

## City of New Bedford

### Continuum of Care - Review and Ranking Process

The HUD released the Notice of Funding Availability (NOFA) for the Fiscal Years 2013 and 2014 Continuum of Care Program (CoC) Competition on Friday, November 22, 2013. As HUD expected, funds appropriated for the CoC Program Competition are not sufficient to cover the expenditures of all renewal projects in FY 2013, and as such, the only new projects that are eligible for submission are those created with reallocated funding and the costs for a planning grant.

On October 23, 2013, the Office of Housing and Community Development issued a Request for Proposals for renewal projects and any new projects – created through a reallocation process. New funding opportunities created through reallocation will only be available for projects serving 100% chronically homeless and/or homeless households with children.

This year we are requiring all renewal and new projects to complete an application. The CoC application components and narratives serve to: (1) confirm the capacity of agencies to provide CoC funded programs; (2) provide information on program delivery in order to evaluate performance and meeting HUD priorities for scoring and ranking of projects by the Application Review Committee (ARC); and, (3) provide project level narrative to be utilized in the CoC Program application (former 'Exhibit 1').

Projects must meet minimum project eligibility, capacity, timeliness, and performance standards. HUD will review information in the Line of Credit Control System (LOCCS); Annual Performance Reports (APRs); and information derived from desktop and on-site monitoring, including monitoring reports and A-133 audit reports as applicable, as well as performance standards on prior grants, and assess a project on the following criteria using a pass/fail basis:

- applicant's performance against plans and goals;
- timeliness standards;
- applicant's performance in assisting program participants to achieve and maintain independent living and record of success;
- financial management accounting practices;
- timely expenditures;
- capacity; and
- eligible activities

Elements of the rating and ranking process will include:

- All renewal and new applications will be reviewed and ranked by an unbiased review panel composed of representatives from neutral (non-applicant) organizations.
- The review panel members will review the Project Applications as well as data from the Project Application Annual Performance Reports for renewal projects, as well as overall performance and adherence to HUD and Housing Service Providers Network (HSPN) goals and priorities to determine a ranked ordering.
- The rating and ranking will also take into consideration the CoCs Tiering strategy to determine what projects will be placed into Tier 2.

- The rankings will be presented to the Continuum of Care Executive Committee for approval and then submitted to the HSPN for a formal vote on January 16, 2014.
- The ranking process used locally will align with HUD’s process as described in the 2013 NOFA (pages 35-49). Points will be assigned to projects in accordance to corresponding criteria assigned by HUD.
- New PSH or RRH projects created through reallocation will be ranked based on the performance of the renewal application which is being reallocated.
- Projects will be ranked in accordance with HUD’s priority order by project type (e.g. PH, TH, SSO, etc.) applying the methodology described above. Any remaining projects not fitting in the amount allocated under Tier 1 are placed in Tier 2. The following is a matrix of ranking criteria and points.

Agencies may appeal the decision by notifying the City via email: [Patrick.sullivan@newbedford-ma.gov](mailto:Patrick.sullivan@newbedford-ma.gov) by January 18, 2014 utilizing the appeal process format.

RATING FACTORS	POINTS	RATING
<b>Agency Experience and Capacity</b> <ul style="list-style-type: none"> <li>- Experience serving target population</li> <li>- Experience managing federal grants</li> <li>- Experience administering programs similar to the one proposed</li> <li>- Project is aligned with HUD’s priorities in the NOFA and HSPN priorities</li> </ul>	20	
<b>Leverage/Match Resources</b> <ul style="list-style-type: none"> <li>- Leverage and match resources goals are met</li> </ul>	20	
<b>APR Performance/Local and National Objectives</b> <ul style="list-style-type: none"> <li>- Program goals and performance meets or exceeds HUD standards</li> </ul>	30	
<b>Participation in HMIS, Data Quality</b> <ul style="list-style-type: none"> <li>- HMIS participation meets standards</li> </ul>	20	
<b>Expenditure Tracking and Close Out</b> <ul style="list-style-type: none"> <li>- costs appear reasonable and appropriate</li> <li>- drawdowns and expenditures are timely</li> </ul>	10	

The projects will be evaluated on a 100 point basis. For each section of the application, the application review committee members are asked to assign a score that is based on information in the application, the quantitative review, and the interview discussion for each project.

Total scores for each project are determined by adding up points in each section and then adding any bonus points if applicable. All projects are judged together, both new and renewals. The scores from each Rating and Ranking committee member is computed and averaged for each project. A project ranking list is then generated from highest to lowest average score. Projects will be approved for submission to HUD based on the project funding requests that fall within the final pro rata share for the CoC, split between Tiers 1 and 2. Projects scoring highest will be ranked and placed into Tier 1 until all Tier 1 funds are allocated. The remaining projects selected for funding will be ranked and placed into Tier 2 until all Tier 2 funds are allocated. Projects that scored well but fell outside the pro rata share are encouraged to re-submit in a future competition.

### **Tiering and Ranking:**

The CoC must assign a unique rank to each project that it intends to submit to HUD for FY 2013 funding. HUD strongly advises CoCs to rank higher those project applications that the CoC determines are high priority, high performing, and meet the needs and gaps as identified in the CoC.

### **Tiers:**

To ensure that CoCs have the opportunity to prioritize their projects locally in the event that HUD is not able to fund all renewals, HUD requires that CoCs rank projects in 2 tiers. The tiers are financial thresholds. This year Tier 1 is equal to the CoC's ARD less 5%. Tier 2 is the amount between the CoCs Tier 1 and the CoCs Final Annual Renewal Demand (ARD), and any HUD determined amounts for CoC planning.

### **The Tiers financial thresholds:**

- ✓ Tier 1 is equal to the Annual Renewal Demand (ARD) for the New Bedford CoC in the amount of \$1,875,123 less 5 percent, which equals \$1,825,040.
- ✓ Tier 2 is equal to \$96,055 which is the balance of the ARD.

Projects ranked in Tier 1 are considered relatively safe, while projects in Tier 2 are at risk. Projects in each Tier are funded based on the priority order established in the NOFA. Higher scoring applications have a better chance of being awarded funding for projects in both Tier 1 and Tier 2.

HUD's homeless assistance programs are being measured in FY 2013 and FY 2014 by the objective to "end chronic homelessness and to move the homeless to permanent housing."

### **HUD Priority Order:**

Consistent with the FY 2013 HUD CoC Program Competition NOFA, projects will be ranked according to HUD's priority order listed below. Within the rank order established by the CoC on the Priority Listings, HUD will first select projects from Tier 1 in the following order by CoC score:

- (1) renewal permanent housing projects, RRH and PSH;
- (2) new PSH projects created through reallocation for 100 percent chronically homeless;
- (3) new rapid re-housing projects created through reallocation for homeless households with children;
- (4) renewal transitional housing;
- (5) CoC planning costs;
- (6) UFA costs;
- (7) SSO projects for centralized or coordinated assessment system;
- (8) renewal HMIS; and

\*The HMIS Project must be ranked in Tier I to ensure funding.

**Rating and Ranking Members:**

The Application Review Committee (ARC) is comprised of HSPN members who are knowledgeable about homelessness and housing in our CoC and who are broadly representative of the relevant sectors, subpopulations, and geographic areas. The ARC is comprised of representatives from a cross-section of groups in the HSPN including; faith based providers, private sector, non-profit providers of homeless services and housing; and City of New Bedford staff. The ARC is also comprised of members that have no financial or interest in a CoC funded program.

**Appeals Process:**

Agencies that question the ranking and review process and feel that they have been unfairly eliminated from the competition may file an appeal. The appeal must be based on the fact that a decision made by the ARC regarding the ranking, rejection, or funding of their project was prejudicial, unsubstantiated by project performance, or in violation of the FY 2013 and FY 2014 Continuum of Care Guidelines. The appeal may be filed to the City of New Bedford via email: [Patrick.sullivan@newbedford-ma.gov](mailto:Patrick.sullivan@newbedford-ma.gov) by January 18, 2014.