



## FY 2017 TX BoS CoC Review, Score, and Ranking Procedures and Reallocation Process for HUD Continuum of Care Program Funds

### **Performance Review and Scoring Policies**

Texas Homeless Network (THN) is the Collaborative Applicant and Continuum of Care (CoC) Lead Agency for the Texas Balance of State Continuum of Care (TX BoS CoC). THN facilitates the local competition/application process in the TX BoS CoC for U.S. Department of Housing and Urban Development (HUD) Continuum of Care (CoC) Program funds.

Applications for Renewal Projects and New Projects will undergo a threshold review by TX BoS CoC staff to ensure compliance with the [HEARTH Act](#), the [CoC Program Notice of Funding Availability \(NOFA\)](#), and the local CoC [Request for Proposals \(RFP\)](#). Any Renewal Project or New Project not meeting the threshold requirements as outlined in the RFP may not be further reviewed and may not be considered for funding. Applications submitted after the due date and time listed in the RFP will be submitted to the CoC Board, per the policy on Late Submission of Project Applications for the HUD CoC Program competition (Appendix A) adopted by the TX BoS CoC Board on 2/10/2016.

The TX BoS CoC makes available the scoring standards for Renewal Projects and New Projects on THN's website. Scoring is largely based on data obtained from Annual Performance Reports (APRs) generated from HMIS or Osnum (the HMIS-comparable database for victim service providers), Line Of Credit Control System (LOCCS) draw-down data, HUD monitoring reports, System-Wide Performance Measures, and other HMIS data. Feedback on scoring standards is welcomed at CoC General Meetings. The Renewal Project Score Sheet (Appendix B) and the New Project Score Sheet (Appendix C) are attached.

The TX BoS CoC appoints an Independent Review Team (IRT) to review and score Renewal Project and New Project applications. After meeting the local RFP and HUD CoC Program requirements during Threshold Review, project applications are reviewed and scored with either the Renewal Project Score Sheet (Appendix B) or the New Project Score Sheet (Appendix C), which are comprised of the scoring criteria outlined in the RFP. Review and scoring of Renewal Projects and New Projects is completed by the Independent Review Team (IRT) then tabulated by TX BoS CoC staff.

After the IRT scores all Renewal Projects and New Projects within the CoC, based on the scoring criteria contained in the Renewal Project Score Card and the New Project Score Card, the CoC Lead Agency will rank applications for the CoC Priority Listing according to the Ranking Policies, present the CoC Priority Listing to the TX BoS CoC Board, and, upon approval by the Board, submit the Priority Listing to HUD in the Consolidated Application.

## **New Projects**

Agencies seeking CoC Program funding and most agencies that currently have CoC Program-funded projects may apply for New Projects, including a project that expands an existing Renewal Projects (Expansions), through either Reallocation or the Permanent Housing Bonus. Renewal Project applicants meeting the following criteria **may not** apply for a New Project through Reallocation funds or the Permanent Housing Bonus:

- a. Renewal Projects that have been placed on a Performance Improvement Plan (PIP) and/or Corrective Action Plan (CAP); or
- b. Renewal Projects that have been identified as an “at-risk” project by HUD and the TX BoS CoC **and** are receiving technical assistance from HUD through CSH

The TX BoS CoC Board has the discretion to include in the CoC’s Consolidated Application one or more project applications for the funding amount available for New Projects. The TX BoS CoC Board may also give TX BoS CoC staff direction to negotiate with conditional grantees on project applications, including negotiating budgets, to best maximize overall score and increase chances of receiving funding for New Projects through the Permanent Housing Bonus.

## Ranking Policy

HUD requires Collaborative Applicants to rank all projects in two tiers.

- Tier 1 is defined by HUD in the CoC Program NOFA as a percent of the CoC's Annual Renewal Demand (ARD) approved by HUD on the final HUD-approved Grant Inventory Worksheet (GIW). Tier 1 projects traditionally have been protected from funding cuts.
- Tier 2 is the difference between Tier 1 and the CoC's ARD plus any amount available for the Permanent Housing Bonus, as described in the NOFA. Tier 2 projects have to compete nationally for funding. Projects placed in Tier 2 will be assessed for eligibility and threshold requirements, and funding will be determined using the CoC Application score as well as the factors listed in Section II.B.17. of the NOFA.

For FY 2017, Tier 1 is 94% of the CoC's ARD, and Tier 2 is 6% of the CoC's ARD plus the Permanent Housing Bonus.

The TX BoS CoC's HMIS Project will be ranked first in Tier 1, per the policy (Appendix D) adopted by the TX BoS CoC Board on 6/8/2016, as the board views it as an essential project to effectively operate the CoC.

First-time Renewal Projects are those that were funded as part of the FY 2016 CoC Program competition that have not been in operation for at least one year or are not yet under contract and are renewing for the first time during the FY 2017 CoC Program Competition. These projects will be ranked in the bottom of Tier 1, in order of their 2016 scores.

The CoC Planning Project is not ranked, according to the NOFA.

### Ranking:

Tier 1:

1. HMIS Project
2. Scored Permanent Housing (PH)—both PSH and RRH--Renewal Projects (lowest-scoring projects may drop to Tier 2)
3. First-time Renewal Permanent Housing (PH) Projects (PSH and RRH) and other Renewal Projects that have not been in operation for at least one year
4. New Projects funded through Reallocation (lowest-scoring projects may drop to Tier 2)

Tier 2:

Bonus Projects, remaining Renewal Projects, and remaining New Projects funded through Reallocation. (Bonus Projects and New Projects funded through Reallocation may out-rank Renewal Projects of the same component type by score in Tier 2.)

Projects and project component types will be organized to best maximize the CoC Consolidated Application's overall score.

## **Reallocation Process**

Any funds made available as part of recapturing unspent funds, voluntary reallocation, or involuntary reallocation will be made available to create New Projects, including Expansions, during the local competition/application process. Projects that have been in operation for less than twelve (12) months **may not** reallocate to a different project type but may apply for New Projects through the Permanent Housing Bonus or Reallocation funds, if available.

In the FY 2017 competition \$70,000 of the reallocated funds will first go toward funding a New Project expanding the TX BoS CoC Homeless Management Information System (HMIS) Project grant that was lost in 2015 but awarded as a New Project in 2016 at half the original grant amount. Since HMIS is a critical function of the TX BoS CoC, the HMIS Project Expansion will be ranked first among New Projects. Remaining reallocated funds will be reallocated for other New Project(s).

## **Voluntary Reallocation**

As part of the local competition/application process, current CoC Program recipients are asked whether they wish to voluntarily reallocate some or all of their funding. These reallocated funds, if any, are pooled for New Project(s).

## **Involuntary Reallocation**

Projects with poor performance, that are not serving the intended population, that have unresolved HUD monitoring findings, that have had funds recaptured, and/or are underspending during the grant term are subject to involuntary reallocation. Projects that have underspent their award by 10% or more for the current grant term and have not met the HUD quarterly draw-down requirement may have their funding reduced, and these

reallocated funds are pooled for New Project(s). The TX BoS CoC may recapture up to 7% of the total project grant amount for reallocation.

Projects that have funds reallocated in consecutive competitions and/or are placed on conditional renewal for two years in a row are subject to full project reallocation in the following competition, in order to maximize future CoC Program funding.

### **Conditional Renewal**

The TX BoS CoC has established a performance threshold at 75% of the top scoring Renewal Projects. For example, if the top score earned by a Renewal Project is 100 points, the minimum performance threshold will be set at 75 points. Projects scoring below the minimum performance threshold will be conditionally renewed and will be asked to develop a Performance Improvement Plan (PIP) to address performance issues by the next year's competition. If Projects do not satisfactorily complete the PIP, those Projects may have funding reallocated in the following competition. Project Applicants may appeal the decision, using the TX BoS CoC's Grievance Procedure (Appendix E).

This document, including all attachments was made publicly available on the THN website on 09/01/2017.

## Appendix A

### Policy on Late Submissions



# TEXAS HOMELESS NETWORK

## CoC Policies and Procedures

### CoC Program Application Process/Local Competition

#### Late Submission of Project Applications

*Approved by the TX BoS CoC Board 2-10-2016*

#### **Policy:**

Project Applicants shall adhere to all due dates and deadlines related to the TX BoS CoC's application process, also known as the local competition, for HUD Continuum of Care (CoC) Program funding. Project Applications must be submitted by the due date and time.

If a Project Application is not submitted by the due date and time, the TX BoS CoC Board will determine potential consequences, including but not limited to ranking, whether the project is ineligible for inclusion in the final TX BoS CoC's Consolidated Application or will receive reduced funding.

#### **Procedure:**

THN staff will notify the Project Applicant via email when a Project Application is not submitted by the due date and time. THN staff will send a copy of this policy regarding late submissions.

THN staff will notify all CoC Board members via e-mail when a Project Application is not submitted by the due date and time.

THN staff will schedule a webinar meeting with the CoC Board members to discuss potential consequences. The meeting will be held within 2 business days of the day that the Project Application was submitted late.

When determining potential consequences, the CoC Board will consider the following factors:

- a. Whether or not the Project Applicant has maintained regular communication with THN, as the CoC Lead Agency, during the application process/competition;
- b. Whether or not the Project Applicant has maintained regular communication with THN, as the CoC Lead Agency, throughout the prior year;
- c. How the Project has performed during the prior year;
- d. The rate of expenditures for the project in the prior year, as evidenced by LOCCS draw-downs;
- e. The potential impact of a decrease or loss of funding to the community where the project operates; and
- f. The potential impact of a decrease or loss of funding to the TX BoS CoC.

THN staff will provide information and data, as requested by CoC Board members.

The CoC Board will determine consequences.

THN staff will inform the Project Applicant via email of the Board's decision.

THN staff will inform HUD staff via email of the Board's decision.

THN staff will maintain records of the proceedings and decisions related to the matter.

## Appendix B

### Renewal Project Score Sheet



## 2017 Texas Balance of State Continuum of Care Renewal Project Score Sheet

**Applicant Name:**

**Project Name:**

**Type:**

	Where to Reference on APR	Your Answer
Total number of clients	APR: Q7	
Total number of adults	APR: Q7	
Total leavers	APR: Q7	
Total number of children leavers	APR: Total for Children Column for Q22a2	
Total number of adult leavers	Auto-calculates	

### Targeting Hard to Serve

Scored Category	Goal	Where to Reference	Your Answer	Percentage (%)	Point Criteria	Score	Total Possible Points	Notes
Percent of adults with entries from homeless situations	≥81%	APR: Q20a1, Subtotal, Without Children Column		#DIV/0!	100-81% = 10 points <81-76% = 7.5 points <76% = 0 points		10	
		APR: Q20a1, Subtotal, With Children and Adults Column						
Percent of adults with no income at entry	≥40%	APR: Q23, Row 1, Income at Entry Column		#DIV/0!	100-40% = 10 points <40-35% = 7.5 points <35% = 0 points		10	
<b>Targeting Hard to Serve Total Score</b>						<b>0</b>	<b>20</b>	

### Access to Income and Benefits

Scored Category	Criteria Goal	Where to Reference	Answer	Percent (%)	Point Criteria	Score	Total Possible Points	Notes
Percent participants age 18 or older with earned income at exit	≥17%	APR: Q25a1, Row 1, Adults Column		#DIV/0!	100-17% = 10 points <17-12% = 7.5 points <12% = 0 points		10	
Percent participants with 1+ source of non-cash benefits at exit	≥67%	APR: Q26a2, Row Two, Total Column		#DIV/0!	100-67% = 10 points <67-62% = 7.5 points <62% = 0 points		10	
Percent participants age 18 or older who <u>maintained or increased</u> their total income (from all sources) as of the end of the operating year or project exit	≥56%	APR: Q36(a or b).2a., Column 2		#DIV/0!	100 -56% = 10 points <56-51% = 7.5 points <51% = 0 points		10	
<b>Access to Income and Benefits Total Score</b>						<b>0</b>	<b>30</b>	

### Housing Stability

Scored Category	Goal	Where to Reference	Your Answer	Percent (%)	Scoring Instructions	Score	Total Possible Points	Notes
Percentage of participants exiting the project prior to 6 months	≤15%	APR: Q27, Row 1, Leavers Column		#DIV/0!	0-15% = 10 points <15-20% = 7.5 points <20% = 0 points		10	
		APR: Q27, Row 2, Leavers Column						
		APR: Q27, Row 3, Leavers Column						
Percent participants remaining in the project for 6 months or more	≥79%	APR: Q27, Row 4, Total Column		#DIV/0!	100-79% = 10 points <79-74% = 7.5 points <74% = 0 points		10	
		APR: Q27, Row 5, Total Column						
		APR: Q27, Row 6, Total Column						
		APR: Q27, Row 7, Total Column						
		APR: Q27, Row 8, Total Column						
Percent participants who remained in project as of the end of the operating year or exited to PH during the operating year	≥80%	APR: Q27, Row 9, Total Column		#DIV/0!	100-80% = 10 points <80-75% = 7.5 points <75% = 0 points		10	
		Participants who remained in project as of the end of the operating year (Auto-calculates)	0					
		APR: Q29a1, Permanent Destinations Subtotal, Total Column						
		APR: Q29a2, Permanent Destinations Subtotal, Total Column						

Housing Stability Total Score						0	30		
Project Description									
Scored Category	Goal	Where to Reference	Your Answer		Point Criteria	Score	Total Possible Points	Notes	
Project Description: Should describe community needs, target population, plan for housing identification, proposed outcomes, community partners, and why CoC support is needed.	Meets all of the requirements in the Narrative Scoring Guide	Project Application: Section 3B, Q1			See Narrative Guidance: Section 2 Q1		10		
Project Description Total Score						0	10		
Special Populations Served Score									
Scored Category	Goal	Where to Reference	Your Answer		Point Criteria	Score	Total Possible Points	Notes	
Is the program exclusively serving a special population: Youth (ages 18-25), survivors of Domestic Violence, Veterans, Households with Children, or Chronically Homeless?	Project applicants indicates in narrative the special population they will exclusively be serving.	Project Application: Section 3B, Q1			Indicates a special population = 10 Does not indicate a special population = 0		10		
Special Populations Served Total Score						0	10		
Housing First and Low Barrier									
Scored Category	Goal	Where to Reference	Your Answer		Point Criteria	Score	Total Possible Points	Notes	
Housing First Narrative: Project applicant explains how the Housing First principles will be incorporated into the project.	Meets all of the requirements in the Narrative Scoring Guide	Housing First Narrative			See Narrative Guidance: Section 5 Q1		7.5		
Housing First Fidelity Assessment: Project applicant is able to show adherence to Housing First in project's Policies and Procedures.	The table must be complete.	Housing First Fidelity Assessment			See Narrative Guidance: Section 4 Q1		12		
Housing First and Low Barrier Total Score						0	19.5		
Meeting Community Need									
Scored Category	Goal		Your Answer		Point Criteria	Score	Total Possible Points	Notes	
Average daily bed utilization	≥85%				100-85% = 10 points <85-80% = 7.5 points <80% = 0 points		10		
Meeting Community Need Total Score						0	10		
Matching Funds									
Scored Category	Goal		Your Answer		Point Criteria	Score	Total Possible Points	Notes	
Matching funds	≥25%				≥25% = 5 points		5		
Matching Funds Total Score						0	5		
Cost Effectiveness									
Scored Category	Goal		Your Answer	Percentage (%)	Point Criteria	Score	Total Possible Points	Notes	
2014-2015 Total CoC Funds Awarded	≤5% unspent funds			#DIV/0!	0-5% = 7.5 points >5-11% = 5 points >11% = 0 points		7.5		
2014-2015 Total CoC Expenditures									
2015-2016 Total CoC Funds Awarded	≤5% unspent funds		#DIV/0!	0-5% = 7.5 points >5-11% = 5 points >11% = 0 points		7.5			
2015-2016 Total CoC Expenditures									
On track to spend 2016-2017 CoC Award	Yes			Yes = 5 points No = 0 points		5			
Money Recaptured by HUD	No								
Cost Effectiveness Total Score						0	20		
HMIS Data Quality									

Scored Category	Goal		Your Answer		Point Criteria	Score	Total Possible Points	Notes
Percent missing data	0%				0% = 15 points >0-2% = 10 points >2-5% = 5 points >5% = -10 points		15	
HMIS Data Quality Total Score						0	15	
Project Monitoring Results								
Scored Category	Goal	Where to Reference	Your Answer		Point Criteria	Score	Total Possible Points	Notes
Did the applicant submit a letter indicating they were not monitored?	Yes				Yes = 5 points No = 0 points		5	
Did the Applicant submit a final monitoring letter or most recent communication?	Yes				Yes = 5 points No = 0 points		5	
Number of unresolved HUD audit or monitoring findings	No findings				-5 points for each finding, up to -15 points			
Project Monitoring Results Total Score						0	10	
Continuum of Care Engagement								
Scored Category	Goal	Where to Reference	Your Answer		Point Criteria	Score	Total Possible Points	Notes
Did the Project Applicant attend all of the mandatory General Meetings?	100%				100% = 10 points <100-75% = 7.5 points <75% = 0 points		10	
Did the Project Applicant attend all of the mandatory webinars/trainings in FY 2016 - 2017?	100%				100% = 10 points <100-75% = 7.5 points <75% = 0 points		10	
Continuum of Care Engagement Total Score						0	20	
Prioritization Fidelity								
Scored Category	Goal	Where to Reference	Your Answer		Point Criteria	Score	Total Possible Points	Notes
For PSH Projects only: Followed the TX BoS CoC Prioritization Standards for Chronically Homeless Households in Permanent Supportive Housing	Yes				Yes = 10 No = 0		10	
For RRH Projects only: Served households who score for RRH and/or PSH on the VI-SPDAT or F-VI-SPDAT	Yes				Yes = 10 No = 0		10	
Prioritization Fidelity Total Score						0	20	
SOAR Training								
Scored Category	Goal	Where to Reference	Your Answer		Point Criteria	Score	Total Possible Points	Notes
Has a staff person providing SSI/SSDI technical assistance completed SOAR training in the past 24 months?	Yes				No = -5 points Yes = 0 points		0	
SOAR Training Total Score						0	0	
Total Score						0	219.5	

## Appendix C

### New Project Score Sheet

## 2017 TX BoS CoC New Project Score Sheet

<b>Applicant Name:</b>		<b>Project Name:</b>		<b>Type:</b>				
<b>Proposed Project Impact</b>	<b>Where to Reference</b>	<b>Your Answer</b>						
Total number of participants projected during operating year	Project Application: 5A "characteristics" table, total persons (column 4)							
Total number of adult participants	Project Application: 5A "characteristics" table, total adults over age 24 + Adults ages 18-24 (column 4)							
<b>Applicant's Experience</b>								
<b>Scored Category</b>	<b>Goal</b>	<b>Where to Reference</b>	<b>Your Answer</b>		<b>Scoring Instructions</b>	<b>Score</b>	<b>Total Possible Points</b>	<b>Notes</b>
Description of experience utilizing Federal funds and performing activities proposed, given funding and time limitations.	Meets all of the requirements in the Narrative Scoring Guide	Project Application: Section 2B Q1			See Narrative Scoring Guide: Section 1 Q1		10	
Description of experience leveraging other Federal, State, local, and private sector funds	Meets all of the requirements in the Narrative Scoring Guide	Project Application: Section 2B Q2			See Narrative Scoring Guide: Section 1 Q2		10	
Description of basic organization and management structure, including evidence of internal and external management coordination and an adequate financial accounting system	Meets all of the requirements in the Narrative Scoring Guide	Project Application: Section 2B Q3			See Narrative Scoring Guide: Section 1 Q3		10	
Any unresolved monitoring or audit findings for any HUD grants?	No	Project Application: Section 2B Q4a			No = 10 points Yes = 0 points		10	
<i>Applicant's Experience Total Score</i>						<b>0</b>	<b>40</b>	
<b>Project Description</b>								
<b>Scored Category</b>	<b>Goal</b>	<b>Where to Reference</b>	<b>Your Answer</b>		<b>Scoring Criteria</b>	<b>Score</b>	<b>Total Possible Points</b>	<b>Notes</b>
The project description describes community needs, target population, plan for housing identification, proposed outcomes, community partners, and why CoC support is needed.	Meets all of the requirements in the Narrative Scoring Guide	Project Application: Section 3B Q1			See Narrative Scoring Guide: Section 2 Q1		10	
Is the program exclusively serving a special population: Youth (ages 18-25), survivors of Domestic Violence, Veterans, Households with Children, or Chronically Homeless?	Project applicants indicates in narrative the special population they will exclusively be serving.	Application: Section 3B, Q1			Indicates a special population = 10 points Does not indicate a special population = 0 points		10	
The Applicant has an estimated schedule for the proposed activities, the management plan, and the method for assuring effective and timely completion of all work	Meets all of the requirements in the Narrative Scoring Guide	Project Application: Section 3B Q2			See Narrative Scoring Guide: Section 2 Q2		7.5	
The Applicant will participate in a CoC Coordinated Entry Process.	Yes	Project Application: Section 3B Q3			Yes = 5 points No = 0 points		5	
The Applicant has the ability to serve sub-populations.	One or more boxes selected	Project Application: Section 3B Q4			One or more boxes selected = 10 points No = 0 points		10	
The Applicant will quickly move participants into permanent housing.	Yes	Project Application: Section 3B Q5a		Yes = 5 points No = 0 points		5		

The proposed project will be low barrier.	All boxes except "None of the above" selected	Project Application: Section 3B Q5b			All boxes except "None Selected" = 10 points No = 0 points		10	
The proposed project will not terminate participants for specific reasons.	All boxes except "None of the above" selected	Project Application: Section 3B Q5c			All boxes except "None Selected" = 10 points No = 0 points		10	
	Yes	Project Application: Section 3B Q5d			Yes = 10 points No = 0 points		10	
The proposed project will follow a "Housing First" approach Describes the proposed development activities and the responsibilities that the Applicant and potential subrecipients (if any) will have in developing, operating, and maintaining the property, if applicable	Meets all of the requirements in the Narrative Scoring Guide or N/A	Project Application: Section 3B Q6			See Narrative Scoring Guide: Section 2 Q3		7.5	
<i>Project Description Total Score</i>						0	85	
<b>Supportive Services for Participants</b>								
<b>Scored Category</b>	<b>Goal</b>	<b>Where to Reference</b>	<b>Your Answer</b>		<b>Scoring Criteria</b>	<b>Score</b>	<b>Total Possible Points</b>	<b>Notes</b>
The proposed policies and practices are consistent with laws related to providing education services to individuals and families, e.g., the McKinney-Vento Act	Yes or N/A	Project Application: Section 4A Q1a			Yes or N/A = 7.5 points No = 0 points		7.5	
The Applicant has a designated staff person to ensure children are enrolled in school and receive educational services, as appropriate	Yes or N/A	Project Application: Section 4A Q1b			Yes or N/A = 7.5 points No = 0 points		7.5	
The Applicant has a plan for how participants will be assisted to obtain and remain in permanent housing	Meets all of the requirements in the Narrative Scoring Guide	Project Application: Section 4A Q2			See Narrative Scoring Guide: Section 5 Q1		7.5	
The Applicant has a plan for how participants will be assisted both to increase their employment and/or income and to maximize their ability to live independently	Meets all of the requirements in the Narrative Scoring Guide	Project Application: Section 4A Q3			See Narrative Scoring Guide: Section 5 Q2		7.5	
<i>Supportive Services for Participants Total Score</i>						0	30	
<b>Supportive Services Type and Frequency</b>								
<b>Scored Category</b>	<b>Goal</b>	<b>Where to Reference</b>	<b>Your Answer</b>		<b>Scoring Criteria</b>	<b>Score</b>	<b>Total Possible Points</b>	<b>Notes</b>
Frequency of Assessment of Service Needs	Annually (or more) or As Needed	Project Application: Section 4A Q4, Column "Supportive Services" and Section 4A Q4, Column "Frequency"			Annually (or more) = 1 point Less than annually = 0 points		1	
Frequency of Case management	Monthly (or more) or As Needed	Project Application: Section 4A Q4, Column "Supportive Services" and Project Application: Section 4A Q4, Column "Frequency"			Monthly (or more) = 1 points Less than monthly = 0 points		1	
Number of supportive services provided, not including Assessment of Service Needs or Case Management.	≥7 of 16 supportive services	Project Application: Section 4A Q4, Column "Supportive Services" and Section 4A Q4			≥7 = 3 points <7 = 0 points		3	
The Applicant will provide transportation assistance to clients to attend mainstream benefit appointments, employment training, or jobs	Yes	Project Application: Section 4A Q5a			Yes = 5 points No = 0 points		5	
The Applicant will use a single application form for four or more mainstream programs	Yes	Project Application: Section 4A Q5b			Yes = 10 points No = 0 points		10	
The Applicant will provide regular follow-ups with participants to ensure mainstream benefits are received and renewed	Yes	Project Application: Section 4A Q5c			Yes = 5 points No = 0 points		5	
The Applicant will make SSI/SSDI technical assistance available to participants	Yes	Project Application: Section 4A Q6			Yes = 5 points No = 0 points		5	
<i>Supportive Services Type and Frequency Total Score</i>						0	30	
<b>Outreach for Participants – Serving Literally Homeless</b>								

Scored Category	Goal	Where to Reference	Your Answer		Scoring Criteria	Score	Total Possible Points	Notes
Percentage of persons who will be served will come from the street, other locations not meant for human habitation, emergency shelters, or fleeing domestic violence	100%	Project Application: Section 5C Q1, total appropriate percentages			100% = 5 points Less than 100% = 0 points		5	
The Applicant describes the outreach plan to bring these participants experiencing homelessness into the project	Meets all of the requirements in the Narrative Scoring Guide	Project Application: Section 5C Q2			See Narrative Scoring Guide: Section 6 Q1		7.5	
Outreach for Participants - Serving Literally Homeless Total Score						0	12.5	
Budget								
Scored Category	Goal	Where to Reference	Your Answer	Percentage (%)	Scoring Criteria	Score	Total Possible Points	Notes
Budget Costs	Allowable and reasonable considering the project's activities.	Project Application: Sections 6J			Reasonable = 7.5 points Somewhat = 5 points Not = 0 points		7.5	
Budget Line Item	Each budget line item is descibed with detail and quantity.	Project Application: Sections 6J			Sufficient detail and quantity = 7.5 points Somewhat = 5 points Not = 0 points		7.5	
Percent administrative funding requested of the total budget request	Requests ≤ 7%	Project Application: Section 6J, 8. Admin		#DIV/0!	0-7% = 5 points >7% = 0 points		5	
		Project Application: Section 6J, Q7 "Subtotal Costs Requested"						
Project match	≥25%	Project Application: Section 6J, 12. Total Match		#DIV/0!	≥25% = 5 points <25% = 0 points		5	
		Project Application: Section 6J, 9. Total Assistant Plus Admin Requested						
Budget Total Score						0	25	
Housing First Narrative								
Scored Category	Goal	Where to Reference	Your Answer		Scoring Criteria	Score	Total Possible Points	Notes
Housing First Narrative: Focuses on how the New Project Applicant will adhere to the Housing First model.	Meets all of the requirements in the Narrative Scoring Guide	Housing First Narrative			See Narrative Scoring Guide: Section 3 Q1		7.5	
Housing First Narrative Score						0	7.5	
Joint TH and PH-RRH Narrative								
Scored Category	Goal	Where to Reference	Your Answer		Scoring Criteria	Score	Total Possible Points	Notes
Joint TH and PH-RRH Narrative: The New Project Applicant describes how the need for this new component type in their community was determined.	Complete and concise	Joint TH and PH-RRH Narrative			See Narrative Scoring Guide: Section 7 Q1		7.5	
Joint TH and PH-RRH Narrative Score						0	7.5	
PSH Standard Performance Measures								
Scored Category	Goal	Where to Reference	Your Answer		Scoring Criteria	Score	Total Possible Points	Notes

<b>Housing Measure:</b> Persons remaining in permanent housing at the end of the operating year or exiting to permanent housing destinations during the operating year	≥80%				100-80% = 10 points <80-75% = 7.5 points <75% or less = 0 points		10	
<b>Income Measure:</b> Adults who maintained or increased their total income (from all sources) at the end of the operating year or project exit	≥56%				100 -56% = 10 points <56-51% = 7.5 points = 0 points	<51%	10	
or								
<b>Income Measure:</b> Adults who maintained or increased their earned income at the end of the operating year or project exit.	≥56%				100 -56% = 10 points <56-51% = 7.5 points = 0 points	<51%	10	
<i>PSH Standard Performance Measures Total Score</i>						<b>0</b>	<b>30</b>	
<b>RRH Standard Performance Measures</b>								
<b>Scored Category</b>	<b>Goal</b>	<b>Where to Reference</b>	<b>Your Answer</b>		<b>Scoring Criteria</b>	<b>Score</b>	<b>Total Possible Points</b>	<b>Notes</b>
<b>Housing Measure:</b> Persons exiting to permanent housing destinations during the operating year	≥80%				100-80% = 10 points <80-75% = 7.5 points <75% or less = 0 points		10	
<b>Housing Measure:</b> Persons who were placed into permanent housing within 30 days of entry into project	≥77%				100-77% = 10 points <77-72% = 7.5 points <72% or less = 0 points		10	
<b>Income Measure:</b> Adults who increased their total income for all sources as of the end of the operating year or project exit	≥56%				100 -56% = 10 points <56-51% = 7.5 points = 0 points	<51%	10	
or								
<b>Income Measure:</b> Adults who increased their earned income as of the end of the operating year or project exit	≥56%				100 -56% = 10 points <56-51% = 7.5 points = 0 points	<51%	10	
<i>RRH Standard Performance Measures Total Score</i>						<b>0</b>		
<b>Joint TH and PH-RRH Standard Performance Measures</b>								
<b>Scored Category</b>	<b>Goal</b>	<b>Where to Reference</b>	<b>Your Answer</b>		<b>Scoring Criteria</b>	<b>Score</b>	<b>Total Possible Points</b>	<b>Notes</b>
<b>Housing Measure:</b> Persons exiting to permanent housing destinations during the operating year	≥80%				100-77% = 10 points <77-72% = 7.5 points <72% or less = 0 points		10	
<b>Housing Measure:</b> Persons who were placed into permanent housing within 30 days of entry into project	≥77%				100-77% = 10 points <77-72% = 7.5 points <72% or less = 0 points		10	
<b>Income Measure:</b> Adults who increased their total income for all sources as of the end of the operating year or project exit	≥56%				100 -56% = 10 points <56-51% = 7.5 points = 0 points	<51%	10	
or								
<b>Income Measure:</b> Adults who increased their earned income as of the end of the operating year or project exit	≥56%				100 -56% = 10 points <56-51% = 7.5 points = 0 points	<51%	10	
<i>Joint TH and PH-RRH Standard Performance Measures Total Score</i>						<b>0</b>		
<b>Total Project Score</b>							<b>0</b>	<b>267.5</b>



## Appendix D

### Policy Ranking HMIS



# TEXAS HOMELESS NETWORK

## CoC Policies and Procedures

### **Ranking the HMIS Project First in the Priority Listing for HUD CoC Program Funds**

*Approved by the TX BoS CoC Board 6/8/2016*

The TX BoS CoC's HMIS Project will be ranked first in Tier 1 in the CoC Priority Listing, as the Board views it as an essential project to effectively operate the CoC.

## Appendix E

### TX BoS CoC Grievance Procedure



## **FY 2017 CoC Program Local Application Process Grievance Procedure**

### **Purpose**

The purpose of the grievance procedure is to settle any disagreement between an Applicant Organization for the HUD Continuum of Care (CoC) Program funding and the Texas Balance of State Continuum of Care (TX BoS CoC) as quickly and impartially as possible to ensure an efficient, transparent, and fair competition.

### **Eligibility**

A grievance may be filed by any Applicant Organization that claims it has been adversely affected by:

- Improper application of rules, regulations, and/or procedures concerning participation in the TX BoS CoC's FY 2017 CoC Program application process, as outlined in the FY 2017 Request for Proposals (RFP) and the Review, Score, and Ranking Procedures and Re-Allocation Process;
- Improper interpretation of rules, regulations, and/or procedures concerning participation in the TX BoS CoC's FY 2017 CoC Program application process, as outlined in the FY 2017 RFP and the Review, Score, and Ranking Procedures and Re-Allocation Process;
- Disparity in the application of rules, regulations, and/or procedures regarding participation in the TX BoS CoC's FY 2017 CoC Program application process, as outlined in the FY 2017 RFP and the Review, Score, and Ranking Procedures and Re-Allocation Process;
- Violation of rules, regulations, and/or procedures concerning participation in the TX BoS CoC's FY 2017 CoC Program application process, as outlined in the FY 2017 RFP and the Review, Score, and Ranking Procedures and Re-Allocation Process; and/or
- The score assigned by the TX BoS CoC Independent Review Team (IRT).



## **Procedure for Filing Grievances and Grievance Appeals**

The steps listed below must be followed in the order given. Time limits shall begin on the first day after the applicable occurrence, filing, appeal, response, or recommendation. Due to the nature and time constraints of the CoC Program competition, working days shall include weekends and City, County, and/or Federal holidays.

### **Step 1**

In order to be considered, a grievance must be filed in writing with the CoC Lead Agency, Texas Homeless Network (THN), within twenty-four (24) hours of notification of preliminary ranking results and whether or not the organization's application will be included in the CoC's Consolidated Application. An e-mail clearly stating the issue and the policy which the Applicant Organization believes was violated is sufficient to serve as a written grievance. The Applicant Organization's grievance email should be sent to the attention of CoC Director, Kameron Fowler, at [txboscoc@thn.org](mailto:txboscoc@thn.org). The CoC Lead Agency has twenty-four (24) hours from receipt of the Applicant Organization's grievance e-mail to respond in writing via e-mail and to resolve the grievance.

### **Step 2**

If the Applicant Organization is not satisfied with the response received by the CoC Lead Agency and/or proposed resolution, the Applicant Organization has twenty-four (24) hours to file a grievance appeal with the TX BoS CoC Board using the attached official form. This written grievance appeal should be sent to the attention of CoC Director, Kameron Fowler, [attxboscoc@thn.org](mailto:attxboscoc@thn.org).

The TX BoS CoC Board has forty-eight (48) hours to investigate and respond in writing, using the attached official form. Applicant Organization should expect to receive the response via email. The Board's decision/response is final and binding.



### **Step 3**

If the applicant organization is not satisfied with the TX BoS CoC Board's response, depending on the type of appeal, the Applicant Organization may file an appeal with HUD, as outlined in 24 CFR 578.35. Details can be found in Section X of the 2017 NOFA <https://www.hudexchange.info/resources/documents/FY-2017-CoC-Program-Competition-NOFA.pdf#page=60>.

### **General Provisions**

1. The initial grievance must be submitted in writing to the TX BoS CoC within the allowable time frame in order to be considered. Email is strongly preferred.
2. The Grievance Appeal Forms provided by the TX BoS CoC (attached) must be used in pursuing a grievance appeal.
3. To expedite the process the applicant should cite the applicable sections of the RFP, NOFA, and/or Re-Allocation P&P pertaining to their grievance.



**TX BoS CoC's FY 2017 CoC Program Application Process  
Grievance Appeal Form**

Applicant Organization: \_\_\_\_\_

Applicant Organization's Address: \_\_\_\_\_

Applicant Organization's Phone Number: \_\_\_\_\_

Applicant Representative: \_\_\_\_\_ Job Title: \_\_\_\_\_

Applicant Representative's Email Address: \_\_\_\_\_

We have received a response to our organization's grievance from the CoC Director (or designated staff person, in his/her absence) on (date) \_\_\_\_\_.

Because this answer is unacceptable to us, we wish to file a formal grievance appeal.

Nature of grievance appeal. Explain how your organization was unfairly treated, including names and dates, cite the specific applicable sections of the RFP, NOFA and/or Re-Allocation P&P. (Use additional pages if needed.)



We believe a just and fair resolution of our grievance appeal is:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name





TX BoS CoC's FY 2017 CoC Program Application Process  
TX BoS CoC Board's Response to the Grievance Appeal

Applicant Organization:\_\_\_\_\_

Applicant Representative:\_\_\_\_\_

The TX BoS CoC Board's Response to Applicant Organization's Grievance Appeal:

If the applicant organization is not satisfied with the Board's response, depending on the type of grievance appeal, the applicant organization may file an appeal with HUD as outlined in 24 CFR 578.35. Details can be found in Section X of the 2017 NOFA: <https://www.hudexchange.info/resources/documents/FY-2017-CoC-Program-Competition-NOFA.pdf#page=60>.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name