



TOPEKA/SHAWNEE COUNTY
**HOMELESS
TASK FORCE**

Topeka Shawnee County Continuum of Care

2022 CoC Competition

PROJECT REVIEW AND RANKING PROCESS

I. Background on 2022 NOFA and Ranking Requirements

The U.S. Department of Housing and Urban Development (HUD) published the *Notice of Funding Availability (NOFA) for the Continuum of Care Homeless Program*.

This year, funding is available for eligible new, renewal and reallocated projects in the amount of \$1,724,568. Planning Grant in the amount of \$51,737 and another \$258,680 for Domestic Violence Bonus and may also apply for up to \$86,228 in new “bonus” permanent housing projects in the following categories:

- Permanent Supportive Housing (PSH) serving chronically homeless people;
- Rapid Re-Housing serving homeless single adults or families with children coming from streets or shelters

Topeka/Shawnee County may also create new PSH or RRH projects through the re-allocation of funds from lower performing existing grants. The re-allocated funds may also be used by the CoC Lead Agency (City of Topeka) for dedicated HMIS projects or Coordinated Entry projects.

The NOFA requires that each CoC conduct a transparent and objective process to review and rank all applications for renewal of existing projects and creation of new projects. Ranking of renewal projects must demonstrate the use of established objective criteria used to review project applications. Additionally, the CoC must place projects into Tier 1 and Tier 2, with projects in Tier 2 having to compete nationally for funding.

This document describes the Topeka/Shawnee County CoC policies process governing the review and ranking of projects in the 2022 competition.

II. Rating and Ranking Process and Criteria

Review, Rank, and Tiering Process

- The City of Topeka will convene an unbiased and non-conflicts Review Panel composed of representatives from neutral (non-applicant) organizations.
- The Review Panel will meet on or about September 6, 2022 to determine final ranking of the projects.
- At the meeting, the Review Panel will determine the final order of ranking of projects in accordance with the Ranking and Tiering Process.
- All applicants will be notified no later than September 12, 2022 whether their project is being included in the application as well as their rank on the Project Priority listing.
- Applicants may appeal any following decisions of the CoC Steering Committee:
 - Placement of project into Tier 2
 - Reduction of renewal grant amount (i.e. renewal grant partially reallocated to a new project)
 - Elimination of renewal grant (i.e. entire grant reallocated to a new project)
 - Extra points will be given to applicants who are victim service providers

Reallocation:

CoCs may use funds taken in whole or in part from existing grants to create new projects through reallocation. Four types of projects may be created:

- Permanent Supportive Housing (PSH) serving chronically homeless individuals and families;
- Rapid Re-Housing (RRH) serving homeless individuals or families coming from streets or shelters (not transitional housing), youth up to age 24;
- Supportive Services Only (SSO) project specifically for a centralized or coordinated assessment system;
- New dedicated Homeless Management Information System (HMIS) project for the costs at 24 CFR 578.37 that must be carried out by the HMIS Lead.

Review and Ranking Criteria –All projects except HMIS and Planning

Rating Factor	Score Range
1. The severity of needs will be considered with the project including individuals who are low income, no income, substance abusers, victimized, or chronically homeless.	5
2. Targeting and Outreach <ul style="list-style-type: none"> • Project targets an eligible population • Project targets participants who are coming from the street or other locations not meant for human habitation, emergency shelters, safe havens, or fleeing domestic violence • There is a strong outreach plan specifically designed to identify and engage people in the target population and ensure they are able to access the program. 	10
3. Appropriateness of Housing <ul style="list-style-type: none"> • Type, scale and location of the housing fit the needs of the program participants • Participants are assisted to secure housing as quickly as possible • Programs and activities are offered in a setting that enables homeless people with disabilities to interact with others without disabilities to the fullest extent possible. 	5
4. Housing First Model <ul style="list-style-type: none"> • Project will have low barriers to entry and does not screen applicants based on having no or low income, active history of substance abuse, criminal record (except for State mandated requirements), history of domestic violence or lack of willingness to participate in services • Reduce returns to homelessness • Increase participant income 	10
5. Service Plan <ul style="list-style-type: none"> • For RRH projects, project meets RRH standards • Type, scale, location of the supportive services fit the needs of the program participants and are readily accessible. This included services funded by the CoC grant and other project funding sources • There is a specific plan to ensure participants are individually assisted to obtain the benefits of the mainstream health, social, and employment programs for which they are eligible • There is a specific to ensure participants are assisted to obtain and remain in permanent housing in a manner that fits their needs 	10

Rating Factor	Score Range
<ul style="list-style-type: none"> • There is a specific plan to ensure participants are assisted to increase their incomes and live independently 	10

6. Size and magnitude <ul style="list-style-type: none"> The magnitude of the project will have a significant impact on the community, if not funded.. 	20
7. Applicant Capacity <ul style="list-style-type: none"> Recent relevant experience in providing housing to homeless people Recent date submitted demonstrates strong performance for relevant services and/or housing provided Relevant experience in operation of housing projects or programs, administering leasing and rental assistance funds, delivering services and entering data and ensuring high quality data in a system (HMIS or a similar data system) Organizational and finance capacity to track funds and meet all HUD reporting and fiscal requirements If application has sub recipients, applicant organizations have experience working together Any outstanding monitoring or audit issues or issues are explained 	10
8. Financial Feasibility and Effectiveness <ul style="list-style-type: none"> Costs appear reasonable and adequate to support proposed program Match requirement is met Additional resources leveraged 	5
9. Type of Application Submitted: Renewal and new permanent housing (permanent supportive housing), renewal Safe Haven, Homeless Management Information System , Supportive Services Only (SSO) for Centralized or Coordinated Assessment System, or transitional housing that exclusively serve homeless youth projects	10
10. Type of Application Submitted: Renewal transitional housing, except those transitional housing projects that exclusively serve homeless youth and SSO projects.	5
11. Applicant is a victim service provider.	5
12. Applicant participated fully in the CoC planning and NOFA process for at least a year.	10
Commitment to Policy Priorities – Total Possible 115	Total

Review and Ranking – New HMIS Projects

HMIS Project Applicant Evaluation – 80 total points possible

Conformity Rating (5 total points)

The extent to which the application was timely and complete.

Project Description (20 total points)

The extent to which the applicant clearly and concisely described a plan for addressing HMIS needs of the CoC. (10 points)

The extent to which the applicant identified specific, projected project outcomes. (5 points)

The extent to which the applicant identified plans for coordinating with CoC partners, as well as with other partners and data sources. (5 points)

HMIS Standards and Reporting (25 total points)

The extent to which the applicant demonstrates that the proposed HMIS meets all 2022 Universal HMIS Data Standards. (5 points)

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|---------------------------|-----------------------------|---|
| 1. Name | 7. Veteran Status | 13. Personal ID |
| 2. Social Security Number | 8. Disabling Condition | 14. Household ID |
| 3. Date of Birth | 9. Residence Prior to Entry | 15. Relationship to H of H |
| 4. Race | 10. Program Entry Date | 16. Client Location Code |
| 5. Ethnicity | 11. Program Exit Date | 17. Length of Time on Street, Shelter or Safe Haven |
| 6. Gender | 12. Destination | |

The extent to which the applicant demonstrates that the proposed HMIS is able to produce all HUD-required reports and provide data as needed for HUD reporting. (5 points)

The extent to which the applicant demonstrated that the propose HMIS is able to create unduplicated client records. (5 points)

The extent to which the applicant has at least one paid staff member who will be responsible for insuring the implementation of HMIS meets all security standards as required by HUD and the federal partners. (10 points)

How well the applicant demonstrated intent and capacity to conduct a background check on all persons who access HMIS or view HMIS data. (1 points)

The extent to which the applicant proposes to conduct HMIS Security Training and follow up on security standards on a regular basis. (2 points)

The applicant’s proposed process and timeframe to remove community members who no longer need access to HMIS

Process description: (1 point)

Timeframe: 1 point for 24 hours to 1 month. 0 points for longer than 1 month.
0 points if HMIS does not have this capacity.

Budget (25 total points)

The extent to which the budget questions are answered clearly and calculations are accurate. (10 points)

The extent to which the proposal demonstrates firm possession of current commitments for the required 25% match funds. (10 points)

The extent to which the proposed administrative costs are 10% or less of the total HMIS project funding request. (5 points)

Review and Ranking – Planning Projects

Planning Project Applicant Evaluation – Accept or Reject Criteria

Conformity Rating

The extent to which the application was timely and complete.

Project Description

The extent to which the applicant clearly and concisely described a plan for addressing the planning needs of the CoC.

The extent to which the applicant identified specific, projected project outcomes.

The extent to which the applicant identified plans for coordinating with CoC partners, as well as with other partners.