

Portsmouth Homeless Action Consortium

PHAC Application Ranking, Selection and Reallocation Process FY 2017

This document describes the Policy and Process by which the Portsmouth Homeless Action Consortium (PHAC) CoC, VA507, will operate and follow for developing the collaborative application, ranking, selection and reallocation of renewal/new project applications in response to the US Department of Housing and Urban Development (HUD) Continuum of Care (CoC) FY2017 Notice of Funding Availability (NOFA).

FY 2017 NOFA Process Overview

PHAC designates Portsmouth Area Resources Coalition (PARC) as the collaborative applicant and will submit one application. PARC will supervise a grant writer, selected by the PHAC, to assist with the collection of all data, combination and submission of the required application into e-snaps. The final responsibility to submit the application remains with PARC and the PHAC.

PHAC Policy and Planning Committee will announce the NOFA and the NOFA process for renewal and new projects on the City of Portsmouth Homeless Page website <http://www.portsmouthva.gov/502/Homelessness> via the PHAC email serve list and any other PHAC agency website as requested.

SCORING, RANKING, REALLOCATION AND SELECTION

All complete, timely, and eligible applications will be scored by the PHAC Scoring and Ranking Committee, using the scoring rubrics attached to this guidance. Scores will determine each project's rank in the PHAC's application to HUD, and rank will be the primary determinant of placement into Tier 1 and Tier 2. Scores may also be used to reject applications or to reduce budgets for low-scoring projects or overfunded projects.

Scoring and Ranking. The scoring rubric evaluates past performance (of renewal applicants) and promotes best practices or practices that will improve our local response to homelessness and align our response with national policies and best practices. These include

- Commitment to a Housing First low-demand service model; and
- Commitment to Client Driven Case Management using a strengths based approach

The process for considering projects will include the following:

- A threshold requirement that submissions required in this guidance are complete and timely (failure to meet this requirement will result in project not being scored);
- Project scoring; and
- Responses to any requests for explanations or requests for more information from the Scoring and Ranking Committee.

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Reallocation. Reallocation is the process of removing funding (in whole or in part) from a renewal project to fund a new project. It may be necessary to reallocate funds from projects which are not cost effective, underperforming, or underutilized. **Reallocation may occur when:**

- Unsatisfactory financial management
- Capacity issues which impact the operation of the project and its performance
- Auditing reveals unsatisfactory finding(s) and overdue responses
- History of serving ineligible persons or failing to adhere to funding requirements
- HMIS noncompliance
- Misalignment with funding priorities
- Low-scoring coordinated application ranking

The PHAC ranking committee may recommend to reallocate funds to another project based on the factors listed above. Grantees will be provided a copy of the Appeals process. In the event of an appeal, grantees will be notified in writing of the decision within 24 hours.

At the end of the appeal period, the PHAC committee will provide the reallocation recommendations to PARC as part of the coordinated grant application for review and vote to approve or disapprove.

Selection. Once the committee completes the scoring and ranking, the committee may consider the PHAC's priorities, whether the initial scoring is likely to result in any critical service gaps, and strategy related to Tier cut offs and HUD's selection process, and may make adjustments to budgets and produce the final ranking of projects to be included in the PHAC application. The Committee's rationale for any adjustments must be recorded and made public with the published rankings.

Because HMIS is required for the PHAC and must be funded, HMIS grants will receive the maximum score.

Project selections, rankings and tier allocations will be provided to proposers by written notice and published on the following website <http://www.portsmouthva.gov/502/Homelessness>

Applicants not selected by the PHAC to be included in the PHAC submission to HUD may appeal by submitting their *esnaps* Solo Application directly to HUD.

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SCORING FOR RENEWAL APPLICATIONS FOR FY2017 PHAC PROGRAM COMPETITION		
PROGRAM DESIGN 35 points <i>Source:</i> Project Application	Program Type (up to 11 points)	Permanent Supportive Housing - 5 points Rapid Rehousing – 4 points Transitional Housing for Youth – 2 points
	Population Served (up to 10 points)	PSH serving 100% Chronically Homeless, RRH serving 100% Literally Homeless, or TH serving literally homeless Youth 18-24—8 points
		All programs: Add 2 points if serves priority population: Chronically homeless, DV victims, Families with Children, Youth, Veterans
	Low Barrier – project has minimal requirements for entry (up to 4 points)	Project does not screen out for following – 4 points for all checked, -1 for each un-checked box: <input type="checkbox"/> Current or history of substance abuse <input type="checkbox"/> No income <input type="checkbox"/> Criminal history (other than convictions for sex offense, arson, or manufacturing methamphetamine) <input type="checkbox"/> History of DV
	Housing First (up to 5 points)	Project does not terminate residents based on participation requirements - 5 points for all checked, -1 for each un-checked box: <input type="checkbox"/> Failure to participate in supportive services <input type="checkbox"/> Failure to make progress on service plan <input type="checkbox"/> Loss of income or failure to improve on income <input type="checkbox"/> Being a victim on domestic violence <input type="checkbox"/> Any other lease restrictions that are not standard elements of a lease in the CoC geographic area (overnight visitors, group/meeting attendance, frequent inspections, etc.)
Coordinated Entry (up to 5 points)	Agency participates in Coordinated Entry process- 5 points for all, -1 for each un-checked box: <input type="checkbox"/> Uses Coordinated Assessment Form <input type="checkbox"/> Accepts clients through Coordinated Entry process <input type="checkbox"/> Uses SPDAT scoring for resource allocation <input type="checkbox"/> Participates in PCAN meetings and resources <input type="checkbox"/> Attends coordinated entry meetings	
PERFORMANCE 35 points	Program utilization (up to 6 points)	Utilization 90% or above – 6 points Utilization 85-90% - 3 points

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<p><i>Source:</i> HMIS APR for period 7/1/2016 – 6/30/2017; HMIS data</p>	Participant eligibility/targeting (up to 6 points)	100% of participants admitted 10/1/2016 or later were literally homeless at entry – 6 points 85-90% or more of participants admitted 10/1/2016 or later were literally homeless at entry – 3 points
	% Exits to Permanent Housing for program leavers staying over 90 days. (up to 6 points) PERMANENT HOUSING: % of clients who left for another permanent housing destination or stayed in the program	95-100% = 6 points 90-94% = 5 points 85-89% = 4 points 75-84% = 3 points 65-74% = 2 points
	Clients who increased Income- all types (up to 6 points)	80-100% = 6 points 60-79% = 5 points 40-59%= 4 points 20-39%= 3 points
	Clients who increased earned income (up to 5 points)	50-100% = 3 points 26-49% = 2 points 10 -25% = 1 point
	Mainstream Benefits (up to 6 points)	90% + adults maintained or obtained health insurance and/or SSI/SSDI – 6 points 80% + adults maintained or obtained health insurance and/or SSI/SSDI – 3 points
<p>FINANCIAL 20 points <i>Source:</i> Program audit, program invoices</p>	Audit (up to 10 points)	No unresolved findings & low-risk auditee – 10 points; Unresolved findings or identified as high-risk auditee – 0 points
	Drawdown rates (up to 5 points)	Invoices monthly - 5 points Invoices at least quarterly - 1 point
	Spend Down (up to 5 points)	Programs based on FMRs spend at least 90% of grant – 5 points All other programs spend at least 95% of grant – 5 points
<p>DATA/ HMIS 10 points <i>Source:</i> APR</p>	HMIS data quality (up to 10 points)	5% or less null/missing data – 10 points 6-10% null/missing data – 5 points

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SCORING FOR NEW PSH and RRH FOR FY2017 PHAC PROGRAM COMPETITION		
PROGRAM DESIGN 30 points <i>Source:</i> Project Application	Program Type (up to 10 points)	Permanent Supportive Housing - 5 points Rapid Rehousing – 3 points Transitional Housing for Youth – 2 points
	Population Served (up to 10 points)	PSH serving 100% Chronically Homeless, RRH serving 100% Literally Homeless, or TH serving literally homeless Youth 18-24—8 points
		All programs: Add 2 points if serves priority population: Chronically homeless, DV victims, Families with Children, Youth, Veterans
	Housing First/low-barrier + rapid placement in PH (up to 5 points)	PH uses Housing First model; TH/RRH is low-barrier + prioritizes rapid placement in PH—5 points
	Project description/scope (up to 5 points)	Adequately describes project and is consistent with population served and expected performance outcomes – up to 5 points
AGENCY EXPERIENCE and HISTORY OF PARTICIPATION 30 points <i>Source:</i> Application; Minutes of PHAC and Network meetings	Agency experience (up to 10 points)	7 or more years serving population or performing the proposed activities – 10 points 3 or more years serving population or performing the proposed activities – 6 points
	Experience with federal funds (up to 5 points)	Prior use of federal funds to operate 1 or more program(s) – 5 points
	Leveraging experience (up to 3 points)	Describes experience leveraging Federal, State, local, and/or private sector funds : Yes – 3 points
	Organization and management structure (up to 10 points)	Description demonstrates strong internal coordination & financial accounting – 10 points Description shows adequate internal coordination & financial accounting – 5 points
	Participation in PHAC or Network (up to 2 points)	Has attended PHAC/Network meetings in the last year – 2 points
FINANCIAL 20 points <i>Source:</i> Budget submittal, program audit	Budget submission (up to 10 points)	Budget is accurate& complies with CoC Interim Rule –10 points
	Audit (up to 10 points)	No unresolved findings & low-risk auditee – 10 points
PROGRAM & DATA MANAGEMENT 20 points	HMIS experience (up to 5 points)	Agency provides HMIS data on existing program(s) to Regional HMIS – 5 points
	Schedule & management plan (10 points)	Full points where there is a plan for timely and rapid start up (no later than 7/1/2018) and strong management

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<i>Source:</i> Application, agency policies and procedures	Complete and compliant policies & procedures (up to 5 points)	Full points where all required policies and procedures are submitted and comply with HUD requirements
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DEFINITIONS

Chronically Homeless (1) An individual who: (i) Is homeless and lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and (ii) Has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in in emergency shelter continuously for at least one year or on at least four separate occasions in the last 3 years, adding up to a total of 12 months; and (iii) Can be diagnosed with one or more of the following conditions: substance abuse disorder, serious mental illness, developmental disability, post-traumatic stress disorder, cognitive impairments resulting from brain injury, or chronic physical illness or disability; or (2) an individual who has been residing in an institutional care facility, including a jail, mental health or substance abuse facility, hospital or other similar facility for fewer than 90 days and has met all the criteria in paragraph (1) of this definition before entering that facility; or (3) A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraph (1) of this definition, including a family whose composition has fluctuated while the head of household has been homeless.

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

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

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

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

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

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

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