2022 Central MN CoC NOFO Ranking Process and Procedures

The Central MN Continuum of Care Performance and Ranking Committee is charged with directing this community's annual HUD CoC Program funding of over \$1.6 million to meet federal requirements and local needs in its efforts to address and end homelessness. To accomplish this goal, the Committee sets priorities for new project funding, and ranks renewal and new applications based on project and CoC performance criteria, as well as local and HUD priorities.

I. HUD McKinney-Vento Application Values

In developing its overall strategy to address and end homelessness, and in particular with respect to ranking of renewal projects and solicitation of new project applications, the CoC and its Performance and Ranking Committee are committed to upholding and applying the following values:

- 1. Maintain as much HUD Continuum of Care Program funding in our CoC as possible.
- 2. Promote our goal to make homelessness rare, brief, and one time in Central MN CoC and address issues of disproportionality
- 3. Prioritize projects that:
 - a. Actively participate in the Continuum of Care and help advance collective goals
 - b. Have movement to permanent housing and subsequent stability as the primary focus
 - c. Focus on those who are literally homeless (streets, shelter, transitional housing for homeless)
 - d. Participate in the HMIS with complete, high-quality data
 - e. Demonstrate low barriers to program entry
 - f. Perform well against HUD McKinney-Vento Continuum of Care goals and positively impact system performance
 - g. Consistently meet and exceed operational standards for spending, match, utilization, and reporting.

II. Ranking for Renewal of Existing Projects

As part of the annual NOFO competition process, HUD requires each Continuum of Care to rank order all McKinney-Vento Funded projects (both new and renewal) included in its CoC Consolidated Application using a documented, objective methodology which considers past project performance, and to further divide this ranked list of projects into two Tiers. The purpose of this tiered system is to indicate to HUD the relative funding priority of projects within a CoC, and thus, the priority order in which projects should receive resources should funding fall short of a CoC's Annual Renewal Demand. Tier 1 projects passing an eligibility and threshold review will be conditionally funded by HUD, beginning with those in the highest-scoring CoC nationwide and proceeding to the lowest-scoring CoC; funding order of Tier 1 projects within a CoC thus depends on that CoC's own project evaluation process. Tier 2 projects are competitively funded and subject to evaluation by HUD using a scoring system which factors in a CoC's overall application score, the score awarded the project by the CoC, and the extent to which a project implements a Housing First approach.

To assist the Central MN Continuum of Care in evaluating and ranking applications for both renewal and new project applications, a NOFO Program Scoring Tool has been developed (see Attachment 1). The Scoring Tool is based on the efforts of CoCs, through collaboration with Minnesota Engagement on Shelter & Housing (MESH), to establish a set of criteria on which to base NOFO project evaluations and builds upon previous scoring tools used by other CoCs. Central CoC modified the Tool based upon Central CoC needs.

A. Scoring Tool Description

The Scoring Tool evaluates renewal projects along three general performance dimensions – HUD/Local Priorities, Grant Administrative Performance, and Performance Measures – each of which includes multiple component measures. There are also sections which will score Criteria Specific to Serving Youth, Family & Children and Criteria Specific to Domestic Violence. For 2022, Equity - New Measures, which has a number of new scoring criteria, will be scored. This is a change from 2021. Each performance measure is in turn based on one or more defined data elements drawn from a specific data source, including individual project applications, annual progress reports (APRs), HMIS, and HUD reports. For each individual measure, the Scoring Tool also defines three ranges of performance – Most Desirable, Desirable, and Least Desirable – and identifies for each a number of points awarded to programs whose outcomes fall within that range.

The intent is for each individual measure within the tool to be an objective metric with a defined method of calculation, and which corresponds to one or more data elements from specific reports. This approach reduces variability in assessment between reviewers, as independent reviewers (including projects engaging in self-assessment) using the same, defined data sources should thus be able to reliably arrive at the same value, and the same point score, for a project on any given measure. The overall score of a project is the sum of the points it receives in each of the component performance measures across the four general performance dimensions.

HUD/Local Priorities

The Scoring Tool's first dimension captures characteristics of a project's participation in HUD/Local Priorities, and consists of four component measures:

- Chronic Homeless (PSH only) what percentage of CoC funded units are designated to serve chronically homeless individuals (aligns with HUD NOFO Policy Priorities)
- Veterans what percentage of CoC funded units or services are for veterans (aligns with local priorities)
- Housing First the extent to which projects adopt a Housing First approach (aligns with HUD NOFO Policy Priorities)
- Unmet Need: Geographic Area the extent to which a projects location and household type align with local Coc priorities

Grant Administrative Performance

Grant Administrative Performance, the second of the Scoring Tool's three general dimensions, is comprised of five components:

- Bed Utilization the extent to which a project's beds inventory is occupied over the course of a given year
- Funding Management: Unspent Funds the percentage of a project's previous grant which was spent
- Funding Management: Drawdowns the frequency with which a project draws down its funds
- CoC Participation the extent to which a project participates in the local CoCs Full Membership meetings
- HMIS Data Quality the percentage of missing data elements within the project's HMIS client records

Performance Measures

The Scoring Tool's third dimension, Performance Measures, contains seven components. This dimension also differs from the other two in that, depending on project type, renewals may not be scored on all seven components. The components within Performance Measures that apply to all programs include:

- Returns to Homelessness (12 months) What percentage of clients returned to homelessness within 12 months of exit to permanent housing (aligns with HUD System Performance Measures 2a and 2b)
- Increase Overall Income the percent of clients who increased income from all sources, including employment, when compared to total income at project entry (aligns with HUD System Performance Measures 4.1-4.6)

The other five components of the Performance Measures apply to PSH, Rapid Rehousing (RRH) or Transitional Housing (TH) projects and have variable criteria based on the type of program:

- Earned Income the percent of eligible adults whose income from employment was increased relative to employment income at admission (aligns with HUD System Performance Measures 4.1-4.6)
- Maintain or Increase Earned Income the percent of eligible adults whose income from employment was maintained or increased relative to employment income at admission (aligns with HUD System Performance Measures 4.1-4.6)
- Maintain or Increase Non-Employment Income the percentage of eligible adults whose income from sources other than employment was maintained or increased relative to unearned income at admission (aligns with HUD System Performance Measures 4.1-4.6)
- Housing Stability (Retention)-Stay more than 12 months the percentage of PSH clients who are retained in the project at the time of data collection, or who have exited to permanent destinations in the past year (aligns with HUD System Performance Measures 7a.1-7b.2)
- Exits to Permanent Housing the percentage of participants in a particular project type who exited to permanent destinations (aligns with HUD System Performance Measures (aligns with HUD System Performance Measures 7a.1-7b.2)

Criteria Specific to Serving Youth, Family & Children

There are two criteria in this section that apply specifically to programs that serve youth and Families with Children:

- Connection to K-12 Education Program has a written plan with staff qualifications, physical space, partner roles, and evaluation defined.
- Early Childhood Development Program has a written plan with staff qualifications, physical space, partner roles, and evaluation defined.

Criteria Specific to Domestic Violence

The three criteria in this section apply specifically to programs that serve Domestic Violence and Sexual Assault Survivors:

- Domestic Violence Experience How many years of experience a program has in serving Domestic Violence and Sexual Assault Survivors
- Domestic Violence (Specialized Services) Assess whether a project utilizes a specialized services model specifically tailored to Domestic Violence and Sexual Assault Survivors.
- Domestic Violence (Client Perceived Risk) Measures what percentage of program participants report a reduced level of perceived risk 12 months after program exit. This criterion will be scored beginning in 2022.

Equity- New Measures

There are six criteria in this section all pertaining to equity for Black, Indigenous, and People of Color (BIPOC) and LGBTQ+ populations as well as those who have experienced homelessness. These questions will all be scored in 2022.

- Equal Access Score is based on whether an organization complies with all items listed on the Equal Access Checklist.
- Equity Staff Composition What percentage of the organization's staff identify as BIPOC and/or as LGBTQ+ and/or have experienced homelessness.
- Equity Board/Leadership Composition What percentage of the organization's board, directors, and managers staff identify as BIPOC and/or as LGBTQ+ and/or have experienced homelessness.
- Equity Increase Overall Income What percentage of a program's BIPOC participants increased their overall income.
- Equity Exits to Permanent Housing What percentage of the program's BIPOC participants exited the program to permanent destinations.
- Equity Returns to Homelessness (12 months) What percentage of the program's BIPOC participants returned to homelessness within 12 months of their exit to a permanent destination.

The Scoring Tool provides the CoC Performance and Ranking Committee an objective point from which to start its ranking process. From this point, the Committee may consider other project characteristics not incorporated in the Scoring Tool, including (but not limited to): project capacity and expected number of individuals served; type and scope of services provided; client subpopulation(s) targeted by the project; extent to which a project meets existing areas of CoC need; changes in project performance over time; project feedback or context provided to the CoC Committee; or other factors it deems relevant, to reorder projects and arrive at the CoC's final project ranking list.

It is also imperative to note that the Scoring Tool is intended to provide a relative, rather than an absolute, ranking of projects. While it is expected that a project's rank will be correlated with its overall performance to some degree, at the same time, a low rank on the Scoring Tool is not necessarily an indicator that a project is performing poorly; similarly, it is possible for a high-ranking project to fall short of expectations in one or more performance areas.

The Scoring Tool, as described above and presented in Attachment 1, was presented to the CoC Governing Board. At that time, the Governing Board elected to approve the tool for use in the 2022 NOFO Program Competition ranking process.

B. Scoring Tool Application and Project Ranking Process

Following the submission of preliminary applications by all renewal projects by the deadline of August 30, 2022, the Performance and Ranking Committee will use the NOFO Scoring Tool to calculate each project's provisional score. The Scoring Tool will then be applied to these applications to produce a preliminary project ranking for all renewal projects.

This ranking, along with contextual information drawn from projects' applications, APRs, and narrative responses to regarding projects' performance relative to HUD targets for income, receipt of non-cash benefits, and subpopulations served, will be made available to the CoC Scoring Committee. The Committee will then use this information in its meetings during September 5-14, 2022, to rank order projects, designate

which projects fall into the Tier 1 and Tier 2 ranges, and make any reallocation decisions in order to fund new project(s). Results of the Scoring and Ranking process will be communicated to all applicants on September 14, 2022, via e-mail, and through public posting on the CMHP/Central MN CoC website. At this point, projects rejected by the CoC may appeal the decision to the CoC following the procedure outlined in Section V, below.

IV. Submission and Ranking Process for New Project Proposals

In addition to scoring and ranking renewal projects, the Central MN Continuum of Care Performance and Ranking Committee will also evaluate, score, and rank new project proposals as part of the 2022 CoC NOFO Competition.

A. Scoring Tool Description

In order for new projects to be considered by the Performance and Ranking Committee, new project proposals must meet the following minimum threshold requirements to be considered for funding:

- Project applicants must be a nonprofit organization, state or local government, public housing agency, or instrumentality of a state or local government, without limitation or exclusion
- The population targeted by the project meets current HUD and CoC requirements
- The service model adopted by the project meets current HUD and CoC requirements
- Project application forms are submitted to the CoC Coordinator on or before the **deadline** of August 30, 2022
- Projects have both a plan in place, and the capacity, to participate fully in HMIS and the CoC's Coordinated Entry System
- Applicant organizations have a mission/purpose statement, bylaws to govern operations, an active governing board that includes at least one member who is homeless or formerly homeless (or has a formal plan to recruit such a member), clear policies and procedures to address potential conflicts of interest of board members, and possesses adequate levels of, and expertise in, staffing
- Applicants provide complete financial information which suggests the project is likely to be viable
- Applications include the most recent audited financial and year-to-date financial and management letter, and this letter contains no significant adverse disclosures

Pursuant to the Priority Populations and Activities outlined in Section II, above, for the 2022 CoC Program NOFO competition, the CoC Performance and Ranking Committee will limit its consideration of new project applications to either 1.) permanent supportive housing projects for chronic homeless households, 2.) coordinated entry projects for all populations, or 3.) rapid re-housing, joint RRH/TH housing, or coordinated entry projects for survivors of domestic violence (DV).

Project applications meeting these requirements will then be evaluated and scored by the CoC Scoring Committee using the New Project Evaluation and Scoring Too1 which considers the following dimensions of a project's application:

- **Innovation and Effectiveness**, including whether the project employs research-based and/or evidence-based practices and has demonstrated experience in using such practices to inform decision making and service provision
- **Performance Measures**, including whether the project has articulated plans for successfully achieving performance measures
- Applicant Experience for Proposed Activities, including whether the project applicant or partners have experience providing housing services, have experience providing housing services to the population targeted by the proposed project, and have demonstrated objective outcomes of past success in this service provision
- **Employment Services Plan**, including whether the project articulates a plan or partnership to increase employment outcomes for program participants and a plan for increasing participants' income
- B. Scoring Tool Application and Project Ranking Process

Approved new project proposals will be included in the ranking process occurring in the Performance and Ranking Committee's meeting during September 5-14, 2022, during which they will be assigned an overall rank and Tier 1 or Tier 2 designation alongside renewal project applications, as detailed in Section III, above. Results of this ranking process will be communicated to new and renewal project applicants on September 14, 2022, via e-mail and through public posting on the CMHP/Central MN CoC website at https://www.cmhp.net/. At this point, projects rejected by the CoC may appeal the decision to the CoC following the procedure outlined in Section V below. Following the conclusion of the appeals process, the final rankings will be presented to the CoC Full Membership Committee followed by the CoC Governing Board for formal votes of approval.

V. Appeals Process

Once projects have been notified of the preliminary results of the CoC Performance and Ranking Committee's ranking process on September 14, 2022, projects who wish to do so will have the opportunity to formally appeal the Performance and Ranking Committee's decision before the CoC Board/Appeals Committee which is separate from the CoC Performance and Ranking Committee conducting the original project ranking. Formal appeals may be made for the following reasons:

- A project's application was not ranked
- A project's application did not receive the full funding amount for which it applied

The following are **<u>not</u>** considered to be eligible grounds for submission of a formal appeal:

- Determination that a project has not met threshold requirements
- Ranking of a project in Tier 2 rather than Tier 1

All appeals eligible under the criteria listed above will be read, reviewed, and evaluated by the Board. All notices of appeal must be based on the information submitted as part of a project's draft application by the application due date - no new or additional information will be considered as part of an appeal. Omissions to the application are not eligible grounds for appeal.

A. Procedure for Appeal

Appeals must be received in writing, and are due on September 20, 2022, by 4:30 PM Central Time. Appeals should be directed to the CoC Coordinator, and must adhere to the following requirements:

• Appeals should be scanned and submitted as an attachment via e-mail

- The Notice of Appeal must include a written statement specifying, in detail, the grounds asserted for the appeal, and must be signed by an individual authorized to represent the sponsor agency. The Notice of Appeal must be single-spaced, in 12-point font, and may be no longer than one page
- The appeal must include a copy of the project's application and all accompanying materials as submitted to the CoC Scoring Committee for original review and ranking; no additional information may be added to the original application

B. Constitution of the Appeals Committee

A single Appeals Committee shall hear and consider all eligible appeals submitted to the CoC. The Appeals Committee will be comprised of four members, subject to the following constraints:

- Two Appeals Committee members must be voting members drawn from the CoC Board
- Two Appeals Committee members must be members of the Performance and Ranking Committee who participated in the original project ranking process
- No member of the Appeals Committee may have a conflict of interest with any of the agencies applying for McKinney-Vento funding, and must sign a conflict-of-interest statement to this effect

C. Activity of the Appeals Committee

The Appeals Committee will convene to consider each eligible appeal placed before it. Applicants will be invited to make a formal, time-limited statement before the Committee regarding their appeal. Following this statement, the Appeals Committee will review and consider <u>only</u> the following materials associated with the appeal:

- The original project application submitted to the CoC Performance and Ranking Committee for review and ranking
- The project rankings made by the CoC Performance and Ranking Committee
- The one-page Notice of Appeal submitted by the applicant
- The statement(s) of the Applicant made before the Appeals Committee during the appeals process

The Appeals Committee's review will extend only to consideration of those specific portions of the project application being appealed. The decision of the Appeals Committee will formally be determined by a simple majority vote. All decisions of the Appeal Committee will be final.

Eligible project applicants that attempted to participate in the CoC planning process and believe they were denied the right to participate in a reasonable manner may make a further appeal directly to HUD. The process for such a direct appeal is outlined in Section X of the FY2022 Continuum of Care Program Competition NOFO.

Attachment 1

Organization									
Project Name									
CoC Model/Cor	nponent								
Populations Se	rved								
Project Status									
Date of Review									
Reviewer									
			TURFALIALR						
0-111-	FILE	jible	THRESHOLD						
			Incligible Any entity that does not meet criteria		Ineligibl		Data Details	Source	
Eligible entity	Nonprofits, States, I instrumentalities of S	•				ELIGIBLE		Pre-application	
Eligible population	Meets HUD requirem	nents	Does NOT meet HUD) requirements		ELIGIBLE		Pre-application	
	Application is complete and includes all required attachments and is submitted to CoC coordinator before the deadline.		Application is incomplete, does not include all required attachments and/or is submitted to CoC coordinator after the		ELIGIBLE				
Date of Project							CoC		
Арр			submitted to CoC co deadline.			Coordiantor			
	Project has capacity	•	Project does not have capacity and plan						
HMIS	participate in HMIS (or other comparable		to participate in HMIS (or other		ELIGIBLE		Pre-application		
	database for DV providers)		comparable database for DV providers)					Project	
Match	25% match for everyt	thing but leasing.	No or less than 25% i	required match.		ELIGIBLE		Application	
	Applicant participates in or agrees to participate in the Central MN CoC Coordinated Entry System, including								
	attending training, completing CES		Applicant does not a						
Coordinated Entry	assessments and receiving referrals		in the Central MN Co Entry System (IF NE'	EUG	ELIGIBLE		Pre-application		
,	through Coordinated Entry as outlined in the Central MN CoC Coordinated Entry		applicant DOES NOT agree to these						
	Policies and Procedures (IF NEW APPLICANT, applicant agrees to these		expectations)						
	expectations)								
	HUD Monitoring Report is provided as applicable and no unresolved significant findings are identified.		HUD Monitoring Report is not provided (if applicable) or contains unresolved significant findings that should preclude		ELIGIBLE				
HUD Monitoring							Pre-application		
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(PSH only)	chronically	chronically	serve chronically	0.410					
	homeless individuals	homeless individuals	homeless individuals					esnaps	
								Application	
	50% or more of CoC-funded units	20-49% of CoC- funded units or	<20% of CoC- funded units or						
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	Project scores at	Project scores 10 or	Project scores						
Housing First	least 12 out of 15 on	11 out of 15 on the	below 10 out of 15	8/4/0					
	the housing first	housing first	on the housing first	51415				Housing 1st	
	assessment.	assessment.	assessment.					Checklist	
Unmet Need:	Location and	Location is priority						e-snaps	
Onmet Need: Geographic Area	household type	Match (not	No match	4/2/0				application: Households table	
	priority match	household type)						and location(s)	

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	5-9% for PSH						1
ncrease for PSH, 35% or more for TH, RRH	20-34% for TH, RBH	Less than 5% for PSH, Less than 20% for TH/RRH	2/1/0				APR Q19a1, APR Q19a2, IC/ Report
20% or more for PSH, 50% or hore for TH, RBH	10-19% for PSH, 40-49% for TH, BBH	Less than 10% for PSH, Less than 40% for TH/BBH	2/1/0				ICA Report
75% or more for PSH, 50% or more for RRH, 1% or more for TH	50-74% for PSH, 40-49% for RBH, 5-9% for TH	Less than 50% for PSH, Less than 40% for RBH, Less than 5% for TH	2/1/0				APR Q19a1, APR Q19a2, IC/ Report
30% or more	20-29%	Less than 20%	2/1/0				APR Q19a1, APR Q19a2, IC/
Over 90%	85-90%	Under 85%	8/4/0				APR upload tool/Length of participation in Project, ICA Report
t least 90% of articipants exited he program to ermanent estinations.	75-89% of PSH participants or 80- 89% of TH/RRH participants exited the program to permanent destinations.	Less than 75% of PSH participants or less than 80% of TH/RRH participants exited the program to permanent destinations.	8/4/0				APR Q23a & Q23b, ICA Report
75 PS m)% ; th art serie	5% or more for H, 50% or hore for RBH, or more for TH 30% or more Over 90% east 90% of icipants exited program to manent	5% or more for H, 50% or hore for RRH, or more for TH 50-74% for PSH, 40-49% for RRH, 5-9% for TH 30% or more 20-23% Over 90% 85-90% east 90% of icipants exited program to manent 75-89% of PSH participants or 80- 89% of TH/RRH participants exited the program to permanent	iv or more for H, 50% or hore for RRH, or more for TH 50-74% for PSH, 40-49% for RRH, 5-9% for TH Less than 50% for PSH, Less than 40% for RRH, Less than 5% for TH 30% or more 20-29% Less than 20% Over 90% 85-90% Under 85% east 90% of icipants exited program to manent 75-89% of PSH participants or 80- 89% of TH/RRH participants exited the program to permanent Less than 75% of PSH participants or less than 80% of TH/RRH participants exited the program to permanent	5% or more for H, 50% or hore for RBH, or more for TH 50-74% for PSH, 40-43% for RBH, 5-9% for TH Less than 50% for PSH, Less than 40% for RBH, Less than 5% for TH 2/1/0 30% or more 20-29% Less than 20% 2/1/0 0ver 90% 85-90% Under 85% 8/4/0 east 90% of icipants exited program to manent tinations. 75-89% of PSH participants exited the program to permanent destinations Less than 75% of PSH participants or less than 80% of TH/RBH participants exited the program to permanent 8/4/0	i% or more for H, 50% or or for RRH, or more for TH 50-74% for PSH, 40-49% for RRH, 5-9% for TH Less than 50% for PSH, Less than 40% for RRH, Less than 5% for TH 2/1/0 30% or more 20-29% Less than 20% 2/1/0 0ver 90% 85-90% Under 85% 8/4/0 east 90% of icipants exited program to manent tinations. 75-89% of PSH participants exited the program to permanent destinations Less than 75% of PSH participants exited the program to permanent 8/4/0	5% or more for H, 50% or or for RRH, or more for TH 50-74% for PSH, 40-49% for RRH, 5-9% for TH Less than 50% for PSH, Less than 40% for RRH, Less than 5% for TH 2/1/0 30% or more 20-29% Less than 20% 2/1/0 Over 90% 85-90% Under 85% 8/4/0 east 90% of icipants exited program to manent tinations. 75-89% of PSH participants exited the program to permanent Less than 75% of PSH participants or less than 80% of TH/RRH participants exited the program to permanent 8/4/0	5% or more for H, 50% or hore for RBH, or more for TH 50-74% for PSH, 40-49% for RBH, 5-9% for TH Less than 50% for PSH, Less than 40% for RBH, Less than 5% for TH 2/1/0 30% or more 20-29% Less than 20% 2/1/0 0ver 90% 85-90% Under 85% 8/4/0 east 90% of icipants exited program to manent tinations. 75-89% of PSH participants exited the program to permanent Less than 75% of PSH participants or less than 80% of TH/RBH participants exited the program to permanent 8/4/0