

MACOMB COUNTY CONTINUUM OF CARE

PROCESS DOCUMENT FOR POLICIES AND PROCEDURES

UPDATED June 28, 2019

**FOR RENEWAL AND NEW PROJECTS
THROUGH THE LOCAL FUNDING
COMPETITION FOR THE FY 2019
HUD CONTINUUM OF CARE PROGRAM NOFA**

DEADLINES

**Separate RFP's are issued for Renewal Projects and
New Project Applications**

**RENEWAL PROJECTS DUE JULY 15th
NEW PROJECTS DUE JULY 15th**

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MI-503 St. Clair Shores/Warren/Macomb County CoC Macomb County Continuum of Care (CoC)

FY2019 CoC Program Competition Process
Priorities, Ranking, Reallocation, Renewal & New Applications

GENERAL INSTRUCTIONS AND INFORMATION

The Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act reauthorized the 1987 McKinney-Vento Act with a renewed emphasis on performance and establishing goals and outcomes to end homelessness. To this end, the Housing and Urban Development (HUD) Continuum of Care (CoC) Program provides funding to support the efforts of local public and private non-profit agencies providing services for individuals and families experiencing homelessness.

HUD requires that each Continuum of Care (CoC) develop a process to determine whether projects up for renewal are (1) performing satisfactorily and (2) effectively addressing the needs of the Community for which they were designed. The process must include policies and procedures to determine whether funds from existing projects will be renewed, reallocated, consolidated, and allow for the consideration of new project applications.

The local ranking process continues to be vital to making the Macomb CoC program as effective as possible. Therefore, this packet contains information about the process for renewal and new project applications that will be used for the FY 2019 funding competition. Currently funded Continuum of Care (CoC) projects that are not being reallocated and that will expire during calendar year 2020 must request renewal funding in the FY 2019 funding process.

The FY 2019 NOFA is not out yet. Reference the FY 2018 NOFA for now. MHC will alert the Macomb CoC to changes in HUD policies and priorities upon the release of the FY 2019 NOFA. Any changes could result in changes to Macomb CoC policies and priorities for the local funding competition.

The Macomb Homeless Coalition's website at www.macombhomelesscoalition.com will be the location for the Macomb CoC to post all materials relevant to the FY 2019 CoC NOFA process, including preparation for the CoC to meet initial eligibility requirements for the NOFA, the NOFA, NOFA application materials, policies and procedures for ranking renewal and new project applications, important deadlines, a copy of the draft and completed submission, links to the CoC Program on HUD's website, and any other announcements necessary to communicate with CoC members, stakeholders, and community members.

Complete details can be found on HUD's website at <https://www.hudexchange.info/programs/e-snaps/fy-2019-coc-program-nofa-coc-program-competition/>

UPDATES TO PROCESS DOCUMENT FOR POLICIES AND PROCEDURES

This updated Process Document for Policies and Procedures replaces the original copy that was issued on June 14, 2019.

RESOURCES

Here are important links to websites with resources, best practice research and information about the FY 2019 HUD CoC Program:

CoC Program on HUD Exchange: <https://www.hudexchange.info/programs/coc/>
United States Interagency Council on Homelessness (USICH): <https://www.usich.gov/>
National Alliance to End Homelessness (NAEH): <http://www.endhomelessness.org/>
Corporation for Supportive Housing (CSH): <http://www.csh.org/>
Hud Exchange: <https://www.hudexchange.info/resources/documents>

For questions or assistance, please contact Deanne Honeycutt, Macomb CoC Coordinator, at dhoneycutt@macombhomelesscoalition.com

FY 2019 Funding Availability per HUD TBD

HUD has not released the FY 2019 CoC NOFA. These figures are estimates based on HUD's policies from the FY 2018 NOFA.

HUD has not released the final Annual Renewal Demand (ARD) and therefore, the amount of funding for the Macomb County CoC is not yet known. The Macomb County CoC's estimated ARD is \$1,203,265. Based on this amount, 94%, or \$1,131,069 will be awarded by HUD through Tier 1. 6%, or \$72,196 will be awarded through Tier 2. Bonus Funding will be as follows:

- Estimated funding amount for DV Bonus is \$243,157.00
- Estimated funding amount for Bonus is \$145,894.00

Estimated funding amount for Planning Grant is \$72,947.00

FY- 2019 Macomb CoC Application Timeline

TBD	HUD released FY 2019 CoC NOFA & Notification of Renewal Project Submissions availability in E-Snaps. Notification sent to CoC via Macomb County CoC Listserv and email to Continuum. Renewal Project Directors notified of upcoming additions to this year application requirements.
Wednesday, June 5, 2019 – Monday, June	Macomb County CoC BOD discussion of GAPS Analysis, Project Prioritization, Renewal Project Requirements, New/Bonus Project Suggestions; Timeline
Wednesday, June 12, 2019	CoC Membership Meeting. Discuss FY 2019 CoC Program Competition NOFA – Establish priorities, policies, procedures for vote of full CoC Membership.
Friday, June 14, 2019	Macomb County CoC Process Document for Policies and Procedures, RFP for Renewal Projects and RFP for New Projects for the local funding competition through the FY 2019 HUD CoC Program NOFA issued to the community via Macomb County CoC google group and the Macomb Homeless Coalition website www.macombhomelesscoalition.com
Friday, June 28, 2019	Updated Macomb County CoC Process Document for Policies and Procedures, Addendum #1 for the RFP for Renewal Projects and Addendum #1 for the RFP for New Projects issued to the community via Macomb County CoC google group and the Macomb Homeless Coalition website www.macombhomelesscoalition.com
Monday, July 15, 2019	Renewal Project materials are due to CoC Coordinator, Deanne Honeycutt @ MHC by 4 p.m. Applicants to e-mail materials directly to dhoneycutt@macombhomelesscoalition.com

Monday, July 15, 2019	New Project Proposals and materials are due to CoC Coordinator, Deanne Honeycutt @ MHC by 4 p.m. Applicants to e-mail materials directly to dhoneycutt@macombhomelesscoalition.com
Wednesday, July 17, 2019	MHC forwards Renewal & New Project applications to Ranking Committee for review by 5pm
Thursday, August 1, 2019	Ranking Committee Interviews for new project applicants & conducts Review Session for renewal and new projects. Ranking Committee approves recommendation for ranking of renewal and new projects for consideration by the CoC Board.
Wednesday, August 7, 2019	CoC Board reviews and approves ranking of renewal and new projects
Monday, August 12, 2019	Project applicants notified if their project has been approved or rejected for submission to HUD as part of the Macomb County CoC Consolidated Application
Monday August 12, 2019	CoC publicly posts project listing & ranking of approved renewal and new project applications as part of the submission of the Consolidated Application to HUD
Monday, August 19, 2019	Grantee/Agency applications due in e-snaps. Email notification to CoC Coordinator Deanne Honeycutt by 5:00 pm. Email a PDF copy to dhoneycutt@macombhomelesscoalition.com (If revisions are needed agency will be notified)

Monday, August 26, 2019	Grantee/Agency revisions completed in E-Snaps. Send confirmation of completed revisions via email to CoC Coordinator Deanne Honeycutt, dhoneycutt@macombhomelesscoalition.com
Wednesday, September 4, 2019	CoC Board reviews and approves draft of Macomb County CoC Consolidated Application, which includes the CoC Application and Priority Listing
Wednesday, September 11, 2019	Draft of Consolidated Application including CoC Application and Priority Listing shared with full CoC Membership during the September Membership Meeting
TBD	MHC will post draft of Macomb County CoC Consolidated Application (which includes the CoC Application and Priority Listing) on website (2 days prior to HUD submission deadline) MHC will complete and submit the Consolidated Application via E-Snaps (1 day before deadline) HUD deadline for CoC applications submitted in E-Snaps at 8:00 pm Eastern Time Date TBD

2019 Funding Process and Tier Details

The HUD NOFA for the FY 2019 funding portion of the FY 2019 Continuum of Care (CoC) Program competition has not been released. The Macomb Housing Coalition (MHC) is the HUD-approved Collaborative Applicant selected by the Macomb County CoC for the HUD FY 2019 CoC Application. In this role, MHC is responsible for coordinating with the Macomb County CoC for managing the decision-making and application process for the FY 2019 HUD CoC Homeless Assistance Funding applications for projects seeking both renewal and new HUD funding.

Each year the Macomb County CoC Compliance Committee, in conjunction with the Macomb County CoC Ranking Committee monitors each sub-grantee, as well as leads the Macomb County CoC Membership in the process of prioritizing projects when the funding round opens up. Both the Macomb CoC Compliance Committee and the Macomb County CoC Ranking Committee is comprised of non CoC HUD-funded community partners that review all submitted sub-grantee application packets which includes a review of the most recent Annual Performance Report (APR).

During the FY 2019 CoC Program Registration process MHC as the Collaborative Applicant submitted a FY 2019 Grant Inventory Worksheet (GIW) that included all eligible renewal projects.

The Federal Homeless Policy & Program Priorities that were listed in Section II.A of the FY 2018 CoC NOFA include:

- 1) Ending homelessness for all persons
- 2) Creating a systematic response to homelessness
- 3) Strategically allocating and using resources
- 4) Use a Housing First approach

Populations that are highlighted by HUD as priorities for CoC's to consider when strategizing programs and resources include:

1. Individuals and Families Experiencing Chronic Homelessness
2. Veterans
3. Families with Children
4. Unaccompanied Youth
5. Individuals and Families fleeing domestic violence, dating violence, sexual assault, and stalking

The local new and renewal project ranking process continues to be crucial to making the CoC program as effective as possible. CoCs should use objective, performance-based criteria to rate projects and should consider both the need to serve particular populations (for example, survivors of domestic violence, youth, and persons with substance use disorders) of people experiencing homelessness and the effectiveness of their projects in reducing homelessness.

HUD will prioritize funding for CoCs that have demonstrated the ability to reallocate resources to higher performing projects.

Tier 1 is 94 percent of the CoC's ARD amount, which means CoCs will have an opportunity to protect more of their higher priority projects, whether they are renewal or new projects - proposed via Reallocation (including Transition Grants), the Bonus, DV Bonus or through the Expansion option.

Tier 2 is 6 percent of the CoC's ARD amount. Projects that are placed into Tier 2 are at risk of not being renewed. If your organization has a project that is placed into Tier 2, you are advised to prepare for that project to no longer be receiving CoC funding as there is a possibility HUD will not select that project for funding.

HUD permits CoCs to create new projects through the **Bonus or Reallocation** for the following types of projects:

- 1) Joint TH and PH-RRH component projects
- 2) Supportive Services Only (SSO-CE) projects to develop or operate a centralized or coordinated assessment system
- 3) Rapid re-housing projects that will serve homeless individuals and families, including unaccompanied youth
- 4) Permanent supportive housing projects that:
 - a. Meet the requirements of Dedicated PLUS, or
 - b. 100% of the beds are dedicated to individuals and families experiencing chronic homelessness
- 5) Dedicated HMIS carried out by the CoC's HMIS Lead

HUD has created a new **Domestic Violence (DV) Bonus** to permit CoC's to create the following types of new projects:

- 1) Rapid Re-housing projects
- 2) Joint TH and RRH component projects
- 3) SSO-CE Projects for Coordinated Entry

Projects must serve survivors of domestic violence, dating violence, sexual assault or stalking.

Through the FY 2017 and 2018 NOFA's, HUD has Added Program Types and Tools for Expansion/Revision of Populations, Housing and Services to Create New Opportunities for Renewals and New Projects:

- The Joint Component combines TH and PH-RRH into one program component. It provides a mechanism to incorporate some of the short-term services of a traditional TH program, with a quick re-introduction into housing.
- Expansion option for Renewals: Existing grants can request additional funding to expand units, beds, person or services. Available funding for Expansion is the same as for new projects (i.e. through DV Bonus, Bonus or Reallocation).
- Dedicated Plus adds a number of new statuses for participants that can expand eligibility beyond just chronically homeless for new or expanded PSH grants. Renewals of PSH

projects dedicated to serving chronically homeless households have the option to transfer to Dedicated Plus.

- Transition Grants allows applicants to transfer the funds of an existing grant to another component. Eligible new project components include: PSH, RRH, Joint TH-RRH, HMIS and SSO-CE. Multiple renewals can transfer into one Transition Grant. HUD considers Transition Grants part of the Reallocation process for a CoC.
- Eligibility for participants in rapid re-housing has been expanded. Renewal RRH projects can elect to use these eligibility criteria by indicating so on the project application.
- Consolidation - HUD is implementing a process for agencies to consolidate two to four renewal projects of the same component into one project application
- New projects can now seek funding through a combination of Reallocation and Bonus dollars

Applicants are encouraged to review the NOFA to evaluate additional requirements that may affect the eligibility of new program types or a renewal to exercise any of the opportunities presented above to add resources or restructure.

Project Applicants and Ranking Process

Ranking is the responsibility of the Macomb County CoC standing committee, Ranking Committee. The Chair of the Ranking Committee is always a member of the CoC Board of Directors and the members are appointed by the Board of Directors. Committee members are from organizations not participating in the FY2019 Competition. The FY2019 Ranking Committee is:

Heather El-Khoury – Oakland University Macomb, Chair
Sama Harp – Macomb Community Action, Co-Chair
Michelle Edwards - MSHDA
Candace Morgan – Detroit Rescue Mission
Jazmyn Thomas – Macomb Community Action

Upon release of the FY2019 CoC Program Competition NOFA the CoC Coordinator will notify the CoC membership, stakeholders, and community members through the Macomb County CoC google group of the open grant competition. The CoC Coordinator will also notify the community by posting information on the Macomb Homeless Coalition website www.macomhomelesscoalition.com. The notification will include deadlines to ensure transparency and fairness. The deadlines will meet the standards outlined in the FY2019 CoC Program Competition NOFA.

A new or renewal project application must meet the priority threshold or it will be automatically rejected by the Ranking Committee. Applications also must use a housing first approach, agree to participate in the Coordinated Entry System, commit to a policy of non-discrimination, and comply with all other provisions of the Policies & Procedures of the Coordinated Entry System.

Upon a project application submission, the Ranking Committee will first closely review the information in order to ensure that:

- All proposed program participants will be eligible for the program component type selected;
- The organization is eligible to submit a project application;
- The proposed activities are eligible under the 24 CFR part 578;
- Each project narrative is fully responsive to the question being asked and that it meets all criteria for that question as required by the NOFA's detailed instructions provided in e-snaps;
- The data provided in various parts of the project application are consistent; and
- All required attachments correspond to the attachments list in e-snaps and the attachments contain accurate and complete information, and are dated between May 1, 2019 and September 1, 2019.

Renewal and new project applications submitted may be returned for suggested modifications or amendments.

New project applications that are accepted for submission are then invited to present their project to the Ranking Committee. The dates, times and location will be emailed to the organization. Interviews are meant to clarify the applications only and are not meant to be used to provide new information that could affect scoring.

Shortly after the presentations, the projects within each priority will then be scored by the Ranking Committee according to the criteria set by the Macomb CoC Membership.

The Ranking Committee Chair will notify all projects applicants no later than 15 days before the 2019 application deadline regarding whether their project applications would be included as part of the CoC Consolidated Application submission. Any project applicant that submits a project that was rejected by the Ranking Committee in the competition will be notified in writing by the Ranking Committee Chair with an explanation for the decision to reject the project.

The electronic grants management system managed by HUD's Office of Special Needs Assistance Programs (SNAPS) is known as *e-snaps*. It supports the annual Continuum of Care (CoC) Program Application and the Annual Performance Reporting (APR). To submit a project application for review by the Ranking Committee all organizations must use e-snaps.

To enter e-snaps, all applicants will do the following:

- Go to the e-snaps welcome page at www.hud.gov/esnaps
- Enter your username and password. If you are a returning project applicant, use the username and password you created in previous years
- Select the "Login" button

If you have not created a username and password, you will select the "Create Profile" link and the "User Profile" screen will appear. This is where you will create your profile, username, password, and confirmation questions and answers. Once you have completed all of the fields, select the "Save" button at the bottom of the screen.

Projects that Straddle Tier 1/Tier 2

If a project, once listed in ranked order, straddles the Tier 1/Tier 2 funding line, the following policy will apply: If a project is straddling the line – that is, a portion of the project budget falls within Tier 1 and a portion falls within Tier 2 – the grantee will be asked if the project would still be feasible if it was only funded for the amount in Tier 1.

1. If the project indicates that it would still be feasible at the reduced amount, it will be required to submit in writing how the project would remain feasible.
2. The Ranking Committee will review the feasibility plan, and decide whether the project would be feasible at the reduced amount. If the Committee decides it will be feasible, the project will be submitted as is, straddling the Tier 1/Tier 2 line.
3. If the Committee decides that the project will not be feasible at the reduced amount, that project will be dropped down so that it wholly fits into Tier 2, and the next ranked project will have the same opportunity to show feasibility if straddling the line.

4. This process will continue until the following are realized:
 - a. All Tier 1 funds are allocated; OR
 - b. The amount of funds remaining in Tier 1 are a negligible amount. If this occurs, the Macomb County CoC retains the discretion to allocate these funds to another project in Tier 1 that can accept additional funds.

Audit Review

All projects seeking funding, either new or renewal funding, will be required to submit the agency's most recent financial audit, including the most recent A-133 audit, if applicable. The audits will be reviewed and any concerns or findings noted in the audit, especially but not necessarily limited to, material findings of a lack of internal financial controls, will be addressed on a case-by-case basis.

Exclusion or Removal from Project Ranking List

Macomb CoC reserves the right to remove a new or renewal project from the project ranking list and not include that project in the CoC submission in the event of written notification from the local HUD Field Office that the project or applicant has been out of compliance with regulatory or programmatic requirements and has made no progress on any corrective actions as required by HUD.

Any renewal project removed from the ranking list will have its funding be reallocated to new project(s).

Reallocation Policy

The Macomb County CoC (CoC) uses the Reallocation Process to shift funds in whole or in part from existing CoC funded projects that are eligible for renewal to create one or more new projects. CoC's can pursue reallocations through the annual CoC Program Competition. A reallocated project must be a new project that serves new participants and has either a rapid re-housing, permanent supportive housing, joint component TH-RRH, HMIS or SSO-CE program design. A newly reallocated project may use resources from an existing project, including staff, but it is not simply a continuation of an existing project that serves existing participants.

The Macomb CoC believes the Reallocation Process is one of the most important tools a CoC can use to make strategic improvements to their homelessness system. Through the reallocation of funds, CoC's can create new, evidence-informed projects by eliminating projects that are underperforming or are more appropriately funded from other sources. Reallocation is particularly important when new resources are scarce. Decisions regarding reallocation are best made when guided by an overall strategic plan, in which the CoC assesses existing projects for their performance and effectiveness in ending homelessness.

The Macomb CoC believes it should direct funding toward projects that:

1. Serve individuals or families that exhibit the greatest need;
2. Help project participants obtain permanent housing as rapidly and directly from homelessness as possible;
3. Ensure long-term housing stability; and
4. Ensure the best and most cost-effective fit given the Macomb County Community's needs.

The Macomb CoC believes their inventory of projects should strive to match the needs of people experiencing homelessness within the Macomb County community. When the CoC finds its inventory of projects do not match the needs of the people experiencing homelessness in our community, the reallocation process can be used to correct this imbalance in the CoC's project inventory to ensure the community has adequate capacity to serve people experiencing homelessness within Macomb County.

This reallocation process specifically applies to projects funded through HUD's CoC program. However, communities should assess all projects in their inventory, regardless of how they are funded, and decide which projects are most needed, and which projects can be shifted to other purposes.

The CoC can reallocate funding from any project eligible for renewal in a competition year. The annual HUD CoC Program Competition Notice of Funding Availability (NOFA) dictates what types of projects may be created through reallocation in a given competition.

Projects not meeting threshold as determined by the Ranking Committee may be subject to the risks of having funding reduced and/or cut. This allows the CoC to create new projects through reallocation to be in align with current community needs.

Reallocation may also occur when a grantee requests their CoC funded project be reallocated into a new project and they will still serve a grantee. This request must be submitted in writing with specific project changes as well as a new budget and proposed number served. Request for reallocation must be mailed to the CoC Coordinator to share with the Macomb County CoC Board of Directors and Ranking Committee Chairpersons. This group will review & discuss the request and vote on the request. This group will also review community wide data, including Macomb County community priorities. The vote will be documented, and results will be shared via email.

Before submitting a request for reallocation, the CoC encourages agencies to work with the CoC to request HUD technical assistance. (TA)

Appeals Process for Project Applications and Reallocation Decisions

Project applicants whose project was rejected, or the subject of reallocation, may appeal the decision to the Macomb County CoC Board of Directors. An email requesting an appeal must be sent to the CoC Coordinator and President of the Board within 5 business days of the communication of denial of eligibility to submit for funding. All appeals will then be reviewed by a Committee of CoC Members established by the CoC Board of Directors and Ranking Committee. Members of the Appeals Committee cannot have HUD CoC Funded projects in their portfolio. All other decisions regarding ranking for renewal or new projects are not subject to appeal. The decisions of the Appeal Committee are Final.

Project applicants may also appeal the decision to HUD if the project applicant believes it was denied the opportunity to participate in the CoC planning process in a reasonable manner by submitting a Solo Application directly to HUD prior to the application deadline.

2019 Ranking Priorities for the Macomb County CoC

Projects seeking FY2019 CoC funding will be ranked in the following order for inclusion in the Macomb County CoC's submission to HUD:

1. CoC's infrastructure Projects will be listed in the following order:
 - HMIS Renewal Projects
2. PH – PSH Renewal Projects
3. PH – RRH Renewal Projects
4. TH – Youth Renewal Projects
5. New Project(s) created via reallocation.
 - a. TH-RRH combination project(s) - DV Projects
 - b. RRH Projects
 - c. PSH Projects
6. All other New Projects, includes Expansion Projects & New Projects created from Bonus Funding
 - a. DV Bonus Project
 - b. SSO for Coordinated Entry

Note: The CoC Planning Grant is not subject to ranking

*The CoC may elect to change the ranking to assure services to special populations (e.g. victims of domestic violence and sexual assault, individuals in recovery, unaccompanied youth, members of the LGBTQ community, etc.) as well as clients with the greatest severity of needs are maintained.

New and Renewal Project Eligibility

In order to be considered for HUD CoC funding, projects seeking new or renewal funding must meet the following basic eligibility criteria:

1. For renewal projects: Submit completed renewal application in response to the Renewal Project for evaluation by the Ranking Committee by email to Deanne Honeycutt at dhoneycutt@macombhomelesscoalition.com. Deadline for submission of materials is July 15, at 4 p.m.
2. For new projects: Submit completed new project application in response to the New Project RFP for evaluation by the Ranking Committee by email to Deanne Honeycutt at dhoneycutt@macombhomelesscoalition.com. Deadline for submission of materials is July 15, at 4 p.m.
3. Meet the threshold score of at least 65% on their new or renewal project application.
4. For projects approved by the CoC, applicants must meet all deadlines set by the Macomb CoC and MHC as Lead Agency/Collaborative Applicant for completion of the project submissions as part of the Macomb CoC's submission to HUD. This includes completion of final project applications in e-snaps with all attachments by on August 14, by 4 P.M.
5. Meet all HUD eligibility criteria, as outlined in the FY- 2019 CoC Program NOFA, the July 31, 2012 CoC Program Interim HEARTH Regulations (24 CFR part 578), and other official documents published by HUD.

New and Renewal Project Threshold Scoring and Ranking

Based on the scoring criteria below, projects that do not score at least 65% of the points available will not be submitted for funding unless an appeal is granted. Projects that are granted an appeal will be submitted for funding and ranked according to the project ranking policies.

The Macomb CoC will be required to prioritize and rank all new and renewal projects seeking funding in FY- 2019 CoC Funding competition. The CoC Board will make the final decision on approving recommended policies for FY- 2019 competition.

At the Macomb County CoC Membership Meeting (June 5), Prioritization was decided for the new & renewal project priorities for the FY2019 CoC Program Competition.

New and Renewal Application Policies Overview

Currently funded Continuum of Care Projects should note that renewal funding is not guaranteed. In the FY- 2019 competition, it is anticipated that the allocation of funding the Macomb CoC will receive from HUD may not be sufficient to fully renew all projects that are eligible for renewal funding. Existing CoC Funded Projects with grant terms expiring 2020 are eligible to submit their applications to the CoC for renewal funding.

New projects must have a proven track record of providing the housing and services as described in their application. New project applicants must provide a detailed description of the proposed project including the population/sub-population they serve, the type of housing and services that will be provided, and the budget activities that are being requested.

If an applicant is creating a new project through the expansion or transition mechanisms, they should complete both the renewal project application for the existing project and a new project application. The scoring for a new project being created through expansion will be the score of the original project evaluated through the renewal application.

Victim Service Providers as Applicants

If an applicant for a renewal or new project is a victim service provider, the agency is not required to participate in the HMIS System but must use a comparable database and provide de-identified information to the Macomb CoC. The applicant should complete as much of the application as possible in the following manner:

- Provide as much comparable information to what is requested in the application as possible and utilizing a 12 month period for data elements as close in time as possible to what is required as other applicants, i.e. it is suggested January 1, 2018 through December 31, 2018
- Provide a description for the comparable database

Renewal Scoring Criteria

Renewal Project Scoring Criteria:

1. Program Performance
2. Financial Performance
3. HMIS Compliance and Data Quality
4. CoC Participation
5. Consumer Participation

Threshold: All Renewal Projects must score at least 72 points (65%) to be eligible for renewed funding.

Renewal Project Scoring Overview

Scoring Criteria	Points
Program Performance (CE Client #'s)	55
Financial Performance	15
HMIS Compliance and Data Quality	20
CoC Participation	8
Consumer Participation	8
Attachments	5
Total Points Possible	111

FY 2019 HUD COC PROJECT SCORING SHEET
MACOMB COUNTY (MI-503) CONTINUUM OF CARE – Renewal Projects

Renewal projects will be scored based upon the following components, for a total of 111 possible points. Each applicant is filling out its own score card. Include where you pulled the data (have this highlighted) in the appropriate section of the scoring card. Applicants are also asked to write down the data that they are using to inform the calculations for scoring.

Project Name:		Reviewer:		
		Points Possible		Scoring
PROGRAM PERFORMANCE		Total Possible Points: 55		
#1	Mainstream Resources & Employment: Applies to PSH, RRH, and TH.	Total Possible Points:	15	
A	Leavers with Any Cash Income – Percentage of adult leavers who left the program with one or more sources of cash income. PSH includes Leavers and Stayers.	60 -100% - 40-59% - <40% -	3 1.5 0	
B	Leavers with Any Non-Cash Benefits – Percentage of adult leavers who left the program with one or more sources of non-cash income. PSH includes Leavers and Stayers.	80-100% - 60-79% - <60% -	2 1 0	
C	Leavers with Earned Income (Employment) – Percentage of adult leavers who exited with employment (earned income). PSH includes Leavers and Stayers.	20-100% - 10-19% - <10% -	3 1.5 0	
D	Leavers with Increase in Non-Employment Cash Income – Percentage of adult leavers who exited with an increase in non-employment cash income. PSH includes Leavers and Stayers.	25-100% - 10-24% - <10% -	2 1 0	
E	Leavers with Increase in Earned Income – Percentage of adult leavers who exited with an increase in earned income. PSH includes Leavers and Stayers.	10-100% - 5-9% - <5% -	3 1.5 0	
F	Leavers and Stayers Increase in Total Cash Income – Percentage of adult leavers and stayers with an increase in any income (earned or other).	20-100% - 10-19% - <9% -	2 1 0	
Housing Performance – Project Specific			40	
A	Rapid Rehousing (RRH) Exits to permanent Housing – Measure: Percentage of participants who exit the program to a permanent housing destination. Clients who were deceased can be removed from calculation.	85-100% - 80-84% - 75-79% - 70-74% - 65-69% - < 65% -	30 25 20 15 10 0	
B	Utilization Rates – Measure: Overall average project utilization rates as given in the APR for Grant's FY. (Units)	90-100% - 75-89% - < 75%	10 5 0	
A	Transitional Housing (TH) – Exits to Permanent Housing	85-100% - 80-84% - 75-79% -	30 25 20	

	Clients who were deceased can be removed from calculation.	70-74% - 65-69% - < 65% -	15 10 0	
B.	Occupancy Rates Measure: Overall average project occupancy rates as given in the APR for Grant's FY. (Beds)	90-100% - 75-89% - < 75%	10 5 0	
A	Permanent Supportive Housing (PSH) Exits to permanent Housing – Measure: Percentage of participants who exit the program to a permanent housing destination. Clients who were deceased can be removed from calculation.	51-100% 41-50% 31-40% 21-30% 10-20% <10%	30 25 20 15 10 0	
B	Utilization Rates – Measure: Overall average project utilization rates as given in the APR for Grant's FY. (Units)	90-100% - 75-89% - < 75%	10 5 0	
#2	Financial Performance-Percentage of expenditures for the most recently completed grant term. Financial performance will be scored based on the extent to which each project has expended its annual budgeted HUD grant during its most recently completed project year. Any organization found to have less than 95% of their grant expended for projects that do not have a rental assistance line or 90% for projects that include a rental assistance budget line, will be required to provide an explanation of the situation and why some funds were recaptured. Scoring and points will be based on the following scales:	Total Possible Points:	15	
A	Projects that do not have a rental assistance budget line:	95-100% - 90-94% - <90% -	15 8 0	
B	Projects that do have a rental assistance budget line:	90-100% - 80-89% - <80% -	15 8 0	
#3	HMIS Compliance and Data Quality	Total Possible Points:	20	
A	Attendance at the Agency Admin Meetings	100% attendance - missed two meeting - missed three meetings - missed four or more meetings-	5 4 3 0	
B	UDE Completion for subject projects	90-100% completed- 50-89% completed- <50% completed-	6 3 0	
C	Clients exiting to known destination (Percentage the program reports clients exiting to all destinations, except null destinations.)	80% of clients- 70% of clients- 60% of clients- 50% of clients- Less than 50%-	6 5 4 3 0	
D	On time Submission of all required information for Housing Inventory Count (HIC).	Completed Incomplete	3 0	
#4	Other Criteria: CoC Participation	Total Possible Points:	8	
A	CoC Coordinated Entry Participation -95% of entries to project from CE referrals.	Yes- No-	5 0	
B	Participation in the PIT Count	Yes - No -	3 0	

#5	Other Criteria: Consumer Participation	Total Possible Points:	8	
A	Participation of a homeless or formerly homeless consumer on the board of directors or other equivalent policymaking entity	Had consumer participation for 75% of meeting per year. (e.g 12 meetings, must attend 9)	5	
B	If not compliant with above, describe how the recipient and/sub recipient will become compliant with this regulation – include timeline	Yes - No -	3 0	
#6	Attachments – check all that provided and note if not required – 5 points if all are provided and subtract a point for each missing.	Total Possible Points:	5	
	Current HUD Grant Agreements by project			
	Environmental Review Form			
	Equal Access Rule Form			
	Current copy of DUNS registration			
	Current SAMS registration			
	Current ELOCCS draw printout			
	Lead Based Paint Disclosure			
	Copy of most recent HUD Monitoring notification and report			
	Current Audit/Financial Review from private Accounting Firm			
	Most recent tax return			
	IRS 501 C 3 notification			
	Articles of Incorporation			
	Signature Page (Attached)			
	Copy of correspondence with HUD requesting significant changes to the grant (if applicable)			
	Copy of the most recent APR from SAGE			
	Copy of the grant submission through e-snaps for the FY 2018 competition			
	Provide documentation proving participant of homeless/formerly homeless person of the Agency's Board of Directors. If documentation not available, provide a requested waiver of this requirement as submitted to HUD. Also provide HUD's approval of waiver request.			
		Total Points Possible:	111	

Threshold: All Renewal Projects must score at least 72 points (which is 65%) to be eligible for renewed funding.

New Project Scoring Criteria:

Renewal Project Scoring Criteria:

1. Experience & Capacity
2. Project Description and Housing First
3. Supportive Services
4. Project Participants
5. Outreach & Engagement
6. Standard Performance Measures
7. Budget/Leverage
8. CoC Meetings
9. Consumer Participation

Threshold: All New Projects must score at least 81 points (which is 65% of the total points available) to be eligible for renewed funding.

New Project Scoring Overview

Scoring Criteria	Points
Experience & Capacity	10
Project Description& Housing First	40
Supportive Services	25
Project Participants	5
Outreach & Engagement	5
Standard Performance Measures	20
Budget/Leverage	10
CoC Meetings	5
Consumer Participation	5
Total Points Possible	125

FY 2019 HUD COC PROJECT SCORING SHEET

MACOMB COUNTY (MI-503) CONTINUUM OF CARE – New Projects

Instructions:

Applicants should respond fully to the questions on the Project scoring sheet that is part of Addendum #1. Applicants should review each section of the Project scoring sheet, and responses should match the format of the questions as they are presented in the scoring sheet.

Project Name:		Reviewer:		
		Points Possible		Scoring
	Permanent Housing- Rapid re-housing			
	Permanent Housing – Permanent Supportive Housing			
	Joint Component TH and PH-RRH			
	Supportive Services Only – Coordinated Entry			
	HMIS			
#1	Applicant Experience & Capacity	Total Possible Points:	10	
A	Agency demonstrates past experience and success utilizing federal funds including HUD grants and performing activities in proposed application such as satisfactorily drawdowns, timely reimbursement, timely resolution of monitoring findings, and timely submission of required reporting on existing grants.	Ø No outstanding concerns with existing grants. Applicant demonstrates significant experience with administration of federal grants.	4	
		Ø If most of above items in A are fully met.	2-3	

		Ø If few or none of the above items in A are met.	0-1	
B	Provides concrete examples that illustrates working with and addressing the target population's identified housing and supportive service needs.	<p>Description clearly describes applicant's experience providing proposed services, roles, and past successes in keeping people stably housed.</p> <p>Ø Yes Ø No</p>	2 0	
C	Describes the experience of the applicant in leveraging other Federal, State, local, and private sector funds.	<p>Applicant demonstrates examples of leveraging</p> <p>Ø Yes Ø No</p>	2 0	
D	Describes the basic organization and management structure of the applicant.	<p>Agency that will operate program describes structure with sufficient capacity to fulfill implementation of program and provide adequate financial and managerial oversight</p> <p>Ø Yes Ø No</p>	2 0	
	Comments from Reviewer/Questions:			

#2	Project Description and Housing First	Total Possible Points:	40	
A	<ul style="list-style-type: none"> Provides a clear description of the project that addresses the entire scope, including the target population(s) to be served, site description and project schedule. Project plan for addressing identified needs/issues of the target population(s); projected outcome(s); coordination with other source(s)/partner(s); capacity for assessing need. Demonstrates project will be ready to begin operations within 6 months of receiving HUD award. 	<ul style="list-style-type: none"> Each sub-part is described in a clear, concise and comprehensive manner. Entire scope of project is addressed and responses are consistent. Describes how project will be ready within 6 months of receiving HUD award. 	9-15	
		Responses could have been clearer, parts not fully addressed, parts have contradictory responses, questionable readiness in 6 months.	2-8	
		Response is lacking in clarity and description, no consistency, serious doubts on readiness within 6 months.	0-1	
B	<ul style="list-style-type: none"> Fidelity to Housing First model including how project applicant will assist participants to obtain and remain in permanent housing. 	Strong description of how Housing First is implemented.	14-20	

	<ul style="list-style-type: none"> Housing First principles include: 1) Client participation in services is not required; 2) Low barrier to entry (Meaning-no preconditions to entry, allowing entry regardless of current or past substance abuse, income, criminal records, (with exceptions of restrictions imposed by federal, state or local law or ordinance), and includes all Fair Housing protected classes; 3) Services provided as per client choice; 4) Clients have full rights as per their lease/occupancy agreements. Describe strategies of how the project will assist participants avoid Eviction 	Ø Description is weak, lacks clear Housing First concepts	5-13	
		Ø No clear evidence of Housing First model	0-4	
C	Provides a clear description on how the project furthers the goals of Macomb CoC on ending homelessness for chronic homelessness, families, youth, DV, veterans or individuals	Ø Yes Ø No	5 0	
Reviewer's Comments/Questions:				
#3	Supportive Services	Total Possible Points:	25	
A	<ul style="list-style-type: none"> Project identifies specific supportive services directly and indirectly to include health care (Medicaid, Medicare, Community Mental Health, Community Medical, etc.) Recovery and substance abuse, financial planning (credit counseling, financial workshop), transportation, legal, childcare, and housing counseling. 	Ø Addresses all supportive services in 3A.	10-15	
		Ø Addresses most supportive services	5-9	
		Ø Has few supportive services in description	0-4	

B	Describes how the project will assist participants with accessing and leveraging mainstream resources that help them to achieve greater stability and integration into the community. This can include some of the services noted in 3a along with SNAP benefits, SSI, SSDI, TANF, etc.	Ø Strong clear detailed description	7-10	
		Ø Some responses lack clarity/details	2-6	
		Ø Significantly lacking in clarity and detail	0-1	
Reviewer's Comments/Questions:				
#4	Project Participants	Total Possible Point:	5	
A	Demonstrates how the project supports those greatest in need and/or populations prioritized by the CoC, including: <ul style="list-style-type: none"> • Chronically Homeless • Veterans • Unaccompanied Youth • Families • Individuals/Families fleeing Domestic Violence 	Ø Response clearly demonstrates how outcomes will address needs of priority population(s) Ø Response lacking clear information or little detail for how outcomes will address needs of priority population(s)	3-5 0-2	
Reviewer's Comments/Questions:				

#5	Outreach and Engagement	Total Possible Points:	5	
A	For PSH Project Based (all other applicants skip to #5B): Agency demonstrates outreach plan for locating and prioritizing target populations through participation in the coordinated entry model	Ø Shows strong and clear plan in place	5	
		Ø Weak/unclear plan in place.	0	
B	For All Applicants Besides PSH Project Based: 1) Agency demonstrates outreach plan for locating and prioritizing target populations through participation in the coordinated entry model; 2) Describes how agency will reach out to, and engage with local landlords to recruit their participation in making their units available to program participants. (Description should include how agency will maintain an on-going positive relationship and communication with landlords)	Ø Response demonstrates successful past experience and/or a clear plan	5	
		Ø Weak/unclear plan in place.	0	
	Reviewer's Comments/Questions:			
#6	Standard Performance Measures	Total Possible Points:	20	
A	Describes plan for assisting participants to remain stably housed once moved to permanent housing; Project demonstrates a clear description of positive successes and outcomes for participants remaining stably housed	Ø Clear description on specific activities to assist participants to remain stably housed	9-15	
		Ø Lacks clarity on implementation on how to assist participants to remain stably housed	3-8	
		Ø No information on supporting participants to remain stably housed	0-2	

B	Describes plan for assisting participants for results in <i>increasing</i> employment/income/benefits	Ø Clear description on specific activities to assist participants to increase employment/income/benefits	3-5	
	Project demonstrates a clear description of positive successes and outcomes for increasing employment/income/benefits for participants	Ø Lacks clarity or little information provided on implementation on how to assist participants to increase employment/income/benefits	0-2	
Reviewer's Comments/Questions:				
#7	Budget	Total Possible Points:	10	
A	<ul style="list-style-type: none">Detailed budget submitted outlining program costs, administrative, HMIS and other associated applicable costs.Description of how required match will be provided	Ø Budget provides most or all detail necessary for line items. Allocation of funding among budget line items is appropriate for type of project and housing or services provided. Plan for obtaining match is provided.	6-10	
		Ø Significant questions or gaps exist for budget plan and detail. Allocation of funding among budget line items is not appropriate for type of project and housing or services provided. Plan for obtaining match is lacking in detail or not adequate to meet program requirements.	0-5	
Reviewer's Comments/Questions:				

#8	CoC Participation	Total Possible Points:	5	
A	• Describe attendance and active involvement with CoC Membership and Committees, Coordinated Entry Participation, HMIS participation, and PIT Count * Participation can be with the Macomb County CoC or another CoC	Agency participates fully in several aspects of CoC operations noted in description	3-5	
		Past agency involvement within a CoC structure is limited	0-2	
Reviewer's Comments/Questions:				
#9	Consumer Participation	Total Possible Points:	5	
A	Participation of a homeless or formerly homeless consumer on the board of directors or other equivalent policymaking entity - Had consumer participation for 75% (9 plus months) plus (e.g. 12 meetings, must attend 9)	Ø Yes, meets threshold, Ø No, threshold not met	5 0	
B	If not compliant with above, describe how the recipient and/sub recipient will become compliant with this regulation.	Ø Yes, description is clear Ø No, description lacks clarity	3 0	
Reviewer's Comments/Questions:				

#10	Considerations of Domestic Violence Barriers and Vulnerabilities	Total Possible Points	N/A	
<p>Applicants developing projects for funding through the DV Bonus should describe barriers unique to persons fleeing domestic violence and how your agency will address those barriers. Include descriptions of how the safety and privacy of clients will be maintained.</p>				
<p>Reviewer's Comments/Questions</p>				
#11	Attachments	Total Possible Points:	N/A	
<p>Provide comments (not a score) on whether all attachments are provided, and if content of attachments presents any concerns or questions about the ability of the applicant to implement the proposed project or appropriately manage federal funding:</p> <ul style="list-style-type: none"> a. Environmental Review Form b. Equal Access Rule Form c. Current copy of DUNS registration d. Current SAMS registration e. Current ELOCCS draw printout f. Lead Based Paint Disclosure g. Copy of most recent HUD Monitoring notification & report. h. Current Audit/Financial Review from private Accounting Firm. i. Most recent tax returns j. IRS 501© 3 notification k. Articles of Incorporation l. Exhibit A – Acknowledgements and Signature Page. (attached) m. Provide documentation proving participation of homeless/formerly homeless person on the Agency's Board of Directors. If documentation is not available, provide a requested waiver of this requirement as submitted to HUD. Also provide HUD's approval of waiver request. n. Code of Conduct Statement that complies with the requirements of 2 CFR part 200. 				

#12	Additional Comments/Questions	Total Possible Points:	N/A	
Please provide any additional comments or questions that you feel are important to consider: 				
		Total Points Possible:	125	

Threshold: All New Projects must score at least 81 points (65% of possible points) to be eligible for funding.

Exhibit A

Acknowledgements and Signature Page

My signature below affirms the following:

1. If awarded Continuum of Care funds by the U.S. Department of Housing and Urban Development, this project will comply with all program regulations as found in the Continuum of Care Interim Rule 24 CFR Part 578.
2. The funded project will participate in the Coordinated Entry System.
3. The organization will enter required project and client data into the Homeless Management Information System (HMIS) in accordance with the HMIS Data Standards and HMIS Policies and Procedures, and other data systems as required by the Macomb County Continuum of Care for the management of client data for the Coordinated Entry System.
4. The organization will complete the attached Environmental Review Flowchart to determine the level of review needed for your particular project.
5. If awarded CoC funds by the U.S. Department of Housing and Urban Development, this project will comply with HUD's Equal Access Rule. The rule can be accessed at <https://www.hudexchange.info/resources/documents/Equal-Access-Final-Rule-2016.pdf>
6. The organization will complete a Lead Based Paint Disclosure. An example is attached

Name of Project Submitted: _____

Date: _____

Organization: _____

Signature of Executive Director: _____

Name Printed: _____