FY2018 TX-503 Continuum of Care:
Review, Rating and Ranking Policy and Procedure

Background:

Annually, the U.S. Department of Housing and Urban Development (HUD) holds a national competition for Continuum of Care (CoC) Program Funds. This competition brings funds into the Austin/Travis County to provide housing and services to individuals and families who are experiencing homelessness. HUD released the Notice of Funding Availability for the 2018 CoC Program competition on XX/XX/2018 The Ending Community Homelessness Coalition (ECHO), the Collaborative Applicant for the Austin/Travis County Continuum of Care, is the lead agency responsible for completing and submitting the Consolidated Application for funding on behalf the CoC. The Consolidated Application consists of CoC Application, Priority Listing, and Project Applications.

For the FY18 competition, new projects may be created through reallocation and/or permanent housing bonus projects; CoCs may apply for bonus projects up to X percent of the CoCs FPRN, or **$_____** for the following types of new projects:

Through reallocation or bonus funding, CoCs may create the new projects as defined by the FY18 NOFA *(to be updated with FY18 NOFA)* that are aligned with the Community Funding Priorities.

All proposed projects must align with HUD's Policy Priorities as determined in the HUD Continuum of Care NOFA *(to be updated with NOFA)*

Review, Rating and Ranking Policy:

All HUD CoC Program Renewal and New projects must be reviewed, scored and ranked annually in preparation for the HUD CoC Collaborative Application submission. All projects must be ranked by priority based on performance and within the threshold outlined in the HUD Continuum of Care NOFA. See below for ranking procedure for both renewal and new projects.

1. Renewal Projects:

   a. Each quarter, the Membership Council will review the objective Project Performance Score[1] that measure 12 months of performance. For the annual NOFA process, the Membership Council will set a minimum performance score for project applicants' performance score for the HUD Continuum of Care NOFA.
   b. If renewal projects meet or exceed the minimum performance score (65%), then the renewal project will be prioritized in project ranking before any additional new projects that submitted and approved.
   c. If a Renewal project falls below the minimum performance threshold, then a new project may be ranked higher than the renewal project based on scoring and ability to serve target populations.
   d. If Renewal project performance is below the set performance minimum or there are other justifications for ranking the project lower based (history of not expending 100% of funding, etc), the renewal project will be ranked accordingly and provided technical assistance from CoC staff to improve lower performance and/or discuss voluntary reallocation of the project funding (or part of

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[1] See Appendix B: CoC Performance Scorecards

project funding). See CoC Reallocation policy and procedure for additional information on voluntary vs. involuntary reallocation.

2. **New Projects (Bonus and Reallocation)**

   a. All New projects will be ranked lower than Renewal projects who meet or exceed threshold performance, unless the IRT determines the project meets both HUD priorities and local needs by improving the CoC's outcomes and reducing homelessness more effectively than a renewal project(s).

Procedure:

Scoring Instructions and Components:

ECHO developed Scoring Instructions to measure performance and capacity using objective scoring criteria, including the HEARTH Performance Measures. The Independent Review Team (IRT) is designated by the Ending Community Homeless Coalition Membership Council (CoC Board) to review and score all local project applications. Both renewals and new projects are scored according to the following categories:

- Renewal Projects: existing renewing projects that have operated for a full 12-month period
- First Time Renewal Projects: renewing projects that have not yet begun operating or have begun operating, but not yet completed a full 12-month period; and
- New Projects: bonus or projects created through reallocation

In order to be considered, all projects must pass the Threshold Criteria that included: (1) Application materials were received by the deadline, (2) the Project is consistent with the ECHO CoC Funding Priorities, Community Plan to End Homelessness and the Consolidated Plans for the requesting area (City of Austin, Travis County and/or Pflugerville, TX), (3) the agency does not have any outstanding HUD monitoring and/or OIG Audit findings, and (4) the Project complies with the request of the CoC interim rule (24 CFR part 578), including, but not limited to accepting referrals from the Coordinated Entry System (CES), participation in the annual Point in Time Count, Housing Inventory, and HUD CoC & ESG Committee in addition to an active SAMS registration and DUNS number and participation in the CoC HMIS (or equivalent data management system for Domestic Violence Providers Only).

The IRT's primary responsibility is to (1) objectively review, rate, and rank all new and renewal project applications and agency presentations (2) submit ranking recommendation of project priority for Tier 1 and Tier 2, and (3) IRT Chair must report to ECHO Membership Council for final ranking decision. Each renewal project application includes a Performance Scorecard that is factored into the final overall score of each application and considered for ranking position.

Renewal Project Scoring Components:

- Must meet Threshold Component ensured compliance with HUD organizational recommendations and HMIS implementation
- 65% Performance Scorecard measured system performance measures, alignment with Housing First, and data timeliness and quality.
- 35% Project Narrative Component assessed project's compliance with best practices to end homelessness such as client choice, housing type and services match client need, transit access,

access to healthcare, availability of services to increase income, timely eLOCCS drawdowns, and participation in community planning.

First Time Renewal Projects OR New Project Scoring Components:

- Must meet Threshold Component ensured compliance with HUD organizational recommendations and HMIS implementation
- 100% Project Narrative Component assessed project's compliance with best practices to end homelessness such as client choice, housing type and services match client need, transit access, access to healthcare, availability of services to increase participant income, LOCCS drawdowns, and participation in community planning.

Project Ranking and Approval:

The Independent Review Team (IRT) Chair presents ranking recommendations to the ECHO Membership Council. The Membership Council approves the final project priority ranking recommendation and has the discretion to amend the recommendation made by the IRT no more than 15 days prior to the application deadline. If applicable, project applicants may follow the Grievance Procedure outlined in Appendix A.

Project Ranking Appeals Process:

The CoC must notify project applicants, in writing outside of *e-snaps*, of any rejected FY 2018 project applications **no later than 15 days before the application deadline** to allow any eligible project applicant(s) that attempted to participate in the CoC's planning process and believe they were denied the right to participate in the CoC process in a reasonable manner time to appeal the CoC's decision to HUD as a Solo Applicant (see Section [TBD] of the FY 2018 CoC Program Competition NOFA for more information on Solo Applicants.