EveryOne Home INSTRUCTIONS and EVALUATION FORM for
2018 CoC RENEWAL PROJECT EVALUATION PACKAGE SUBMISSIONS

2018 CoC Renewal Project Evaluation Instructions
EveryOne Home, Alameda County's Continuum of Care (CoC) Lead Agency, is inviting renewing CoC projects anticipating CoC-funds in 2018 to participate in the Project Evaluation of Objective Criteria – Stage 1 of the 2018 NOFA Local Renewal and New Projects Review Process. For the 2018 Process, EveryOne Home has divided its NOFA Local Application into three Stages:

- o Stage 1 - Renewals' Project Evaluation of Objective Criteria
- o Stage 2 - Project Monitoring TA/Site Visits for low scoring projects or upon request
- o Stage 3 - Local Application for New and Renewal Projects after HUD NOFA is released

The United States Department of Housing and Urban Development (HUD) requires that all Project applications included in the CoC Collaborative Application be rated and ranked by the local Continuum of Care (CoC). Without a local application, Projects cannot be scored or ranked and cannot be included in the final application package. New this year, 2/3rds of Renewal projects' objective criteria (scored during the Local Application competition in the past) will be scored earlier by EveryOne Home Staff during the Project Evaluation of Objective Criteria. The Project Evaluation Process introduces the automation of data calculations using the EveryOne Home Target Population Report Tool and the newly created EveryOne Home APR Tool. Preliminary scores awarded during the Project Evaluation stage will be cumulative with scores awarded in the Local Application Package expected in the Summer of 2018, pending HUD's NOFA release.

Project Evaluation due date: Thursday, April 26, 2018 by <u>5pm</u> via email to <u>info@everyonehome.org.</u>

The Projects' preliminary scores resulting from the Project Evaluation of Objective Criteria will be released to projects on **Monday, April 30, 2018** via email.

<u>Project types that must submit the attached Project Evaluation Form:</u>
- **Renewing** Transitional Housing (TH) (both youth-serving and general-use),
- **Renewing** Permanent Supportive Housing (PSH),
- **Renewing** Rapid Rehousing (RRH),

Note: The Project Evaluation Package is for Renewal CoC projects <u>only</u>. Newly **proposed** projects will be asked to complete a Local Application Package TBD in the Summer of 2018 (post HUD's NOFA release) and should not make any submissions at <u>this time</u>.

<u>Eligible Renewal Projects:</u>
Applicants for Renewal Projects must be listed as the current grant recipient on the CoC's 2017 Grant Inventory Worksheet approved by HUD. Eligible projects for renewal must have an existing contract or expect to be under contract by December 31, 2018 for funds awarded in a previous application round. If you have a question about whether you are listed in the GIW, please contact Riley Wilkerson at <u>Riley.Wilkerson@acgov.org</u> from Alameda County Department of Housing and Community Development, which functions as the CoC Collaborative Applicant.

<u>Threshold Requirements Established in 2017 NOFA Local Process:</u>
All Grantees who receive HUD CoC funding are required to participate in Coordinated Entry, meaning that Projects must notify Coordinated Entry of all openings and fill those openings with participants referred from Coordinated Entry. All 2017 NOFA Local competition applicants were required to certify they are aware of this expectation and are already complying or would be compliant by the end of 2017. In addition, PSH projects were required to have an executed Memorandum of Understanding with Home Stretch (the Coordinated Entry registry for PSH) and an updated inventory on file with the CoC by September 25, 2017 to be included in the 2017 NOFA application package.

Projects that are not planning on renewing their CoC funding:
Projects who find mainstream funders to cover project costs with resources that are a better fit, or that determine they are unlikely to receive the minimum score on the Summer 2018 Local Application may elect not to submit an eligible project for renewal. Projects eligible to be renewed, but not planning on renewing CoC funding in the 2018 NOFA competition, **must report it via email to EveryOne Home at info@everyonehome.org by the April 26th deadline**, and certify the projects' withdrawal as part of the Local Application Package in Summer 2018.

The funds for projects not electing to renew will be added to the pool of available funds for reallocation to new projects. The decision not to renew is permanent. Once eliminated from the package, the same project cannot reapply in subsequent years. Only **new** projects created by reallocated funds or bonus funds can get added to our package in future application rounds.

Projects renewing for the first time that are not yet under contract, or which were not in operation for a full twelve months since October 1, 2016: Renewing projects without a year of operation and expenditures need only to submit an updated Project Cover Sheet. They will receive the score awarded when they applied as a new project and be ranked according to that score.

Projects with a start date later than October 1, 2016 and a full year of program data may elect to receive the score awarded when they applied as a new project **or** submit a full Project Evaluation Package based on data from their start date to twelve months later. Projects that choose to keep their prior score need only to submit an updated Project Cover Sheet. Projects which elect to keep their earlier scores may also be asked to complete a Project Milestone Update as part of a Monitoring TA/Site Visit.

New TH-RRH Projects can have the option to: 1) keep the score obtained when applying as a new TH-RRH project in 2017, or 2) or submit a full Project Evaluation Package to be evaluated according to data from 2017 as a general TH Project.

Submission Requirements:
All project types must submit their Project Evaluation Package response via email to EveryOne Home at info@everyonehome.org, by **5pm, April 26, 2018**. In addition to the completed Project Evaluation Form, Grantees must include copies of all required back up documentation as a PDF. The file name for the attachment document should reflect the applicant and project names.

The Project Evaluation Package will be released on **Tuesday, March 27, 2018**, collecting Annual Performance Reports (APR) and supplemental objective information. A complete submitted Package will contain: 1) an updated Project Cover Sheet; 2) a complete Project Evaluation Form; 3) a copy of the EOH Target Population Report Tool; 4) a copy of the new EOH CoC APR Tool; and 5) any required supporting materials and documentation (refer to Required Documentation list below).

Supporting materials and documentation may be submitted as a single PDF attachment. All items described below are **required** to be attached for Projects to receive full points on a related section of the Evaluation. There is also a checklist included with the Form which can be utilized to ensure that all relevant items are enclosed.

Required Documentation (see Checklist under Project Evaluation Form, Page 1):

1. HMIS-Based Reports: **Reports should be run for the federal fiscal year October 1, 2016 – September 30, 2017 - not the calendar year.** If the Project has been operational for at least 12 months, but started after October 1, 2016, please use the first 12 months of operation for the report date range (e.g. if Project started December 1, 2016, run a report for December 1, 2016 – November 30, 2017):
   a. EveryOne Home HUD Target Population Report Tool (See Attachment A – Instructions for 2018 HUD NOFA Target Population Report).
   b. <u>New</u>: EveryOne Home HUD CoC APR Tool. (See Attachment B – Instructions to Run Program APR Report and EOH APR Tool)
   c. Annual Performance Report (APR).
2. Housing First Documents:
   a. Existing Project Participant Agreement; Lease or sub-Lease, and/or House Rules.
   b. Existing Eligibility Criteria and a Housing Application.
3. Client Eligibility:
   a. Existing program Eligibility Criteria for Project Entry (i.e., Must be HIV+; families with minor children, vet, etc.), <u>and</u> written procedures for verifying eligibility. If eligibility extends beyond literally and/or chronically homeless and household type (singles vs. families), provide evidence that criteria is required by the funder (ex. HOPWA or MHSA require specific disabilities)
4. Grant and Fiscal Management Documents – Lead Agencies only
   a. Proof of submission of the last three APRs, including due date and date of submission.
   b. Proof of LOCCS draws, including date of draw request, for the last two complete grant cycles.
   c. Most recent annual audit with Management Letter—must be from a fiscal year ending December 31, 2016 or later. Agencies not required to have an annual independent audit, must submit financial statements from the most recently ended fiscal year prepared according to Circular A-133 generally accepted accounting principles. Jurisdictions and public agencies may provide a link to their audits, with page numbers of relevant information such as findings etc.
   d. Proof of 501c3 standing if applicable. <u>Failure to provide standing (if applicable) can result in exclusion from the package.</u>
   e. Evidence of Site Control (Direct-Grantee Site-Based projects. Scattered-site PSH & RRH projects exempt) - this is required for any existing projects for which HUD is paying leasing, operating or rehabilitation cost on a building, both residential and service delivery sites. <u>Without evidence of site control for renewal projects for whom the above is true, the project cannot be included in the package.</u>

Project Scoring:
EveryOne Home staff will complete the evaluation and scoring of Projects and provide a Project Evaluation of Objective Criteria Report with preliminary scores to grantees along with next steps. Objective Criteria's score sheets will be made available upon request for 2 business days after release of Project Evaluation Reports. Applicants will then have 2 business days to report mathematical errors and any discrepancies in their score sheets to EOH Staff at info@everyonehome.org.

Project Applications who receive a low score in any of the following areas: <u>Housing First</u>, <u>Performance Outcomes A-D</u>, <u>Proof of Eligibility</u>, <u>Capacity and Utilization</u>, <u>HMIS Data Quality</u>, or <u>Fiscal Management</u> may be contacted by EveryOne Home staff to schedule a Monitoring Technical Assistance (TA)/Site Visit to provide support and further guidance. Projects may also elect to request a TA/Site Visit to improve scoring during the Local Application. The NOFA Committee will recommend and approve criteria for Projects' receipt of TA follow-up, and points for additional supportive narratives for projects with low scoring sections in the Project Evaluation stage.

Renewal Project applications will be scored on a 79-point scale in five categories of Objective Criteria:

1. Primary Activity Type = Up to 5 points
2. How Project Helps Address Local and HUD Priorities = Up to 16 points
3. Outcome Performance = Up to 32 points
4. Grant Management = Up to 20 points
5. Organization Capacity = Up to 6 points

The Scoring Tool at the back of the Evaluation Form details how Projects earn points in each category. The Evaluation Form and Scoring Tool are tightly linked. The Scoring Chart at the end can be detached and used alongside many of the sections in the Evaluation Form to self-score the Project, in anticipation to the Project Evaluation's preliminary score. Grantees are strongly encouraged to review their Project Evaluation Package, and to self-score on the performance indicators as soon as possible to allow ample time for data review prior to Project Evaluation's submission.

As noted on Page 1, the Project Evaluation Package is for Renewal CoC projects only. Newly **proposed** projects will be asked to complete a Local Application Package TBD in the Summer of 2018 (post HUD's NOFA release) and should not make any submissions at this time. After the NOFA is released, the Local Application (for New and Renewals) and corresponding documents will be updated to address any unexpected changes or additional HUD requirements. All changes will be approved by the NOFA Committee.

Download a PDF version of this Evaluation Form from the EveryOne Home website at http://everyonehome.org/our-work/hud-coc-nofa/. Save your completed Form and its attachments in PDF form with agency, project, and content in the file name and attach to an email to info@everyonehome.org to submit as described on page i. Multiple PDFs for agencies with large files for backup are acceptable. Public entities are welcome to submit their audits via link in the cover email with page numbers of findings and management letters indicated in their communication.

For questions regarding the completion of the Project Evaluation Package please contact EveryOne Home at info@everyonehome.org.

A ZOOM meeting for Technical Assistance has been scheduled for **Friday, March 30th** from **1-3pm** with EveryOne Home Staff. Any projects needing assistance running either the EveryOne Home Target Population Report Tool, the EveryOne Home Annual Performance Report (APR) Tool, or who have any other questions related to the Project Evaluation Package are invited to attend remotely. Additional details will be emailed to Grantees subscribed to the Everyone Home mailing list and posted on the EveryOne Home website.

In correlation with previous NOFAs, a Frequently Asked Questions (FAQ) period will begin on **April 2, 2018** and end on **April 6, 2018**. All questions received will be responded to individually in writing as well as posted to the EveryOne Home website on **Friday, April 6, 2018**.

All project applications received by the deadline will be reviewed and applicants will be notified by **Monday, April 30th, 2018** of their preliminary scores.

EveryOne Home EVALUATION FORM for
2018 CoC RENEWAL PROJECT EVALUATION PACKAGE

Checklist of required documentation for all projects submitting a Project Evaluation Package:

HMIS-based Reports:

☐ EveryOne Home HUD Target Population Report Tool (in Excel form)

☐ **New:** EveryOne Home HUD CoC APR Tool (in Excel form)

☐ Annual Performance Report (APR) from date range: 10/1/2016 – 9/30/2017

Housing First Documents:

☐ Existing program Participant Agreement; Lease and sub-Lease, and/or House Rules

☐ Existing program Eligibility Criteria and a Housing Application

Client Eligibility:

☐ Existing program Eligibility Criteria for Project Entry (i.e., Must be HIV+; families with minor children, vet, etc.), <u>and</u> written procedures for verifying eligibility. If eligibility extends beyond literally and/or chronically homeless and household type (singles vs. families), provide evidence that criteria is required by the funder (ex. HOPWA or MHSA require specific disabilities)

Grant and Fiscal Management:

☐ Proof of submission of the last three APRs, including due date and date of submission

☐ Proof of LOCCS draws, including date of draw request, for the last two complete grant cycles

☐ Most recent annual independent audit with Management Letter or financial statement if audit not required —must be from a fiscal year ending December 31, 2015 or later

☐ Proof of 501c3 non-profit status (if applicable)

☐ Evidence of Site Control (Direct-Grantee Site-Based projects. Scattered-site PSH & RRH projects exempt)

## i. Project Cover Sheet (Up to 5 points):

a. Primary Activity Type (up to 5 points)

New in 2018, Renewal Projects are required to review a Project Cover Sheet as part of the Project Evaluation Package submission. Given that previous NOFA Local Application's General Section contained some fixed information, Projects will now be able to respond to a simpler evaluation by confirming and/or updating pre-populated responses. The Cover Sheet is pre-populated by EveryOne Home using responses provided in the 2017 NOFA Local Application and sent to applicable projects/agencies via email at the start of the Project Evaluation Package Submission period (**3/27/18 - 4/26/18**). Newly proposed Projects will be asked to complete a Project Cover Sheet as part of the Local Application Package, coming Summer 2018 pending HUD NOFA release. Please do not make any submissions during the Project Evaluation period.

Consistent with past NOFAs, the Primary Activity Type of each project will be worth up to 5 points. Responses in this section will be verified using the Grant Inventory Worksheet (GIW), the Housing Inventory Chart (HIC), and APR calculations performed by the EOH Target Population Report Tool, the EOH APR tool, and EOH staff.

To complete this section, Applicants are asked to:

i. Review the Project Cover Sheet forwarded by EveryOne Home for accuracy. For the number of CoC funded units, please refer to the GIW. For the Total number of Beds and Total Number of Units, please refer to the HIC report. To view a redacted version of the 2017 HIC and/or GIW, please see **Attachment D - 2017 HIC and GIW**.

ii. Fill-in all missing information highlighted in <mark>yellow</mark>. If there is a discrepancy between the reported number of CoC-funded units described in the GIW and the number of units in the HIC report, or if you have made any other changes to your Cover Sheet, please explain:
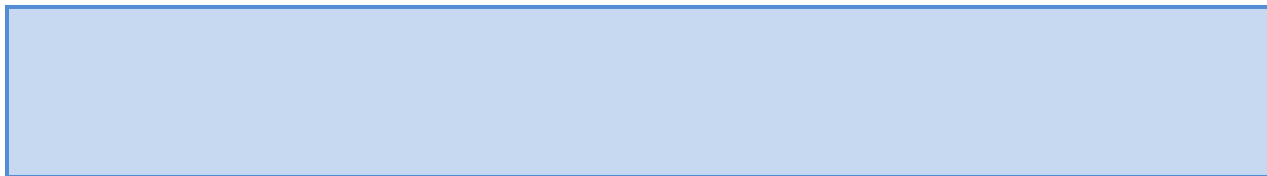
iii. Include a photo of the physical exterior of the Project's location, if one has not been provided already (*Domestic Violence or human trafficking providers may use Project/Agency logo. Services-only providers may use a photo of their main office space/headquarters within Alameda County*).

iv. Submit an updated Project Cover Sheet in PDF form as part of the Project Evaluation Package.

Projects that are renewing for the first time, not yet under contract, were not in operation for a full twelve months since October 1, 2016, have a start date later than October 1, 2016 AND a year of data, or new Joint TH-RRH choosing to keep their previous score NEED ONLY SUBMIT AN UPDATED PROJECT COVER SHEET. They will receive the score awarded when they applied as a new project and be ranked according to that score. Projects that choose to keep their prior score may also be asked to complete a Project Milestone Update as part of a Monitoring TA/Site Visit.

ii.   HUD PRIORITIES (Up to 16 points):

a.   Target Populations and Severity of Need (up to 10 points)

For help on running on the Target Population Report Tool please refer to **Attachment A - Instructions for 2018 HUD NOFA Target Population Report** and see **Attachment B - Instructions to Run Program APR Report and EOH APR Tool** for help with running your program APR or the EOH APR Tool.

i.   **Ending Chronic Homelessness:** If project is Permanent Supportive Housing or Services tied to Permanent Supportive Housing, how does it serve chronically homeless individuals and families?

☐ Existing project that serves 100%, all units in project are dedicated to the chronically homeless. **(Must be verifiable in attached EOH HUD CoC APR Tool)**

☐ Existing project that elected to become DedicatedPLUS in 2017.

☐ Not all units are dedicated, but by policy and practice 100% of turnover units are prioritized to chronically homeless.
    Is this policy currently in place and operational?
    ☐ Yes   ☐ No

What percent of households who entered the program from 10/1/2016 – 9/30/2017 had one or more chronically homeless persons? ☐
(Must be verifiable in attached HUD NOFA Target Population Report Tool from 10/1/2016 - 9/30/2017)

ii.   **Rapidly Rehousing Families:**

☐ Existing Rapid Rehousing for Families, individuals or transition age youth.

iii.   **Youth (individuals and families with TAY as head of household):**

☐ 50% or more of heads of households are TAY

If yes, what percentage of heads of households were TAY? ☐ **(Must be verified by attached HUD NOFA Target Population Report Tool from 10/1/2016 - 9/30/2017)**

iv.   **Veterans:**

☐ 50% or more of heads of households are Veterans

What percentage of heads of households were Veterans? [   ] **(Must be verified by attached HUD NOFA Target Population Report Tool from 10/1/2016 - 9/30/2017)**

    v.   **Those coming directly from the streets:**

[ ] 50% or more of heads of households entered the program directly from the streets

What percentage of heads of households entered directly from the streets?
[   ] **(Must be verified by attached HUD NOFA Target Population Report Tool from 10/1/2016 -9/30/2017)**

    vi.   **Domestic Violence or human trafficking:**

[ ] 50% or more of heads of households are fleeing Domestic Violence **or** human trafficking

What percentage of heads of household were survivors of domestic violence?
[   ] **(Must be verified by attached HUD NOFA Target Population Report Tool from 10/1/2016 -9/30/2017)**

b. Utilizing a Housing First Approach (up to 6 Points)

For this section, scoring will be based on review of documents that demonstrate the specific project adheres to some of the Housing First principles (low barrier/no preconditions to entry; voluntary services and program retention; rapid placement and stabilization in permanent housing). Please submit any supporting documentation (refer to Checklist under Housing First Documents) as an Attachment to your Project Evaluation Package. Use the appropriate boxes below to indicate Document Name, File/Attachment Name, and Page numbers which refer to any policies and procedures related to Housing First principles. HUD defines Housing First as "a model of housing assistance, including transitional housing and support services only projects, that operate with low-barriers or no preconditions (such as sobriety or minimum income threshold), which prioritizes rapid placement and stabilization in permanent housing, and that does not require participation in supportive services (2017 NOFA, Page 21)".

Document Name	File/Attachment Name	Page Number(s)

iii. OUTCOMES PERFORMANCE (Up to 32 points):

a. APR Performance Outcomes (up to 32 Points)

The following section is related to project performance on local and HUD required outcomes. New to the 2018 NOFA, the EOH APR tool will perform automatic calculations of certain sections of Performance Outcome measures. Please read **Attachment B** carefully for a detailed guide on how to run your project's APR Report and the EOH APR Tool. Renewal projects should complete the APR Tool depending on <u>project type</u>. If your project started on or before October 1, 2016, <u>you must attach a copy of your APR for 10/1/2016 – 9/30/2017</u> (refer to Checklist for HMIS-based reports). For detailed illustrations of calculations made by the EOH APR Tool and EOH Target Population Tool using sample tables and formulas, please see **Attachment C - Instructions for Manual Calculations of Performance Outcome Measures A-D, Capacity and Utilization Measure, HMIS Data Quality Measure, and HUD Target Population Report**.

b. Scoring depending on project type. **Please complete this section using the scores indicated in the applicable Report tab of the EOH APR tool for your program**. <u>You must attach a copy of your APR for 10/1/2016 – 9/30/2017</u> **and** <u>your APR Tool for verification. If your project has a start date later than 10/1/2016 and one full year or program data, please run your APR from your start date to 12 months later.</u>

1. Permanent Supportive Housing

Outcome Measure	APR for Outcomes A-D	Benchmark	**Score:** Please see scoring sheet for score
A. People Retaining permanent housing > 12 months		**90%**	
B. Adults stayers and leavers who maintain or increase income		**50%**	
C. Adults obtaining or maintaining non-cash mainstream benefits		**56%**	
D. # of persons who exited to homelessness		**Approx. 10% of total bed capacity** (see Page 15, 2018 Scoring for Outcome Measures, by Sector, and Reference Table for PSH Outcome Measure D)	

2. Rapid Rehousing *and* Transition Aged Youth-Serving TH

Outcome Measure	APR for Outcomes A-D	Benchmark	**Score:** Please see scoring sheet for score
A. People Who Obtain Permanent Housing		**80%**	
B. Adult Stayers and Leavers Who Increase Income		**30%**	

C. Adults obtaining or maintaining non-cash mainstream benefits		**56%**	
D. Returns to Homelessness		**<10%**	

3. General Use Transitional Housing

Outcome Measure	APR for Outcomes A-D	Benchmark	**Score:** Please see scoring sheet for score
A. People Who Obtain Permanent Housing		**80%**	
B. Adults Stayers and Leavers Who Maintained or Increased Income		**50%**	
C. Adults obtaining or maintaining non-cash mainstream benefits		**56%**	
D. Median Length of Stay in Program		**Median LOS <180 days**	

iv.   GRANT MANAGEMENT (Up to 20 points)

The Grant Management section contains evidence of LOCCS draws, and submission of on-time APRs[1], which are the responsibility of the Grantee Agency. Any sub-grantees completing the Project Evaluation on behalf of the Project can obtain the information for this section from the Grantee.

a. Reports and Invoicing – (Up to 10 points)
i. Timely Submission of APRs:
 Proof of timely submissions can be demonstrated via *e-snaps* as indicated in the screen shot below.

End date of Grant [   ]
Due date of APR [   ]

Submission dates of APR:
Most Recent Year   Prior Year   Two years Prior

[   ]   [   ]   [   ]

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[1] In the case that a submitted APR is missing from your list, please contact your HUD Program officer to see about having the issue corrected. If that is not possible, written verification of the on-time submission from the HUD Program Office to accompany the screenshot will be sufficient.

Note: *Submissions must include all columns presented below.*

Funding Opportunity Name / Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
CoC Full Annual Performance Report CoC Full APR - General	Jul 19, 2010	Jun 1, 2020	Primary Applicant	1	Jan 20, 2012 2:08:48 PM
CoC Full Annual Performance Report CoC Full APR - General	Jul 19, 2010	Jun 1, 2020	Primary Applicant	1	Jan 8, 2013 8:49:36 PM
CoC Full Annual Performance Report CoC Full APR - General	Jul 19, 2010	Jun 1, 2020	Primary Applicant	1	Jan 23, 2014 2:50:15 PM
CoC Full Annual Performance Report CoC Full APR - General	Jul 19, 2010	Jun 1, 2020	Primary Applicant	1	Jan 15, 2015 6:41:56 PM
CoC Full Annual Performance Report CoC Full APR - General	Jul 19, 2010	Jun 1, 2020	Primary Applicant	1	Jan 29, 2016 2:28:55 PM
Exhibit 2 FY2009 Exhibit 2 (Applicant Submission)	Sep 24, 2008	Nov 25, 2009	Primary Applicant	1	Oct 21, 2009 7:02:04 PM
Renewal Project Application FY2014 Renewal Project Application FY2014	Sep 16, 2014	Oct 30, 2014	Primary Applicant	2	Oct 10, 2014 5:36:03 PM
Renewal Project Application FY2014 C1.9a Renewal Application Issues and Conditions	Sep 16, 2014	Dec 31, 2017	Primary Applicant	2	Sep 18, 2015 6:45:23 PM
Renewal Project Application FY2015 Renewal Project Application FY2015	Sep 16, 2014	Nov 19, 2015	Primary Applicant	1	Oct 22, 2015 3:41:57 PM
Exhibit 2 Submission Exhibit 2 (Applicant Submission)	Jul 24, 2008	Jan 1, 2010	Primary Applicant	1	Sep 17, 2008 12:40:37 PM
CoC Full Annual Performance Report CoC Full APR - General	Jul 19, 2010	Jun 1, 2020	Primary Applicant	1	Mar 12, 2012 4:20:15 PM
CoC Full Annual Performance Report CoC Full APR - General	Jul 19, 2010	Jun 1, 2020	Primary Applicant	1	Feb 27, 2013 7:29:18 PM
CoC Full Annual Performance Report CoC Full APR - General	Jul 19, 2010	Jun 1, 2020	Primary Applicant	1	Mar 11, 2014 3:30:15 PM
CoC Full Annual Performance Report CoC Full APR - General	Jul 19, 2010	Jun 1, 2020	Primary Applicant	1	
Exhibit 2 FY2009 Exhibit 2 (Applicant Submission)	Sep 24, 2008	Nov 25, 2009	Primary Applicant	2	Nov 19, 2009 6:23:20 PM
Exhibit 2 FY2010 Exhibit 2 (Applicant Submission)	Sep 20, 2010	Nov 18, 2010	Primary Applicant	2	Nov 15, 2010 1:17:47 PM
Exhibit 2 FY2011 Exhibit 2 (Applicant Submission)	Aug 30, 2011	Oct 27, 2011	Primary Applicant	1	Oct 18, 2011 5:26:05 PM
Renewal Project Application FY2012 CoC Full APR FY2012 - General	Nov 9, 2012	Sep 30, 2016	Primary Applicant	1	Mar 11, 2015 2:10:14 PM
Renewal Project Application FY2012 C1.9a Renewal Application Adjustments	Nov 9, 2012	Sep 30, 2015	Primary Applicant	2	Sep 4, 2013 1:51:15 PM

ii. Timely Draw Downs from LOCCS -Primary Grantees only, for their projects and any sub-recipient projects.

Proof of timely draw downs can be demonstrated via LOCCS, as indicated in the screen shot below.

Grant year from [   ] to [   ]

Dates of draw requests from last two grant cycles

[   ]

Note: Submissions must include all columns presented below.

b. Site Control

Renewing Direct-Grantee, Site-Based Projects. *Scattered-site PSH & RRH are exempt from this requirement.* Does the Project include one or more buildings (housing or service site) that is owned or long-term leased by the grantee or a sub-recipient? If so, applicants must include <u>proof of site control</u> in the form of a lease, title, or other documentation as an attachment to the Project Evaluation Package (refer to Checklist under Grant and Fiscal Management, on Page 1). Indicate in the appropriate boxes below the Document Name, File/Attachment Name, and Page Number(s) which refer to site control. <u>If you are a jurisdictional Lead Agency and contract out the delivery of services to sub-grantees</u>, you may submit evidence of sub-grantees site control or certify by letter that your sub-grantees have site control for site-based housing and services.

Document Name	File/Attachment Name	Page Number(s)

c. Capacity and Utilization (Up to 5 Points):

This Section is related to project performance on local Capacity and Utilization benchmarks. New to the 2018 NOFA, the EOH APR tool will perform automatic calculations of Capacity and Utilization. Please read **Attachment B** carefully for a detailed guide on how to run your projects' APR Report as well as the EOH APR Tool. <u>Complete this Section using the scores indicated in the applicable Report tab of the EOH APR tool for your Project.</u> See **Attachment C** for detailed illustrations of calculations made by the EOH APR tool using sample tables and formulas.

> **Site-based Projects** (PSH and TH):
>
> Number of Units in project =
>
> Utilization Rate: Median # of Households / Number of Units in Project

Scattered Site PSH and RRH:

Number of contracted subsidies/slots in project =

Utilization Rate = # of Households served / Number of contracted subsidies in project=

d. Client Eligibility (Up to 5 points):

New in 2018, Client Eligibility is under objective criteria. <u>Scoring for this Section will be based on review of documents that demonstrate the specific project has adequate procedures for determining, verifying, and documenting client eligibility.</u> **PSH Projects:** *Per CoC requirements, all vacancies in project are to be filled using Coordinated Entry referrals, as indicated in the HomeStretch MOU.*

Please submit any supporting documentation (for specifics, please refer to Checklist under Client Eligibility, Page 1) as an attachment to your Project Evaluation Package. Use appropriate boxes below to indicated Document Name, File/Attachment name, and Page Number(s) which refer to any policies and procedures related to Client Eligibility.

Document Name	File/Attachment Name	Page Number(s)

v.   ORGANIZATIONAL CAPACITY (Up to 6 Points)

a. HMIS Data Quality (Up to 2 points)

As of 2017, changes in the APR allow data quality to be extracted directly from that report, with <u>no need to run an HMIS Data Completeness Report Card.</u> New to the 2018 NOFA, the EOH APR tool will perform automatic calculations of HMIS Data Quality. Please read **Attachment B** carefully for a detailed guide on how to run the APR Report as well as the EOH APR Tool. Complete this Section using the scores indicated in the applicable Report tab of the EOH APR tool for your program. See **Attachment C** for detailed illustrations of calculations made by the EOH APR tool using sample tables and formulas.

HMIS Data Quality Score (%) as indicated in EOH APR tool =

b. Fiscal Management – (4 points)

i.   Does this project or the applicant agency have any of the following issues: 1) Any audit or monitoring findings from any HUD source (these could include, but are not limited to: ESG, HOPWA, HOME, CDBG as well as CoC funding); 2) A current outstanding obligation to HUD

which is in arrears or for which a payment schedule has not been agreed upon; 3) Audit findings from your Annual Independent Audit which remain unresolved?

☐ No   ☐ Yes

ii.   Has HUD instituted any sanctions on any project of your agency, including, but not limited to, suspending disbursements (e.g., freezing LOCCS), requiring repayment of grant funds, or de-obligating grant funds due to performance issues?

☐ No   ☐ Yes   If yes, please include written communications from HUD concerning those matters as an attachment to your Project Evaluation package.

Attach a copy of the direct grantee's most recent Annual Independent Audit / Financial Statement from no earlier than 12/31/2016 (refer to Checklist for Grant and Fiscal Management). Indicate Document name, File name, and page number(s) of Audit findings in applicable boxes below. Audits from sub-grantees are not required. Applicants who can provide a link to an on-line version of your audit may do so for ease of submission by including the link in your cover email. All other applicants please submit your documents in PDF form attached to your submission email. Explain if the audit is not for the most recently finished fiscal year. **All applicants must include a copy of their Annual Independent Audit regardless of answers to any question in this section.**

Document Name	File/Attachment Name	Page Number(s)

Points for NOFA Project Evaluation for Objective Criteria - Renewal Projects
Total points available = 79

	Criterion	Points
1	Project Cover Sheet = 5 Points maximum	
	1.b Primary Activity type = **5 Points** maximum	☐ Existing Permanent Housing (PSH & RRH) and Youth-Serving TH = **5 Points** ☐ General use (non-youth serving) Transitional Housing = **3 Points**
2	Project addresses Local and HUD Priorities = 16 Points maximum	
	2.a Target populations and severity of need = (**up to 10 points**) *Check any boxes that are true and can be verified by back up documentation. Project will receive the score from the highest single point value that can be verified, section is not cumulative.*	☐ Provides PSH to 100% of chronically homeless households as evidenced by EveryOne Home HUD CoC APR tool = **10 Points** ☐ Existing PSH which became DedicatedPLUS in 2017 = **9 Points** ☐ Provides PSH and fills 100% of turnover with chronically homeless households as evidenced by EveryOne Home HUD Target Population Report tool = **8 Points** ☐ Provides Rapid Rehousing to families, individuals and/or transition aged youth as evidenced by APR = **8 Points** ☐ Serves transition aged youth as evidenced by EveryOne Home HUD Target Population Report tool showing <u>80%</u> plus of heads of household in this category = **6 Points** ☐ Serves transition aged youth as evidenced by EveryOne Home HUD Target Population Report tool showing <u>50%</u> plus of heads of household in this category = **3 Points** ☐ Serves veterans as evidenced by EveryOne Home HUD Target Population Report tool showing <u>80%</u> plus of heads of household in this category = **6 Points** ☐ Serves veterans as evidenced by EveryOne Home HUD Target Population Report tool showing <u>50%</u> plus of heads of household in this category = **3 Points** ☐ EveryOne Home HUD Target Population Report tool demonstrates that <u>75%</u> or more of heads of households entered project from the streets or other places not meant for human habitation = **8 Points** ☐ EveryOne Home HUD Target Population Report tool demonstrates that <u>50%</u> or more of heads of households entered project from the streets or other places not meant for human habitation = **4 Points** ☐ EveryOne Home HUD Target Population Report tool demonstrates that <u>75%</u> or more of heads of households are fleeing domestic violence and/or human trafficking = **6 Points** ☐ EveryOne Home HUD Target Population Report tool demonstrates that <u>50%</u> or more of heads of households are fleeing domestic violence and/or human trafficking = **3 Points**

	2.b Housing First and Low Barrier documentation = **6 Points** maximum if documents demonstrate adherence to specific Housing First principles. *All applicable boxes can be checked, and points will be cumulative up to 6 points for this section.*	☐ Eligibility Criteria/Housing Application provided for renewing projects, demonstrate low barriers to entry and no preconditions. To earn maximum points in this section, documents must demonstrate project does not reject individuals and families with criminal histories = **2 Points** ☐ Participant Agreement, Lease, and/or House Rules provided for renewing projects, demonstrate voluntary participation in services and prioritizing engagement and problem-solving over therapeutic goals = **2 Points** ☐ Participant Agreement, Lease, and/or House Rules provided for renewing projects, demonstrate project prioritizes rapid placement and stabilization in permanent housing including showing eviction back to homelessness is avoided = **2 Points**
3	Outcome Performance = 32 Points maximum	
	3.a APR Performance Outcomes A-D = **32 Points** maximum	**See Sector Specific Benchmarks and Self Scoring Charts on the following pages.**
4	Grant Management = up to 20 Points maximum	
	4.a Reports and Invoicing = **10 points** maximum	☐ Project provided evidence of on time submission of APRs and quarterly LOCCS draws for the last two grant cycles or for as long as the project has operated if less than three years old = **10 Points** ☐ Project provided evidence of on-time submission of APRs and quarterly LOCCS draws for the last two grant cycles or for as long as the project has operated if less than three years old, at least 75% of time = **5 Points**
	4.b Capacity and Utilization **= 5 points** maximum	☐ The project was fully utilized (100%) during the program year, as evidenced by the EveryOne Home HUD CoC APR Tool = **5 Points** ☐ The existing project was utilized to 90-99% during the program year, as evidenced by the EveryOne Home HUD CoC APR Tool = **4 Points** ☐ The project was utilized to 80-89% during the program year, as evidenced by the EveryOne Home HUD CoC APR Tool = **2 Points** ☐ The project was utilized at less than 80% for the program year, as evidenced by the EveryOne Home HUD CoC APR Tool = **0 Points**
	4.c Client Eligibility = **5 points** maximum	☐ Project's written policy clearly describes client eligibility requirements and funding sources (i.e. eligibility requirements for mental health funding contracts), and requirements are consistent with specific project eligibility information provided to Coordinated Entry/HomeStretch = **2 Points** ☐ Project has clear, written procedures for verification of client eligibility and homeless history, in addition to proof of referrals from Coordinated Entry/HomeStretch (i.e., CE HUB provided verification documentation, staff verification of 3rd party documentation, etc.) = **3 Points**

5	Organizational Capacity = 6 points maximum for entire section	
	5.a HMIS Data Completeness Report Card = **2 Points** maximum	☐ Exiting project's data quality score is greater than or equal to 95%, as evidenced by the EveryOne Home HUD CoC APR Tool = **2 Points** ☐ Greater than or equal to 90% and below 95%, as evidenced by the EveryOne Home HUD CoC APR Tool = **1 Point** ☐ Below 90%, as evidenced by the EveryOne Home HUD CoC APR Tool = **0 Points**
	5.b Fiscal Management = **4 points** maximum	☐ Existing projects provided the most recent annual independent audit (or financial statement if audit is not required) from no earlier than FYE ending December 31, 2016, that shows no findings or areas of concern in the management letter. = **4 Points** ☐ Existing projects provided the most recent annual independent audit (or financial statement if audit is not required) from no earlier than FYE ending December 31, 2015, that does show findings or areas of concern in the management letter. = **0 Points**

	Local Application Criterion – Renewal Projects
1	Project Evaluation of Objective Criteria Preliminary scores (Up to 79 points) *Note: Preliminary Project Evaluation scoring for Renewals is cumulative with Local Application scores*
2	Narrative for Housing First (up to 4 points) **Note:** Points will be cumulative (up to 10 points) for this Section when combined with the Project Evaluation Package's Housing First Objective Criteria preliminary scores.
3	Narrative for Equal Access Rule – Not Scored in 2018.
4	Narrative for Client Feedback – Not Scored in 2018.
5	Narrative for Community Engagement – Not Scored in 2018.
6	Narrative(s) for Performance Outcomes A-D (Low scoring projects, criteria and scoring to be determined and approved by NOFA Committee)
7	Spending (Criteria to be determined and approved by NOFA Committee) (5 points)
8	Cost Effectiveness (Criteria to be recommended by workgroup and approved by NOFA Committee) (5 points)
9	Narrative for Client Eligibility (Low scoring projects, criteria and scoring to be determined and approved by NOFA Committee)
10	Narrative for Fiscal Management (Low scoring projects, criteria and scoring to be determined and approved by NOFA Committee)
11	Narrative for Quality Assurance (up to 7 points)
	Total Local Application Points Possible: 21 **Total Project Evaluation Points Possible:** 79 *Note: Local Application scoring for Renewals is cumulative with preliminary Project Evaluation scores*
	Total Points Possible: 100

2018 Scoring for Outcome Measures, by Sector

1. Permanent Supportive Housing

	Measure	Benchmark	Scoring
A	Retains and/or exits to other Permanent Housing > 12 months	95%	☐ Meets or exceeds local benchmark in an existing project = **10 Points** ☐ Is within 5 percentage points of the local benchmark in existing project = **8 Points** ☐ Is within 10 percentage points of the local benchmark within an existing project = **4 Points** ☐ Is > 10 percentage points below the local benchmark = **0 Points**
B	Adults who maintain or increase income	50% of leavers and stayers	☐ Meets or exceeds local benchmark in existing project = **7 Points** ☐ Is within 5 percentage points of local benchmark in existing project = **5 Points** ☐ Is within 10 percentage points of local benchmark in existing project = **3 Points** ☐ Is > 10 percentage points below the local benchmark in existing project = **0 Points**
C	Obtains/ maintains non-cash mainstream benefits	56% leavers and stayers	☐ Meets or exceeds local benchmark in existing project = **7 Points** ☐ Is within 5 percentage points of local benchmark in existing project = **5 Points** ☐ Is within 10 percentage points of local benchmark in existing project = **3 Points** ☐ Is > 10 percentage points below the local benchmark in existing project = **0 Points**
D	Exits to Homelessness	Approx. 10% of total bed capacity	☐ Meets or exceeds local benchmark in existing project = **8 Points** ☐ Is within 1 exit of local benchmark in existing project = **6 Points** ☐ Is within 2 exits of local benchmark in existing project = **3 Points** ☐ Is 3 or more exits above the local benchmark in existing project = **0 Points**

Reference Table for PSH Outcome Measure D	
Total Bed Capacity in Program	Benchmark Number of Exits to Homelessness (Approx. 10% of bed capacity)
0-14	1
15-24	2
25-34	3
35-44	4
45-54	5
55-64	6
65-74	7
75-84	8
85-94	9
95-104	10
105-124	12
125+	18

2. Rapid Rehousing, Youth Serving Transitional Housing and Joint TH and PH-RRH

	Measure	Benchmark	Scoring
A	Obtains Permanent Housing	80%	☐ Meets or exceeds local benchmark in an existing project = **10 Points** ☐ Is within 5 percentage points of the local benchmark in existing project = **8 Points** ☐ Is within 10 percentage points of the local benchmark within an existing project = **4 Points** ☐ Is > 10 percentage points below the local benchmark = **0 Points**
B	Adults who Increase Income	30% of leavers and stayers	☐ Meets or exceeds local benchmark in existing project = **7 Points** ☐ Is within 5 percentage points of local benchmark in existing project = **5 Points** ☐ Is within 10 percentage points of local benchmark in existing project = **3 Points** ☐ Is > 10 percentage points below the local benchmark in existing project = **0 Points**
C	Obtains or Maintains non-cash Mainstream Benefits	56% of leavers and stayers	☐ Meets or exceeds local benchmark in existing project = **7 Points** ☐ Is within 5 percentage points of local benchmark in existing project = **5 Points** ☐ Is within 10 percentage points of local benchmark in existing project = **3 Points** ☐ Is > 10 percentage points below the local benchmark in existing project = **0 Points**
D	Returns to Homelessness	<10%	☐ Meets or exceeds local benchmark in existing project = **8 Points** ☐ Is within 5 percentage points of local benchmark in existing project = **6 Points** ☐ Is within 8 percentage points of local benchmark in existing project = **3 Points** ☐ Is >8 percentage points below the local benchmark in existing project = **0 Points**

3. General (non-youth serving) Transitional Housing

	Measure	Benchmark	Scoring
A	Obtains Permanent Housing	80%	☐ Meets or exceeds local benchmark = **10 Points** ☐ Is within 5 percentage points of the local benchmark = **8 Points** ☐ Is within 10 percentage points of the local benchmark = **4 Points** ☐ Is > 10 percentage points below the local benchmark = **0 Points**
B	Adults who maintain or increase income	50% of leavers and stayers	☐ Meets or exceeds local benchmark = **7 Points** ☐ Is within 10 percentage points of local benchmark = **6 Points** ☐ Is within 15 percentage points of local benchmark= **3 Points** ☐ Is > 15 percentage points below the local benchmark = **0 Points**
C	Obtains or Maintains non-cash Mainstream Benefits	56% leavers and stayers	☐ Meets or exceeds HUD benchmark = **7 Points** ☐ Is within 5 percentage points of HUD benchmark = **6 Points** ☐ Is within 10 percentage points of HUD benchmark = **3 Points** ☐ Is > 10 percentage points below the local benchmark = **0 Points**
D	Length of Time Homeless (length of stay in program)	Median LOS <180 days	☐ Meets or exceeds local benchmark = **8 Points** ☐ Is within 10% (18 days) of local benchmark = **6 Points** ☐ Is within 20% (36 days) of local benchmark = **3 Points** ☐ Is > 20% above local benchmark = **0 Points**