

COLORADO BALANCE OF STATE CONTINUUM OF CARE  
2017 Continuum of Care Grant Competition

**Project Review, Ranking and Selection Procedures**

- Step 1: The Collaborative Applicant reviewed each project application to determine whether the project application was complete, whether the proposed activities are eligible under the CoC program rules (24 CFR Part 578), whether the project participates in HMIS, and whether the project is in general compliance with the HUD policy priorities described in the NOFA.
- Step 2: The Project Ranking Committee reviewed the NOFA and associated materials, and then created two draft scoring tools, one for new project applications, and one for renewal project applications. The draft scoring tools were sent to the Balance of State Governing Board (Governing Board) for review and comment. Members of the Governing Board reviewed the draft scoring tools and sent their comments to the Project Ranking Committee. The Project Ranking Committee modified the scoring tools based on comments from the Governing Board, and sent final scoring tools back to the Governing Board for approval. The final scoring tools are attached to this application.
- Step 3: The Project Ranking Committee used the final scoring tools to score all new and renewal project applications and assign a numerical rank to each project, then sent the draft scoring results to all applicants for review.
- Step 4: The Collaborative Applicant used the final project scoring results to list the projects on the Tier 1/Tier 2 spreadsheet in order of the numerical rank determined above. The Tier 1/Tier 2 spreadsheet was then sent to the Governing Board for review and comment. The Governing Board reviewed the Tier 1/Tier 2 spreadsheet, evaluated which projects appeared to be at risk of losing their funding, and discussed whether the rank order of any projects needed to be adjusted. The final Tier 1/Tier 2 spreadsheet was then approved by a vote of the Governing Board.
- Step 5: The Collaborative Applicant then used the final Tier 1/Tier 2 spreadsheet to assign a numerical rank to each project in the CoC Priority Listing section of the consolidated application.

*Updated September 2017.*

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***Screening and Ranking Tool for Permanent Housing Bonus Funds***

**Threshold Requirements**

In order to be considered for the 2017 Permanent Housing Bonus funds, project applicants must meet all of the following requirements:

- (1) The Applicant is an eligible applicant as defined by HUD;
- (2) The proposed population to be served is an eligible target population as defined by HUD in Notice of Funding Availability (NOFA) for Fiscal Year 2017 Continuum of Care Program Competition (FR-6100-N-25), Section V, Subpart D;
- (3) The Applicant has no unresolved “findings” resulting from a HUD audit or monitoring visit; and
- (4) The Applicant is seeking funds for a HUD approved purpose.

On a separate document, please respond to the questions below. All responses together cannot exceed more than four (4) pages (one inch margins, single spaced, Times New Roman 12 pt. font). Include the heading of each question at the top of the corresponding response. If questions, contact Cassy Westmoreland at [cassy@unitedway-weld.org](mailto:cassy@unitedway-weld.org).

**Scoring Criteria**

**1. Participation in Continuum of Care Planning (20 points)**

Does the relevant CoC planning region have an active CoC homeless coalition/ planning group that meets at least quarterly? If yes, attach the following:

- Meeting minutes from the most recent four planning meetings; and
- Letter from Regional Coalition Chair describing level of support for Applicant’s project *and* level of participation in regional homeless coalition.

*Scoring:*

- Regional Homeless Coalition meets quarterly (5 points)
- Meeting minutes from four most recent planning meetings (5 points)
- Letter from Regional Coalition Chair indicates applicant is engaged with group and participates consistently. (5 points)
- Letter from Regional Coalition Chair that states support for project (5 points)

2. **Service Area: Do other CoC funded projects currently exist within the CoC planning region's service area? Detail project's proposed service area within the planning region. (20 points)**

*Scoring:*

- Yes, other CoC-funded projects exist within CoC planning region area (10 points), OR
- No other projects exist within the CoC planning region area (20 points)

3. **Experience Administering Permanent Housing Programs (20 Points)**

Describe the Applicant's experience administering permanent housing programs for formerly homeless households. This can include HUD Permanent Supportive Housing (PSH) programs, HUD Rapid Rehousing (RRH) programs, Division of Housing PSH Programs or other PSH and/or RRH programs. Include the number of years the Applicant has been administering the program, the successes, challenges, and steps taken to improve service delivery.

*Scoring:*

- 0-3 Years Experience (10 points), or
- Over 3 Years Experience (20 points)

4. **Target Population (20 Points)**

State the total number persons in the target population the Applicant has served over time. In addition, describe the services provided to the target population, and for what duration of time. This may include the services provided through partners, excluding referral-only partners. For any partners listed, describe the extent of the Applicant's collaboration with the partner. The below table may be cut and paste into the response.

a) Description of Services

Services		Complete for Service Partnerships	
Service Provided	Number of Years	Service Partner	Description of Partnership Collaboration

- b) List and briefly describe all other projects that serve the proposed target population in the proposed service area.

*Scoring*

- Applicant or planned service provider has substantial experience serving target population (10 points)
- No other projects exist in service area serving target population (10 points)

**5. Program Design (20 Points)**

Please tell us the total number of individuals anticipated to participate in the Applicant’s program in year one and each subsequent year. Also name the target communit(ies) of the program and the population sum of all communit(ies) in the proposed service area.

Finally, please describe the services anticipated to be provided to participants in the program and how they’ll be provided (service models). An MOU in place for these services is not necessary at this time. Please note if the service will be provided by the Applicant or another provider. If partnering with another provider, describe the current status of the partnership and the desired end goal for partnership. The below table may be cut and pasted into the application.

Services	Complete for Service Partnerships		
	Service Partner	Describe Existing Partnership	End Goal for Partnership with Proposed Project
Service Provided			

**Scoring**

- Includes Comprehensive List of Service Partnerships either directly or through partnerships (10 points)
- Program Design is in alignment with evidence-based, best practice models such as Harm Reduction and Housing First principles (voluntary services, no sobriety or employment requirements, low barriers to entry, client choice) (10 points)

**6. Project prioritizes based on greatest need (20 points)**

Provide 1–2 paragraphs describing how, if at all, the project will prioritize based on greatest need; specifically, what tool will be used to assess potential clients and what other criteria, if any, will be used to prioritize households into open units.

- VI-SPDAT will be used to assess level of service needs and vulnerability of potential clients. (10 points)
- By-Name List/Coordinated Entry process will be used to identify those most appropriate for and in most need of the housing offered by the proposed program. (10 points)

**Scoring**

- Project plans to use VI-SPDAT to assess applicants’ vulnerability. (10 points)
- Project plans to use By-Name List to identify and prioritize those seeking housed in proposed project. (10 points)

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**Final Project Rankings**

**PERFORMANCE MEASURES/PROGRAM OUTCOMES for RENEWAL PROJECTS**

**1. PERMANENT SUPPORTIVE HOUSING**

**a. Percentage of Participants who Either Stayed in the Program or Exited to Other Permanent Housing**

To calculate the percentage, reference the following questions in the APR Q7, Q29a.1 and 29a.2. See Appendix for further calculation instructions.

Percentage	Score

Scoring system:

Less than 80% met the criteria	Assign 10 points
80.1% to 85.0% met the criteria	Assign 20 points
85.1% to 90.0% met the criteria	Assign 30 points
90.1% to 95.0% met the criteria	Assign 40 points
95.1% to 100% met the criteria	Assign 50 points

**b. Percentage of Adults who Increased or Maintained Income While in the Program.**

To calculate the percentage, reference the table listed on the APR, Q24b3 of APR. See Appendix for an illustration of how this calculation is completed.

Percentage	Score

Scoring system:

Less than 20% met criteria	Assign 5 points
20.1% to 40.0% met criteria	Assign 10 points
40.1% to 60.0% met criteria	Assign 15 points
60.1% to 80.0% met criteria	Assign 20 points
80.1% to 100% met criteria	Assign 25 points

**c. Unit Utilization Rate**

Items to review: *APR Question 11*

Percentage	Score

Scoring system:

Less than 65% unit utilization rate	Assign 5 points
65.1% to 75.0% unit utilization rate	Assign 10 points
75.1% to 85.0% unit utilization rate	Assign 15 points
85.1% to 95.0% unit utilization rate	Assign 20 points
95.1% to 100% unit utilization rate	Assign 25 points

**NOTE:** Utilization rates are calculated by averaging the rates of the four quarters as shown in the Unit Utilization Rate table.

**d. Project Prioritizes Based on Greatest Need**

Describe how, if at all, the project will prioritize admitting clients based on greatest need. Specifically, describe the process for prioritizing clients for program admission and what tool(s) will be used to assess potential clients. Finally, list any other criteria that will be used to prioritize households into open units.

Percentage	Score

Responses to this question will be requested and received by email.

Scoring system (project can receive points for any or all items specified; no partial points):

- |  |                 |
|--|-----------------|
| 1. Project has clear process for prioritizing clients based on need. | Award 10 points |
| 2. Project uses common assessment/triage tool. (please specify)      | Award 10 points |
| 3. Project uses VI-SPDAT as part of assessment/triage.               | Award 05 points |

2) **TRANSITIONAL HOUSING**

**a. Percentage of Participants who Either Stayed in the Program or Exited to Permanent Housing**

To calculate the percentage, reference the following questions in Q7, Q29a.1 and 29a.2. *See Appendix for further calculation instructions.*

Percentage	Score

Scoring system:

Less than 80% met the criteria	Assign 10 points
80.1% to 85.0% met the criteria	Assign 20 points
85.1% to 90.0% met the criteria	Assign 30 points
90.1% to 93.0% met the criteria	Assign 40 points
93.1% to 100% met the criteria	Assign 50 points

**b. Percentage of Adults who Increased or Maintained Income while in the Program.**

To calculate the percentage, reference the table listed on the APR, Q24b3 of APR. *See Appendix for an illustration of how this calculation is completed.*

Percentage	Score

Scoring system:

Less than 20% met criteria	Assign 5 points
20.1% to 40.0% met criteria	Assign 10 points
40.1% to 60.0% met criteria	Assign 15 points
60.1% to 80.0% met criteria	Assign 20 points
80.1% to 100% met criteria	Assign 25 points

**c. Unit Utilization Rate**

Items to review: *APR Question 11*

Percentage	Score

Scoring system:

Less than 65% unit utilization rate	Assign 5 points
65.1% to 75.0% unit utilization rate	Assign 10 points
75.1% to 85.0% unit utilization rate	Assign 15 points
85.1% to 93.0% unit utilization rate	Assign 20 points
93.1% to 100% unit utilization rate	Assign 25 points

**NOTE:** Utilization rates are calculated by averaging the rates of the four quarters as shown in the Unit Utilization Rate table.

**d. Project Prioritizes Based on Greatest Need**

Describe how, if at all, the project will prioritize admitting clients based on greatest need. Specifically, describe the process for prioritizing clients for program admission and what tool(s) will be used to assess potential clients. Finally, list any other criteria that will be used to prioritize households into open units.

Percentage	Score

Responses to this question will be requested and received by email.

Scoring system (project can receive points for any or all items specified; no partial points):

- |  |                 |
|--|-----------------|
| 1. Project has clear process for prioritizing clients based on need. | Award 10 points |
| 2. Project uses common assessment/triage tool. (please specify)      | Award 10 points |
| 3. Project uses VI-SPDAT as part of assessment/triage.               | Award 05 points |



### 3. RAPID REHOUSING

#### a. Percentage of Participants who Either Stayed in the Program or Exited to Permanent Housing

To calculate the percentage, reference the following questions in the APR Q7, Q29a.1 and 29a.2. See Appendix for further calculation instructions.

Percentage	Score

Scoring system:

Less than 80% met the criteria	Assign 10 points
80.1% to 85.0% met the criteria	Assign 20 points
85.1% to 90.0% met the criteria	Assign 30 points
90.1% to 93.0% met the criteria	Assign 40 points
93.1% to 100% met the criteria	Assign 50 points

#### b. Percentage of Adults who Increased or Maintained Income while in the Program.

To calculate the percentage, reference the table listed on the APR, Q24b3 of APR. See Appendix for an illustration of how this calculation is completed.

Percentage	Score

Scoring system:

Less than 20% met criteria	Assign 5 points
20.1% to 40.0% met criteria	Assign 10 points
40.1% to 60.0% met criteria	Assign 15 points
60.1% to 80.0% met criteria	Assign 20 points
80.1% to 100% met criteria	Assign 25 points

**c. Unit Utilization Rate**

Items to review: *APR Question 11*

Percentage	Score

Scoring system:

Less than 65% unit utilization rate	Assign 5 points
65.1% to 75.0% unit utilization rate	Assign 10 points
75.1% to 85.0% unit utilization rate	Assign 15 points
85.1% to 93.0% unit utilization rate	Assign 20 points
93.1% to 100% unit utilization rate	Assign 25 points

**NOTE:** Utilization rates are calculated by averaging the rates of the four quarters as shown in the Unit Utilization Rate table.

**d. Project Prioritizes Based on Greatest Need**

Describe how, if at all, the project will prioritize admitting clients based on greatest need. Specifically, describe the process for prioritizing clients for program admission and what tool(s) will be used to assess potential clients. Finally, list any other criteria that will be used to prioritize households into open units.

Percentage	Score

Responses to this question will be requested and received by email.

Scoring system (project can receive points for any or all items specified; no partial points):

- |  |                 |
|--|-----------------|
| 1. Project has clear process for prioritizing clients based on need. | Award 10 points |
| 2. Project uses common assessment/triage tool. (please specify)      | Award 10 points |
| 3. Project uses VI-SPDAT as part of assessment/triage.               | Award 05 points |

## TIE BREAKER QUESTIONS

The below two questions will *ONLY* be used as to tie break any applicants who have the same scores. In these instances, the percentage will be used as the score and higher percentages/scores will be ranked higher. Question E will be used to break ties first and if any ties remain after comparing with Question E, those ties will be broken with Question f.

For example: Program A, B and C all receive the same score on the original screening tool. They are then compared using Question E, in which Program A has 75% of adults with non-cash benefits, and programs B and C have 60% each. Then, programs B and C are ranked using the Question F, and project B has 45% of adults with income and program C has 20%. Therefore, even though they all originally tied, they will be ranked Program A then Program B then Program C.

### e. Percentage of Adults with Non-Cash Benefits

Items to review: *APR Questions 7, 26a.2 and 26b.2*

Percentage

### f. Percentage of Adults with Employment Income

Items to review: *APR Questions 7, 25a.1 and 25b.1*

Percentage

**APPENDIX:**

**Calculation of Question A**

- A. Question 7 will identify the number of people that stayed in the program and the total number of adults.  
 $A = \text{Total Number of Adults} - \text{Total number of Leavers.}$
- B. Question 29a1 identifies the # of people that exited to Permanent Destinations who stayed more than 90 days.  
 $B = \text{Total (column)/Subtotal (row) \# of people that exited to Permanent Destinations}$
- C. Question 29a2 identifies the # of people that exited to Permanent Destinations who stayed 90 days or less.  
 $C = \text{Total (column)/Subtotal (row) individuals that exited to Permanent Destinations}$

Percentage who either stayed or exited to permanent destinations =  $(A + B + C) / \text{Total Number of Adults.}$  Multiply by 100 to get percentage.

**Calculation of Question B**

Using the table below as taken from Q24b.3 of the APR, the percentage of those that maintained or increased income =  $(B - A) / B$   
 Multiply by 100 to get percentage.

**Q24b.3 Client Cash Income Change – Income Source – by Entry and Latest Status/Exit  
 Adult Stayers with Income Information at Entry and either Follow-up or Exit**

Income Change by Income Category	Had income category at entry and did not have it at follow-up/exit	Retained income category but had less \$ at follow-up/exit than at entry	Retained income category and same \$ at follow-up/exit as at entry	Retained income category and increased \$ at follow-up/exit	Did not have the income category at entry and gained the income category at follow-up/exit	Did not have the income category at entry or follow-up/exit	Total Adults including those with no income	Performance Measures: Adults who gained or increased income from entry to follow-up/exit, Average Gain
Number of Adults with Earned Income							e-snaps calculates	e-snaps calculates
Average change in Earned Income	\$	\$		\$	\$			
Number of Adults with Other Income							e-snaps calculates	
Average change in Other Income	\$	\$		\$	\$			
Number of Adults Any Income	Sum						e-snaps calculates	
Average Change in Overall Income	\$	\$		\$	\$			

A

B