



## **Continuum of Care Written Standard for Rankings and Ratings Protocol**

### **NY-505 Syracuse/Auburn, Onondaga, Oswego and Cayuga Counties**

#### **I. Purpose**

The Housing and Homeless Coalition of Central New York (HHC) NOFA protocols for the Continuum of Care (CoC) establishes a transparent framework for the annual CoC NOFA scoring, ranking and approval process. In order to best serve our community members through provision of effective projects and capturing the maximum funds available, projects which most closely align with the HUD and CoC priorities will be prioritized for funding. This document will be reviewed and approved by both the NOFA workgroup, made up of representatives of agencies applying for funding, and the Performance Evaluation and Selection Committee, outlined below. Both the NOFA workgroup and the Performance Evaluation and Selection Committee are designated by the CoC's full membership body to oversee the ranking and rating process.

The HUD Performance Evaluation and Selection Committee ("the Committee") consists only of non-CoC or ESG funded Advisory Board Members, members of the CoC's Lived Experience Boards and also non-voting members of the Housing and Housing Coalition staff. Please see Appendix A for a list of the current members of the Performance Evaluation Committee. The duties are to oversee all monitoring of funding agencies (which is performed by the HHC staff), develop and revise the monitoring tool and perform ratings and rankings for all applications to the NOFA.

#### **II. CoC Transparency**

The CoC will present this document as well as the funding application and competition report to both the NOFA Workgroup and Performance Evaluation and Selection Committee for comment, edit, and vote prior to the public posting of the competition.

#### **III. FY2019 HUD Funding Availability**

Total Annual Renewal Demand (ARD): \$9,818,095  
Bonus: \$490,905  
DV Bonus: \$1,119,214  
Planning Funds: \$294,543 (planning funds are not ranked)  
Tier 1 (100% ARD): \$9,818,095  
Tier 2: \$1,610,149

#### **IV. Eligible Project Types**



For the FY2021 funding competition, the HHC is accepting applications of the following project types for funding priority:

1. Rapid Rehousing
2. Supportive Services Only (SSO)- Coordinated Entry
3. Permanent Supportive Housing
4. HMIS

## **V. Priority Populations**

The CoC has identified the following priority populations for new CoC projects. These populations were determined by analysis of trends in homelessness based on Point in Time Count and LSA data. This data includes DV data from the comparable database.

1. Cayuga County:
  - a. Individuals with SMI/SUD, including Chronically Homeless
  - b. Individuals coming from institutions (re-entry)
  - c. Survivors of Domestic Violence
2. Onondaga County
  - a. Individuals with SMI/SUD, including Chronically Homeless
  - b. Survivors of Domestic Violence
3. Oswego County
  - a. Individuals or families with SMI/SUD
  - b. Survivors of Domestic Violence
  - c. Youth ages 18 to 24

## **VI. New Project Application Process**

On behalf of the CoC, the HHC issues new applications for agencies seeking CoC funding. Applications are publicly distributed through the RFP process and are advertised on social media, the CoC's full listserv, and the CoC's website.

New funding applications also encompasses expansion applications for existing CoC projects. Only projects that scored in Tier 1 in the previous year's competition are eligible to apply for an expansion of the existing project. For FY 2021, Tier 1 of the FY2019 will be used. A list of CoC projects eligible to submit expansion projects can be found in Appendix B.

Applications are split into four sections: threshold requirements, program design narrative, performance measures, and project specific bonus questions. Projects and agencies must meet threshold requirements to be considered in the funding competition. Program design, performance measures, and bonus questions will be used to determine ranking in the funding competition.



## **VII. Renewal Project Application Process**

Renewal projects are scored according to the rubric described in the renewal application. The majority of the information in the renewal application is information that is reported to HUD on the Annual Performance Report, during project monitoring by CoC staff, or is otherwise available through HMIS. Projects serving domestic violence survivors are asked to submit data from their comparable database for the renewal process.

The objective rating criteria is compiled into a Competition Report by CoC staff that is made available to all funded projects at the same time as the application.

The Competition Report will be released to all funded projects at the same time as the new application. Projects will have until the application due date to review and dispute or accept the Competition Report and respond to narrative questions. An acknowledgement of the acceptance or dispute must be submitted by the due date.

If a project seeks to dispute the competition report, project representatives can give written or verbal justification of the dispute to the Performance Evaluation and Selection Committee. The Committee will then vote to accept or reject the dispute.

## **VIII. Selection Process**

The Committee reviews and scores all renewal and new applications. Scores are compiled and reviewed in a committee meeting to ensure accuracy and limit discrepancies between reviewers. New applications are reviewed and scored by all members of the Committee.

Projects which fail to meet threshold requirements will be held out of the competition. These projects may request that the CoC provide them with technical assistance to assist them in improving their interest in applying in future competitions. This process ensures that organizations that may lack the current capacity to receive a federal grant and can build their capacity for a future year.

All renewal projects will be selected to move forward in the competition, unless subject to reallocation. The reallocation process can be found in Section VI.

New projects that meet threshold requirements will be selected to move forward based on score for performance measures. Scores will be determined using an average of scores given by each member of the Committee. New projects may be asked to scale funding request based on number of applications approved. Geographic coverage of the CoC will also be taken into consideration when determining funding scale.

All projects will receive written notice on the outcome of the initial review process outside of e-snaps.



## **IX. Reallocation protocol**

The CoC will use the reallocation process to shift funds in whole or part from existing renewal projects to new project applications, as needed. Agencies with the lowest performing projects, ineligible spending, or consistent inability to expend grant funds may be subject to transfer or reallocation. Low performance is defined as consistent findings during annual monitoring, no longer meeting community need and/or inability to meet community threshold for system performance measures. Projects may also be reallocated if they no longer meet HUD and/or local priority.

The five lowest performing projects will be brought to the Committee for possible reallocation as well as any projects that have consistent ineligible spending. Reallocation decisions are voted upon by the Committee and the Advisory Board is immediately notified by the HHC Director along with the agency whose funding will be reallocated. The appeals process in Section XI will be applicable to the reallocation process.

**For Fiscal Year 2021, renewal projects will not be subjected to reallocation or transfer. All existing projects are still meeting community need and will be subjected only to the ranking protocol, as follows.**

## **X. Ranking Protocol**

A project ranking list is then generated using scores outlined in Section IV, in alignment with HUD and local CoC priorities. Ranking for renewal applications is determined by the project's local application. Projects that have not been operational for an entire program year will receive full points for performance measures in the local application.

Projects will be ranked, based on score and local priority, 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.

The CoC HMIS grant will be placed into Tier 1. The Planning Grant is not ranked in the NOFA process.

The HHC uses the project ranking tool provided by HUD.

## **XI. Appeals Process**

Once the Committee, have ranked applicants' renewal applications, the preliminary ranking will be emailed to all member agencies with specific scoring forwarded to the related applicant.



www.hhccny.org  
hhc@unitedway-cny.org  
f facebook.com/hhccny  
hhcofcny

The Committee's recommendation will be presented to the HHC Advisory Board for approval and then presented to the full HHC (CoC general membership) for approval. An applicant may challenge the Committee's recommendation to the Board by emailing the HHC Director a Notice of Appeal. The appellant must attend the HHC Advisory Board meeting where they will be allowed to make a 10 minute presentation to the Board. The Board's decision on the slate is final. No Board Member with a conflict of interest may participate in the discussion or vote on the slate.

NOTE: Appeals will only be considered in cases where applicants have concerns specific to the review process and scoring of their application. Appeals specific to the ranking or funding recommendation will not be considered. All notices of appeal must be based on the information submitted by the application due date. No new or additional information will be considered. Omissions to the application cannot be appealed.

Should the project decide to pursue a formal appeal to HUD, the applicant will be referred to page 86 of the FY2021 NOFA Section X to follow HUD's appeals process for submitting a solo application outside of the CoC.

Tier 1 and Tier 2 structures will be reviewed with the Committee and HHC Advisory Board and, at the next general membership or a special meeting called to ensure voting is accomplished 15 days prior to the submission deadline for the CoC Application, approved by the HHC membership.

The recommendation of the General Membership approval will be final.



www.hhccny.org  
hhc@unitedway-cny.org  
f facebook.com/hhccny  
🐦 hhcofcny

## **Appendix A**

### **Performance, Evaluation and Selection Committee Participating Agencies**

**City of Syracuse – Neighborhood and Business Development (ESG Coordinator)**  
**Onondaga County Community Development (ESG Director)**  
**Cayuga County Department of Social Services**  
**Auburn Housing Authority**  
**Onondaga County Department of Children and Family Services (RHY Coordinator)**  
**Onondaga County Department of Social Services**  
**Oswego County Department of Social Services**  
**Onondaga County Re-Entry Taskforce**  
**City of Auburn (CDBG)**  
**Lived Experience Board Members**  
**HHC Staff (Non-voting)**



www.hhccny.org  
hhc@unitedway-cny.org  
f facebook.com/hhccny  
t hhcofcny

## Appendix B

### Existing CoC Projects Eligible for Applying for Expansion

Catholic Charities of Onondaga County Permanent Housing for Chronically Homeless 1  
Chapel House HUD Permanent Supportive Housing Program  
Chadwick Residence Chadwick Apartments 1  
Oswego County Opportunities OCO HUD-RRH  
The Salvation Army TSA Housing & Life Skills Education Helio Health Susan's Place PSH  
Catholic Charities of Onondaga County CC Rapid Rehousing Consolidated  
Catholic Charities of Onondaga County PHH: Housing First for Individuals and Families  
Catholic Charities of Onondaga County Permanent Housing for Chronically Homeless 2  
Helio Health RPSHP Combined  
Helio Health Helio Housing First  
The Salvation Army TSA Barnabas Youth RRH  
The Salvation Army State Street Apartments  
Chapel House ARISE PSH  
Liberty Resources LR-PSH Families and Individuals  
Catholic Charities of Onondaga County HUD RAP  
Helio Health KEES 2