MACOMB COUNTY CONTINUUM OF CARE

FY 2019 HUD COC PROGRAM NOFA LOCAL FUNDING COMPETITION PROCESS

DEADLINE: NOT YET GIVEN BY HUD

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 2018 must request renewal funding in the FY 2019 funding process.

HUD's announcement of the FY 2019 CoC NOFA will been shared with the Continuum. Complete details can be found on news@hudexchange.info and posted on Macomb Homeless Coalition's website www.macombhomelesscoalition.com. This website 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.

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, those changes could result in changes to Macomb CoC policies and priorities for the local funding competition.

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 Listserve 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 New & Renewal application package & CoC application process for renewal and new projects with established priorities, issued to the community via Macomb County CoC google group and the Macomb Homeless Coalition website www.macombhomeless coalition.com
Monday, July 1, 2019	Renewal Project materials are due to CoC Coordinator, Deanne Honeycutt @ MHC by 5 p.m. Applicants to e-mail materials directly to dhoneycutt@macombhomelesscoalition.com
Wednesday, July 3, 2019	New Project Proposals and materials are due to CoC Coordinator, Deanne Honeycutt @ MHC by 5 p.m. Applicants to e-mail materials directly to dhoneycutt@macombhomelesscoalition.com
Wednesday, July 10, 2019	MHC forwards Renewal & New Project applications to Ranking Committee for review for by 5pm
Tuesday, July 22, 2019	Ranking Committee Interviews for new project applicants & conducts Review Session for renewal and new projects
Tuesday, July 29, 2019	Project applicants notified if their project will be submitted as part of the CoC application.
Thursday, July 31, 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
Wednesday, August 7, 2019	CoC Board reviews and approves draft of consolidated application, which includes the priority listing and planning grant.
Friday, August 9, 2019	Grantee/Agency applications due. 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)
Wednesday, August 14,	Grantee/Agency revisions completed in E-Snaps. Send confirmation of completed

2019	**revisions via email to CoC Coordinator Deanne Honeycutt, dhoneycutt@macombhomelesscoalition.com.**
Wednesday, August 14, 2019	**Draft of Application including Priority Listing shared with full CoC Membership during the August Membership Meeting.**
TBD **TBD**	**MHC will post draft of Consolidated Application on website. (2 days prior to deadline)**
TBD	**Coordinator will complete and submit the CoC HUD Consolidated Application and Priority Listing via E-Snaps (X days before deadline).** **HUD deadline for CoC applications submitted in E-Snaps at 8:00 pm Eastern Time**

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. Submit completed renewal application in e-snaps with the additional documentation listed above for evaluation by the Ranking Committee by email to Deanne Honeycutt at dhoneycutt@macombhomelesscoalition.com. Deadline for submission of materials is July 01, at 4 p.m.
2. Meet the threshold score of at least 65% on their new or renewal project application.
3. 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.
4. 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 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 are eligible to submit their applications to the CoC for renewal funding.

Overview of Changes to New and Renewal Project Evaluation in 2018
1. New projects must have a proven tract record of proving the service 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.

2. New project applicants must ensure their organization has a Code of conduct that complies with the requirements of 2 CFR part 200.

FY 2019 Funding Availability per HUD TBD

HUD has not released the FY 2019 CoC NOFA. These figures are estimates from FY 2018

HUD has not released the final ARD and therefore, the amount of funding for the Macomb County CoC is not yet known. The Macomb County CoC's estimated Annual Renewal Demand (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 announced by HUD. Date TBD by HUD.

Estimated funding amount for DV Bonus Project is $243,157.00.

Estimated funding amount for Regular Bonus is $145.894.00

Estimated funding amount for Planning Grant is $72,947.00

HUD has not released the Annual Renewal Demand for FY 2019. These figures are estimates as received from our FY 2019 Grant Inventory Worksheet (GIW).

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 be reallocated to new project(s).

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.

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 (for renewal applications only) is granted. Renewal 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.

2019 Ranking Priorities for the Macomb County CoC

The following prioritization will be listed in the RFP for the local competition for renewal and new projects through the FY 2019 HUD CoC NOFA process:

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 Bonus Projects
   b. RRH Projects
   c. PSH Projects

6. All other New Projects, includes Expansion Projects & New Projects created from Permanent Housing 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.

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 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.

During the FY2019 CoC Program Registration process MHC as the Collaborative Applicant submitted a FY2019 Grant Inventory Worksheet (GIW) that included all eligible renewal projects.

The Federal Homeless Policy & Program Priorities for the FY 2019 CoC NOFA:
1. To end homelessness among Veterans
2. To end chronic homelessness among people with disabilities
3. To end homelessness among families with children
4. To end homelessness among unaccompanied youth
5. To end homelessness among all other individuals
- Keep in mind every community is diverse – in their demographics, in their needs, in their geographic characteristics, in their resources, infrastructure, and other ways.

CoC Program Implementation. Highlights important information to consider when preparing the FY 2019 CoC Application:
1. Performance-Based Decisions. (ie: Coordinated Entry (CE) for client entry; as an Agency; CE participation Housing Choice Voucher (HCV) Application submission; Moving Up Voucher (MUV) Application submission; CoC Event Participation, ie: PIT Count; Community Connection Days; Homeless Awareness Month activities)
2. Transitions Grants.
3. Domestic Violence (DV) Bonus.
4. Consolidated Project
5. CoC Merger (N/A for Macomb County CoC).
6. Adjustments for Ineligible Projects (N/A for Macomb County CoC)
7. Solo Applicants.
8. HMIS
9. Review of CoC Rankings
10. HUD Funding Process. Tier 1 & Tier 2

Per HUD in the FY 2019 CoC Program Competition NOFA: **(To be confirmed once NOFA is released)**

- HUD will continue with a two-tiered approach. "The purpose of this two-tiered approach is for CoCs to indicate to HUD which projects are prioritized for funding". (HUD NOFA page 5). Tier 1 is equal to 94 percent of the CoC's ARD amount.

- Tier 2 is the difference between Tier 1 and the CoC's Annual Renewal Demand (ARD), plus any amount available for bonus projects.

Additionally, HUD requires CoC's to prioritize their projects in the local CoC competition process and to notify project applicants that their projects were accepted or rejected and allow for an appeals process.

Renewal and new project applicants will be ranked according to the CoC Membership priorities that were approved based on HUD CoC priorities and the goals of the Macomb County CoC Action Plan to End Homelessness and the ranking score based on criteria set forth by the CoC Board of Directors.

Each year 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 –
Jazmyn Thomas – Macomb Community Action

Project Applicants and Ranking Process

Ranking is the responsibility of the Macomb County CoC standing committee, Ranking Committee. 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.macombhomelesscoalition.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.

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 an 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.

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.

Project applicants whose project was rejected may appeal the decision to the Macomb County CoC Board of Directors. An email requesting an appeal must be sent to the President of the Board by the close of business day within 5 business days of the communication of denial of eligibility to submit for funding. 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.

The Macomb Homeless Coalition (as the Collaborative Applicant) and the CoC will make available on the Macomb Homeless Coalition website at www.macombhomelesscoalition.com the FY2019 CoC Program Competition NOFA and its timelines and important dates, this document providing policies and procedures for the local funding competition, HUD approved GIW, and the FY2019 CoC Consolidated Application that includes the CoC Application, CoC Priority Listing with all the project applications accepted and ranked, or rejected. The CoC Coordinator will notify the membership, key stakeholders, and community members that the CoC Consolidated Application is available.

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.

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.

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

Reallocation Policy FY 2019

The Macomb County CoC (CoC) uses our 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. CoCs 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 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 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, CoCs 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 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 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 reallocated 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.

For FY 2019, the Macomb Homeless Coalition is HUDS's designated collaborative applicant (CA). 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 County 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). 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 Reallocation Decisions

All appeals will 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.

HUD allows applicants whose projects (renewal or new) are rejected and not included in the Priority Listing of a CoC to appeal directly to HUD by submitting a Solo Application.

Written appeals must be submitted to the CoC Coordinator via email. Please send to dhoneycutt@macombhomelesscoalition.com. Address the appeal to the Appeals Committee. Request must be received by the close of business within 5 business days of the reallocation request decision. Submissions must be received in a type written format (with attachments if applicable) electronically.   ****The decisions of the Appeal Committee are Final.

Scoring Criteria and Application Scorecard

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 (which is 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**

New 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

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**

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

2019-2020 HUD 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.

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.	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.	80-100% - 60-79% - <60% -	2 1 0	
C	Leavers with Earned Income (Employment) – Percentage of adult leavers who exited with employment (earned income).	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	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	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	Permanent Housing (PH) Retention in Permanent Housing- Measure: Percentage of participants who either remain in PH project as of the end of the reporting period, or who have exited that project to another permanent housing destination.	95-100% - 90-94% - 85-89% - 80-84% - 75-79% - < 75% -	30 25 20 15 10 0	
B	Utilization Rates – Measure: Overall average project occupancy rates as given in the APR for Grant's FY.	90-100% - 75-89% - < 75%	10 5 0	
A	Rapid Rehousing (RRH) Exits to permanent Housing – Measure: Percentage of participants who exit the program to a permanent housing destination.	85-100% - 80-84% - 75-79% - 70-74% - 65-69% - < 65% -	30 25 20 15 10 0	
B	Utilization Rates – Measure: Overall average project occupancy rates as given in the APR for Grant's FY.	90-100% - 75-89% - < 75%	10 5 0	
A	Transitional Housing (TH) – Exits to Permanent Housing	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. PSH & RRH Units – Units; Youth Program - Beds	90-100% - 75-89% - < 75%	10 5 0	
#2	**Financial Performance-** Detailed budget in alignment	**Total Possible Points:**	**15**	

	with Proposed Project with 25% match.			
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 All projects	90-100% completed- 50-89% completed- <50% completed-	6 3 0	
C	Clients exiting to known destination	75% - 100% of clients- 50% - 74% of clients- Less than 50% of clients-	6 4 0	
D	Submission of required information for Housing Inventory Count (HIC)	Completed Incomplete	3 0	
#4	**Other Criteria: CoC Participation**	**Total Possible Points:**	**5**	
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 meetings 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 found on page 16 of this document			
	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	

2019 HUD PROJECT SCORING SHEET
MACOMB COUNTY (MI-503) CONTINUUM OF CARE – New Projects/Bonus Projects

Instructions:

After reviewing sections of the application, give a score. A range of suggested points is given for each component. If you choose, you may award ½ points or anywhere along the scale for a total of 125 possible points.

Project Name:		Reviewer:		
		Points Possible		**Scoring**
	Permanent Housing- Rapid re-housing			
	Joint TH and PH-RRH			
	Supportive Service Only			
#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.	➤ Description clearly describes applicant's experience providing proposed services, roles, and past successes in keeping people stably housed. No outstanding concerns with existing grants.	4	
		➤ If most of above items are fully met.	2-3	
		➤ If few or none of the above items are met.	0-1	
B	Provides concrete examples that illustrates working with and addressing the target population's identified housing and supportive service needs.	➤ Yes ➤ No	2 0	
C	Describes the experience of the applicant in leveraging other Federal, State, local, and private sector funds.	➤ Yes ➤ No	2 0	
D	Describes the basic organization and management structure of the applicant.	➤ Yes ➤ No	2 0	
	Comments from Reviewer/Questions:			
#2	**Project Description and Housing First**	**Total Possible Points:**	**40**	
A	• 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. If project is PSH Project Based, applicant has 9 months from date of grant agreement to begin construction and 24 months from date of grant agreement to complete construction. Operation of the project must begin within 3 months of completion of construction.	➤ 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	• Fidelity to Housing First model including how project applicant will assist participants to obtain and remain in permanent housing. • 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. • Eviction prevention strategies exist	➢ Strong description of how Housing First is implemented.	14-20	
		➢ Description is weak, lacks clear Housing First concepts	5-13	
		➢ 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 chronic homelessness.	➢ Yes ➢ No	5 0	

Reviewer's Comments/Questions:

#3	**Supportive Services**		**Total Possible Points:**	**25**	
A	• 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, income support services, legal, childcare, housing counseling, employment readiness	➢ Addresses all supportive services in 3A.	10-15	
		➢ Addresses most supportive services	5-9	
		➢ 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.	➢ Strong clear detailed description	7-10	
		➢ Some responses lack clarity/details	2-6	
		➢ Significantly lacking in clarity and detail	0-1	

Reviewer's Comments/Questions:

#4	**Project Participants**		**Total Possible Point:**	**5**	
A	Serves chronically homeless and homeless populations including families and youth as prioritized by CoC.	➢ Yes ➢ No	5 0	

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	➢ Shows strong and clear plan in place	5	
		➢ 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.	➢ Response demonstrates successful past experience and/or a clear plan	5	

	(Description should include how agency will maintain an on-going positive relationship and communication with landlords)	➤	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; assisting participants results in *increases* in employment/income/benefits	➤	Clear description on specific activities to assist participants to remain stably housed and increase resources	9-15	
		➤	Lacks clarity on implementation on how to access mainstream services and increase resources	3-8	
		➤	No information on assisting participants in accessing mainstream services or increasing resources	0-2	
B	Project demonstrates a clear description of positive successes and outcomes	➤ Yes ➤ No		5 0	
Reviewer's Comments/Questions:					

#7	**Budget Leverage**		**Total Possible Points:**	**10**	
A	• Detailed budget submitted outlining program costs, administrative, HMIS and other associated applicable costs. • Project is cost-effective – comparing projected cost per person served to CoC average within project type.	➤	Written proof of leverage amount of at least 200% of total request. Proof should specify source, date committed and value.	6-10	
		➤	Leverage amount between 100-199% with written proof.	1-5	
		➤	Leverage less than 100%, proof is unclear.	0	
B	Provide comments (not a score) on whether budget is appropriate and adequate				
Reviewer's Comments/Questions:					

#8	**CoC Meetings**		**Total Possible Points:**	**5**	
A	• Attendance at CoC Meetings and/or Coordinated Entry Participation.	Yes No		5 0	
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	➤ Yes, meets threshold, ➤ No, threshold not met		5 0	
B	If not compliant with above, describe how the recipient and/sub recipient	➤	Yes, description is clear	3	

	will become compliant with this regulation.	➢ No, description lacks clarity	0	

Reviewer's Comments/Questions:

#10	**Attachments**	**Total Possible Points:**	**N/A**	

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:

#11	**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.

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/
Hudexchange: https://www.hudexchange.info/resources/documents
https://www.hudexchange.info/resources/documents/Equal-Access-Final-Rule-2016.pdf

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: _____