
ELMIRA, STEUBEN, ALLEGANY, LIVINGSTON, CHEMUNG, SCHUYLER COUNTIES COC: 2018 RANK AND REVIEW PROCESS

Rationale

HUD's Continuum of Care (CoC) homeless assistance programs serve as a source of funding for homeless services in the Counties of Elmira, Steuben, Allegany, Livingston, Chemung, and Schuyler which together form NY - 501. In the 2017 NOFA, NY-501 received \$1,497,301 from HUD to support 14 projects for homeless individuals and families. HUD awards homeless assistance grants through an annual application process known as the CoC Program Competition in response to the Notice of Funding Availability (NOFA).

In order for the CoC to prioritize programs that are most effectively serving the community at the local level, the community has implemented a Rank and Review Process for new and renewal projects. This process will help the members of the CoC gain knowledge of project performance and effectiveness within the full CoC system.

On behalf of NY-501, the Rank and Review Committee is charged with overseeing the Rank and Review process. As stated in the Continuum's bylaws, the Rank and Review Committee is responsible for "the design, operation, and following of a collaborative process for the development of funding applications, including funding priorities and the number and type of applications". Each year the Rank and Review Committee reviews the Rank and Review Process and Application and makes revisions to reflect changing priorities. The Rank and Review Committee is also responsible for establishing a Review Team. The written Process, the Application and the Review Committee are submitted annually for approval by the Board. Once Board approved, the Written Process and Application are posted for review and comment by full Membership.

Review and Approval of the Rank & Review Application

Once the CoC Application has been submitted by the Collaborative Applicant, the Rank and Review Committee begins discussion of the previous year's Rank & Review application, process, and feedback from reviewers and full membership. With this feedback, the Committee proposes revisions to the Rank and Review Application and Process. In addition, the committee develops a list of Review Team members, considering the previous reviewers and potential new members. The revised draft of the application, process and the potential Review Team are presented to the Board, and subsequent edits may be made by the Rank and Review Committee. Once the Rank and Review committee has updated the Board, the application and the process are presented to full Membership with a comment period of one (1) week. Any comments received from Membership are then considered by the Committee for final decisions regarding further revisions. The Rank & Review Application, Process and Review Team are approved by the Board and shared with Membership.

outlined below). Following any debriefings and appeals, the project ranking is then shared with the Rank and Review Committee. The committee reviews the process and all project scores. The ranking is then presented to the Board for review. The ranking is then shared with Membership.

Appeal Process

1. Who May Appeal?

An agency may appeal a decision concerning a project application submitted by that agency. If a project was submitted by a collaboration of agencies, only one joint appeal may be made.

2. What May Be Appealed?

An appeal may not be submitted if the basis of the appeal is one of the following: the applicant did not answer all the questions on the application, the applicant did not submit the application with all required attachments, or the applicant did not submit by the required deadline. The appeals process applies only to project scoring and ranking. There is no appeal for project tiering. If a mathematical error is found by the project, the error can be corrected, and notice of the correction will be provided to the Rank and Review Committee and the Board.

3. Timing of an Appeal

Formal appeals can only be submitted by a project **5-business days** after a debriefing has been completed. Appeals must be submitted in writing to the Collaborative Applicant who will forward them on to the Review Team. The written appeal must consist of a short statement, no longer than 1 page, of the agency's appeal. The written appeal can be in the form of a letter, memo or email. Any appeal via email must be sent to sbarnaby@caresny.org and cc the NY-501 Rank and Review Committee chair.

4. Appeals Decisions

The Review Team also serves as the Appeal Team. Appeals are decided by majority vote of the Appeal Team. Once decided, all appeals are final and may not be overturned by the Rank and Review Committee, Board or Membership.

Project Tiering

HUD requires that the CoC ranks projects into two tiers based on the funding allocation released in the NOFA. The Collaborative Applicant uses the project ranking to tier the projects and presents the tiering to the Rank and Review Committee. When the NOFA is released, the priorities and tiering outlined in the application are strategically applied by the CoC to the project ranking (which may also affect tiering). Tiering results are then presented to the Board and, with Board approval, to Membership for a vote. Membership votes on the full application, including the tiering.

to CoC membership for approval. Projects being created from reallocated funds are ranked independent of bonus projects since they are from different funding sources.

CoC Transparency

The Rank and Review process is conducted by the CoC in a transparent manner in order to ensure a fair and consistent process for prioritizing projects. Each year, feedback on the process is solicited. The process is publicly announced by the CoC, distributed in writing to the full CoC membership, and posted publicly on the CARES website for all community members to review and comment.

FY2017 Rank and Review Application

NY-501 emphasizes the importance and impact of using the Rank & Review Application as the primary basis for determining the Project Listing submitted as part of the CoC Consolidated Application. The Rank and Review Application is thoughtfully revised each year to include both HUD and CoC standards, incorporate both national and local priorities, and balance objective performance measures with subjective narrative description of project operations.

2018 NY-501 CoC –Project Rank & Review Application

Please generate a CoC CALENDAR YEAR 2017 (CY17: 1/1/17 - 12/31/17) APR from Foothold or comparable HMIS to complete Part I of this application.

PART 1

*New projects will be weighted during the scoring.

A. PROJECT INFORMATION

Informational Only

A1. Organization Name: _____

A2. Project Name: _____

A3. Application Contact Person: _____

A4. Project Type: PSH RRH TH SSO (regular)

A5. FY17 Funding Request: \$ _____

Leasing \$ _____

Rental Assistance \$ _____

Supportive Services \$ _____

Operations \$ _____

Admin \$ _____

A6. Is this project voluntarily reallocating funds to the CoC? Yes No

A7. PROJECT DESCRIPTION

In a separate document, provide a short project overview that clearly describes the project's unique characteristics and achievements. Please include the target population(s) served, the number of participants served, the number of contracted beds/units/vouchers, cost per bed, how participants access the project, as well as project goals and achievements. Please explain the primary services provided by the project to participants, as well as any supplementary services available. Please be as descriptive as possible by using data stated in the project application and the project's most recent APR. Response must be 300 words or less.

2018 NY-501 CoC –Project Rank & Review Application

B4. Effect on Chronic Homeless:

Permanent Housing Programs: During CY17, the CoC **PH (PSH/RRH) projects** served a total of X chronically homeless individuals. To show impact of this project on ending chronic homelessness, refer to Attachment 2 to note the following:

B4.A The total number of chronically homeless persons this project served in CY17: _____

B4.B The percentage of the CoC total served by this project: _____

Transitional Housing Programs: During CY17, the CoC **TH projects** served a total of X chronically homeless individuals. To show impact of this project on ending chronic homelessness, refer to Attachment 2 to note the following:

B4.C The total number of chronically homeless persons this project served in CY17: _____

B4.D The percentage of the CoC total served by this project: _____

B5. Positive Outcomes

Permanent Housing projects: During CY17, there were X persons with positive outcomes noted across all CoC **PH (PSH/RRH)** programs. **(An exit is positive for PH if individual is a stayer or exited to a PH destination.)** To show the effect of this project on housing stability, refer to Attachment 3 and note the percentage this project had on the system: _____%

Transitional Housing Projects: During CY17, there were X persons with positive outcomes noted across all CoC TH programs. **An exit is positive if the exits are to Permanent destinations.** To show the effect that this project has on reducing the number of homeless individuals, please look at Attachment 3 and note the percentage that this project had on the system.

B6. Coordinated Entry

Does your project participate in the implementation of the Coordinated Entry process?

Yes

No

2018 NY-501 CoC –Project Rank & Review Application

Organization Name: _____

Project Name: _____

Application Contact Person: _____

PART 2: LOCAL CONTINUUM PRIORITIES (TOTAL 96 POINTS)

D1. Cultural Barriers. Please describe your agency's bi-lingual capacity and resources in meeting the needs of clients facing language barriers in 250 words or less.

D2. Leveraging and Coordination of Services. Please describe how your project coordinates services with other funded and non-funded providers in order to leverage services in no more than 250 words.

D3. "Opening Doors". Please explain how the project works to meet the goals stated in the USICH's "Opening Doors: Federal Strategic Plan to Prevent and End Homelessness" (250 words or less)

D4. Priority Populations. Is the project dedicated to one of the following priority populations: Chronically homeless or youth?

D4.B If the project is not dedicated, what percentage of beds are dedicated to a priority population? *Please attach Project Application Q4B. and/or 5B.*

D5. Housing First. Housing First is a recovery-oriented approach to ending homelessness that allows for rapidly housing individuals without screening out or terminating based on any of the below criteria. Does the project screen out or terminate based on any the following?

	Yes	No
Having too little or no income	<input type="checkbox"/>	<input type="checkbox"/>
Active or history of substance abuse	<input type="checkbox"/>	<input type="checkbox"/>
Criminal record with exceptions for state-mandated restrictions	<input type="checkbox"/>	<input type="checkbox"/>
History of domestic violence	<input type="checkbox"/>	<input type="checkbox"/>
Failure to participate in supportive services	<input type="checkbox"/>	<input type="checkbox"/>
Failure to make progress on a service plan	<input type="checkbox"/>	<input type="checkbox"/>
Loss of income or failure to improve income	<input type="checkbox"/>	<input type="checkbox"/>
Being a victim of domestic violence	<input type="checkbox"/>	<input type="checkbox"/>
Any other activity not covered in a lease agreement typically found in the project's geographic area.	<input type="checkbox"/>	<input type="checkbox"/>

NY-501 Continuum of Care: New Project RFP 2018 (Reallocation and/or Bonus Projects)

APPLICATION MUST NOT EXCEED THREE (3) PAGES

1. Applicant/Agency Name: _____
2. Agency Point of Contact: _____
3. Proposed Project Name: _____
4. Is the applicant a current member of NY-501 Continuum of Care (CoC)? Yes – 10 points No – 0 points
 - a. If no, what is the agency's current involvement with NY-501 Continuum of Care?
5. Is the agency applying a current CoC funded grantee? Yes – 5 points No – 10 points
 - b. If yes, are there any unresolved monitoring or audit findings from HUD or the CoC? Yes – 0 points No – 5 points
6. Please provide a detailed description of the agency's experience in administering projects dedicated to serving an underserved population. Please specify the name of current or past programs and note the funding sources. (10 points)
7. Please provide a project *description* AND *budget* that addresses the entire scope of your project. Please include the target population that will be served and the outreach plan. (0 – 15 points)
 - 2 points if a specific priority population mentioned in the 10 Year Plan is noted
 - 1 points if the project clearly states the number of units/beds requested
 - 4 points if an outreach plan is noted and the extent of coordinated the agency will have with the local DSS.
 - 8 points if the budget notes at least 80 percent of the requested funds are dedicated to housing
8. Please describe the project's understanding of and willingness to participate in the Coordinated Entry Process that is being implemented by the Continuum (5 points).
9. Will the project be able to begin within 12 months? Yes- 5 points No – 0 points