

## NC-507 FY2019 NOFA Application Review Process

### **Reviewers:**

Each application submitted to the CoC for consideration in the FY2019 NOFA was reviewed by three volunteers. These volunteers are not associated with the CoC or any organization applying for funding however, they are familiar with the CoC and homeless response systems in the area. New and renewal project applications were due no later than Friday, August 23rd and were distributed to the reviewers on Monday August 26th.

### **Review Tools:**

The CoC provided one scoring tool for renewal applications and one scoring tool for new applications. Both scoring tools allowed applicants a maximum score of 110, in order to fairly place applicants in “ranking order” based on score. Both of these scoring tools were published to the public by the CoC and were unable to be changed by the reviewers. The following “special conditions” apply to each scoring tool.

### **Renewal Scoring Tool:**

- Length of Stay (5pts) – A goal for this review question was not established by the CoC on the customized rating criteria; the review committee was unable to assign a point value; therefore, each applicant received the full 5pts. See “customized rating criteria” attached to this process.
- Exits to Permanent Housing (5pts) - A goal for this review question was not established by the CoC on the customized rating criteria; the review committee was unable to assign a point value; therefore, each applicant received the full 5pts. See “customized rating criteria” attached to this process.
- Returns to Homelessness (5pts) - A goal for this review question was not established by the CoC on the customized rating criteria; the review committee was unable to assign a point value; therefore, each applicant received the full 5pts. See “customized rating criteria” attached to this process.
- New or Increased Income and Earned Income (5pts) – The reviewers used APR Question 19’s
- Service High Need Populations (10pts) – The reviewers used Section 3B, Question 2A in the application.
- Project Effectiveness (10pts) – A locally defined reasonable cost was not established by the CoC on the customized rating criteria; the review committee was unable to assign a point value. The reviewers agreed a fair question would be to ask “did the applicant provide at least a 25% match as required by the NOFA” for the same point value.
- 90% Client Enrollment from CE Since 7-18 (10pts) – this data was not provided for each applicant and was not found on the APR; therefore, the reviewers were unable to assign a point value and each applicant received the full 10pts.
- 90% Case Conferencing Attendance Since 7-18 (10pts) – this data was not provided for each

applicant and was not found on the APR; therefore, the reviewers were unable to assign a point value and each applicant received the full 10pts.

- 90% Grant Draw down in last op. year (10pts) – this data was not provided for each applicant and was not found on the APR; therefore, the reviewers were unable to assign a point value and each applicant received the full 10pts.
- Evidence of partnership and collaboration (10pts) – The reviewers used narrative responses and application answers to determine if the applicants collaborate.
- Attended 5/6 CoC Membership Meetings (10pts) – This data was not provided for each applicant; therefore, the reviewers were unable to assign a point value and each applicant received the full 10pts.

### **New Project Scoring Tool:**

- Audit (3 questions/15pts) – Audits were not requested from applicants with their applications and were not provided to the reviewers. The reviewers was unable to assign a point value; therefore, each applicant received the full 15pts.
- CE Participation/Plan Assessment (10pts) – This data was not provided for each applicant; therefore, the reviewers were unable to assign a point value; due to the new project scoring tool having more questions than the renewal project tool, this question was not scored.
- Attended 5/6 CoC Membership Meetings (10pts) – This data was not provided for each applicant; therefore, the reviewers were unable to assign a point value; due to the new project scoring tool having more questions than the renewal project tool, this question was not scored.
- Evidence of partnership and collaboration (10pts) – This data was not provided for each applicant; therefore, the reviewers were unable to assign a point value; due to the new project scoring tool having more questions than the renewal project tool, this question was not scored.

### **DV Bonus Application:**

CoCs are required to rank all DV Bonus projects on the New Project Listing of the CoC Priority Listing with a unique rank number. If a project application designated as DV Bonus is conditionally selected by HUD with DV Bonus funds, HUD will remove the ranked DV Bonus project from the New Project Listing and all other project applications ranked below the DV Bonus project will slide up one rank position (e.g., if the conditionally selected DV Bonus project is ranked #5, HUD will remove the DV Bonus project and each project below #5 will move up one ranked position).

If the DV Bonus project application is not conditionally selected with DV Bonus funds, the project application will remain in its ranked position and will be considered for funding as a new project provided it meets the requirements in Section II.B.1 of this NOFA and passes the eligibility and threshold criteria in Sections V.C.3.b and c of the NOFA.

**NAVIGATION**

- GO Customize Threshold Requirements
- GO Customize Renewal/Expansion Project Rating Tool
- GO Customize New Project Rating Tool

**CUSTOMIZE NEW AND RENEWAL/EXPANSION PROJECT THRESHOLD REQUIREMENTS**

**CoC Threshold Requirements**

*(Delete the X in the box next to any requirements you do not wish to include.)*

- Coordinated Entry Participation
- Housing First and/or Low Barrier Implementation
- Documented, secured minimum match
- Project has reasonable costs per permanent housing exit, as defined locally
- Project is financially feasible
- Applicant is active CoC participant
- Application is complete and data are consistent
- Data quality at or above 90%
- Bed/unit utilization rate at or above 90%
- Acceptable organizational audit/financial review
- Documented organizational financial stability
- No Overdue Tax Form
- Screenshot of DUNS/SAM
- Completed Interest Form with Signed Statements
- Attendance at 5/6 CoC Membership Meetings
- USICH Housing First Checklist
- Documentation for Cash and/or In-Kind Match
- 501(c)3 and latest Fiscal Year 990
- Attendance at 5/6 CoC Membership Meetings

*(The first five requirements are process either as Threshold Re*

**CUSTOMIZE RENEWAL/EXPANSION PROJECT RATING TOOL**

*Using the drop-down menu on the left customize rating factors for each project type or delete the type to view all factors at once.*

*Delete the X in the box besides any rating factor you do not wish to include. If desired, adjust the factor/goal and point value for each measure. You can add additional locally-defined criteria below. See the Data Source Chart for information about where to obtain data to use in scoring.*

**Performance Measures**

**Factor/Goal                      Max Point Value**

**Length of Stay**

- RRR - On average, participants spend XX days from project entry to residential move-in
- PSH - On average, participants stay in project XX days
- TH - On average, participants stay in project XX days

**Exits to Permanent Housing**

- RRR - Minimum percent move to permanent housing
- PSH - Minimum percent remain in or move to permanent housing
- TH - Minimum percent move to permanent housing

**Returns to Homelessness (if data is available for project)**

- RRR - Maximum percent of participants return to homelessness within 12 months of exit to permanent housing
- PSH - Maximum percent of participants return to homelessness within 12 months of exit to permanent housing
- TH - Maximum percent of participants return to homelessness within 12 months of exit to permanent housing

**New or Increased Income and Earned Income**

<input checked="" type="checkbox"/> RRR - Minimum new or increased earned income for project stayers	8 %	2.5 points
<input checked="" type="checkbox"/> PSH - Minimum new or increased earned income for project stayers	8 %	2.5 points
<input type="checkbox"/> TH - Minimum new or increased earned income for project stayers		
<input checked="" type="checkbox"/> RRR - Minimum new or increased non-employment income for project stayers	10 %	2.5 points
<input checked="" type="checkbox"/> PSH - Minimum new or increased non-employment income for project stayers	10 %	2.5 points
<input type="checkbox"/> TH - Minimum new or increased non-employment income for project stayers		
<input checked="" type="checkbox"/> RRR - Minimum new or increased earned income for project leavers	8 %	2.5 points
<input checked="" type="checkbox"/> PSH - Minimum new or increased earned income for project leavers	8 %	2.5 points
<input type="checkbox"/> TH - Minimum new or increased earned income for project leavers		

CUSTOMIZE RATING CRITERIA

<input checked="" type="checkbox"/>	RRH - Minimum new or increased non-employment income for project leavers	10 %	2.5 points
<input checked="" type="checkbox"/>	PSH - Minimum new or increased non-employment income for project leavers	10 %	2.5 points
<input type="checkbox"/>	TH - Minimum new or increased non-employment income for project leavers		

**Serve High Need Populations** *(select from drop-down menu)*

<input type="checkbox"/>	Coordinated Assessment score		
<input checked="" type="checkbox"/>	RRH - Assessment score for XX% of participants indicates RRH or more intensive intervention	95 %	20 points
<input checked="" type="checkbox"/>	PSH - Assessment score for participants indicates PSH with XX% at highest end of PSH range	95 %	20 points
<input checked="" type="checkbox"/>	TH - XX% of participant meet CoC's TH targeting criteria	95 %	20 points

**Project Effectiveness**

<input checked="" type="checkbox"/>	RRH - Project has reasonable costs per permanent housing exit as defined locally	Yes	20 points
<input checked="" type="checkbox"/>	PSH - Project has reasonable costs per permanent housing exit as defined locally	Yes	20 points
<input type="checkbox"/>	TH - Project has reasonable costs per permanent housing exit as defined locally		
<input type="checkbox"/>	RRH - Coordinated Entry Participation- Minimum percent of entries to project from CE referral (or alternative system for DV projects)		
<input type="checkbox"/>	PSH - Coordinated Entry Participation- Minimum percent of entries to project from CE referral (or alternative system for DV projects)		
<input type="checkbox"/>	TH - Coordinated Entry Participation- Minimum percent of entries to project from CE referral (or alternative system for DV projects)		
<input checked="" type="checkbox"/>	RRH - Housing First and/or Low Barrier Implementation - CoC assessment of fidelity to Housing First from CoC monitoring or review of project policies and procedures	Yes	10 points
<input checked="" type="checkbox"/>	PSH - Housing First and/or Low Barrier Implementation - CoC assessment of fidelity to Housing First from CoC monitoring or review of project policies and procedures	Yes	10 points
<input type="checkbox"/>	TH - Housing First and/or Low Barrier Implementation - CoC assessment of fidelity to Housing First from CoC monitoring or review of project policies and procedures		

**Other and Local Criteria** *(select from drop-down menu)*

<input checked="" type="checkbox"/>	Applicant Narrative that CoC Scores	Project is operating in conformance with CoC Standards	Yes	10 points
<input checked="" type="checkbox"/>	Data Quality at or above 90%		Yes	10 points
<input checked="" type="checkbox"/>	90% Client Enrollment from CE since 7-18		Yes	10 points
<input checked="" type="checkbox"/>	90% Case Conferencing Attendance since 7-18		Yes	10 points
<input checked="" type="checkbox"/>	90% Grant Draw down in last op. year		Yes	10 points
<input checked="" type="checkbox"/>	PSH - Average stay of XX days from enroll.		180	20 points
<input checked="" type="checkbox"/>	PSH - Min. % of those exited remain/move on to PH		90	25 points
<input checked="" type="checkbox"/>	RRH - Average # of Days from Enroll. to move-in		60	20 points
<input checked="" type="checkbox"/>	RRH - Min. % of those exited moved to PH		80	25 points
<input checked="" type="checkbox"/>	Evidence of partnership and collaboration		Yes	10 points
<input type="checkbox"/>	90% Attendance at CoC Membership Meetings			
<input checked="" type="checkbox"/>	Attended 5/6 CoC Membership Meetings		Yes	10 points

**Total Maximum Score**

RRH projects:	175	points
PSH projects:	175	points
TH projects:	90	points

**CUSTOMIZE NEW PROJECT RATING TOOL**

**Experience**

	Factor/Goal	Max Point Val
<input checked="" type="checkbox"/>	A. Describe the experience of the applicant and sub-recipients (if any) in working with the proposed population and in providing housing similar to that proposed in the application.	15 points
<input checked="" type="checkbox"/>	B. Describe experience with utilizing a Housing First approach. Include 1) eligibility criteria; 2) process for accepting new clients; 3) process and criteria for exiting clients. Must demonstrate there are 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), marital status, familial status, actual or perceived sexual orientation, gender identity. Must demonstrate the project has a process to address situations that may jeopardize housing or project assistance to ensure that project participation is terminated in only the most severe cases.	10 points
<input checked="" type="checkbox"/>	C. Describe experience in effectively utilizing federal funds including HUD grants and other public funding, including satisfactory drawdowns and performance for existing grants as evidenced by timely reimbursement of subrecipients (if applicable), regular drawdowns, timely resolution of monitoring findings, and timely submission of required reporting on existing grants.	5 points

**Design of Housing & Supportive Services**

<input checked="" type="checkbox"/>	A. Extent to which the applicant 1) Demonstrates understanding of the needs of the clients to be served. 2) Demonstrates that type, scale, and location of the housing fit the needs of the clients to be served. 3) Demonstrates that type and scale of the all supportive services, regardless of funding source, meets the needs of clients to be served. 4) Demonstrates how clients will be assisted in obtaining mainstream benefits. 5) Establishes performances measures for housing and income that are objective, measurable, trackable and meet or exceed any established HUD or CoC benchmarks.	15 points
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CUSTOMIZE RATING CRITERIA

B. Describe the plan to assist clients to rapidly secure and maintain permanent housing that is safe, affordable, accessible, and acceptable to their needs. 5 points

C. Describe how clients will be assisted to increase employment and/or income and to maximize their ability to live independently. 5 points

**Timeliness**

A. Describe plan for rapid implementation of the program, documenting how the project will be ready to begin housing the first program participant. Provide a detailed schedule of proposed activities for 60 days, 120 days, and 180 days after grant award. 10 points

**Financial**

A. Project is cost-effective when projected cost per person served is compared to CoC average within project type. 5 points

B. Organization's most recent audit:

1. Found no exceptions to standard practices 5 points

2. Identified agency as 'low risk' 5 points

3. Indicates no findings 5 points

C. Documented match amount meets HUD requirements. 5 points

D. Budgeted costs are reasonable, allocable, and allowable. 20 points

**Project Effectiveness**

Coordinated Entry Participation- Minimum percent of entries projected to come from CE referrals

**Other and Local Criteria**

CE Participation/Plan Assessment 10 points

Attendance at 5/6 CoC Membership Meetings 10 points

Evidence of partnership and collaboration 10 points

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**Total Maximum Score**

All projects: **140** points

## NEW PROJECTS RATING TOOL

Project Name: \_\_\_\_\_  
 Organization Name: \_\_\_\_\_  
 Project Type: \_\_\_\_\_  
 Project Identifier: \_\_\_\_\_

RATING FACTOR	POINTS AWARDED		MAX POINT VALUE
<b>EXPERIENCE</b>			
A. Describe the experience of the applicant and sub-recipients (if any) in working with the proposed population and in providing housing similar to that proposed in the application.	<input style="width: 50px; height: 20px;" type="text"/>	out of	15
B. Describe experience with utilizing a Housing First approach. Include 1) eligibility criteria; 2) process for accepting new clients; 3) process and criteria for exiting clients. Must demonstrate there are 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), marital status, familial status, actual or perceived sexual orientation, gender identity. Must demonstrate the project has a process to address situations that may jeopardize housing or project assistance to ensure that project participation is terminated in only the most severe cases.	<input style="width: 50px; height: 20px;" type="text"/>	out of	10
C. Describe experience in effectively utilizing federal funds including HUD grants and other public funding, including satisfactory drawdowns and performance for existing grants as evidenced by timely reimbursement of subrecipients (if applicable), regular drawdowns, timely resolution of monitoring findings, and timely submission of required reporting on existing grants.	<input style="width: 50px; height: 20px; text-align: center; value: 5;" type="text"/>	out of	5
<b>Experience Subtotal</b>		out of	<b>30</b>
<b>DESIGN OF HOUSING &amp; SUPPORTIVE SERVICES</b>			
A. Extent to which the applicant 1. Demonstrate understanding of the needs of the clients to be served. 2. Demonstrate type, scale, and location of the housing fit the needs of the clients to be served 3. Demonstrate type and scale of the all supportive services, regardless of funding source, meet the needs of the clients to be served. 4. Demonstrate how clients will be assisted in obtaining and coordinating the provision of mainstream benefits 5. Establish performance measures for housing and income that are objective, measurable, trackable, and meet or exceed any established HUD, HEARTH or CoC benchmarks.	<input style="width: 50px; height: 20px;" type="text"/>	out of	15
B. Describe the plan to assist clients to rapidly secure and maintain permanent housing that is safe, affordable, accessible, and acceptable to their needs.	<input style="width: 50px; height: 20px;" type="text"/>	out of	5
C. Describe how clients will be assisted to increase employment and/or income and to maximize their ability to live independently.	<input style="width: 50px; height: 20px;" type="text"/>	out of	5
<b>Design of Housing &amp; Supportive Services Subtotal</b>		out of	<b>25</b>
<b>TIMELINESS</b>			
A. Describe plan for rapid implementation of the program documenting how the project will be ready to begin housing the first program participant. Provide a detailed schedule of proposed activities for 60 days, 120 days, and 180 days after grant award.	<input style="width: 50px; height: 20px;" type="text"/>	out of	10
<b>Timeliness Subtotal</b>		out of	<b>10</b>
<b>FINANCIAL</b>			
A. Project is cost-effective - comparing projected cost per person served to CoC average within project type.	<input style="width: 50px; height: 20px;" type="text"/>	out of	5
B. Audit			
1. Most recent audit found no exceptions to standard practices	<input style="width: 50px; height: 20px; text-align: center; value: 5;" type="text"/>	out of	5
2. Most recent audit identified agency as 'low risk'	<input style="width: 50px; height: 20px; text-align: center; value: 5;" type="text"/>	out of	5
3. Most recent audit indicates no findings	<input style="width: 50px; height: 20px; text-align: center; value: 5;" type="text"/>	out of	5
C. Documented match amount	<input style="width: 50px; height: 20px;" type="text"/>	out of	5
D. Budgeted costs are reasonable, allocable, and allowable	<input style="width: 50px; height: 20px;" type="text"/>	out of	20
<b>Financial Subtotal</b>		out of	<b>45</b>
<b>PROJECT EFFECTIVENESS</b>			
<b>Project Effectiveness Subtotal</b>		out of	<b>0</b>
<b>OTHER AND LOCAL CRITERIA</b>			
CE Participation/Plan Assessment	<input style="width: 50px; height: 20px;" type="text"/>		10
Attendance at 5/6 CoC Membership Meetings	<input style="width: 50px; height: 20px;" type="text"/>		10
Evidence of partnership and collaboration	<input style="width: 50px; height: 20px;" type="text"/>		10
<b>Other and Local Criteria Subtotal</b>		out of	<b>0</b>
<b>TOTAL SCORE</b>			<b>110</b>

## RENEWAL/EXPANSION PROJECT RATING TOOL

Project Name: \_\_\_\_\_  
 Organization Name: \_\_\_\_\_  
 Project Type: \_\_\_\_\_  
 Project Identifier: \_\_\_\_\_

RATING FACTOR	PERFORMANCE GOAL	PERFORMANCE	POINTS AWARDED	MAX POINT VALUE
<b>PERFORMANCE MEASURES</b>				
Length of Stay			<input type="text"/>	5
Exits to Permanent Housing			<input type="text"/>	5
Returns to Homelessness			<input type="text"/>	5
New or Increased Income and Earned Income			<input type="text"/>	5
<b>Performance Measures Subtotal</b>			out of	<b>20</b>
<b>SERVE HIGH NEED POPULATIONS</b>				
<b>Serve High Need Populations Subtotal</b>			out of	<b>10</b>
<b>PROJECT EFFECTIVENESS</b>				
<b>Project Effectiveness Subtotal</b>			out of	<b>10</b>
<b>OTHER AND LOCAL CRITERIA</b>				
Applicant Narrative	Project is operating in conformance to CoC standards		<input type="text"/>	out of 10
Data Quality at or above 90%	Yes		<input type="text"/>	out of 10
90% Client Enrollment from CE since 7-18	Yes		<input type="text"/>	out of 10
90% Case Conferencing Attendance since 7-18	Yes		<input type="text"/>	out of 10
90% Grant Draw down in last op. year	Yes		<input type="text"/>	out of 10
Evidence of partnership and collaboration	Yes		<input type="text"/>	out of 10
Attended 5/6 CoC Membership Meetings	Yes		<input type="text"/>	out of 10
<b>Other and Local Criteria Subtotal</b>			out of	<b>70</b>
<b>TOTAL SCORE</b>				
<b>TOTAL SCORE</b>			out of	<b>110</b>