

South Central Illinois Continuum of Care  
IL-515

RATING AND REVIEW PROCEDURE  
(E.G., RFP)

# REQUEST FOR PROJECTS

**DATE: JULY 25, 2017**

**TO: CURRENT AND POTENTIAL PROJECT APPLICANTS  
FOR HUD CONTINUUM OF CARE FUNDING**

**RE: PROJECT APPLICATION PROCESS**

Current and potential project applicants are **encouraged to apply for new or renewal projects**. Completed project applications must be submitted via the HUD e-snaps website no later than 8:00 p.m. Central Daylight Time on **Friday, August 4, 2017**.

New and existing providers are specifically encouraged to apply for projects that can be created by **reallocating funds from existing projects** that are considered to be low-performing.

All projects and applicants will undergo a threshold review. Projects must be eligible under HUD regulations and the *Notice of Funding Availability (NOFA) for the Fiscal Year (FY) 2017 Continuum of Care Program Competition (FR-6100-N-25)* which can be downloaded at <https://www.hudexchange.info/resource/5419/fy-2017-coc-program-nofa/>.

Additional resources, which are critical to the project application process, are available at <https://www.hudexchange.info/programs/e-snaps/guides/coc-program-competition-resources/#coc-program-competition--project-applicants>.

Potential applicants are strongly urged to download and read the entire NOFA and use the above resources before proceeding, as HUD has placed clear limitations on project types, and it has created specific processes for completing and submitting project applications.

Once projects are determined to be eligible, they will be reviewed and ranked locally. The **review and ranking procedure** is contained on the following pages.

## Ranking Scales

**NOTES:**

1. All numbers and percentages are rounded to nearest whole number/percentage.
2. Entry/Exit and APR reports are generated from HMIS for all projects for a 12-month period ending in the most recently completed calendar quarter (e.g., April to March, or July to June).

<b>RANKING FACTORS FOR RENEWAL PROJECTS CoC funded projects only</b>	<b>Maximum Points</b>
<p><b>1. Chronic Homelessness</b></p> <p>WHAT: Serving persons who are chronically homeless.</p> <p>HOW MEASURED: Percentage of all persons served who were chronically homeless at entry.</p> <p>SOURCE: Entry/exit report.</p> <p>CALCULATION: Item 6b divided by total number of adults served (from items 2a and 2b).</p> <p>SCALE:</p> <ul style="list-style-type: none"> <li>Highest percentage among all projects = 5 points</li> <li>Second highest percentage = 4 points</li> <li>Third highest percentage = 3 points</li> <li>Fourth highest percentage = 2 points</li> <li>All other projects serving any chronically homeless = 1 point</li> <li>Any projects serving no chronically homeless = 0 points</li> </ul> <p>Ties: Tied projects receive full score, and the next highest project receives the full score for the next level. For example, if two projects are tied for highest percentage, they both get 5 points, and the project with the next highest percentage gets 4 points.</p>	<b>5</b>
<p><b>2. Housing Stability</b></p> <p>WHAT: Permanent housing.</p> <p>HOW MEASURED: The percentage of participants remaining in or exiting to permanent housing.</p> <p>SOURCE: Entry/exit report.</p> <p>CALCULATION: The number of adults who were in permanent housing, including RRH, at the end of the year (from item 2), plus the number who exited to permanent housing destinations during the year (from item 14); divided by the total number of adults served (from items 2a and 2b).</p> <p>SCALE:</p> <ul style="list-style-type: none"> <li>92-100% = 5 points</li> <li>84-91% = 4 points</li> <li>76-83% = 3 points</li> <li>68-75% = 2 points</li> <li>60-67% = 1 point</li> <li>Less than 60% = 0 points</li> </ul>	<b>5</b>

<p style="text-align: center;"><b>RANKING FACTORS FOR RENEWAL PROJECTS</b> <b>CoC funded projects only</b></p>	<p style="text-align: center;">Maximum Points</p>
<p><b>3. Speed of Housing Placement</b></p> <p>WHAT: Length of time before a household is placed in permanent housing.</p> <p>HOW MEASURED: Average number of days from eligibility determination to placement in RRH or PH.</p> <p>SOURCE: HMIS (Not available until after October 2017). <b>THIS ITEM WILL NOT BE SCORED IN 2017.</b></p> <p>SCALE (Proposed):</p> <ul style="list-style-type: none"> <li>1-5 days = 5 points</li> <li>6-10 days = 4 points</li> <li>11-15 days = 3 points</li> <li>16-20 days = 2 points</li> <li>21-25 days = 1 point</li> <li>more than 25 days = 0 points</li> </ul>	<p style="text-align: center;">5</p>
<p><b>4. Housing First</b></p> <p>WHAT: Implementation of Housing First practices.</p> <p>SOURCE: Questionnaire for grantees.</p> <p>SCALE:</p> <ul style="list-style-type: none"> <li>Follow all 6 Core Elements and all 4 Advanced Elements = 5 points</li> <li>Follow all 6 Core Elements and at least 2 Advanced Elements = 4 points</li> <li>Follow at least 5 Core Elements and at least 2 Advanced Elements - = 3 points</li> <li>Follow at least 4 Core Elements and at least 1 Advanced Element = 2 points</li> <li>Follow at least 4 Core Elements = 1 point</li> <li>Follow fewer than 4 Core elements = 0 points</li> </ul> <p>[Note: a “Yes” to any of the Quick Screen questions means an automatic score of 0]</p>	<p style="text-align: center;">5</p>
<p><b>5. Employment Income</b></p> <p>WHAT: Percentage of people gaining income from employment.</p> <p>HOW MEASURED: Percentage of adults who increased employment income.</p> <p>SOURCE: APR.</p> <p>CALCULATION: From item 24.b.3, line 1 (earned income). Number of adults in columns 4 and 5, divided by total adults (column 7).</p> <p>SCALE:</p> <ul style="list-style-type: none"> <li>20% or more = 4 points</li> <li>13-19% = 3 points</li> <li>6-12% = 2 points</li> <li>1-5% = 1 points</li> <li>Less than 1% = 0 points</li> </ul> <p>(All PSH projects will receive a minimum of 2 points, and may receive 3 or 4 points if their performance is 13% or higher based on the above scale.)</p>	<p style="text-align: center;">4</p>

<p style="text-align: center;"><b>RANKING FACTORS FOR RENEWAL PROJECTS</b> <b>CoC funded projects only</b></p>	<p>Maximum Points</p>
<p><b>6. Non-Employment Income</b></p> <p>WHAT: Percentage of people gaining income from non-employment sources.</p> <p>HOW MEASURED: Percentage of adults who increased non-employment income.</p> <p>SOURCE: APR.</p> <p>CALCULATION: From item 24.b.3, line 3 (other income). Number of adults in columns 4 and 5, divided by total adults (column 7).</p> <p>SCALE:</p> <ul style="list-style-type: none"> <li>10% or more = 3 points</li> <li>5-9% = 2 points</li> <li>1-4% = 1 point</li> <li>Less than 1% = 0 points</li> </ul>	<p>3</p>
<p><b>7. APR Submission</b></p> <p>WHAT: Timeliness of APR submission.</p> <p>HOW MEASURED: If APR submitted within 90 days of project end date.</p> <p>SOURCE: Grantees provide evidence of submission date.</p> <p>SCALE:</p> <ul style="list-style-type: none"> <li>APR submitted within 90 days of project end date = 3 points</li> <li>91 or more days = 0 points</li> </ul>	<p>3</p>
<p><b>8. Spending</b></p> <p>WHAT: Grant funds spent.</p> <p>HOW MEASURED: Percentage of funds expended at end of project term.</p> <p>SOURCE: Grantee.</p> <p>SCALE:</p> <ul style="list-style-type: none"> <li>Project spent 90-100% of grant funds in most recent completed year = 4 points</li> <li>80-89% = 3 points</li> <li>70-79% = 2 points</li> <li>60-69% = 1 points</li> <li>Less than 60% = 0 points</li> </ul>	<p>4</p>
<p><b>9. Coordinated Entry</b></p> <p>WHAT: Cooperation in Coordinated Entry system.</p> <p>SOURCE: Coordinated Entry questionnaire.</p> <p>SCALE: 1 point for each "Yes" response</p>	<p>4</p>

<p style="text-align: center;"><b>RANKING FACTORS FOR RENEWAL PROJECTS</b> <b>CoC funded projects only</b></p>	<p>Maximum Points</p>
<p><b>10. Barriers:</b></p> <p>WHAT: Difficulty of target population – barriers they face.</p> <p>HOW MEASURED: Percentage of participants with multiple barriers.</p> <p>SOURCE: APR.</p> <p>CALCULATION: Number of adults with multiple barriers (from item 18b, column 1, lines 3 and 4), divided by total number of adults (column 1, line 8).</p> <p>SCALE:</p> <ul style="list-style-type: none"> <li>23% or more = 4 points</li> <li>18-22% = 3 points</li> <li>13-17% = 2 points</li> <li>8-12% = 1 point</li> <li>Less than 7% = 0 points</li> </ul>	<p>4</p>
<p><b>11. Data Quality and Security</b></p> <p>WHAT: Compliance with HMIS data quality and security standards.</p> <p>HOW MEASURED: (1) Percentage of missing and null values in HMIS client data fields; (2) Completion of HMIS security checklist (see attached).</p> <p>SOURCE: (1) HMIS; (2) Security questionnaire.</p> <p>SCALE:</p> <ul style="list-style-type: none"> <li>Up to 2 points for percentage of missing and null values in HMIS client data fields: <ul style="list-style-type: none"> <li>Zero missing and null values = 2 points</li> <li>One or more null or missing values = 0 points</li> </ul> </li> <li>Up to 2 points for HMIS questionnaire: <ul style="list-style-type: none"> <li>Follow all Core Elements plus at least 1 Advanced Element = 2 points</li> <li>Follow all Core Elements = 1 point</li> <li>Does not follow all Core Elements = 0 points</li> </ul> </li> </ul>	<p>4</p>
<p><b>12. Type of Project</b></p> <p>WHAT: Type of project (e.g., SSO, TH, RRH, PSH, HMIS).</p> <p>HOW MEASURED: Incentives for projects that provide permanent housing or meet critical local needs, based on scale to be created.</p> <p>SOURCE: Most recent project application.</p> <ul style="list-style-type: none"> <li>PSH = 5 points</li> <li>RRH = 3 points</li> <li>HMIS and SSO/Coordinated Entry = 2 points</li> <li>All other projects = 0 points</li> </ul>	<p>5</p>

<p style="text-align: center;"><b>RANKING FACTORS FOR RENEWAL PROJECTS</b> <b>CoC funded projects only</b></p>	<p style="text-align: center;">Maximum Points</p>
<p><b>13. SOAR Training</b></p> <p>WHAT: Participation in SOAR training.</p> <p>SOURCE: Questionnaire for grantees.</p> <p>SCALE:  Staff of grantee or designated referral agency completed SOAR training in past 24 months = 1 point  Staff of grantee or designated referral agency did not complete SOAR training in past 24 months = 0 points</p>	<p><b>1</b></p>
<p><b>MAXIMUM TOTAL POINTS</b></p>	<p><b>52</b></p>

**Tie Breakers**

If two or more projects receive the exact same score, the tie(s) will be broken as follows:

- Tiebreaker #1 – **Funds available per person by region.** We will compute this as follows: Take the total CoC and ESG funds currently available in each region, and divide it by the PIT count for the region. Projects in the region with the smaller amount of funds available per person win the tie. If projects are still tied because they are in the same region, we will move to Tiebreaker #2.
- Tiebreaker #2 - **Number of beds.** The project with the greater number of beds (from Project Application section 4B) wins the tie. If projects are still tied because they have the same number of beds, we will move to Tiebreaker #3.
- Tiebreaker #3 – **Budget.** The project with the higher total budget (from Project Application section 6I) wins the tie.

<p style="text-align: center;"><b>SPECIAL RANKING FACTORS FOR FIRST-TIME RENEWAL PROJECTS WITH LESS THAN 12 MONTHS HISTORY CoC funded projects only</b></p>	<p style="text-align: center;">Maximum Points</p>
<p><b>1. Chronic homelessness</b></p> <p>WHAT: Housing for persons who are chronically homeless.</p> <p>HOW MEASURED: Percentage of all beds that are designated or prioritized for chronically homeless.</p> <p>SOURCE: First-year project application (item 4B).</p> <p>SCALE:</p> <ul style="list-style-type: none"> <li>100% of beds dedicated or prioritized = 5 points</li> <li>90-99% = 4 points</li> <li>80-89% = 3 points</li> <li>70-79% = 2 points</li> <li>60-69% = 1 point</li> <li>Less than 60% = 0 points</li> </ul>	<p style="text-align: center;">5</p>
<p><b>2. Housing First</b></p> <p>WHAT: Implementation of Housing First practices.</p> <p>HOW MEASURED: Housing First checklist.</p> <p>SOURCE: Questionnaire for grantees.</p> <p>SCALE:</p> <ul style="list-style-type: none"> <li>Follow all 6 Core Elements and all 4 Advanced Elements = 5 points</li> <li>Follow all 6 Core Elements and at least 2 Advanced Elements = 4 points</li> <li>Follow at least 5 Core Elements and at least 2 Advanced Elements = 3 points</li> <li>Follow at least 4 Core Elements and at least 1 Advanced Element = 2 points</li> <li>Follow at least 4 Core Elements = 1 point</li> <li>Follow fewer than 4 Core elements = 0 points</li> </ul> <p>[Note: a “Yes” to any of the Quick Screen questions means an automatic score of 0]</p>	<p style="text-align: center;">5</p>

<p style="text-align: center;"><b>SPECIAL RANKING FACTORS FOR FIRST-TIME RENEWAL PROJECTS WITH LESS THAN 12 MONTHS HISTORY CoC funded projects only</b></p>	<p style="text-align: center;">Maximum Points</p>
<p><b>3. Barriers:</b></p> <p>WHAT: Difficulty of target population – barriers they face.</p> <p>HOW MEASURED: Types of barriers addressed.</p> <p>SOURCE: First year project application, Item 3B(4)</p> <p>SCALE: Up to 4 points maximum.</p> <ul style="list-style-type: none"> <li>• Chronically homeless – 2 points</li> <li>• Veterans – 1 points</li> <li>• Youth (under 25) – 1 point</li> <li>• Families with children – 1 point</li> <li>• Domestic violence – 1 point</li> <li>• Substance use disorders – 2 points</li> <li>• Mental illness – 2 points</li> <li>• HIV-AIDS – 1 point</li> </ul>	<p style="text-align: center;">4</p>
<p><b>4. Data quality and security</b></p> <p>WHAT: Compliance with HMIS data quality and security standards.</p> <p>HOW MEASURED: Completion of HMIS security checklist.</p> <p>SOURCE: Questionnaire.</p> <p>SCALE:</p> <ul style="list-style-type: none"> <li>Follow all Core Elements plus at least 1 Advanced Element = 2 points</li> <li>Follow all Core Elements = 1 point</li> <li>Does not follow all Core Elements = 0 points</li> </ul>	<p style="text-align: center;">2</p>
<p><b>5. Type of project</b></p> <p>WHAT: Type of project (e.g., SSO, TH, RRH, PSH, HMIS).</p> <p>HOW MEASURED: Incentives for projects that provide permanent housing or meet critical local needs, based on scale to be created.</p> <p>SOURCE: First year project application Items 3a(5) and 3b(4).</p> <ul style="list-style-type: none"> <li>PSH = 5 points</li> <li>RRH = 3 points</li> <li>HMIS and SSO/Coordinated Entry = 2 points</li> <li>All other projects = 0 points</li> </ul>	<p style="text-align: center;">5</p>



<p style="text-align: center;"><b>SPECIAL RANKING FACTORS FOR FIRST-TIME RENEWAL PROJECTS WITH LESS THAN 12 MONTHS HISTORY CoC funded projects only</b></p>	<p style="text-align: center;">Maximum Points</p>
<p><b>6. SOAR training</b></p> <p>WHAT: Participation in SOAR training.</p> <p>HOW MEASURED: Did grant staff, or staff of designated referral agency, attend SOAR training in past 24 months?</p> <p>SOURCE: Grantee.</p> <p>SCALE:  Staff of grantee or designated referral agency completed SOAR training in past 24 months = 1 point  Staff of grantee or designated referral agency did not complete SOAR training in past 24 months = 0 points</p>	<p style="text-align: center;">1</p>
<p style="text-align: right;"><b>MAXIMUM TOTAL POINTS</b></p>	<p style="text-align: center;"><b>22</b></p>

**Adjustment Factor:**

The scores for first-time renewal projects are multiplied by the following factor:

$$\frac{\text{Average score for all non-first-year renewal projects}}{22}$$

The effect of this is that the highest-scoring first-time renewal projects will land in the middle of the final rankings, and lower-scoring first-time renewals will be in the bottom half.

**NEW PROJECTS:**

All new projects that are eligible for HUD funding and pass threshold reviews are ranked at the bottom, listed in order of bed capacity.