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# RENSSELAER COUNTY HOMELESS SERVICES COLLABORATIVE: 2018 RANK AND REVIEW PROCESS

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The Rensselaer County Homeless Services Collaborative (RCHSC) NOFA Committee is charged with overseeing the Rank and Review process. As stated in the RCHSC Governance Charter, the NOFA Committee is responsible for “assisting the Collaborative Applicant in preparing and submitting the Continuum of Care application” including the design and operation of a collaborative process for developing and approving the submission of applications. Each year the Rank and Review Application and a Review Team is established by the Committee, which is then reviewed and approved by both the Board and full Membership.

The RCHSC emphasizes the importance and impact of using the Rank & Review Application as the primary basis for determining the ranking within the Project Listing submitted as part of the CoC Consolidated Application. The Rank & Review Application is thoughtfully revised each year to include both HUD and CoC standards, incorporating both national and local priorities, and balancing objective performance measures with somewhat subjective narrative descriptions of project operations.

### ***Review and Approval of the Rank & Review Application***

After the CoC Application is submitted by the Collaborative Applicant, the NOFA Committee begins discussing the prior year’s Rank and Review Process document and Application, based on feedback from reviewers and applicants. The NOFA Committee:

1. Establishes a tentative timeline annually for the Rank and Review Process, working around the NOFA release.
2. Discusses the prior year’s Rank & Review Application, Process, and feedback from reviewers and applicants.
3. Revises the Application based on information gained on behalf of the CoC in the past year.
4. Elicits feedback on Rank and Review tool from neighboring Continuum of Care NOFA Committees.
5. Recommends 3-5 Review Team members, considering previous and potential new reviewers.
6. Presents the revised draft of the Process, Reviewers and Applications (renewal, reallocated and bonus) to the RCHSC Board. Any subsequent recommendations for changing the Process, Reviewer and/or Applications from the Board (majority vote) will be made by the Committee.
7. Presents the revised Process, Applications and Review Team to full Membership for review during the one-week comment period. Any comments from Membership are considered by the Committee and any further revisions are determined and accepted by the Board.
8. Finalizes and distributes the Rank & Review Application with Membership for agencies to complete.
9. Reviews the priorities outlined in the NOFA and strategically applies them to the CoC project ranking.
10. Opportunities for Reallocated and Bonus Projects are discussed with CoC Membership.

### ***Project Participation***

- **Renewal Projects** (with exception of HMIS, Coordinated Entry and Planning Projects) are required to complete a Rank & Review Renewal Application (using the most recent project application and Calendar Year APR) and submit with all required attachments by the stated deadline in order to be

shared with and reviewed by the Review Team. Projects without a full year of data will be placed at the bottom of Tier 1 with the HMIS and Coordinated Entry projects.

- **Reallocated Projects:** Reallocation is the process by which the CoC shifts funds, in whole or in part, from existing eligible renewal grant(s) in order to create new projects which will meet unmet local need/s. CoC agencies which voluntarily choose to reallocate funds will receive priority in the Ranking Process (also overseen by the Review Team). Project types that can be developed through reallocation are decided annually by HUD.
- **Bonus Projects:** Bonus funds may be available each year. The CoC is permitted to apply for Bonus Projects which will compete nationally against other Bonus Project Applications based on a HUD scoring system set forth in the NOFA. HUD notifies the CoCs if Bonus Funds are available annually and what they may be used for. Proposed Bonus Projects must complement and fulfill unmet need/s in the community. The Bonus Project requires a separate application (separate RFP) to be scored and ranked. The CoC will accept Bonus Project proposals during the same time frame as Rank and Review Applications. Bonus Projects will be selected in order to apply for all available funds.

### ***Review Team***

Members of the Review Team include individuals from the continuum or neighboring communities knowledgeable about the CoC and its providers. Reviewers are non-funded, objective individuals who may be members and nonmembers of the CoC. The Collaborative Applicant invites potential Review Team members to participate in the CoC's Rank & Review process. Each reviewer is provided a copy of project applications and score forms. The Review Team convenes to score each application which results in the CoC ranking from highest to lowest points. The Review Team provides any final comments to CARES to be shared with projects or the NOFA Committee, and will also serve as the Appeals Committee if an appeal is submitted by a project.

### ***Project Ranking***

Project scores and ranking are first shared with the NOFA Committee, then each agency receives a copy of their individual project score/s and are offered the opportunity to debrief with the Collaborative Applicant (within two days of notification). If a mathematical error is found during the review or debriefing, the score will be corrected and shared with the NOFA Committee. After any appeals are processed (see below) the NOFA Committee will adjust scores and ranking per Reviewer Team determinations. The final ranking is first shared with the Board, then agencies with project/s falling into Tier 2 are contacted/notified of their ranking by the Collaborative Applicant, and finally shared with full Membership.

### ***Appeals Process***

Formal appeals can be submitted by a project only after debriefings occur (within two days after debriefing). Appeals must be submitted to CARES within two business days after debriefing. The appeals process applies only to project scoring and ranking; there is no appeal for project tiering. An appeal may not be based on the following: 1) failure to answer required question/s; 2) failure to submit the application with all required attachments, or 3) failure to submit by the required deadline. The Review Team also serves as the Appeals Committee. Representatives from each project have 15 minutes to present their appeal

either via written materials and/or oral argument. After presentations, the Appeals Committee determines if project/s will receive any additional points and projects will be notified within 24 hours.

***Threshold Review***

In addition to scoring criteria, all projects must meet a minimum threshold of 60 points. A Threshold Review will occur after the Rank and Review process is complete. If the threshold is not met, the Rank and Review Team may recommend possible reallocation/s or significant amendments to the contract/s to the CoC Board.

Projects that may be automatically flagged for reallocation consideration:

- Projects with inadequate financial management
- Projects with a history of expending funds on ineligible activities or not expending funds at all

***Project Tiering***

When the NOFA is released, the national priorities and tiering outlined are strategically applied to project ranking by the CoC. Due to the essential nature of HMIS and Coordinated Entry projects, these projects are automatically placed at the bottom of Tier 1. Projects without a full year of data will be placed at the bottom of Tier 1 with the HMIS and Coordinated Entry projects. Reallocated and New projects are placed below all renewal projects, HMIS projects, projects that have been awarded funds but not yet begun, and Coordinated Entry projects. Planning Projects do not appear in the Tiering. The NOFA Committee presents the strategically applied tiering to the Board, which after approving is returned to Membership for a vote. Membership votes on the tiering, which is submitted as the Project Listing in the CoC Application.

## 2018 Rensselaer CoC Project Rank and Review

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

### A. PROJECT INFORMATION

A1. Organization Name: \_\_\_\_\_

A2. Project Name: \_\_\_\_\_

A3. Application Contact Person: \_\_\_\_\_

A4. Project Type:            PSH                      RRH                      SSO

A5. FY18 Proposed Total Funding Request:                      \$ \_\_\_\_\_

   Leasing                      \$ \_\_\_\_\_

   Rental Assistance                      \$ \_\_\_\_\_

   Supportive Services                      \$ \_\_\_\_\_

   Operations                      \$ \_\_\_\_\_

   Admin                      \$ \_\_\_\_\_

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

### A7. PROJECT DESCRIPTION

To assist reviewers, please provide a brief overview of the project (250 words or less). Please include the target population/s, primary and supplemented services provided/offered to participants, the number of contracted beds and units, and any other information you think will help reviewers understand the program's fundamental and unique characteristics.

## 2018 Rensselaer CoC Project Rank and Review

### B. CONTINUUM PRIORITIES & SYSTEM IMPACT

**Total Possible Points 120**

**B1. Utilization:** Using the project's FY17 Program Application and CY17 APR, complete the chart below. Please round up to the closest whole number. **MAX 20 pts**

*Please print and attach the questions noted below from the FY17 Application and CY17APR.*

	Projected Persons Served during Average PIT (Project Application Q5)	Actual Number Served during PIT (APR Q7 & 8)	
		Household	Persons
January	_____ Households  _____ Persons		
April			
July			
October			
Average			

**Households:** Average Actual \_\_\_\_\_ / Projected \_\_\_\_\_ = Utilization \_\_\_\_\_

**Persons:** Average Actual \_\_\_\_\_ / Projected \_\_\_\_\_ = Utilization \_\_\_\_\_

**B1a.** Did your project meet its projected number of *either* households or persons served during the year (100% or more utilization)?  **Yes 15 pts**       **No 0 pts**

**B1b.** The Continuum prioritizes projects that best utilize resources. Did your project have a utilization rate of more than 100% in *both* households and persons?  **Yes 5 pts**       **No 0 pts**

**B1c.** If the utilization rate of *both* households and persons is less than 100% due to circumstance beyond the project's control (e.g., natural disaster), please explain why in 250 words or less. **0-15 pts**

**B2. Chronic Homeless - Dedicated:**

**MAX 15 pts**

**B2a.** To show impact of this project on ending chronic homelessness (CH) in the CoC, refer to *Attachment 1* and note below the percentage of dedicated CH beds this project contributes to the CoC.

40-100% = 15 pts; 20-39% = 12 pts; 1-20% = 8 pts; 0% = 0 pts

**B2b.** If the percentage of beds dedicated to chronically homeless is not representative of project priorities, please explain in 250 words or less. **0-5pts**

**B3. Effect on Chronic Homeless:**

**MAX 15 pts**

**Permanent Supportive Housing Programs ONLY**

During CY17, the CoC's **PSH projects** served 83 chronically homeless individuals. To show the impact of this project towards goal of ending chronic homelessness, refer to *Attachment 2* to note the following:

**B3a.** The total number of chronically homeless persons this project served in CY17: \_\_\_\_\_ **(0 pts)**

**B3b.** This project served what percent of the total number of CH served by the CoC in CY17 \_\_\_\_ %  
30-100% = 15 pts; 10-29% = 12 pts; 1-9% = 8 pts; 0% = 0 pts

## 2018 Rensselaer CoC Project Rank and Review

### Rapid Rehousing Housing Programs ONLY

During CY17, all federally funded **RRH projects (CoC, ESG, STEHP)** served 3 chronically homeless individuals. To show the impact of this project towards goal of ending chronic homelessness, refer to *Attachment 2* to note the following:

**B3c.** The total number of chronically homeless persons this project served in CY17: \_\_\_\_\_ **(0 pts)**

**B3d.** This RRH project served what percentage of the total number of CH in the community in CY17 \_\_\_ %

**50-100% = 15 pts; 1-49% = 10 pts; 0% = 0 pts**

- B4.** Does your project follow core elements of the *Housing First* approach by ensuring access to the project for eligible clients is *not* prohibited by:
- |   | <b>All Yes - 10 pts</b>  | <b>Any No - 0 points</b> |
|---|--------------------------|--------------------------|
|   | <b>Yes</b>               | <b>No</b>                |
| Active or history of substance use  | <input type="checkbox"/> | <input type="checkbox"/> |
| Having a criminal record with exceptions for state-mandated restriction   | <input type="checkbox"/> | <input type="checkbox"/> |
| Having too little or little income  | <input type="checkbox"/> | <input type="checkbox"/> |
| History of victimization<br>(e.g. domestic violence, sexual assault, childhood abuse)                                       | <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"/> |
| Any other activity not covered in a lease agreement typically found for unassisted persons in the project's geographic area | <input type="checkbox"/> | <input type="checkbox"/> |
- B5.** Do project/agency staff participate in the CoC process by attending board and/or membership meetings, and/or participating in any CoC standing or Ad hoc committees of the RCHSC?     **Yes 5 pts**    **No 0 pts**
- B6. Coordinated Entry**
- B6a.** Did your project make or receive referrals for potential new participants through the Coordinated Entry process (*to be verified by the CoC CE Coordinator*) in 2017?     **Yes 10 pts**    **No 0 pts**
- If project includes DV clients, explain barriers to direct participation in Coordinated Entry and if/how you engage with partners involved with CE (250 words or less).    **0-10 pts**
- B6b.** Did your agency attend at least 75 % of the coordinated entry team meetings in 2017? (*to be verified by the CoC CE Coordinator*)     **Yes 5 pts**    **No 0 pts**
- B7.** Please provide specific examples of how your project coordinates services with other CoC, HUD/VA, City of Troy ESG and STEHP funded projects. Please refer to specific programs (250 words or less).    **0-5 pts**
- B8.** Please describe your agency's resources and experience in meeting the needs of clients facing various cultural barriers (e.g., language, gender identity, LGBTQ, mental health) in 250 words or less.    **0-5 pts**
- B9.** Please note how the project meets a gap in services (current or prior, including housing) as noted in the CoC's Ten Year Plan to End Homelessness and/or its Three-Year Addendum (250 words or less).  
*See Plan p.14 and/or Addendum p.10-12 for remaining challenges/current gaps.*    **0-5 pts**

## 2018 Rensselaer CoC Project Rank and Review

**B10.** Does the project work toward meeting any of the goals stated in the USICH's "Opening Doors: Federal Strategic Plan to Prevent and End Homelessness" noted below: **Any Yes - 5 pts All No - 0 pts**

	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Prevent/end homelessness among Veterans	<input type="checkbox"/>	<input type="checkbox"/>
End chronic homelessness	<input type="checkbox"/>	<input type="checkbox"/>
Prevent/end homelessness for families, youth and children	<input type="checkbox"/>	<input type="checkbox"/>
Set path to end all homelessness	<input type="checkbox"/>	<input type="checkbox"/>

**B11. Total Awarded Funds** **MAX 20 pts**

**B11a.** Did the project spend at least 90% of total awarded funds?  **Yes 10 pts**  **No 0 pts**

**B11b.** Did the project spend between 80-89% of total awarded funds?  **Yes 5 pts**  **No 0 pts**

**B11c.** The Continuum returned a total of \_\_\_\_\_ \$ (CARES will provide total amount after application is submitted) from the total FY16 (or most recently ended contract) awarded funds.

What dollar amount did this project return in the most recently ended contract? \_\_\_\_\_ **0-10 pts**

Percentage of program funds returned in relation to overall CoC returned: \_\_\_\_\_ (to be filled in by CARES)

### **C. SYSTEM PERFORMANCE OUTCOMES:**

**Total Possible Points 80**

#### **C1. Positive Outcomes:**

**(0-25 points)**

**Permanent Supportive Housing Projects:** During CY17, the average positive outcome rate across all persons served in CoC PSH projects (**a positive outcome for PSH is when an individual is a stayer or exits to a PH destination**) was 96%. The CoC's Written Standard for PSH projects is 80%.

To indicate how this project contributed to housing stability across the system, please note the positive housing outcome rate listed in *Attachment 3*: \_\_\_\_\_%

**100% = 25 pts; 95-99% = 15 pts; 85-94% = 5pts; < 84% = 0pts**

**Rapid Rehousing Projects:** During CY17, the average positive outcome rate across all persons served in RRH projects in the Continuum (**a positive outcome for RRH is when an individual exits to a PH destination**) was 43%.

To indicate how this project contributed to housing stability across the system, please note the positive housing outcome rate listed in *Attachment 3*: \_\_\_\_\_%

**40-100% = 25 pts; 20-39% = 15 pts; 0-19% = 0 pts**

#### **C2. Exits to Homelessness:**

**(0-20 points)**

To indicate the impact of this project ending homelessness, refer to *Attachment 4* (citing all CoC project leavers to emergency shelter or a place not meant for habitation) and note the percentage who exited this project to a shelter or the street. \_\_\_\_\_ %

**50% = 0 pts; 0% = 20 pts**

## 2018 Rensselaer CoC Project Rank and Review

### C3. Effect on Income Growth:

(0-20 points)

During CY17, the average income growth rate across all persons served in CoC-funded projects (calculated between the two most recent assessments for stayers, or between entry and exit for leavers) was 56%. To indicate how this project contributed to income growth across the system, please note the income growth rate listed in *Attachment 5*: \_\_\_\_\_%

**>80% = 20 pts; 50-79% = 15 pts; 20-49% = 10; 5-19% = 5 pts; <5% = 0 pts**

**C4. Number of Homeless Persons:** Was your project included in the final submission of the 2018 Housing Inventory and Point in Time by the Collaborative Applicant (*to be verified by the Collaborative Applicant*).

**Yes 5 pts**

**No 0 pts**

**C5. Data Quality & Completeness:** Based on your CY16 APR Q6:

**Any Yes - 0 pts**

**All No - 5 pts**

**Yes**

**No**

**C5a.** Is there an error rate of more than 5% of project participants' Personally Identifying Information?

**C5b.** Is there an error rate of more than 5% of project's Universal Data elements?

**C5c.** Is there an error rate of more than 5% of project participants' Income and Housing data?

**C5d.** Is there an error rate of more than 5% of project's Chronic Homelessness data?

### **D. Self-Monitoring:**

**Total Possible Points 5**

**Yes**

**No**

**D1a.** Were there findings on your self-monitoring?

**D1b.** If there were findings have they been resolved?



## 2018 Rensselaer CoC – Project Rank & Review Application

### B. CONTINUUM PRIORITIES & SYSTEM IMPACT: *MAX 120 Points*

**B1. \_\_\_\_\_ *MAX 20 points***

B1a. \_\_\_ Points out of 15

B1b. \_\_\_ Points out of 5

**OR B1c. \_\_\_ Points out of 15**

**B2. \_\_\_\_\_ *MAX 15 points***

B2a. \_\_\_ Points out of 15

B2b. \_\_\_ Points out of 5

**B3. \_\_\_\_\_ *MAX 15 points***

B3b. \_\_\_ Points out of 15

**OR B3d. \_\_\_ Points out of 15**

**B4. \_\_\_\_\_ Points out of 10**

**B5. \_\_\_\_\_ Points out of 5**

**B6. \_\_\_\_\_ Points out of 15**

B6a. \_\_\_\_\_ Points out of 10

B6b. \_\_\_\_\_ Points out of 5

**B7. \_\_\_\_\_ Points out of 5**

**B8. \_\_\_\_\_ Points out of 5**

**B9. \_\_\_\_\_ Points out of 5**

**B10. \_\_\_ Points out of 5**

**B11. \_\_\_\_\_ *MAX 20 points***

B11a. \_\_\_ Points out of 10

**OR B11b. \_\_\_ Points out of 5**

B11b. \_\_\_ Points out of 10

### C. SYSTEM PERFORMANCE OUTCOMES: *MAX 75 Points*

**C1. \_\_\_\_\_ Points out of 25**

**C2. \_\_\_\_\_ Points out of 20**

**C3. \_\_\_\_\_ Points out of 20**

**C4. \_\_\_\_\_ Points out of 5**

**C5. \_\_\_\_\_ Points out of 5**

### D. Self-Monitoring Outcomes: *MAX 5 Points*

**D1. \_\_\_\_\_ *MAX 5 points***

D1a. \_\_\_ No=5, Yes=0

D1b. \_\_\_ No=0, Yes=5

**TOTAL Section B: \_\_\_\_\_**

**TOTAL Section C: \_\_\_\_\_**

**TOTAL Section D: \_\_\_\_\_**

**OVERALL TOTAL: \_\_\_\_\_**

# Rensselaer County Homeless Services Collaborative

## New Project RFP 2018 (Reallocation and/or Bonus Projects)

Application may 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 the Rensselaer County Homeless Services Collaborative (RCHSC) Continuum of Care (CoC)?  Yes - 10 points  No - 0 points
  - a. If no, what is the agency's current involvement with the RCHSC CoC?
5.
  - a. Is the agency applying as a current CoC funded grantee?  Yes - 5 pts  No - 10 pts
  - b. If yes, are there any unresolved monitoring or audit findings from HUD or the CoC?  Yes - 0 points  No - 3 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)
  - 3 points for past experience serving the homeless population
  - 3 points for 4 or more years serving an underserved population
  - 3 points for serving more than 25 households in a CY year
  - 1 point for listing funding sources
7. Please provide a *description AND budget* that address the entire scope of your project. Please include the target population to be served and outreach plan. If the proposed project follows a Housing First model, please specifically detail Housing First aspects. (0 - 20 points)
  - HMIS projects only:** 20 points if your project provides essential HMIS services to the community
  - All other projects:**
    - 2 points if a specific priority population mentioned in the 10 Year Plan is noted
    - 1 point if the project clearly states the number of units/beds requested
    - 2 points if an outreach plan is included
    - 10 points if the budget specifies at least 80% of requested funding is dedicated to housing
    - 5 points if the narrative details how the project will implement the Housing First model
8. Will the project be able to start within 12 months?  Yes - 10 points  No - 0 points

9. Please describe how the need for this project within this geographic area was identified. Please note where in the Ten Year Plan/Addendum to the Ten Year Plan it points to this need, and using the most recent HMIS quarterly report note the population in need of this service. (0-5 points)

2.5 points for referencing the Ten Year Plan/Addendum to the Ten Year Plan  
2.5 points for referencing the last HMIS quarterly report

10. Document potential sources that will allow the program to meet HUD's match requirement (25% match). (0-10 points)  
10 points if match requirements are met

11. The CoC prioritizes a Housing First model. Please indicate with a check mark if the proposed project will meet the following criteria. Please note that all of the below criteria must be selected in order to meet the Housing First definition. (20 points) **(HMIS projects refer to section c.; all other projects refer to a. and b.)**

- a. Will the project ensure that participants are not screened out based on the following items?  Yes, we will not screen out based on any of the below  No
- i. Having too little or no income
  - ii. Active or history of substance abuse
  - iii. Having a criminal record with exceptions for state-mandated restrictions
  - iv. History of domestic violence (e.g., lack of a protective order, period of separation from abuser, or law enforcement involvement)

**AND**

- b. Will the project ensure that participants are not terminated from the program for the following reasons?  Yes  No
- i. Failure to participate in supportive services
  - ii. Failure to make progress on a service plan
  - iii. Loss of income or failure to improve income
  - iv. Being a victim of domestic violence
  - v. Any other activity not covered in a lease agreement typically found in the project's geographic area.

**OR**

- c. 20 points if your project provides essential HMIS services to the community (HMIS projects only).

12. Is the project voluntarily reallocating funds?  Yes (2 points)  No

13. Will the project's target population be youth?  Yes  No (3 points)