## HAMPDEN COUNTY CONTINUUM OF CARE

**CoC Application Selection and Ranking Process 2013**

The Hampden County Continuum of Care will submit a collaborative application for HUD Continuum of Care Homeless Assistance Program funds on February 3, 2014. The amount needed to renew all existing CoC programs (Annual Renewal Demand) is $2,245,706. This year’s grant framework provides that the CoC will receive a minimum of $2,133,420 for programs (5% less than the Annual Renewal Demand); any funds above this amount will only be available if the CoC achieves a minimum threshold score in the CoC competition, *and* if there are sufficient HUD funds available.

**BACKGROUND**

The US Department of Housing and Urban Development (HUD) released the Continuum of Care (COC) Notice of Funding Availability (NOFA) on November 22, 2013 for FY13 and FY14; the NOFA is available at <https://www.onecpd.info/resources/documents/FY2013-2014CoCProgramNOFA.pdf>.

The Hampden County CoC will decide which projects to submit to HUD for funding. The CoC will use a competitive process to select among newly-proposed projects and existing projects seeking renewal funds. The only types of projects that will be considered for new funding are 1) permanent supportive housing (PSH) for the chronically homeless; and 2) rapid rehousing (RRH) assistance for households with children (“families”) experiencing homelessness.

**SCORING, SELECTION AND RANKING**

The Hampden County CoC will issue a Request for Proposals, seeking applications for new and renewal projects, and all complete and eligible applications will be scored by the CoC Application Committee, using a scoring rubric developed by the Committee and attached to this guidance. Scores will determine each projects’ rank in the CoC’s application to HUD, and rank will determine placement into Tier 1 (which will be fully funded by HUD) and Tier 2 (which will only be funded if the CoC as a whole scores competitively and if there are sufficient resources).

The scoring rubric promotes certain best practices or practices that will improve our local response to homelessness, align our response with national policies and best practices, and make our CoC application to HUD more competitive. These include:

* Targeting permanent supportive housing to chronically homeless and rapid rehousing to homeless families;
* Using a Housing First model and evidence-based practices;
* Meeting or exceed HUD performance standards;
* Voluntary reduction of renewal project budgets;
* Leveraging other resources at a rate that exceeds 175%; and
* Projects that promote geographic diversity of programs throughout our CoC.

The process for considering projects will include the following:

* A threshold requirement that submissions required in this guidance are complete and timely (failure to meet this requirement will result in project not being scored);
* Project scoring, to be applied to both renewal and new projects;
* Applicant interviews, that will be no longer than ½ hour and will be used for clarifying items that are part of the scoring.

Once the committee completes the scoring, the committee may consider whether the initial scoring is likely to result in any critical service gaps and may make adjustments, but the rationale for any adjustments must be recorded and made public with the published ratings and rankings.

Project selections, rankings and tier allocations will be published on the following websites no later than 5:00 pm on January 17, 2014:

* City of Springfield Office of Housing, <http://www3.springfield-ma.gov/housing>
* Western Mass Network to End Homelessness, <http://westernmasshousingfirst.org/coc/hampden-coc>

Applicants (new and renewal) will have the opportunity to appeal the CoC Application Committee’s Project Selections, Rankings and Tier Allocations by submitting a written letter of appeal by 5 pm on January 24, 2013 to Geraldine McCafferty, [gmccafferty@springfieldcityhall.com](mailto:gmccafferty@springfieldcityhall.com), 1600 E. Columbus Ave., Springfield, MA 01103.

**COC APPLICATION COMMITTEE**

The CoC Application Committee is made up of persons who are knowledgeable about homelessness and housing in the area and who are representative of the relevant sectors, subpopulations, and geographic areas. No individual associated with an applicant agency may serve on the CoC Application Committee.

**TIMELINE**

**Dec. 12, 2013 Hampden County CoC Request for Proposals released**

**Jan. 3, 2014, noon Deadline for Submittal of Complete Application for Rating and Ranking**

Renewalapplicants must submit complete PDF of *esnaps* renewal application

New applicants must submit 5 copies of complete Project Application

ALL APPLICANTS must submit one of each of the following documents:

* Agency Articles of Incorporation;
* Minutes of Board of Directors meeting authorizing application for new or renewal funding;
* Current List of Board of Directors with identification of Officers and terms;
* Certified Organization Audit/Financial Statements of most recent year :
  1. Copy of OMB A-133 Audit (Required if $500,000 or more in aggregate Federal funds expended); or
  2. Financial statements audited by a CPA (if not bound by the requirements of OMB A-133); or
  3. Profit and Loss statement (only first time applicants or those who do not meet above criteria may submit);
* IRS 501(c)(3) Designation Letter (if applicable);
* Agency Financial Management Policies and Procedures;
* Agency Procurement Policies and Procedures;
* The following completed forms: Notarized Tax Certification Affidavit; Conflict of Interest Statement; Debarment Certificate; Internal Control Questionnaire; and **CoC Program Project Sponsor Certifications.**
* The following agency policies: Code of Conduct and Conflict of Interest; Drug-Free Workplace; Affirmatively Furthering Fair Housing; Reasonable Accommodation and Accessibility for Persons with Disabilities; Nondiscrimination and Equal Employment; and Confidentiality.

Submit one copy of each of these materials to the following address:

City of Springfield Office of Housing

1600 E. Columbus Ave.

Springfield, MA 01103

**Jan. 10, 2014, 4 pm Deadline for Submittal of Leverage Letters**

To be considered, letters must submitted on time, must be dated on or after December 3, 2013, and must contain all information described in the attached Guidance on Match and Leverage.

Submit the letters to the following address: City of Springfield Office of Housing, 1600 E. Columbus Ave., Springfield, MA 01103; Attention Gerry McCafferty.

**Jan. 14 &15, 2014 Rating & Ranking Interviews**

**Jan. 17, 2014: Notification of Funding Recommendations**

All applicants will be notified in writing of the results of the Rating and Ranking Process, and selections and rankings will be posted on the websites of the City of Springfield Office of Housing and the Western Massachusetts Network to End Homelessness.

**Jan. 24, 2014, 4 pm Deadline to appeal Rating and Ranking/Funding Recommendation Result**

**Jan. 28, 2014 Decisions on Appeal Announced**

**Jan. 31, 2014 CoC Application Submitted to HUD in *esnaps***

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| **SCORING FOR RENEWAL APPLICATIONS FOR FY2013 COC PROGRAM COMPETITION**  Total points available: 100 (plus 2 bonus points) | | |
| **PROGRAM**  36 points  *Source:*  Project Application, Supplemental Survey | Program Type, Model, and Target (up to 16 points) | PSH, Housing First & 100% chronic – 16 points  RRH for families – 16 points  PSH, Housing First OR 100% chronic – 12 points  PSH, Not Housing First, 50% to 99% chronic – 6 points  TH, targets Youth or Substance Abuse – 8 points |
| Contributes to geographic diversity of services (up to 5 points) | Largely underserved location –5 points  Moderately underserved location – 3 points |
| Serves harder-to-serve population (up to 8 points) | Commits to serve only literally homeless at entry – 4 points  Last APR shows 50% or more participants had 2 or more disabilities at entry –4 points |
| Use of evidence-based practices (5 points) | Program uses or commits to use of one or more evidence-based practices –5 points |
| Type of site/building –(2 points) | Scattered site program OR program operates in a building subject to CoC deed restriction – 2 points |
| **Program bonus** | PSH: increase beds for chronic (bonus 2 points) | PSH projects that are 100% chronic or which commit to using non-chronic beds for chronic will get 2 bonus points. |
| **PERFORMANCE OUTCOMES**  24 points  *Source:*  APR for program year that ended in period 7/1/2012 – 6/30/2013  Programs with initial grant year ending 7/1/2013 – 11/30/2013 will be evaluated based on initial year APR. | Housing Stability (up to 6 points):  PH: 84% or more remained in PH or exited to permanent housing  TH: 65% or more of exits are to permanent housing | Scoring for each standard:  6 pts. – Exceeded benchmark  5 pts. - Met benchmark  3 pts. – Missed benchmark but provided a plan for improvement of 10% or more over next year  0 pts. – Missed benchmark and no plan for improvement |
| Employment Income (up to 6 points):  20% or more of exiting adults maintained or increased employment income |
| Non-employment Income (up to 6 points):  54% or more of exiting adults maintained or increased non-employment income |
| Mainstream Benefits (up to 6 points):  56%or more of exiting adults maintained or increased mainstream benefits |
| **FINANCIAL**  20 points  *Source:*  Budget submittal, leverage letters,program audit | Voluntary budget reduction (up to 8 points) | Reduction of more than 5% or more- 8 points;  Reduction of 4% - 6 points; Reduction of 2-3% - 4 points |
| Leverage (up to 8 points) | Documented leverage of 175% or more – 8 points  Documented leverage of 150-174% - 6 points  Documented leverage of 100-149% - 3 points |
| Audit (up to 4 points) | No findings – 4 points; Findings – 0 points |
| Budget submission (no points awarded, but may result in point deduction) | 5 points deducted for a budget which is inaccurate or not compliant with CoC Interim Rule requirements |
| **PROGRAM MANAGEMENT**  20 points  *Source:*  APR, agency policies and procedures | HMIS data quality (up to 7 points) | 5% or less null/missing data – 7 points  6-10% null/missing data – 4 points |
| Program utilization (up to 7 points) | Utilization 90% or above – 7 points  Utilization 85-90% - 4 points |
| Complete and fully compliant policies & procedures (up to 6 points) | All policies & procedures submitted timely – 2 points  Policies & procedures compliant with HUD rules – 4 points |

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| **SCORING FOR NEW APPLICATIONS FOR FY2013 COC PROGRAM COMPETITION**  Total points available: 100 | | |
| **PROGRAM**  36 points  *Source:*  Project Application | Program Type, Model, and Target (up to 16 points) | PSH, Housing First & 100% chronic – 16 points  RRH for families – 16 points  PSH, 100% chronic but not Housing First – 8 points |
| Contributes to geographic diversity of services (up to 5 points) | Largely underserved geographic location –5points  Moderately underserved geographic location – 3 points |
| Serves harder-to-serve population (up to 6 points) | Will serve only literally homeless at entry –3points  Plan to serve 50% of participants who have 2 or more health-related housing barriers at program entry – 3 points |
| Use of evidence-based practices (up to 5 points) | Program uses or commits to use of one or more evidence-based practices –5 points |
| Housing emphasis (1 point) | 70% or more of CoC funding budget is for housing costs (leasing, rental assistance and building operations) – 1 point |
| Site Type: scattered (3 points) | Program uses a scattered site model – 3 points |
| **AGENCY EXPERIENCE and HISTORY OF PARTCIPATION & COLLABORATION**  24 points    *Source:*  Application | Agency experience in performing the proposed activities and in utilizing federal funds (up to 6 points) | Extensive experience serving population or performing the proposed activities – 6 points  Some experience serving population or performing the proposed activities – 3 points |
| Applicant’s organization and management structure demonstrates internal coordination and an adequate financial accounting system (up to 6 points) | Description shows strong coordination & financial accounting – 6 points  Description shows adequate coordination & financial accounting – 3 points |
| Participation in CoC or Network (up to 6 points) | Regular attendance at CoC/Network meetings – 6 points  Occasional attendance at CoC/Network meetings – 5 points  Infrequent attendance – 3 points |
| Evidence of external coordination – *i.e.,* examples of collaboration with other entities serving the same population (up to 6 points) | Provides 2 examples of inter-agency collaboration - 6 points  Provides 1 example of interagency collaboration – 3 points |
| **FINANCIAL**  20 points  *Source:*  Budget submittal, leverage letters,program audit | Budget submission (up to 5 points) | Budget is accurate& complies with CoC Interim Rule – 5 points |
| Reasonable cost per bed/unit (up to 5 points) | Cost per bed is comparable to existing programs with similar design and target population – 5 points |
| Leverage (up to 5 points) | Documented leverage of 175% or more – 5 points  Documented leverage of 150-174% - 4 points  Documented leverage of 100-149% - 2 points |
| Audit (up to 5 points) | No findings – 5 points; Findings – 0 points |
| **PROGRAM MANAGEMENT**  20 points  *Source:*  Application, agency policies and procedures | HMIS experience (up to 7 points) | Agency provides HMIS data on existing program(s) to City of Springfield HMIS or MA ASIST – 7 points |
| Schedule & management plan (7 points) | Full points where there is a plan for timely start up and strong management |
| Complete and compliant policies & procedures (up to 6 points) | Full points where all required policies and procedures are submitted and comply with HUD requirements. |

### DEFINITIONS

**Chronically Homeless** (1) An individual who: (i) Is homeless and lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and (ii) Has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in in emergency shelter continuously for at least one year or on at least four separate occasions in the last 3 years; and (iii) Can be diagnosed with one or more of the following conditions: substance abuse disorder, serious mental illness, developmental disability, post-traumatic stress disorder, cognitive impairments resulting from brain injury, or chronic physical illness or disability; or (2) an individual who has been residing in an institutional care facility, including a jail, mental health or substance abuse facility, hospital or other similar facility for fewer than 90 days and has met all the criteria in paragraph (1) of this definition before entering that facility; or (3) A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraph (1) of this definition, including a family whose composition has fluctuated while the head of household has been homeless.

**CoC Deed-Restricted** means a site-based program in a building purchased, constructed or rehabilitated with Continuum of Care funds, where the building is subject to a deed restriction related to its CoC funding requiring that it be used for transitional housing or permanent supportive housing for a period of 10 years after the date of initial occupancy, and the building is within the 10-year restricted period.

**Evidence-Based Practices** means activities that evaluation research has shown to be effective. Several evidence-based practices that are common in housing programs for persons who are homeless are: Critical Time Intervention, Motivational Interviewing, and Harm Reduction. For this competition, an activity will receive points as an evidence-based practice if it is listed on SAMHSA’s National Registry of Evidence-Based Programs and Practices: <http://www.nrepp.samhsa.gov>

**Housing First** is a model of housing assistance that is offered without preconditions (such as sobriety or a minimum income threshold) or service participation requirements, and rapid placement and stabilization in permanent housing are primary goals**.** The only real expectations of Housing First, which the individual agrees to prior to starting with the program, is to agree to have support workers visit at home, to pay their rent on time and in full (or agree to third party payment of rent), and to avoid disrupting the reasonable enjoyment of other tenants in the same building that would cause their eviction.

**Literally Homeless** An individual or family who lacks a fixed regular and adequate nighttime residence, meaning (i) An individual or family with a primary nighttime residence that is a public or private place that is not designed for ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport or camping ground, (ii) An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelter, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state or local government programs for low-income individuals), or (iii) an individual who is exiting an institution where he or she resided 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.

**Mainstream Benefits** Publicly-funded programs that provide services, housing and income supports to low-income persons whether they are homeless or not. They include programs providing welfare, health care, mental health care, substance abuse treatment, and veterans’ assistance**.**

**Permanent Supportive Housing (PSH)** means permanent housing in which supportive services are provided to assist homeless persons with a disability to live independently.Permanent housing is community-based housing without a designated length of stay. To be permanent housing, the program participant must be the tenant on a lease for a term of at least one year, which is renewable for terms that are a minimum of one month long, and is terminable only for cause.

**Rapid Rehousing (RRH)** means short-term (up to 3 month) or medium-term (3 to 24 months) financial assistance to obtain or maintain permanent housing, along with case management during the period of rental assistance.

**Scattered Site** means a housing model in which the housing units are not located in a single building.

**TH, Substance Abuse target** means transitional housing focused on serving persons with substance abuse disorders.

**Transitional Housing (TH)** means housing, where all program participants have signed a lease or occupancy agreement, the purpose of which is to facilitate the movement of homeless individuals and families into permanent housing within 24 months or such longer period as HUD determines necessary. The program participant must have a lease or occupancy agreement for a term of at least one month that ends in 24 months and cannot be extended.

**TH, Youth target** means transitional housing focused on serving youth aged up to 24.

**Underserved geographic area** is an area with limited or no Continuum of Care programs. The following chart identifies geographic areas within the Hampden County CoC, and CoC resources available in each area. Following the chart, there are indications of the areas considered “largely underserved” and “moderately underserved”.

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| Geographic Distribution of Existing PSH, TH, SH and RRH Resources in Hampden County  As reported in January 28, 2013 Housing Inventory Report | | | | | |
|  | PSH beds/units for Individuals | TH/SH beds for Individuals | PSH beds for Families | TH beds for Families | Rapid Rehousing |
| Chicopee | 15 | 0 | 8 | 0 | Single provider serves the region |
| Holyoke | 33 | 21 | 4 | 21 |
| Springfield | 380 | 85 | 229 | 95 |
| Westfield | 43 | 10 | 4 | 10 |
| Remainder of Hampden Co. | 17 | 9 | 5 | 0 |

**Largely underserved**: Hampden County outside cities of Springfield, Chicopee, Holyoke, Westfield

**Moderately underserved**: Chicopee, Holyoke, Westfield