South Dakota Housing for the Homeless Consortium, SD-500 CoC
Policy and Advisory Committee (PAC)
2022 CoC Competition Ranking and Rating Process Tool
As Approved by the PAC (CoC Governing Board) – August 23, 2022

Continuum of Care (CoC) Intent
The Policy and Advisory Committee (PAC) of the SD Housing for the Homeless Consortium (SDHHC) is the governing board for the SDHHC which is SD-500 CoC. The PAC is tasked with establishing priority and ranking criteria for all CoC applications, new and renewal, based on the Department of Housing and Urban Development (HUD) priorities noted in the 2022 NOFO, local priorities, and threshold requirements.

HUD's NOFO Policy Priorities include:
1. Ending homelessness for all persons.
2. Use a Housing First approach.
3. Reducing Unsheltered Homelessness.
4. Improve System Performance.
5. Partner with Housing, Health, and Services Agencies.
6. Advance Racial Equity.
7. Improving assistance to LGBTQ+ Individuals.
8. Including persons with lived experience in local planning processes.
9. Increase affordable housing supply.

Requesting New Applications
South Dakota Housing Development Authority (SDHDA), as the lead agency of the SDHHC and the collaborative applicant for CoC funding, recruits new agencies, notifies potential interested parties regarding the upcoming Continuum of Care competition, and requests pre-applications for new CoC projects. This is done via a press release, email distributed via the SDHHC listserv, and posts on www.housingforthehomeless.org and www.sdhda.org. A timeline for application process was created and attached as Exhibit B, to inform all interested parties of deadlines for the CoC applications.

Eligibility
All projects are expected to meet the following criteria to be ranked by the PAC in the CoC Competition.
1. Submit completed renewal or new application and any additional required documents to the South Dakota Housing Development Authority (SDHDA), the Collaborative Applicant for South Dakota CoC.
2. Meet the HUD application deadlines (i.e. entry into ESNAPS) and set deadlines by SDHHC PAC.
3. Meet all HUD eligibility criteria, as outlined in the current year (FY 2021) CoC Program NOFA, the July 2012 CoC Program Interim HEARTH Regulations, and any other official document published by HUD.

4. Meet HUD and SDHHC threshold requirements.

Monitoring Performance of Recipients
The PAC monitors the performance of the CoC recipients on HUD and SDHHC established program parameters, performance goals and project effectiveness on a yearly basis. The PAC reviews Annual Performance Reports (APRs), HMIS data reports, specific data elements and metrics to ensure individuals and families are being served to the greatest extent possible and that programs are effective.

Project performance is evaluated using the following:
1) Annual Performance Reports (APRs) for projects
2) Quarterly HMIS data quality reports
3) HIC and PIT count data
4) HUD audits
5) SDHHC project monitoring and on-site reviews
6) Project administrative plan including HUD Best Practices for supportive services.
7) Project analysis of barriers report

Exclusion or Removal from Project Ranking List and Reallocation - Projects will be excluded or removed from the project ranking list in the event that HUD and/or SDHHC monitoring finds that a project has been out of compliance with the regulations and has made no progress on any corrective action as required by HUD and/or SDHHC. Consequently, these projects will not be submitted for renewal funding in the CoC competition. The funds from this project will then be reallocated to another project.

SDHHC Threshold Requirements for CoC (*Renewal) Applications – Applicants are expected to meet the following threshold requirements. If applicants do not meet threshold requirements, their application may receive negative points for specific measures.
1. Active participation in SDHHC including attending quarterly meetings
2. Coordinated Entry System participation and referral acceptance
3. Housing First/ Low Barrier Approach
4. Documented minimum match
5. Project has reasonable costs per permanent housing exit
6. Project is financially feasible
7. Application complete and accurate including required attachments (administration plan, barrier to participation report, committee participation report)
8. Data quality at or above 90%
9. Project grant funds expended at 90% or more
10. Unit utilization rates at or above 85%

Priority & Ranking of Applicants
All eligible applications will be scored by the Policy and Advisory Committee (PAC), using a scoring system (Attached Exhibit A) informed by HUD's priorities, local priorities and threshold

requirements. These scores determine each project's rank in the CoC's application to HUD, and the rank will be the primary determinant of placement into Tier 1 (which is anticipated to be fully funded by HUD) and Tier 2 (which will only be funded if the CoC's score is high enough and if there are sufficient resources). Scores may also be used to reject applications or to reduce budgets for low-scoring projects.

The measurements listed below are used for the scoring system.
1. CoC Participation,
2. Program Type
3. Coordinated Entry System
4. HMIS Data Quality
5. CoC Funds Expended
6. Program Management
7. Equity, and Barriers Analysis (Race and Other Barriers), Project Participant Barrier Severity & Project Performance
8. Completeness of Application
9. New Application Narrative Responses (new project applications only)

Before new project applications are included in the CoC collaborative application, the PAC will ensure there are no duplication of services and that the creation of the new project will be effective in addressing the needs of those experiencing homelessness. New applications that are requesting HUD funding for projects based on HUD's and SDHHC's priorities will receive no score for performance measurements Categories 1, 3-7 on Exhibit A. The scoring system evaluates past performance (of renewal/reallocation applicants) and promotes best practices that will improve the local response to homelessness and align local strategies with national policies and best practices. New project applications will be scored on narrative responses provided for in question 9. Renewal Applications will not be scored for question 9.

Applicants for HMIS, and CES SSO opportunities receive due consideration by PAC for scoring and ranking based upon factors including SDHHC compliance with HUD best practices, funding priorities, and funding availability that most benefits SDHHC over-all efforts at the time of funding application. HMIS and SSO – Coordinated Entry projects will be listed first in Tier 1 because they are required elements of a CoC's system. Application for the CoC Planning Grant will not be ranked.

Project renewal applicants that do not yet have a HUD accepted APR will automatically receive all points for categories and 3-7, as long as, the project APR was completed as required and submitted on time.

In situations where two projects were consolidated in 2021 CoC competition, the project with the largest amount of funding awarded initially in 2021 prior to consolidation will be the project APR used for the scoring and the APR from the larger of the two projects will be utilized for scoring the FY 2022 application.

SDHHC's Priorities

1. Permanent Housing for Chronic Homeless Individuals and families, and permanent housing projects serving the most vulnerable, such as, disabled persons, unsheltered, households with low or no income, current or past substance abuse, those with a history of victimization such as human trafficking, domestic violence and/or sexual assault, and difficult to house participants with criminal history, evictions, etc.
2. Active participation and partnership of projects within SD Housing for the Homeless Consortium and the statewide Coordinated Entry System.
3. Commitment to and utilization of Housing First Approach and Low Barrier Best Practices.
4. Efficient and effective use of HMIS as evidenced with data quality and performance reporting.
5. Leveraging of resources, coordination of services, and program cost effectiveness.
6. Program management taking into account full expenditure of CoC funding, positive program results, and high utilization rates.
7. Project performance as evidenced by objective criteria including annual performance report data measures and other HUD provided reports.
8. Partnerships with housing, health, and services agencies.
9. Promotion and support of racial and ethnic equity in the administration of homelessness resources.

Permanent Supportive Housing (PSH) for Chronic Homeless Individuals and Families – Current/New grantees for Permanent Supportive Housing (PSH) that have dedicated all of their beds to chronically homeless individuals who have experienced homelessness for a year or longer, or who have experienced at least four episodes of homelessness in the last three years, and have a disability. For homeless families, one member in that family must meet the criteria above.

Rapid Re-Housing (RRH) – Current/New Rapid Re-Housing created through reallocation, bonus, and renewal. RRH that serve individuals, including unaccompanied youth, and families coming from the street or emergency shelters or persons fleeing domestic violence and are placed in permanent housing within 30 days of when the client became homeless. Projects serving difficult to serving participants with high service needs.

New Transitional Housing - Rapid Re-Housing Bonus Funding Project for Victims Fleeing Domestic Violence – New grantees for TH-RRH that will dedicate beds specifically for homeless victims fleeing domestic violence and/or sex trafficking.

Guidelines for Reallocation of CoC Grant Funds Exhibit C
Reallocation decisions for project funding are made by the Policy and Advisory Committee (PAC) of South Dakota Housing for the Homeless Consortium (SDHHC) as part of the CoC

ranking and rating process of CoC grant funding applications. Exhibit C describes the policy utilized for the reallocation of CoC Grant Funding.

Tier 1 Fund Maximization

To ensure maximum utilization of available funding in Tier 1, the PAC will implement the following:

1. If a project's budget exceeds what is remaining in Tier 1 funds, the project will have the opportunity to reduce its budget to what remains in Tier 1 and be placed fully into Tier 1, or the project could also be to split with partial finding in Tier 1 and partial funding in Tier 2.

Once the PAC completes the scoring and ranking, they will also consider the CoC's priorities, whether the initial scoring is likely to result in any critical service gaps, strategies related to Tier cut offs and HUD's selection process, and adjust budgets to produce the final ranking of projects to be included in the CoC application. All decisions made regarding ranking and possible reduction of project funding will be recorded and made public with the published rankings. Scoring and ranking of project applications is completed by use of Exhibit A.

All applicants will be notified in writing of acceptance, reduction, or rejection of application by 5 p.m. Central Time Wednesday, September 13, 2022. Project selections, rankings and tier allocations will be provided by written notice and published at www.housingforthehomeless.org no later than 5 p.m. Central Time on September 26, 2022 per Timeline attached as Exhibit B. In case of a tie, the application that requests a higher percentage of supportive services funds will be ranked lower.

Ranking Appeals Process

Project applicants having concerns regarding how their application was scored and reviewed may file a written appeal with SDHHC PAC at the email listed below by 5 PM Central Time, September 25, 2022.

Project applicants may also appeal to HUD if the applicant believes it was denied the opportunity to participate in the local CoC planning process in a reasonable manner. Additional details on the HUD appeal process can be found beginning on page 95 of the 2022 NOFO available here: snapsappeals@hud.gov.

Information for the PAC may be delivered to:
South Dakota Housing Development Authority
Continuum of Care Administrator
PO Box 1237
Pierre, SD 57501
davis@sdhda.org

Exhibit A

1 – CoC Participation (up to 30 points)	YES	SCORE
Agency participated in 100% of SDHHC quarterly meetings (SDHHC attendance sheet) September 2021 – June 2022.	10	
Agency participated in 75% of SDHHC quarterly meetings (SDHHC attendance sheet) September 2021 – June 2022.	7.5	
Agency participated in 50% of SDHHC quarterly meetings (SDHHC attendance sheet) September 2021 – June 2022.	5	
Agency participated in 25% of SDHHC quarterly meetings (SDHHC attendance sheet) September 2021 – June 2022.	2.5	
Project operates as housing first/low barrier approach (documented via administrative plan)	10	
Agency participation in SDHHC committee(s) please attach an explanation of applicant's staff participation in SDHHC formal committees including staff name and committee(s) to earn full points. Time period July 2021 – June 2022.	10	
1 - TOTAL SCORE		

2 - Program Type (up to 10 points)	Points	Score
Permanent Supportive Housing for Chronic Homeless Individuals and families	10	
Permanent Supportive Housing - Other, prioritization plan for Chronic Preferences	5	
Rapid Re-Housing Program or TH-RRH Program for Homeless Families, Youth, or Individuals	10	
Rapid Rehousing or Transitional Housing – Rapid Rehousing Program for Victims of Domestic Violence and/or sex trafficking	10	
Transitional Housing - Other	5	
Supportive Services Only – (Street Outreach)	10	
2 - TOTAL SCORE		

3 - Coordinated Entry System (up to 20 points)	YES	Score
Coordinated Entry System Participation – agency staff are active in CES activities including CES training and case conferencing.	5	
July 1, 2021 – June 30, 2022, Agency has accepted 75% or more of CES referrals (HMIS CES Referral Report)	5	
July 1, 2021 – June 30, 2022, Agency has accepted 50% or more of CES referrals (HMIS CES Referral Report)	2	
July 1, 2021 – June 30, 2022, Agency has accepted less than 50% of CES referrals (HMIS CES Referral Report)	-5	
Project receives 100% of referrals from CES for project placements	5	
Agency is an access point for Coordinated Entry	5	
3 - TOTAL SCORE		

4 - HMIS Data Quality-Personal Identifying Information APR Q06a-6d sum of error percentage: (up to 10 points)	YES	Score
0-5% error rate over-all score	10	
6-10% error rate over-all score	3	
Great than 15% error rate over-all score (Applicants should provide information on any extenuating circumstances with data quality including number of undocumented clients served. PAC may sore 2 points with extenuating circumstances explanation.)	-5	
4 - TOTAL SCORE		

5 - Funds Expended APR (up to 5 points)	Yes	Score
95% or higher	5	
94% - 90%	2	
80% or lower	-5	

		Score
(Applicants should provide information on any extenuating circumstances with funds expended. PAC may score 2 points with extenuating circumstances explanation.		
5 - TOTAL SCORE		
6 - Program Management (up to 15 points)	**YES**	**Score**
No HUD Audit/APR Findings or Concerns or any concerns noted were satisfactorily rectified.	5	
No SDHHC Audit/APR Findings or Concerns or any SDHHC finding were satisfactorily rectified.	5	
APR <u>not</u> submitted to HUD on time. Submissions reviewed in SAGE to document timeliness of submission.	-5	
APR rejected by HUD and not corrected and resubmitted within 30 days. Submissions reviewed in SAGE to document.	-5	
Utilization rate unit Q02. below 85% for months listed on APR (Attach explanation to application materials for extenuating circumstances. PAC may award 2 points for extenuating circumstances).	-5	
Timeliness. APR Q06e. 90% of start and exit client records completed within 6 days.	5	
6 - TOTAL SCORE		
7 – Participant Barriers & Project Performance (up to 65 points)		**Score**
1. **Equity & Project Barriers Analysis**	**YES**	
1A. Project application submission included an analysis of barriers to participation in the project faced by persons of different races and ethnicities (particularly those over-represented in the local homelessness population), and persons experiencing mental illness, substance use, chronic health conditions, and domestic violence and project described how it has taken or will take steps to eliminate the identified barriers (Either 1, A, B, or C used for scoring purposes).	10	
1B. Project application submission included an analysis of barriers to participation in the project faced by persons of different races and ethnicities (particularly those over-represented in the local	5	

homelessness population), and persons experiencing mental illness, substance use, chronic health conditions, or domestic violence and project described how it has taken or will take steps to eliminate the identified barriers. Submission was received but, analysis was vague, limited in scope and/or lacking information.		
1C. Project application submission <u>did not</u> include an analysis of barriers to participation in the project faced by persons of different races and ethnicities (particularly those over-represented in the local homelessness population), and persons experiencing mental illness, substance use, chronic health conditions, or domestic violence and project described how it has taken or will take steps to eliminate the identified barriers. Submission was received but, analysis was vague, limited in scope and/or lacking information.	0	
2. Severity of Participant Barriers (Scoring by Project Type)		
PSH—Percentage of participant households served chronically homeless (APR 26a)		
75% and more	20	
55%-74%	15	
50%-54%	10	
40%-49%	5	
39% or less	0	
RRH—Percentage of participants with at least one mental or physical condition at start (APR 13a2.)		
60%-100%	20	
40%-59%	15	
29%-39%	10	
25%-28%	5	
0%-19%	0	
3. Exits to Permanent Housing (Scoring by Project Type)		
PSH - Percent of participants who remain in or exit to PH (APR 23c)		
90% or higher	25	
80%-89%	20	
85%-88%	15	
80%-84%	10	
75%-79%	5	
Less than 75%	0	
RRH - Percent exited to Positive Destinations (APR 23c)		
90% or higher	25	
80%-89%	20	
75%-79%	15	
70%-74%	10	
67%-69%	5	

Less than 67%	0		
4. New or Increased Income and Earned Income (Scoring by Project Type)			
PSH Project Stayers: New or increased earned income (APR 19a.1)			
8% and higher	2.5		
5%-7%	1.5		
Less than 5%	0		
PSH Project Stayers: New or increased other (non-employment) income (APR 19a.1)			
50% and higher	2.5		
25%-49%	1.5		
Less than 25%	0		
PSH Project Leavers: New or increased earned income (APR 19a.2)			
8% and higher	2.5		
5%-7%	1.5		
Less than 5%	0		
RRH Project Stayers: New or increased earned income (APR 19a.1)			
25% and higher	5		
19%-24%	2.5		
Less than 18%	0		
PSH Project Leavers: New or increased any income (total income) (APR 19a.2)			
50% and higher	2.5		
25%-49%	1.5		
Less than 25%	0		
RRH Project Leavers: New or increased total income (APR 19a.2)			
20% and higher	5		
15%-19%	2.5		
Less than 15%	0		
7 - TOTAL SCORE			
8 – Completion of Application (0 or up to -10 points)		**Score**	
Is the application complete and accurate?			
Yes	0		
No	-5		
Are all required attachments provided?			
Yes	0		
No	-5		
8 - TOTAL SCORE			
9 – New Project Application Narrative Response (145 points)			
New Projects are not scored for sections 1, 3-7. Section 9 scoring takes the place of sections 1, 3-7 for new projects.			

		Score
How many years has the organization been operating?		
9- New Project Applicants Only - DOCUMENTATION MUST BE SUBMITTED TO EVIDENCE THE FOLLOWING VIA NARRATIVE RESPONSES:		**Score**
1. Document the partnerships your agency currently has with mainstream service providers that will support the efforts of this project.	0-25 points	
2. Document the need for the services and or housing being provided.	0-25 points	
3. Document that the new project will not duplicate services already being provided in the community.	0-25 points	
4. If applicable, document agency's previous performance in serving survivors of domestic violence (not scored but, required for DV projects).	Not Scored	
5. Document how this project will help the overall performance of the homeless system including ensuring flow through the process, allowing clients to enter into permanent housing more rapidly with support opportunities.	0-25 points	
6. If applicable, document the services that are tailored to assist domestic violence survivors to connect or reconnect to permanent housing (not scored but, required for DV projects).	Not Scored	
7. Document how this proposed project will fill identified gap(s) in the current CoC System.	0-45 points	
9 - New Application Narrative Total Score:		
APPLICATION GRAND TOTAL SCORE		**/155**

Additional Items Obtained from APR completed by Ranking Team:
- As documented in the most recent APR, the amount of HUD CoC funding expended during the program year $_____$.
- Number of clients _____ and number of households _____ served during the program year.

Notes:

Exhibit B

South Dakota Statewide Continuum of Care Competition Timeline 2022	DUE DATE	ORGANIZATION RESPONSIBLE
APPLICATION DEVELOPMENT		
NOFO RELEASED	**Wednesday August 3, 2022**	**PROJECTS**
DEVELOP PROJECTS/APPLICATIONS	**Ongoing**	**SDHHC**
PAC CONVENES TO DEVELOP RANKING TOOL FOR PROJECT APPLICANTS	**Thursday, August 18, 2022**	**PAC**
PRE-APPLICATIONS FOR NEW PROJECTS DUE	**Friday, August 19, 2022**	**NEW PROJECTS**
PAC FINALIZES & APPROVES RANKING AND RATING TOOL	**Monday, August 22, 2022**	**PAC**
PROJECT APPLICATIONS – (first draft) DUE TO SDHDA (pdf from e-snaps) *(5:00 p.m. (CST)*	**Monday, August 22, 2022**	**NEW/RENEWAL PROJECTS**
MOST CURRENT ANNUAL PERFORMANCE REPORTS (APRS) Accepted by HUD FOR ALL INCOMING RENEWAL PROJECTS OBTAINED FROM SAGE	**Thursday, September 1, 2022**	**SDHDA**
COMMENTS BACK TO APPLICANTS ON FIRST DRAFT	**Thursday, August 25, 2022**	**SDHDA**
FINAL PROJECT APPLICATIONS DUE TO SDHDA *(5:00 p.m. (CST)* **(no later than 30 days before the applications deadline)**	**Tuesday, August 30, 2022**	**NEW/RENEWAL PROJECTS**
RELEASE COLLABORATIVE APPLICATION FOR COMMENTS	**Tuesday, August 30, 2022**	**SDHDA**
PAC CONVENES TO RANK APPLICATIONS	**Monday-Tuesday, September 12-13, 2022**	**NEW/RENEWAL PROJECTS**

NOTIFICATION OF APPROVED OR DISALLOWED PROJECT APPLICATIONS **(all applicants must be notified, in writing, no later than 15 days of the application deadline of acceptance, reduction, or rejection)**	**Wednesday, September 13, 2022**	**PAC**
APPEAL PROCESS – (appeals to ranking process must be submitted to Collaborative Applicant – SDHDA)	**Tuesday, September 13 – Tuesday, September 25, 2022**	**SDHDA**
PUBLIC COMMENTS DUE ON THE COLLABORATIVE APPLICATION	**Friday, September 23, 2022**	**PUBLIC**
PLACE CoC CONSOLIDATED APPLICATION ON SDHHC WEBSITE FOR COMMUNITY AND STAKEHOLDER REVIEW - (HUD deadline is 2 days prior to application due date)	**Monday, September 26, 2022**	**SDHDA**
APPLICATIONS SUBMITTED TO HUD – (actual HUD deadline 09/30/2021)	**Thursday, September 29, 2022**	**SDHDA**

SDHHC - SD Housing for the Homeless Consortium, SD-500 CoC
SDHDA - South Dakota Housing Development Authority – CoC Collaborative Applicant
PROJECT - Applicants for Continuum of Care Homeless Assistance Funding
PAC – Policy and Advisory Committee, SD-500 CoC Governing Board

Exhibit C

Guidelines for the Reallocation of CoC Grant Funds
South Dakota Housing for the Homeless Consortium (SDHHC)
SD-500 Statewide CoC

Reallocation decisions for CoC project funding are made by the Policy and Advisory Committee (PAC) of South Dakota Housing for the Homeless Consortium (SDHHC) as part of the CoC ranking and rating process of CoC grant funding applications. The SD-500 Statewide CoC is SDHHC. The PAC is the Governing Board of SDHHC. Reallocation decisions are based upon assessing existing projects for their performance, project effectiveness in ending homelessness, critical unmet needs related to supporting these efforts, and considerations for the equitable geographic distribution of CoC funding. Reallocation decisions are also based upon and influenced by the requirement of SDHHC to follow U.S. Department of Housing and Urban Development (HUD) policies and mandates for the CoC Program. CoC funding will be directed towards project applications that (1) Serve the highest need individuals and families, (2) Help project participants obtain permanent housing as rapidly as possible, (3) Ensure long-term housing stability of participants, (4) Ensure the most cost-effective CoC grant portfolio available given the statewide CoC's gaps and needs, which includes the consideration of the geographic distribution of funding across the Statewide CoC. The PAC assesses unmet needs by both project type and population for reallocation decision making including; Unaccompanied adults, Unaccompanied adults experiencing homelessness, Unaccompanied underage youth (under 18), Unaccompanied transition-aged youth (18-24), Families with children, Families with children experiencing chronic homelessness, Veterans, People fleeing domestic violence. The PAC weighs current CoC funded project performance and outcomes based upon APR data utilized for project applicant score on CoC Competition rating and ranking tool.

The SDHHC strives to match CoC housing inventory and services to the unmet needs of people experiencing homelessness in South Dakota. SDHHC may reallocate a portion or all of the funding from any project eligible for renewal in a CoC funding competition. The annual CoC Program Competition Notice of Funding Opportunity (NOFO) dictates what types of projects may be created in a given competition year. SDHHC bases decisions about reallocation on analysis of needs and gaps in housing and services, on project performance, and with consideration for compliance with HUD requirements. The PAC considers how best to use the CoC funding, and strives to make informed evidenced based decisions when reallocating CoC Grant Funds.