

Before Starting the Project Listings for the CoC Priority Listing

The CoC Consolidated Application requires TWO submissions. Both this Project Priority Listing AND the CoC Application MUST be completed and submitted prior to the CoC Program Competition submission deadline stated in the NOFO.

The CoC Priority Listing includes:

- Reallocation forms – must be completed if the CoC is reallocating eligible renewal projects to create new projects or if a project applicant will transition from an existing component to an eligible new component.

- Project Listings:

- New;
- Renewal;
- UFA Costs;
- CoC Planning;
- YHDP Renewal; and
- YHDP Replacement and Reallocation.
- Attachment Requirement

- HUD-2991, Certification of Consistency with the Consolidated Plan – Collaborative Applicants must attach an accurately completed, signed, and dated HUD-2991.

Things to Remember:

- New and Renewal Project Listings – all CoC project applications must be reviewed, approved and ranked, or rejected based on the local CoC competition process.

- Project applications on the following Project Listings must be approved and are not ranked per the FY 2024 - FY 2025 CoC Program Competition NOFO:

- UFA Costs Project Listing;
- CoC planning Project Listing;
- YHDP Renewal Project Listing (All Rounds); and
- YHDP Replacement and Reallocation Project Listing.
- Collaborative Applicants are responsible for ensuring all project applications accurately appear on the Project Listings and there are no project applications missing from one or more Project Listings.

- For each project application rejected by the CoC the Collaborative Applicant must select the reason for the rejection from the dropdown provided.

- If the Collaborative Applicant needs to amend a project application for any reason, the Collaborative Applicant MUST ensure the amended project is returned to the applicable Project Listing AND ranked or approved BEFORE submitting the CoC Priority Listing to HUD in e-snaps.

Additional training resources are available online on HUD’s website.
https://www.hud.gov/program_offices/comm_planning/coc/competition

1A. Continuum of Care (CoC) Identification

Instructions:

For guidance on completing the CoC Priority listing, please reference the CoC Priority Listing Detailed Instructions and CoC Priority Listing Navigational Guide on HUD's website.
https://www.hud.gov/program_offices/comm_planning/coc/competition.

Collaborative Applicant Name: Community Development Support Assn., Inc.
(CDSA)

2. Reallocation

Instructions:

For guidance on completing the CoC Priority listing, please reference the CoC Priority Listing Detailed Instructions and CoC Priority Listing Navigational Guide on HUD's website.
https://www.hud.gov/program_offices/comm_planning/coc/competition

2-1 Is the CoC reallocating funds from one or more eligible renewal grant(s) that will expire in Calendar Year 2025 into one or more new projects? No

Continuum of Care (CoC) New Project Listing

Instructions:

Prior to starting the New Project Listing, review the CoC Priority Listing Detailed Instructions and CoC Priority Listing Navigational Guide available on HUD's website.

To upload all new project applications submitted to this Project Listing, click the "Update List" button. This process may take a few minutes based upon the number of new projects submitted by project applicant(s) to your CoC in the e-snaps system. You may update each of the Project Listings simultaneously. To review a project on the New Project Listing, click on the magnifying glass next to each project to view project details. To view the actual project application, click on the orange folder. If you identify errors in the project application(s), you can send the application back to the project applicant to make the necessary changes by clicking the amend icon. It is your sole responsibility for ensuring all amended projects are resubmitted, approved and ranked or rejected on this project listing BEFORE submitting the CoC Priority Listing in e-snaps. https://www.hud.gov/program_offices/comm_planning/coc/competition.

WARNING: If you amend project applications back to project applicants to make changes or corrections in e-snaps, you must approve the resubmitted project applications. If you do not approve the resubmitted project applications, they will not be included on your CoC's Priority Listings, which could result in your CoC losing funding. HUD lacks the authority to fund projects unless they are included on the Priority Listings, which informs HUD which projects your CoC is prioritizing.

Project Name	Date Submitted	Comp Type	Applicant Name	Budget Amount	Grant Term	PH/Realloc	Rank	PSH/RRH	Expansion
Mission of Hope R...	2024-09-24 13:28:...	PH	Stillwater MOH INC	\$123,875	1 Year	CoC Bonus	3	RRH	

Continuum of Care (CoC) Renewal Project Listing

Instructions:

Prior to starting the Renewal Project Listing, review the CoC Priority Listing Detailed Instructions and CoC Priority Listing Navigational Guide available on HUD's website.

To upload all renewal project applications submitted to this Project Listing, click the "Update List" button. This process may take a few minutes based upon the number of renewal projects submitted by project applicant(s) to your CoC in the e-snaps system. You may update each of the Project Listings simultaneously. To review a project on the Renewal Project Listing, click on the magnifying glass next to each project to view project details. To view the actual project application, click on the orange folder. If you identify errors in the project application(s), you can send the application back to the project applicant to make necessary changes by clicking the amend icon. It is your sole responsibility for ensuring all amended projects are resubmitted, approved and ranked or rejected on this project listing BEFORE submitting the CoC Priority Listing in e-snaps.

https://www.hud.gov/program_offices/comm_planning/coc/competition.

The Collaborative Applicant certifies that there is a demonstrated need for all renewal permanent supportive housing and rapid re-housing projects listed on the Renewal Project Listing.	X
The Collaborative Applicant certifies all renewal permanent supportive housing and rapid rehousing projects listed on the Renewal Project Listing comply with program requirements and appropriate standards of quality and habitability.	X
The Collaborative Applicant does not have any renewal permanent supportive housing or rapid re-housing renewal projects.	

WARNING: If you amend project applications back to project applicants to make changes or corrections in e-snaps, you must approve the resubmitted project applications. If you do not approve the resubmitted project applications, they will not be included on your CoC's Priority Listings, which could result in your CoC losing funding. HUD lacks the authority to fund projects unless they are included on the Priority Listings, which informs HUD which projects your CoC is prioritizing.

Project Name	Date Submitted	Grant Term	Applicant Name	Budget Amount	Rank	PSH/RRH	Comp Type	Consolidation Type	Expansion Type
Mission of Hope S...	2024-09-04 13:29:...	1 Year	Stillwater MOH INC	\$150,026	2	PSH	PH		
RRH SRN Renewal F...	2024-09-30 10:16:...	1 Year	Survivor Resource...	\$86,772	4	RRH	PH		
2024 HMIS Renewal	2024-10-03 18:46:...	1 Year	Community Develop. ..	\$58,041	1		HMIS		

Continuum of Care (CoC) Planning Project Listing

Instructions:

Prior to starting the CoC Planning Project Listing, review the CoC Priority Listing Detailed Instructions and CoC Priority Listing Navigational Guide available on HUD's website.

To upload the CoC planning project application submitted to this Project Listing, click the "Update List" button. This process may take a few minutes while the project is located in the e-snaps system. You may update each of the Project Listings simultaneously. To review the CoC Planning Project Listing, click on the magnifying glass next to view the project details. To view the actual project application, click on the orange folder. If you identify errors in the project application, you can send the application back to the project applicant to make necessary changes by clicking the amend icon. It is your sole responsibility for ensuring all amended projects are resubmitted, approved and ranked or rejected on this project listing BEFORE submitting the CoC Priority Listing in e-snaps.

Only one CoC planning project application can be submitted and only by the Collaborative Applicant designated by the CoC which must match the Collaborative Applicant information on the CoC Applicant Profile.

https://www.hud.gov/program_offices/comm_planning/coc/competition.

WARNING: If you amend project applications back to project applicants to make changes or corrections in e-snaps, you must approve the resubmitted project applications. If you do not approve the resubmitted project applications, they will not be included on your CoC's Priority Listings, which could result in your CoC losing funding. HUD lacks the authority to fund projects unless they are included on the Priority Listings, which informs HUD which projects your CoC is accepting.

Project Name	Date Submitted	Grant Term	Applicant Name	Budget Amount	Accepted?
FY24 CoC Planning...	2024-10-11 16:51:...	1 Year	Community Develop...	\$51,615	Yes

Continuum of Care (CoC) YHDP Renewal Project Listing

Instructions:

Prior to starting the YHDP Renewal Project Listing, review the CoC Priority Listing Detailed Instructions and CoC Priority Listing Navigational Guide available on HUD's website.

To upload all YHDP Renewal project applications submitted to this Project Listing, click the "Update List" button. This process may take a few minutes based upon the number of YHDP Renewal projects submitted by project applicant(s) to your CoC in the e-snaps system.

You may update each of the Project simultaneously. To review a project on the YHDP Renewal Project Listing, click on the magnifying glass next to each project to view project details. To view the actual project application, click on the orange folder. If you identify errors in the project application(s), you can send the application back to the project applicant to make necessary changes by clicking the amend icon. It is your sole responsibility for ensuring all amended projects are resubmitted, approved and ranked (if applicable) or rejected on this project listing BEFORE submitting the CoC Priority Listing in e-snaps. .

As stated in the FY 2024 - FY 2025 NOFO, YHDP Renewal and YHDP Replacement applications must not be ranked.
https://www.hud.gov/program_offices/comm_planning/coc/competition.

The Collaborative Applicant certifies that there is a demonstrated need for all renewal permanent supportive housing and rapid rehousing projects listed on the YHDP Renewal Project Listing.

The Collaborative Applicant certifies all renewal permanent supportive housing and rapid rehousing projects listed on the YHDP Renewal Project Listing comply with program requirements and appropriate standards of quality and habitability.

The Collaborative Applicant does not have any renewal permanent supportive housing or rapid rehousing YHDP renewal projects.

WARNING: If you amend project applications back to project applicants to make changes or corrections in e-snaps, you must approve the resubmitted project applications. If you do not approve the resubmitted project applications, they will not be included on your CoC's Priority Listings, which could result in your CoC losing funding. HUD lacks the authority to fund projects unless they are included on the Priority Listings, which informs HUD which projects your CoC is accepting.

Project Name	Date Submitted	Applicant Name	Budget Amount	Comp Type	Grant Term	Accepted?	PSH/RRH	Consolidation Type
This list contains no items								

Continuum of Care (CoC) YHDP Replacement and YHDP Reallocation Listing

Instructions:

Prior to starting the YHDP Replacement and YHDP Reallocation Project Listing, review the CoC Priority Listing Detailed Instructions and CoC Priority Listing Navigational Guide available on HUD’s website.

To upload all YHDP Replacement project and YHDP Reallocation project applications, submitted to this Project Listing, click the "Update List" button. This process may take a few minutes based upon the number of YHDP renewal projects submitted by project applicant(s) to your CoC in the e-snaps system.

You may update each of the projects simultaneously. To review a project on the YHDP Replacement and YHDP Reallocation Project Listing, click on the magnifying glass next to each project to view project details. To view the actual project application, click on the orange folder. If you identify errors in the project application(s), you can send the application back to the project applicant to make necessary changes by clicking the amend icon. It is your sole responsibility for ensuring all amended projects are resubmitted, approved and ranked (if applicable) or rejected on this project listing BEFORE submitting the CoC Priority Listing in e-snaps.

As stated in the FY 2024 - FY 2025 NOFO, YHDP Renewal, YHDP Reallocation and YHDP Replacement applications must not be ranked.
https://www.hud.gov/program_offices/comm_planning/coc/competition.

WARNING: If you amend project applications back to project applicants to make changes or corrections in e-snaps, you must approve the resubmitted project applications. If you do not approve the resubmitted project applications, they will not be included on your CoC’s Priority Listings, which could result in your CoC losing funding. HUD lacks the authority to fund projects unless they are included on the Priority Listings, which informs HUD which projects your CoC is accepting.

Project Name	Date Submitted	Applicant Name	Budget Amount	Comp Type	Grant Term	Funding Type	Accepted?
This list contains no items							

Funding Summary

Instructions

This page provides the total budget summaries for each of the project listings after you approved and ranked or rejected new and renewal project applications. You must review this page to ensure the totals for each of the categories is accurate.

The "Total CoC Request" indicates the total funding request amount your CoC will submit to HUD for funding consideration. As stated previously, only 1 UFA Cost project application (for UFA designated Collaborative Applicants only) and only 1 CoC Planning project application can be submitted and only the Collaborative Applicant designated by the CoC is eligible to request these funds.

Title	Total Amount
CoC Renewal Amount	\$294,839
New CoC Bonus and CoC Reallocation Amount	\$123,875
New DV Bonus Amount	\$0
New DV Reallocation Amount	\$0
CoC Planning Amount	\$51,615
YHDP Renewal and Replacement Amount	\$0
YHDP Reallocation Amount	
Rejected Amount	\$0
TOTAL CoC REQUEST	\$470,329

Attachments

Document Type	Required?	Document Description	Date Attached
Certification of Consistency with the Consolidated Plan (HUD-2991)	Yes	Certification of ...	10/11/2024
Project Rating and Ranking Tool (optional)	No	New Ranking Tool ...	10/11/2024
Other	No	FY24 Rating and R...	10/11/2024
Other	No	NCOk Renewal Rank...	10/11/2024

Attachment Details

Document Description: Certification of Consistency

Attachment Details

Document Description: New Ranking Tool Scorecard

Attachment Details

Document Description: FY24 Rating and Ranking Process

Attachment Details

Document Description: NCOk Renewal Ranking Tool

Submission Summary

WARNING: The FY 2024 - FY 2025 CoC Consolidated Application requires submissions of CoC Priority Listings AND the CoC Application.

As stated in the FY 2024 - FY 2025 CoC and YHDP Program NOFO, for FY 2024 funding, CoCs must submit the FY 2024 - 2025 CoC Application and the FY 2024 Priority Listing by the FY 2024 Application Submission Deadline.

WARNING: The FY 2024 - FY 2025 CoC Consolidated Application requires submissions of CoC Priority Listings AND the CoC Application.

As stated in the FY 2024 - FY 2025 CoC and YHDP Program NOFO, for FY 2024 funding, CoCs must submit the FY 2024 - 2025 CoC Application and the FY 2024 Priority Listing by the FY 2024 Application Submission Deadline.

Page	Last Updated
Before Starting	No Input Required
1A. Identification	10/10/2024
2. Reallocation	10/10/2024
5A. CoC New Project Listing	10/11/2024
5B. CoC Renewal Project Listing	10/11/2024
5D. CoC Planning Project Listing	10/11/2024
5E. YHDP Renewal Project Listing	No Input Required

5F. YHDP Replacement and YHDP Reallocation Project Listing	No Input Required
Funding Summary	No Input Required
Attachments	10/11/2024
Submission Summary	No Input Required

Certification of Consistency with the Consolidated Plan

U.S. Department of Housing
and Urban Development

I certify that the proposed activities/projects in the application are consistent with the jurisdiction's current, approved Consolidated Plan.
(Type or clearly print the following information:)

Applicant Name: Community Development Support Association, Inc.

Project Name: CoC Application Collaborative Applicant OK-500

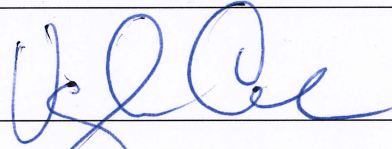
Location of the Project: 114 S Independence
Enid, OK 73701

Name of the Federal Program to which the applicant is applying: HUD-Continuum of Care Homeless Assistance Program

Name of Certifying Jurisdiction: State of Oklahoma

Certifying Official of the Jurisdiction Name: Vaughn Clark

Title: Director of Community Development

Signature: 

Date: 1-10-14

FY 2024 RENEWAL HOUSING PROJECT SCORECARD

PART A: PROJECT DESIGN

Criteria		Scorer	Submission	Discretionary Available	Total Points
A.1	Project Eligibility	CDSA Staff	File		--
A.2	Project Summary	Rank & Review	Narrative		6
A.3	Housing First	Rank & Review	Narrative + Tool		6
					12

PART B: PROJECT PERFORMANCE

Criteria		Scorer	Submission	Discretionary Available	Total Points
B.1	Positive Exit Destinations	Auto	APR Data	3 (5 for DV)	15
B.2	Earned Income	Auto	APR Data	3	7
B.3	Total Income	Auto	APR Data	3	7
B.4	Harder to Serve	Auto	APR Data	1 (3 for DV)	5
B.5	Monitoring	CDSA Staff	Self-Report	2	5
B.6	Grant Spenddown	Auto	APR Data	1	5
					44

PART C: COMMUNITY PRIORITIES

Criteria		Scorer	Submission	Discretionary Available	Total Points
C.1	Race Equity	Rank & Review	Narrative + Data		8
C.2	Lived Experience	Rank & Review	Narrative		8
C.3	HMIS Data Quality	Auto	APR Data	1	5
C.4	CE Referral Enrollments	Auto	APR Data	1	4
C.5	CE Acceptance	Auto	APR Data	1	4
C.6	CoC Participation	Rank & Review	Narrative		5
					34

PART D: INTERVIEW

Criteria		Scorer	Submission	Total Points
D.1-5	Interview Question(s)	Rank & Review	Interview Response	10

**Where discretionary points are available, applicants may submit a narrative to supplement their data. Such responses should explain why full points were not received and what will be done moving forward to improve upon current program performance.*

Total Score: 100

FY 2024 RENEWAL HOUSING PROJECT APPLICATION

PART A: PROJECT DESIGN

A.1 Project Eligibility: Please verify your project's eligibility as a recipient of the CoC grant. Submit the project's draft HUD e-snaps application and the most recent signed HUD grant agreement.	
Required Submissions: Draft HUD e-snaps Application; HUD Grant Agreement	Scoring: n/a
A.2 Project Summary: Please summarize the day-to-day operation of your project with details on the type and scale of all supportive services to be offered (including the funding source or partnership of each). A response should demonstrate an understanding of the needs of the clients to be served.	
Required Submission: Narrative (800-word limit)	Scoring: + 2 for clear description of supportive services + 2 for effective demonstration of addressing client needs + 2 for clear description of community partnerships <hr/> 6 Points Total
A.3 Housing First: Please describe at least three ways that your project adheres to Housing First principles and submit a completed Housing First Assessment Tool to support your response.	
Required Submissions: Narrative (400-word limit) Housing First Assessment Tool	Scoring: + 6 for 3 identified principles in narrative (+2 per way) <hr/> 6 Points Total

PART B: PROJECT PERFORMANCE

B.1 Positive Exit Destinations: As reported in the APR, the percentage of people in the project who exited the program* during the year to a permanent destination.		
Data Autoscored: APR Qs 23a, 23b, 5a *For PSH projects, this includes those who remained in the PSH program.	Scoring (PSH): PSH System Performance for 10/1/22 – 9/30/23: 93% 15 = 96% or more 13 = 93 – 95.9% 11 = 90 – 92.9% 9 = 87 – 89.9% 7 = 84 – 86.9% 5 = 81 – 83.9% 3 = 78 – 80.9% 1 = 75 – 77.9% 0 = less than 75% <hr/> 15 Points Total	Scoring (RRH): RRH System Performance for 10/1/22 – 9/30/23: 81% 15 = 84% or more 13 = 80 – 83.9% 11 = 76 – 79.9% 9 = 72 – 75.9% 7 = 68 – 71.9% 5 = 64 – 67.9% 3 = 60 – 63.9% 1 = 56 – 59.9% 0 = less than 56% <hr/> 15 Points Total

B.2 Earned Income: As reported in the APR, the percentage of persons aged 18 and older who increased earned income at the end of the operating year or program exit, either by gaining employment or by increasing the amount of their earned income.

<u>Data Autoscored:</u>	<u>Scoring (PSH):</u>	<u>Scoring (RRH):</u>
<p>APR Qs 19a3, 5a, 18</p> <p><i>*For programs working with populations on fixed incomes, be sure to describe how sustained connection with benefits is being ensured for clients in the discretionary response.</i></p>	<p>PSH System Performance for 10/1/22 – 9/30/23: 8%</p> <p>7 = 10% or more 5 = 7 – 9.9% 3 = 4 – 6.9% 1 = 1 – 3.9% 0 = less than 1%</p> <hr/> <p>7 Points Total</p>	<p>RRH System Performance for 10/1/22 – 9/30/23: 24%</p> <p>7 = 25% or more 5 = 20 – 24.9% 3 = 15 – 19.9% 1 = 10 – 14.9% 0 = less than 10%</p> <hr/> <p>7 Points Total</p>

B.3 Total Income: As reported in the APR, the percentage of persons aged 18 and older who increased total income at the end of the operating year or program exit, either by gaining a source of income or by increasing or maintaining non-zero income.

<u>Data Autoscored:</u>	<u>Scoring (PSH):</u>	<u>Scoring (RRH):</u>
<p>APR Qs 19a3, 5a, 18</p>	<p>PSH System Performance for 10/1/22 – 9/30/23: 48%</p> <p>7 = 50% or more 5 = 45 – 49.9% 3 = 40 – 44.9% 1 = 35 – 39.9% 0 = less than 35%</p> <hr/> <p>7 Points Total</p>	<p>RRH System Performance for 10/1/22 – 9/30/23: 25%</p> <p>7 = 30% or more 5 = 25 – 29.9% 3 = 20 – 24.9% 1 = 15 – 19.9% 0 = less than 15%</p> <hr/> <p>7 Points Total</p>

B.4 Harder to Serve: As reported in the APR, the percentage of persons (or households*) served by the program who meet locally defined “harder to serve” conditions at entry, including:

- Alcohol or Drug Abuse
- HIV/AIDS
- Developmental/Physical Disabilities
- Mental Illness
- Chronic Health Conditions

<u>Data Autoscored:</u>	<u>Scoring (PSH):</u>	<u>Scoring (RRH):</u>
<p>APR Qs 13a2, 5a</p> <p><i>*If calculated with households, submit the Detail Report and spreadsheets used to calculate. Do not include client names or other identifying information in your submission.</i></p>	<p>+5 = At least 39% of persons with 3+ conditions</p> <p>OR</p> <p>+3 = At least 55% of persons with 2+ conditions</p> <hr/> <p>5 Points Total</p>	<p>+5 = At least 4% of persons with 3+ conditions</p> <p>OR</p> <p>+3 = At least 9% of persons with 2+ conditions</p> <hr/> <p>5 Points Total</p>

B.5 Monitoring: Please provide an explanation for any HUD or CDSA monitoring letters related to projects open January 1, 2023 to present. These include notices provided by CDSA for Sage reporting, quarterly grant spenddown, or data quality, and open monitoring findings from either CDSA or HUD.

Required Submission:	Scoring (w/ Findings):	Scoring (No Findings):
Narrative (300-word limit)	+ 3 for identified steps to remediate open findings or issues + 2 for no past due reporting or untimely monitoring activities	+ 5 for an agency having no open monitoring findings or notices
	5 Points Total	5 Points Total

B.6 Grant Spenddown: Percentage of disbursed HUD funding used for the most recent operating year.

Data Autoscored:	Scoring:
APR Q28, HUD Award List	5 = 98 – 100% 3 = 95 – 97.9% 1 = 90 – 94.9% 0 = Less than 90%
	5 Points Total

PART C: COMMUNITY PRIORITIES

C.1 Race Equity: Describe how your agency or project takes proactive steps to address racial and ethnic disparities. Your **first** narrative should describe organizational standards, strategies to increase staff diversity, and what changed from the previous year. In your **second** narrative, use the [Race Equity Toolkit BO Report to](#) identify differences in the outcomes of clients served and describe the changes you are implementing to address these gaps.

To supplement your response, please submit your project’s BO Report, a completed alignment form (Appendix 3), and the **relevant pages only** of the policy or procedure manual related to addressing racial equity from your agency (and subrecipients, if applicable). Please refer to Appendix A for a rubric with additional scoring guidance.

Required Submissions:	Scoring:
Narrative x2 (500-word limit each) Race Equity Toolkit BO Report , Race Equity Policy, and complete Alignment Form (Appendix 3).	+ 2 for organizational standards that address racial equity + 1 for demonstration of proactive year-over-year changes + 2 for identifying and addressing gaps based on client data + 2 for staff diversity alignment and demonstrated strategy + 1 for submission of policy or procedure manual
	8 Points Total

C.2 Lived Experience: Describe how your agency or project takes proactive steps to ensure the participation of homeless or formerly homeless individuals in decision-making and program design through feedback loops, listening sessions, or leadership opportunities.

Required Submissions:	Scoring:
Narrative (800-word limit) Documentation	+ 2 for lived experience membership on boards or committees + 2 for incorporation of lived experience in program design + 2 for documents or policies outlining the participation + 2 for agency statement/commitment to lived experience
	8 Points Total

C.3 HMIS Data Quality: As reported in the APR, the percentage of total HMIS fields across all persons served that are missing or in error.	
Data Autoscored: APR Qs: 5a, 6a, 6b, 6c, 6d	Scoring: 5 = 0 – 0.4% 4 = 0.5 – 1.4% 3 = 1.5 – 1.9% 2 = 2 – 2.9% 1 = 3 – 3.9% 0 = 4% or more <hr/> 5 Points Total
C.4 Coordinated Entry (CE) Referral Enrollments: As reported in HMIS, the percentage of persons enrolled who were referred through the Family and/or the Singles Coordinated Entry System.	
Data Autoscored: HMIS Report	Scoring: 4 = 95% or more 3 = 90 – 94.9% 2 = 85 – 89.9% 1 = 80 – 84.9% 0 = Less than 80% <hr/> 4 Points Total
C.5 Coordinated Entry (CE) Acceptance: As reported in HMIS, the percentage of eligible referrals accepted by the agency from the Family and/or the Singles Coordinated Entry System.	
Data Autoscored: HMIS Report	Scoring: 4 = 95% or more 3 = 90 – 94.9% 2 = 85 – 89.9% 1 = 80 – 84.9% 0 = Less than 80% <hr/> 4 Points Total
C.6 CoC Participation: Please describe how your agency participates in the Continuum of Care. This may include partnerships with community partners, agency membership on a committee or workgroup, volunteering in the PIT Count, or use of resources such as Program Performance Measures.	
Required Submission: Narrative (300-word limit)	Scoring: + 3 for active involvement in the Continuum of Care + 2 for listing the city in which your agency volunteered in for the most recent unsheltered PIT Count <hr/> 5 Points Total

PART D: INTERVIEW

This section will be conducted with the Rank & Review Committee following the submission of your application. The questions to be asked will be selected by the CoC Board and distributed prior to your interview.

Appendix A: Race Equity – ALIGNMENT FORM & RUBRIC

Alignment Form – Renewal Applicants Only

Please fill out the table below utilizing U.S. Census-designated racial/ethnic categorization.

RACE / ETHNICITY	PERCENT OF STAFF	PERCENT OF CLIENTS
White		
Black or African American		
American Indian and Alaska Native		
Asian		
Native Hawaiian and Other Pacific Islander		
Two or More Races		
Hispanic or Latino		
TOTAL	100%	100%

Race Equity Rubric

Utilize the following rubric as general guidance for developing responses to the Race Equity criteria.

CRITERIA	ZERO POINTS	SOME POINTS	FULL POINTS
Organizational Standards	Agency only describes meeting minimum federal requirements	Agency has commitment to equity and provides some limited examples	Equity is fully embedded in the agency's operations and structure
Service Implementation ^b	Services are not described or there is no clear link to equity	Some examples of services link back to equity in limited ways	Equitable outcomes are a driving force behind program design/delivery
Year-over-Year Changes ^a	No information is provided on how the agency has worked to address equity	No comparison of previous year to current status but includes action items from the past year	Comparison of previous year's efforts and current efforts demonstrates an ongoing commitment to addressing equity
Identifying/Addressing Gaps	No gaps identified or data not submitted	Gaps are identified though no action has been taken or narrative is misaligned with data	Gaps are identified and responsive action is planned or underway
Staff/Client Alignment ^a	No strategy to advance diversity is noted or no staff data is submitted	Strategy to increase staff/client alignment is loosely developed or limited to specific levels of agency staff	Strategy to advance staff diversity includes many methodologies at various levels of the agency (i.e., mentoring, engagement, recruitment)
Policies & Procedures	No policies submitted or policies submitted do not extend beyond minimum legal requirement (i.e., anti-discrimination, equal opportunity, etc.)	Equity is mentioned in limited capacities or is mentioned in a way that has limited tangible impacts on organization	Policies have one or more sections dedicated to advancing equity within the organization and the programs it operates

a: Only applicable to Renewal Scorecard

b: Only applicable to New Housing/New HMIS & CE Scorecards

RANK, REVIEW, and REALLOCATION PROCESS

ADOPTED BY THE BOARD 01/06/2015

DRAFT FOR REVIEW TO THE BOARD 08/01/2024

ADOPTED BY THE BOARD 09/27/2024

THESE POLICIES AND PROCEDURES SUPERSEDE ALL PREVIOUSLY ADOPTED RANK, REVIEW, AND REALLOCATION POLICIES AND PROCEDURES AS WELL AS ANY RANK, REVIEW, AND REALLOCATION-RELATED PROVISIONS IN OTHER PREVIOUSLY ADOPTED POLICIES AND PROCEDURES

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OVERVIEW

The Rank and Review Process is used to review and evaluate all eligible CoC project applications submitted in the local competition, then rank them for submission of the annual Notice of Funding Opportunity (NOFO). This document outlines the Rank and Review Committee process, as well as the process for the reallocation of project funds and the appeal protocol should this occur.

General Process

Phase I – Scoring Materials, Rank and Review Committee, Collaborative Applicant Role

Scorecard

The Collaborative Applicant (CDSA) annually updates a scoring tool, often referred to as the “scorecard,” used to aid the Rank and Review Committee when reviewing projects for the annual Notice of Funding Opportunity (NOFO). The scorecard is based on objective criteria as reported in the project’s Annual Performance Report submitted to HUD. Criteria include points for: serving clients with multiple conditions and those that enter with no income; projects whose clients increase housing stability and income; effective use of federal funding; and projects with reliable data measured by data quality measures. In addition, the CoC awards points for participation in

Coordinated Entry and the Continuum of Care; cost effectiveness; alignment with Housing First principles; and resolution of HUD monitoring findings. Collaborative Applicant staff may annually request input from HUD Grantees on the scoring tool, which can be found on the Collaborative Applicant website. The Collaborative Applicant finalizes the scoring tool prior to the Rank and Review Committee convening. Once finalized, the CoC Board will review scoring materials and approve a process subject to necessary changes due to the timing or details of that year's NOFO release.

Rank and Review Committee

The Collaborative Applicant will recruit a non-conflicted Rank and Review Committee. The Committee may include at least one non-conflicted provider (ideally a provider with experience administering federal, non-CoC grants), with a focus on having a diverse Committee, that addresses racial inequity, geographic balance, and under-represented groups. In addition, the Collaborative Applicant will seek Committee consistency from year to year. Members sign conflict of interest and confidentiality statements.

Collaborative Applicant

The Collaborative Applicant initiates the first phase of the application process, communicates expectations and deadlines to project applicants, and collects required materials. The Collaborative Applicant will coordinate the collection of all reports and materials needed for the scorecard and coordinate the scoring process for renewal projects.

- HMIS, Coordinated Entry, and renewal housing projects without an APR due to HUD by May 1 will be held harmless and need not submit any reports or materials for scoring.
- Projects operated by Victim Service Providers or that do not use HMIS because they serve survivors of domestic violence, human trafficking, or sexual assault will submit data reports from the project's comparable database.

Phase II – Application Review

The following steps and processes will take place following the release of the annual NOFO.

- The CoC Board will review data sources for community needs and gaps in the CoC program portfolio to make a data-informed decision on funding priorities while considering NOFO limitations and HUD priorities.
- All renewal project applicants and new agencies interested in applying will be invited to attend a NOFO launch session. Public notice will be sent to all agencies with renewal applications, the CoC general distribution list, local governments in the region, and posted on the Collaborative Applicant website. The public notice will seek renewal and new applications. Renewal, new, and expansion project application requirements, process, and timeline will be explained through email communication, training sessions, and one-on-one assistance by the Collaborative Applicant as needed.
- Applicants will prepare and submit project applications.
- Late applications received after the deadline or incomplete applications will not be accepted.

The following steps and processes will take place following agency application submission to the Collaborative Applicant.

- The Collaborative Applicant will finalize Rank and Review Committee membership.

- The Collaborative Applicant will compile all new and renewal project application packets for Committee review.
Collaborative Applicant staff will ensure all new and renewal project applications pass Threshold Review (details below). The Collaborative Applicant will complete a technical review of HUD e-snaps project applications for completeness and technical errors. Applicants will be notified if technical corrections are needed and must complete technical corrections as directed.
- The Collaborative Applicant will orient and train Rank and Review Committee members and provide them with the applications to review.
- Committee members will review new and renewal project application materials over a two-week period. They will review and score new and renewal project applications using the discretionary points embedded in the scorecard based on the narrative sections provided by applicants in the scorecard.

The following steps and processes will take place during the convening of the Rank and Review Committee meetings.

- After reviewing applications individually, the Committee members will meet to discuss each new and renewal project application. This process includes conducting short, mandatory interviews with each applicant in person or virtually. Teleconference or videoconference accommodation may be requested if the applicant is unable to attend in person. The purpose of the interview is to ask standardized and potentially clarifying questions about projects and/or applications. Projects may receive additional points based on their responses.
- At least one Collaborative Applicant representative attends the Rank and Review Committee meetings to staff the meetings, take notes, and act as a resource.
- In addition to the numeric scores, the Committee will consider qualitative factors such as subpopulation needs, improvement plans, project performance, and potential impact to the community's system of care when generating recommendations for the CoC Board.
- Expansion projects will be evaluated using the same scorecard as new projects. If an expansion project receives a score higher than the renewal project it is expanding, the expansion project will be ranked immediately below the renewal project.
- *HMIS, Coordinated Entry, and renewal housing projects without an APR due to HUD by May 1 will be held harmless and ranked at the top of Tier I.*
- The Rank and Review Committee will develop up to seven ranked list options for presentation to the CoC Board in a public meeting and will articulate the potential pros, cons, and impact of each recommendation.
 - Option One: A ranked list based on raw scorecard scores.
 - Option Two: A ranked list based on scores as adjusted by the Committee using the discretionary points embedded in the scorecard.
 - Option Three – Seven: A ranked list reflecting the Committee's consideration of qualitative factors directed by the Board, as described above, and incorporated into standardized interview questions. The Committee can create up to five lists for the Board to consider but does not have to create more than one.
- The Committee will review the options with the CoC Board to allow for explanation, questions, and meaningful dialogue between the members of the Committee and the CoC Board and recommend one for approval.

- The CoC Board will consider the options presented and approve a rank order of new, expansion, and renewal projects. CoC Board members that have an application for funding must recuse themselves from the vote and will be asked to follow the same process as other project applicants.
- The Collaborative Applicant delivers the CoC Board’s ranking decision to applicants with a reminder of the appeals process. Only projects receiving less funding than they applied for or that are placed in Tier II may appeal, and only based on fact, as described in the “Appeals Process” below. Any projects eligible to appeal will receive a complete breakdown of scores awarded for each factor as well as a complete list of the recommended project ranks and scores. A non-conflicted work group of the CoC Board will hear appeals. To provide information and support, the Collaborative Applicant and at least one member of the Rank and Review Committee will attend the Appeal Panel to provide information but will not be members of the Appeal Panel or have a vote.
- The CoC Board will meet to consider the ranked list generated by the appeals process (details below) and to approve a final rank order for submission to HUD.

Threshold Review

In addition to the scoring criteria, all new and renewal projects must meet several threshold criteria. A threshold review will take place prior to the rank and review process to ensure baseline requirements are met. All new and renewal projects must meet the following thresholds. If threshold criteria are not met, the Rank and Review Committee will be notified to determine severity of non-compliance with threshold criteria.

A project must participate or agree to participate in the Coordinated Entry system to the capacity the Coordinated Entry system is built out in the community.

Project must meet applicable HUD match requirements (25% for all grant funds except leasing).

All proposed program participants will be eligible for the program component type selected.

The information provided in the project application and proposed activities are eligible and consistent with program requirements in 24 CFR part 578.

Each project narrative is fully responsive to the question being asked and meets all criteria for that question, as required by the NOFO.

Data provided in the application is consistent.

Required attachments correspond to the list of attachments in e-snaps that must contain accurate and complete information.

Phase III – Emergency Procedure

Collaborative Applicant staff will do everything possible to ensure that an application is submitted to HUD for all funds possibly available to the community. Therefore, if/when all on-time applications have been submitted and it appears that the community is not requesting as much money as is available from HUD, then the Collaborative Applicant staff may solicit additional applications. In addition, if, after the Committee has reviewed applications and made priority determinations, an applicant decides not to submit their application to HUD, Collaborative Applicant staff may solicit and submit further applications for the full available amount, with projects representing HUD priorities. Collaborative Applicant staff ensure all project applications submitted under the emergency procedure pass Threshold Review.

Reallocation Plan

It is possible that funds will be reallocated from projects that will not receive renewal funding or whose funding will be reduced. This is a recommendation made by the Rank and Review

Committee and approved by the Board, based on HUD priorities and CoC Board priorities. When considering reallocation, the Committee may consider:

1. Unspent funds and the ability to cut grants without cutting service/housing levels.
 - o Committee members will receive guidance about the limitations related to spending CoC funds.
 - o For projects receiving leasing or rental assistance, information about unspent funds will be presented together with information about agency capacity (serving the number of people the project is designed to serve).
2. Projects with consistently low scores.
 - o Scrutiny will be given to projects that scored 10% or more under the median project score.
3. Alternative funding sources available to support either new or renewal project(s) at-risk of not being funded.
4. Impact on the community considering community needs.
5. Non-compliance issues identified during the rank and review process.
6. The impact of this policy is that both high- scoring and low-scoring projects may be reallocated if these considerations warrant that decision.

Appeals Process

The Rank and Review Committee reviews all applications and ranks them for funding recommendations for approval by the CoC Board to be forwarded to HUD for funding. The CoC Board's funding recommendation decision is communicated to all applicants by email within 24 hours of the determination. All applicants are hereby directed to contact Collaborative Applicant staff if no email notice is received.

Who May Appeal:

An agency may appeal an "appealable ranking decision," defined in the next paragraph, made by the Rank and Review Committee concerning a project application submitted by that agency. If the project was submitted by a collaboration of agencies, only one joint appeal may be made.

What May be Appealed:

"An appealable ranking decision" is a decision by the Rank and Review Committee that:

- Reduces the budget to a lower amount than applied for;
- Ranks the project in Tier 2, or;
- Recommends the project for reallocation.

Scope of Appeal:

The main questions for the Appeals Panel are:

- Was the review process followed consistently?
- Were all applicants evaluated in a similar manner?
- Did the Ranking Panel or the Continuum of Care make an error?

Disagreement with discretionary point allocations are not grounds for appeal. The Rank and Review Committee will ensure that discretionary points are applied consistently across projects. If an error was made by the Rank and Review Committee or the Board, or applications were not reviewed

according to the same process, then an appeal may have merit and an appeal hearing may be granted.

An appeal does not have merit if the agency interprets the information differently or if they provide additional information after the application deadline and/or CoC Board decision.

The Formal Appeal must be submitted within 48 hours of the CoC Board funding decision (time countdown begins on the time listed on the agenda when the Board meeting ends). The appeal document must consist of a short, written statement (no longer than 2 pages) of the agency's appeal of the CoC Board's decision. The statement can be in the form of a letter, a memo, or an email transmittal. The appeal must be transmitted by email to Collaborative Applicant staff. \

If an appeal is filed, other agencies whose rank may be affected will be notified as a courtesy. Such agencies will not be able to file an appeal after the appeals process is complete. They may file an appeal within the original appeals timeline.

If the appeal hearing is not granted, the project remains on the project listing as approved by the Board.

If the appeal hearing is granted, a three-member non-conflicted Appeal Panel will be selected from the CoC Board. These individuals will have no conflict of interest in serving, as defined by the existing Rank and Review Committee conflict of interest rules. Voting members of the Appeal Panel shall not serve simultaneously on the Rank and Review Committee; however, a Rank and Review Committee member and Collaborative Applicant staff will participate in the Appeal Panel to inform discussion. The Appeal Panel will review the written appeal for merit. If the Appeal Panel believes there is merit to the appeal based on facts, then an appeals meeting will be conducted either in person or virtually with the representative(s) of the agency who filed the appeal. The Panel then will deliberate and inform appealing agencies of its decision.

If the hearing and appeal are granted, the CoC Board will approve the final project list for submission. If an appeals meeting is not held, the original project list will be upheld. The decision of the CoC Board will be final. Final decisions for projects being rejected or reduced and the reason(s) for the rejection or reduction will be communicated in writing and outside of e-snaps no later than 15 days prior to the NOFO application deadline.

Consolidated Application

The following steps and processes will take place once the Collaborative Applicant has finalized the Consolidated Application.

- The Consolidated Application will be made available to community for inspection on the Collaborative Applicant's website at least two days prior to the NOFO application deadline.
- The CoC Board will meet to approve the Consolidated Application prior to submittal.
- Collaborative Applicant staff will submit the Consolidated Application to HUD.
- Stakeholders will be advised that the application has been submitted.
- Project applicants will have the opportunity to debrief scores with Collaborative Applicant staff. All projects are welcome to request a debriefing and receive a complete breakdown of their scores within 30 days of submission of the Consolidated Application.

FY 2024 RENEWAL HOUSING PROJECT SCORECARD

PART A: PROJECT DESIGN

Criteria		Scorer	Submission	Discretionary Available	Total Points
A.1	Project Eligibility	CDSA Staff	File		--
A.2	Project Summary	Rank & Review	Narrative		6
A.3	Housing First	Rank & Review	Narrative + Tool		6
					12

PART B: PROJECT PERFORMANCE

Criteria		Scorer	Submission	Discretionary Available	Total Points
B.1	Positive Exit Destinations	Auto	APR Data	3 (5 for DV)	15
B.2	Earned Income	Auto	APR Data	3	7
B.3	Total Income	Auto	APR Data	3	7
B.4	Harder to Serve	Auto	APR Data	1 (3 for DV)	5
B.5	Monitoring	CDSA Staff	Self-Report	2	5
B.6	Grant Spenddown	Auto	APR Data	1	5
					44

PART C: COMMUNITY PRIORITIES

Criteria		Scorer	Submission	Discretionary Available	Total Points
C.1	Race Equity	Rank & Review	Narrative + Data		8
C.2	Lived Experience	Rank & Review	Narrative		8
C.3	HMIS Data Quality	Auto	APR Data	1	5
C.4	CE Referral Enrollments	Auto	APR Data	1	4
C.5	CE Acceptance	Auto	APR Data	1	4
C.6	CoC Participation	Rank & Review	Narrative		5
					34

PART D: INTERVIEW

Criteria		Scorer	Submission	Total Points
D.1-5	Interview Question(s)	Rank & Review	Interview Response	10

**Where discretionary points are available, applicants may submit a narrative to supplement their data. Such responses should explain why full points were not received and what will be done moving forward to improve upon current program performance.*

Total Score: 100

FY 2024 RENEWAL HOUSING PROJECT APPLICATION

PART A: PROJECT DESIGN

A.1 Project Eligibility: Please verify your project's eligibility as a recipient of the CoC grant. Submit the project's draft HUD e-snaps application and the most recent signed HUD grant agreement.	
Required Submissions: Draft HUD e-snaps Application; HUD Grant Agreement	Scoring: n/a
A.2 Project Summary: Please summarize the day-to-day operation of your project with details on the type and scale of all supportive services to be offered (including the funding source or partnership of each). A response should demonstrate an understanding of the needs of the clients to be served.	
Required Submission: Narrative (800-word limit)	Scoring: + 2 for clear description of supportive services + 2 for effective demonstration of addressing client needs + 2 for clear description of community partnerships <hr/> 6 Points Total
A.3 Housing First: Please describe at least three ways that your project adheres to Housing First principles and submit a completed Housing First Assessment Tool to support your response.	
Required Submissions: Narrative (400-word limit) Housing First Assessment Tool	Scoring: + 6 for 3 identified principles in narrative (+2 per way) <hr/> 6 Points Total

PART B: PROJECT PERFORMANCE

B.1 Positive Exit Destinations: As reported in the APR, the percentage of people in the project who exited the program* during the year to a permanent destination.		
Data Autoscored: APR Qs 23a, 23b, 5a *For PSH projects, this includes those who remained in the PSH program.	Scoring (PSH): PSH System Performance for 10/1/22 – 9/30/23: 93% 15 = 96% or more 13 = 93 – 95.9% 11 = 90 – 92.9% 9 = 87 – 89.9% 7 = 84 – 86.9% 5 = 81 – 83.9% 3 = 78 – 80.9% 1 = 75 – 77.9% 0 = less than 75% <hr/> 15 Points Total	Scoring (RRH): RRH System Performance for 10/1/22 – 9/30/23: 81% 15 = 84% or more 13 = 80 – 83.9% 11 = 76 – 79.9% 9 = 72 – 75.9% 7 = 68 – 71.9% 5 = 64 – 67.9% 3 = 60 – 63.9% 1 = 56 – 59.9% 0 = less than 56% <hr/> 15 Points Total

B.2 Earned Income: As reported in the APR, the percentage of persons aged 18 and older who increased earned income at the end of the operating year or program exit, either by gaining employment or by increasing the amount of their earned income.

<u>Data Autoscored:</u>	<u>Scoring (PSH):</u>	<u>Scoring (RRH):</u>
<p>APR Qs 19a3, 5a, 18</p> <p><i>*For programs working with populations on fixed incomes, be sure to describe how sustained connection with benefits is being ensured for clients in the discretionary response.</i></p>	<p>PSH System Performance for 10/1/22 – 9/30/23: 8%</p> <p>7 = 10% or more 5 = 7 – 9.9% 3 = 4 – 6.9% 1 = 1 – 3.9% 0 = less than 1%</p> <hr/> <p>7 Points Total</p>	<p>RRH System Performance for 10/1/22 – 9/30/23: 24%</p> <p>7 = 25% or more 5 = 20 – 24.9% 3 = 15 – 19.9% 1 = 10 – 14.9% 0 = less than 10%</p> <hr/> <p>7 Points Total</p>

B.3 Total Income: As reported in the APR, the percentage of persons aged 18 and older who increased total income at the end of the operating year or program exit, either by gaining a source of income or by increasing or maintaining non-zero income.

<u>Data Autoscored:</u>	<u>Scoring (PSH):</u>	<u>Scoring (RRH):</u>
<p>APR Qs 19a3, 5a, 18</p>	<p>PSH System Performance for 10/1/22 – 9/30/23: 48%</p> <p>7 = 50% or more 5 = 45 – 49.9% 3 = 40 – 44.9% 1 = 35 – 39.9% 0 = less than 35%</p> <hr/> <p>7 Points Total</p>	<p>RRH System Performance for 10/1/22 – 9/30/23: 25%</p> <p>7 = 30% or more 5 = 25 – 29.9% 3 = 20 – 24.9% 1 = 15 – 19.9% 0 = less than 15%</p> <hr/> <p>7 Points Total</p>

B.4 Harder to Serve: As reported in the APR, the percentage of persons (or households*) served by the program who meet locally defined “harder to serve” conditions at entry, including:

- Alcohol or Drug Abuse
- HIV/AIDS
- Developmental/Physical Disabilities
- Mental Illness
- Chronic Health Conditions

<u>Data Autoscored:</u>	<u>Scoring (PSH):</u>	<u>Scoring (RRH):</u>
<p>APR Qs 13a2, 5a</p> <p><i>*If calculated with households, submit the Detail Report and spreadsheets used to calculate. Do not include client names or other identifying information in your submission.</i></p>	<p>+5 = At least 39% of persons with 3+ conditions</p> <p>OR</p> <p>+3 = At least 55% of persons with 2+ conditions</p> <hr/> <p>5 Points Total</p>	<p>+5 = At least 4% of persons with 3+ conditions</p> <p>OR</p> <p>+3 = At least 9% of persons with 2+ conditions</p> <hr/> <p>5 Points Total</p>

B.5 Monitoring: Please provide an explanation for any HUD or CDSA monitoring letters related to projects open January 1, 2023 to present. These include notices provided by CDSA for Sage reporting, quarterly grant spenddown, or data quality, and open monitoring findings from either CDSA or HUD.

<p>Required Submission:</p> <p>Narrative (300-word limit)</p>	<p>Scoring (w/ Findings):</p> <p>+ 3 for identified steps to remediate open findings or issues + 2 for no past due reporting or untimely monitoring activities</p> <hr/> <p>5 Points Total</p>	<p>Scoring (No Findings):</p> <p>+ 5 for an agency having no open monitoring findings or notices</p> <hr/> <p>5 Points Total</p>
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B.6 Grant Spenddown: Percentage of disbursed HUD funding used for the most recent operating year.

<p>Data Autoscored:</p> <p>APR Q28, HUD Award List</p>	<p>Scoring:</p> <p>5 = 98 – 100% 3 = 95 – 97.9% 1 = 90 – 94.9% 0 = Less than 90%</p> <hr/> <p>5 Points Total</p>
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PART C: COMMUNITY PRIORITIES

C.1 Race Equity: Describe how your agency or project takes proactive steps to address racial and ethnic disparities. Your **first** narrative should describe organizational standards, strategies to increase staff diversity, and what changed from the previous year. In your **second** narrative, use the [Race Equity Toolkit BO Report to](#) identify differences in the outcomes of clients served and describe the changes you are implementing to address these gaps.

To supplement your response, please submit your project’s BO Report, a completed alignment form (Appendix 3), and the **relevant pages only** of the policy or procedure manual related to addressing racial equity from your agency (and subrecipients, if applicable). Please refer to Appendix A for a rubric with additional scoring guidance.

<p>Required Submissions:</p> <p>Narrative x2 (500-word limit each)</p> <p>Race Equity Toolkit BO Report, Race Equity Policy, and complete Alignment Form (Appendix 3).</p>	<p>Scoring:</p> <p>+ 2 for organizational standards that address racial equity + 1 for demonstration of proactive year-over-year changes + 2 for identifying and addressing gaps based on client data + 2 for staff diversity alignment and demonstrated strategy + 1 for submission of policy or procedure manual</p> <hr/> <p>8 Points Total</p>
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C.2 Lived Experience: Describe how your agency or project takes proactive steps to ensure the participation of homeless or formerly homeless individuals in decision-making and program design through feedback loops, listening sessions, or leadership opportunities.

<p>Required Submissions:</p> <p>Narrative (800-word limit)</p> <p>Documentation</p>	<p>Scoring:</p> <p>+ 2 for lived experience membership on boards or committees + 2 for incorporation of lived experience in program design + 2 for documents or policies outlining the participation + 2 for agency statement/commitment to lived experience</p> <hr/> <p>8 Points Total</p>
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C.3 HMIS Data Quality: <i>As reported in the APR, the percentage of total HMIS fields across all persons served that are missing or in error.</i>	
Data Autoscored: APR Qs: 5a, 6a, 6b, 6c, 6d	Scoring: 5 = 0 – 0.4% 4 = 0.5 – 1.4% 3 = 1.5 – 1.9% 2 = 2 – 2.9% 1 = 3 – 3.9% 0 = 4% or more <hr/> 5 Points Total
C.4 Coordinated Entry (CE) Referral Enrollments: <i>As reported in HMIS, the percentage of persons enrolled who were referred through the Family and/or the Singles Coordinated Entry System.</i>	
Data Autoscored: HMIS Report	Scoring: 4 = 95% or more 3 = 90 – 94.9% 2 = 85 – 89.9% 1 = 80 – 84.9% 0 = Less than 80% <hr/> 4 Points Total
C.5 Coordinated Entry (CE) Acceptance: <i>As reported in HMIS, the percentage of eligible referrals accepted by the agency from the Family and/or the Singles Coordinated Entry System.</i>	
Data Autoscored: HMIS Report	Scoring: 4 = 95% or more 3 = 90 – 94.9% 2 = 85 – 89.9% 1 = 80 – 84.9% 0 = Less than 80% <hr/> 4 Points Total
C.6 CoC Participation: <i>Please describe how your agency participates in the Continuum of Care. This may include partnerships with community partners, agency membership on a committee or workgroup, volunteering in the PIT Count, or use of resources such as Program Performance Measures.</i>	
Required Submission: Narrative (300-word limit)	Scoring: + 3 for active involvement in the Continuum of Care + 2 for listing the city in which your agency volunteered in for the most recent unsheltered PIT Count <hr/> 5 Points Total

PART D: INTERVIEW

This section will be conducted with the Rank & Review Committee following the submission of your application. The questions to be asked will be selected by the CoC Board and distributed prior to your interview.

Appendix A: Race Equity – ALIGNMENT FORM & RUBRIC

Alignment Form – Renewal Applicants Only

Please fill out the table below utilizing U.S. Census-designated racial/ethnic categorization.

RACE / ETHNICITY	PERCENT OF STAFF	PERCENT OF CLIENTS
White		
Black or African American		
American Indian and Alaska Native		
Asian		
Native Hawaiian and Other Pacific Islander		
Two or More Races		
Hispanic or Latino		
TOTAL	100%	100%

Race Equity Rubric

Utilize the following rubric as general guidance for developing responses to the Race Equity criteria.

CRITERIA	ZERO POINTS	SOME POINTS	FULL POINTS
Organizational Standards	Agency only describes meeting minimum federal requirements	Agency has commitment to equity and provides some limited examples	Equity is fully embedded in the agency's operations and structure
Service Implementation ^b	Services are not described or there is no clear link to equity	Some examples of services link back to equity in limited ways	Equitable outcomes are a driving force behind program design/delivery
Year-over-Year Changes ^a	No information is provided on how the agency has worked to address equity	No comparison of previous year to current status but includes action items from the past year	Comparison of previous year's efforts and current efforts demonstrates an ongoing commitment to addressing equity
Identifying/Addressing Gaps	No gaps identified or data not submitted	Gaps are identified though no action has been taken or narrative is misaligned with data	Gaps are identified and responsive action is planned or underway
Staff/Client Alignment ^a	No strategy to advance diversity is noted or no staff data is submitted	Strategy to increase staff/client alignment is loosely developed or limited to specific levels of agency staff	Strategy to advance staff diversity includes many methodologies at various levels of the agency (i.e., mentoring, engagement, recruitment)
Policies & Procedures	No policies submitted or policies submitted do not extend beyond minimum legal requirement (i.e., anti-discrimination, equal opportunity, etc.)	Equity is mentioned in limited capacities or is mentioned in a way that has limited tangible impacts on organization	Policies have one or more sections dedicated to advancing equity within the organization and the programs it operates

a: Only applicable to Renewal Scorecard

b: Only applicable to New Housing/New HMIS & CE Scorecards