has not provided guidance for how to score and evaluate these projects but encourages CoCs to maintain funding for these grants. Therefore, SMAC feels SSO-CE grants should be protected in Tier 1.

3) New projects created through reallocation will be ranked just above the new BONUS project(s) at the bottom of Tier 1. New projects will all be scored through the RFP process and evaluated on the New Project Application score tool. If a new project is selected through the RFP process it demonstrates the project will fill a gap in the CoC and will be prioritized as such through Tier 1 ranking.

4) New projects created through BONUS funding will be ranked at the bottom of Tier 1. New projects will all be scored through the RFP process and evaluated on the New Project Application score tool. If a new project is selected through the RFP process it demonstrates the project will fill a gap in the CoC and will be prioritized as such through Tier 1 ranking. Prioritizing projects funded through the BONUS opportunity is the best way to bring new funds into the CoC and increase the CoCs ARD.

Scoring:

5) Once the total number of points are calculated, the number of points earned will be divided by the total possible points for that project type. The resulting percentage will be placed in descending order, highest at top and lowest at bottom. If there is a tie between projects, a tiebreaker score will be used.

6) The tiebreaker score will be based on cost effectiveness. The total HUD grant award amount will be divided by the number of successful outcomes. Successful outcome for all projects (other than PSH) is exiting to permanent housing. Successful outcome for PSH includes exits to permanent housing and remaining in permanent housing.

   Example
   A non-PSH project gets $100,000 grant. 25 households successfully went to permanent housing. The cost per successful outcome is: $4,000.

   A PSH project gets $100,000 grant. 5 households successfully went to permanent housing. 4 households remain in permanent housing. The cost per successful outcome is: $11,111.

7) Rounding for all scoring will be standard rounding to the second decimal point.

8) Renewal Projects will be penalized for late application submission to the CoC. **Projects will lose 8 points for submitting a late application.** Timelines are critical during the NOFA process and it is essential that projects get all documents to the CoC on time.

9) New projects awarded in the last competition that have not yet begun and those projects that have not finished their first year but must submit a renewal application will be placed at the bottom of Tier 1 and exempt from the scoring process.

10) Projects that have completed only their first APR will be exempt from the following scoring categories: 1) Use of Federal Funds and 2) Unit Utilization. SMAC does not want to penalize projects that are new to CoC funding and have not had the opportunity to score well in these areas.

11) If an agency was not able to access eLOCCS during the course of the year through no fault of their own, the agency is responsible for notifying the CoC and providing confirmation from the HUD Field Office. If so, the agency would be exempt from the scoring criteria.

Education and Early Childhood Policy

All homeless assistance projects within the SMAC region that serve households with children (shelter, transitional housing, rapid re-housing, and permanent supportive housing) will be expected to comply with the following policies:

Identify staff who have primary responsibility for school attendance.

Ensure that all homeless families are informed of the McKinney Vento Act to ensure that their children are able to maintain enrollment in school.

Advocate for families with their school district to ensure that transportation is arranged (as needed).

Track school attendance for all children served within your program and help families to resolve any barriers that are contributing to the absences (as needed).

Assist families in developing education related goals for all family members when completing Housing Goal Plans.

Ensure that all family members are connected to relevant educational resources in the community.

Encourage and assist families with children ages 3-5 to apply for the Head Start Program and provide referrals to agencies that offer Head Start.

My agency serves families and/or youth and receives CoC program funding. I certify that we follow the above SMAC policy regarding Education and Early Childhood.

_____ _____

Agency Signature   Date