

Fort Worth/Arlington/Tarrant County
Continuum of Care TX-601
FY2018 CoC Program
Competition Overview
July 2018



FY18 Competition Overview

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Introduction

The Continuum of Care (CoC) Program (24 CFR part 578) is designed to promote a community-wide commitment to the goal of ending homelessness; to provide funding for efforts by nonprofit providers, States, and local governments to quickly re-house homeless individuals, families, persons fleeing domestic violence, and youth while minimizing the trauma and dislocation caused by homelessness; to promote access to and effective utilization of mainstream programs by homeless persons; and to optimize self-sufficiency among those experiencing homelessness.

Every year, the U.S. Department of Housing and Urban Development (HUD) makes available federal resources for homeless programming to communities around the country through its Continuum of Care (CoC) Program and its annual CoC Competition. Continuums access these funds by completing consolidated applications on behalf of the federally funded homeless programs in their CoC.

The CoC Program is authorized by subtitle C of title IV of the McKinney-Vento Homeless Assistance Act, (42 U.S.C. 11381–11389) (the Act), and the CoC Program regulations are found in 24 CFR part 578 (the CoC Program interim rule). The FY 2018 funds for the CoC Program were authorized by the Consolidated Appropriations Act, 2018 (Public Law 115-31, approved March 23, 2018) (the “FY 2018 HUD Appropriations Act”).

The TX-601 Ft Worth/Arlington/Tarrant County CoC has chosen the Tarrant County Homeless Coalition (TCHC) to serve as its Collaborative Applicant for FY2018.

Document Overview

This document is intended to provide CoC members with basic information about the FY2018 CoC Competition.

This FY2018 CoC competition plan is only applicable to HUD CoC-funded projects renewing their CoC project funding in 2018, or those organizations interested in applying for funding for a new CoC funded project.

Priorities and Objectives

HUD’s Homeless Policy and Program Priorities

(NOFA pages 6-7)

The FY18 NOFA focuses on the Administration goals articulated in Opening Doors: Federal Strategic Plan to Prevent and End Homelessness. The goals of Opening Doors are consistent with the Department’s homeless goals as stated in HUD’s Strategic Plan.

- (1) **End Homelessness for All Persons** – identify, engage, and effectively serve all persons experiencing homelessness; comprehensive outreach strategy; utilize local data and use the reallocation process
- (2) **Create a System Response to Homelessness**—measure system performance; create effective coordinated entry system; promote participant choice; plan as a system; make the delivery of homeless assistance more open, inclusive and transparent

- (3) **Strategically allocate resources**—review project quality, performance and cost effectiveness; maximize mainstream resources; review transitional housing projects; integration.
- (4) **Use Housing First Approach** – move quickly into permanent housing and does not have service participation requirements or preconditions; engage landlords and property owners, remove barriers to entry, and adopt client-centered service methods

FY18 CoC NOFA Highlights

- HUD will continue the 2 Tier funding process as defined below. For more information, please reference the [FY18 CoC NOFA Briefing](#).
 - Tier 1 Projects will be conditionally selected, provided the project applications pass the eligibility and threshold review (*NOFA page 11*)
 - Tier 2 Projects will be assessed for eligibility and threshold requirements and funding will be determined using a HUD formulated score (*NOFA page 11-12*)
 - Up to 50 points for CoC Application Score
 - Up to 40 points for Project Ranking
 - Up to 10 points for Commitment to Housing First
- Two-tiered funding approach formula
 - **TX-601 Annual Renewal Demand (ARD): \$11,923,476.00**
 - **Tier 1 TX-601: \$11,208,067.00**
 - Tier 1 = 94% of CoCs ARD
 - **Tier 2 TX-601: \$1,430,818.00**
 - Tier 2 = 6% of CoCs Total ARD + the Bonus
 - **Bonus TX-601 = \$715,409**
 - Bonus = 6% of the CoCs Final Pro-Rata Need (FPRN)
- The CoC Planning Project is non-competitive and is therefore not ranked with the remaining projects. The amount available for CoC Planning is up to 3% of the ARD, which includes funds up to \$357,704.00.
 - CoC Planning must pass eligibility and threshold requirements (*NOFA Page 12*).
- All projects in Tier 1 & Tier 2 will be subject to a HUD Threshold eligibility review. Threshold requirements include the following (*NOFA pages 33-41*):
 - Ineligible applicants
 - Project Eligibility: Monitoring findings, OIG Investigation, routinely does not make quarterly drawdowns, late APR submission, etc.
 - Project Quality Thresholds: New Projects
 - Project Renewal Threshold: Renewal Projects
 - Consistency with Consolidated Plan
 - Environmental Requirements
- DV Bonus (*NOFA page 8-9*)
 - New in FY2018, CoCs will be able to apply for a DV Bonus for PH-RRH projects, Joint TH/PH-RRH component projects, and SSO projects for coordinated entry (SSO-CE). A CoC may apply for up to 10 percent of its Preliminary Pro Rata Need (PPRN), or a minimum of \$50,000, whichever is greater, or a maximum of \$5 million, whichever is less, to create up to three DV Bonus projects.

- Regardless of the type of project, the grant term must be 1-year
- CoCs can only submit one project application for each project type: PH-RRH, Joint TH/PH-RRH, and SSO-CE. If a CoC submits more than one project application for each project type, HUD will only consider the highest ranked project that passes eligibility and quality threshold review, HUD will consider the highest ranked PH-RRH project application that passed eligibility and quality threshold for the DV Bonus and the lowest ranked PH-RRH project will be considered under the regular bonus project
- CoCs are required to rank all DV Bonus projects on the CoC Priority Listing with a unique rank number. If a project application designated as DV Bonus is conditionally selected by HUD with DV Bonus funds, HUD will remove the ranked DV Bonus project from the New Project Listing and all other project applications ranked below the DV Bonus project will slide up one rank position (e.g., if the conditionally selected DV Bonus project is ranked #5, HUD will remove the DV Bonus project and each project below #5 will move up one ranked position).
- If the DV Bonus project application is not conditionally selected with DV Bonus funds, the project application will remain in its ranked position and will be considered for funding as a bonus project with available CoC Program funds provided the CoC meets the requirements of Section II.B.1. of the NOFA.
- DV Bonus projects will be assigned up to 100 points (separate from Tier 2 scoring) to compete nationally for DV Bonus dollars:
 - For Rapid Re-housing and Joint TH and PH-RRH component projects:
 - CoC Score. Up to 50 points in direct proportion to the score received on the CoC Application.
 - Need for the Project. Up to 25 points based on the extent the CoC is able to quantify the need for the project in its portfolio, the extent of the need, and how the project will fill that gap.
 - Quality of the Project Applicant. Up to 25 points based on the previous performance of the applicant in serving survivors of domestic violence, dating violence, sexual assault, or stalking, and their ability to house survivors and meet safety outcomes.
 - For SSO Projects for Coordinated Entry:
 - CoC Score. Up to 50 points in direct proportion to the score received on the CoC Application.
 - Need for the Project. Up to 50 points based on the extent to which the CoC is able to demonstrate the need for a coordinated entry system that better meets the needs of survivors of domestic violence, dating violence, sexual assault, or stalking, and how the project will fill this need.
- The Collaborative Applicant (TCHC) has the responsibility to assure that all individual project applications and attachments are accurate and complete. Therefore, application completeness will be a scored item in the local competition.

New Project Opportunities

In the FY2018 CoC Program Competition, in addition to requests for renewal projects and CoC planning project requests, CoCs may submit requests for new projects funded through reallocation, bonus, or a combination of reallocation and bonus, and DV bonus.

New projects are subject to the rules and regulations included in the HUD NOFA and the CoC Policies and Procedures; therefore, applicants should review these documents with care before submitting a proposal.

Reallocation or Bonus Projects

Through the reallocation process and Bonus funds (*NOFA page 28*), CoCs may create the following types of new projects:

- a) New permanent supportive housing projects where all beds will be 100% dedicated for chronically homeless individuals and families or designated as DedicatedPLUS (*NOFA page 16*), as defined in 24CFR 578.3.
- b) New rapid rehousing projects that will serve homeless individuals and families, including unaccompanied youth.
- c) New Joint TH/PH-RRH projects that will include transitional housing and permanent housing-rapid rehousing in a single project to serve individuals and families experiencing homelessness, including those fleeing or attempting to flee domestic violence, dating violence, sexual assault or stalking.
- d) New Supportive Services Only (SSO) project specifically for a coordinated assessment system.
- e) New dedicated Homeless Management Information System (HMIS) project that must be carried out by the HMIS Lead.

DV Bonus

Through the DV Bonus (*NOFA page 29*), CoCs may create the following types of new projects:

- a) Permanent Housing-Rapid re-housing projects dedicated to serving survivors of domestic violence, dating violence, sexual assault, or stalking that are defined as homeless at 24 CFR 578.3;
- b) Joint TH and PH-RRH component projects as defined in Section III.C.3.m of this NOFA dedicated to serving survivors of domestic violence, dating violence, sexual assault, or stalking that are defined as homeless at 24 CFR 578.3; or
- c) Supportive service only-coordinated entry project to implement policies, procedures, and practices that equip the CoC's coordinated entry to better meet the needs of survivors of domestic violence, dating violence, sexual assault, or stalking.

Eligible Project Applicants

Eligible project applicants for the CoC Program Competition are, under 24 CFR 578.15, nonprofit organizations, States, local governments, and instrumentalities of State and local governments. Public housing agencies, as such term is defined in 24 CFR 5.100, are eligible without limitation or exclusion. For-profit entities are not eligible to apply for grants or to be subrecipients of grant funds. (*NOFA page 27*)

Renewal Projects

Awards made under the CoC Program, SHP, and S+C programs are eligible for renewal for FY 2018 funds if they are currently in operation and have an executed grant agreement that is dated no later than December 31, 2018 and expires in Calendar Year (CY) 2019 (the period from January 1, 2019 through December 31, 2019) and is included in the current [Grant Inventory Worksheet](#). (NOFA page 26).

Eligible renewal projects requesting rental assistance are permitted to request a per-unit amount less than the Fair Market Rent (FMR) if the actual rent per unit under lease is less than the FMR. This will help reduce the number of projects receiving rental assistance that have large balances of unspent funds remaining at the end of the operating year. Renewal project applicants must ensure that the amount requested will be sufficient to cover all eligible costs as HUD cannot provide funds beyond what is awarded through this Competition. Project applications for rental assistance cannot request more than 100 percent of the published FMR. New project applications must adhere to 24 CFR 578.51(f) and must request the full FMR amount per unit. (NOFA page 31)

Expansion Project

HUD will allow project applicants to apply for a new expansion project under the DV Bonus, reallocation, and bonus processes to expand existing projects that will increase the number of units, persons served, services provided to existing program participants, or to add additional activities to HMIS and SSO-Coordinated Entry projects. If the new expansion project will expand an existing eligible CoC Program renewal project HUD will not fund capital costs (i.e., new constructions, rehabilitation, or acquisition) and HUD will only allow a 1-year funding request. (NOFA page 30)

Consolidated Project

Applicants may use the consolidation process to combine two or more eligible renewal projects (e.g., permanent housing-permanent supportive housing projects) and may do so through the renewal project application. (NOFA page 31)

First Time Applicants

TX-601 encourages eligible new applicants to apply for funding in the FY18 CoC Program Competition.

Thoroughly read the entire [HUD CoC NOFA](#) and the [local RFP](#). Pay careful attention to the Eligible Applicants section (NOFA page 25) and the New Projects Requirements (NOFA page 28 – 29, 35).

If you do not have an eSNAPS account (The electronic grants management system managed by HUD's Office of Special Needs Assistance Programs (SNAPS)); create an account immediately. For further information, visit: <https://www.hudexchange.info/resource/2903/adding-deleting-registrants-in-esnaps/>

Financial Management Requirements

It is important for applicants to review the financial management requirements that went into effect in December 2014 and will apply to the FY2018 CoC Program Grant; "Transition to 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Final Guidance", a.k.a "The Transition Notice." Applicants should have their financial managers review the notice at: <https://portal.hud.gov/hudportal/documents/huddoc?id=15-01sdn.pdf>

Project Budgets

CoC Program eligible costs are detailed at 24 CFR 578.37 through 578.

Match

24 CFR 578.73 provides the information regarding match requirements. As authorized by the FY 2018 HUD Appropriations Act, program income may now be used as a source of match and must be properly documented in the project application. A 25% match is required on all budget categories except leasing. *(NOFA page 27)*

Indirect Costs

Indirect costs, (defined at 2 CFR 200.56) are those costs incurred for a common or joint purpose benefiting more than one cost objective, and not readily assignable to the cost objectives specifically benefited, without effort disproportionate to the results achieved. To facilitate equitable distribution of indirect expenses to the cost objectives served, it may be necessary to establish a number of pools of indirect (F&A) costs. Indirect (F&A) cost pools should be distributed to benefited cost objectives on bases that will produce an equitable result in consideration of relative benefits derived. Refer to 2 CFR 200.403, 200.413 and 200.414 for additional information on determining if costs charged or the award are direct or indirect.

Applicants selected for funding pursuant to this NOFA may charge indirect costs to the award. Applicants with an approved federally negotiated indirect cost rate must submit with their application a copy of their approved Indirect Cost Rate Proposal to substantiate their request. *(NOFA page 27)*

Local Scoring & Ranking

Goals & Priorities for the FY2018 CoC Competition

The CoC has identified the following funding priorities for the FY2018 CoC Competition:

- Submit a consolidated application that meets threshold and maximizes available funding
- Fund projects that meet community needs
- Fund projects that are cost effective and maximize program and mainstream resources
- Fund projects that successfully end homelessness
- Promote the use of best practices
- Fund projects that will help the CoC achieve the federal strategic plan goals of ending homelessness for veterans, chronically homeless, families, youth, and all other populations

In addition, the CoC has identified the following goals and priorities to guide final ranking of new and renewal projects in the 2018 CoC Consolidated application:

- Project Ranking Goal: To prioritize activities that are most successful in ending homelessness and maximize funding available to end homelessness in the CoC, while also providing an incentive to all funded providers to monitor and improve their performance, including efficiency with funds and ensure continued funding with CoC resources
- To that end, the following priorities, in no particular order, will help guide development of a final ranking approach:
 - The CoC may seek to preserve low-ranking projects at risk of losing funding where those projects represent the only CoC Program funding in their communities
 - The CoC may seek to preserve low-ranking Permanent Housing (PH) projects at risk of losing funding where those projects represent the only CoC Program funded PH in their communities

- The CoC may prioritize projects that have demonstrated the use of Housing First practices
- The CoC may consider reducing funding requests for the lowest ranked projects as a means to preserve funding for higher ranked projects, if needed, and keeping in line with other priorities
- The CoC may consider ranking new projects higher than some renewal projects, where the CoC believes doing so will better help the CoC meet the ranking goal outlined above

Renewal CoC Projects are subject to performance review via the Renewal Project Scorecard which was adopted by the TX-601 Board of Directors. The scorecard reflects the HUD System Performance Measures, HUD Policy Priorities and local priorities and comprises 65% of the total project score. The remaining 35% of the total project score will be derived from scored elements in the local RFP. New project scores will be entirely derived from the scored elements in the local RFP.

The TX-601 Board of Directors adopted the [FY2018 Project Ranking Policy](#) (Appendix D) and the [FY2018 Reallocation Policy \(Appendix C\)](#), which provides guidance to the Allocation Committee when determining project rank order.

A. HUD Ranking Requirements

The CoC must assign a unique rank to each project that it intends to submit to HUD for FY2018 funding except for the CoC planning grant. Ranking of renewal projects must incorporate scoring on project performance, system performance and effectiveness. Each CoC must comprehensively review both new and renewal projects within its geographic area, using CoC-approved scoring criteria and selection priorities, to determine the extent to which each project is still necessary and addresses the listed policy priorities. Funds for projects that are determined to be underperforming, obsolete, or ineffective should be reallocated to new projects that are based on proven or promising models.

Any new or renewal project may be placed in Tier 1. CoCs should carefully consider the priority and ranking for all projects in Tier 1 and Tier 2. Projects in Tier 1 will be conditionally selected if applications pass both HUD's eligibility and threshold review.

Projects placed in Tier 2 will be assessed for eligibility threshold and threshold requirements and funding will be determined using the CoC Applications score as well as factors listed in the NOFA.

B. Policy Priorities

CoCs should consider the policy priorities established in the NOFA (*NOFA page 6*) in conjunction with local priorities to determine the ranking of new projects created through reallocation, CoC planning, and renewal project requests.

Project Evaluation Process

The Allocations Committee reviews and approves the evaluation process and project ranking approach. The evaluation process and related project ranking helps TX-601 fully maximize CoC Program funds, make informed funding decisions, and continue to move the CoC toward our goal of ending homelessness.

Renewal Project Scorecards

Renewing projects are evaluated utilizing performance and financial data, data quality elements, grant management efforts and CoC participation. The evaluation is used to establish which programs have been most successful in achieving HUD and locally determined performance standards; and to identify how programs are contributing to the overall System Performance of the CoC.

Performance data is gathered via an Annual Performance Report (APR) for each program with the date range of June 1, 2017 – May 31, 2018. The aggregate data provides a CoC-wide average baseline performance for the related scorecard measures. After calculating average performance of each measure, a +/-5% deviation is established for the scoring range. The range nearest the average percentage is eligible for 5 points; project percentages above the specified average will receive 10 points; and project percentages below the specified average range will receive 0 points. This method allows programs to be compared and scored specifically to other programs of the same project component type and identify which projects are most improving the CoC System Performance. Ranges not related to APR measures were obtained from information derived from other sources including but not limited to NAEH, HUD, and eSNAPS project applications.

Before using project reports to establish scored, TCHC notifies renewing projects of the performance date range and deadlines to complete all data corrections. In FY2018, projects were notified on June 11th of the data parameters and expectations and were given a deadline of June 22nd to have all data corrections complete. TCHC provides technical assistance via email and an in-person Data Clean-Up Session, held on June 18th. Finalized APR data was generated on June 22nd to represent data used for the score cards and to establish baseline community performance averaged. Non-HMIS users submit data from a comparable database with the same deadline of June 22nd. Data from the comparable database is be used to generate score cards for these projects.

Score card data is derived from HUD reports including Annual Performance Reviews (APRs), Data Quality Reports, System Performance Reports and HMIS custom reports. Project applications, agency self-report and sign-in sheets will be used for data outside the HMIS.

A complete list of projects eligible for renewal in the FY2018 CoC Competition can be found in Appendix A: 2018 Renewal CoC Projects.

The 2018 Renewal Project Scorecard can be found in Appendix B: 2018 Renewal Project Scorecard.

The following areas are evaluated as part of the renewal project evaluation process.

Scorecard Category Weight	
Project Performance	50%
HMIS Data Quality	20%
Coordinated Entry Participation	20%
Grant Management & Financials	10%
Total Score	100%

Project Performance:

1. Percentage of chronically homeless households served (PSH projects only)

- a) Purpose: Indicates project success in ending chronic homelessness by measuring the number of chronically homeless participants served in the project during the measured year.
- 2. Percentage of participants who remained in PSH or exited to permanent housing
 - a) Purpose: Indicates project success in ending homelessness by measuring the number of participants with a permanent destination at project exit and those who remained in a permanent supportive housing project compared to the total number of participants active in the project during the measured year.
- 3. Average length of stay of participants (RRH projects only)
 - a) Purpose: Indicates the efficiency of the program and self-sufficiency of participants
- 4. Percentage of adults at exit or annual assessment who gained or increased employment income
 - a) Purpose: Indicates that the project is assisting households to increase self-sufficiency and stabilize housing by retaining or gaining employment income.
- 5. Percentage of adults at exit or annual assessment who gained or increased non-employment cash income
 - a) Purpose: Indicates that the project is assisting participants toward self-sufficiency through retaining or increasing income by utilizing all possible resources available to participants.
- 6. Returns to Homelessness
 - a) Purpose: Indicates the project's long-term success of participants who successfully exited two years ago

HMIS Data Quality:

- 7. Personal Identifying Information Error Rate
 - a) Purpose: To achieve accurate data collection and to satisfy HUD HMIS data requirements, projects must ensure that data entered into the local HMIS system is complete.
- 8. Universal Data Elements Error Rate
 - a) Purpose: To achieve accurate data collection and to satisfy HUD HMIS data requirements, projects must ensure that data entered into the local HMIS system is complete.
- 9. Income and Housing Data Quality
 - a) Purpose: To achieve accurate data collection and to satisfy HUD HMIS data requirements, projects must ensure that data entered in the local HMIS system is complete.

Data provided from non-HMIS participating agencies sent in a CSV format unable to be processed through the electronic database utilized by HMIS participating agencies will be reviewed outside of the system for data quality and completeness.

Coordinated Entry System Participation:

- 10. Case Conference Attendance
 - a) Purpose: Each CoC-funded agency is required by HUD to participate in the Coordinated Entry System. This measure indicates if agencies are actively participating in Coordinated Entry.
- 11. Time to Lease Up
 - a) Purpose: TX-601 set a community-wide goal to house clients within 60 days of project enrollment. This metric will allow TX-601 to measure progress towards reaching this goal.
- 12. Accepted Referrals
 - a) Purpose: TX-601 set a community-wide goal of accepting at least 90% of clients referred from Coordinated Entry (no more than 10% denial rate). This metric will allow TX-601 to measure progress towards reaching this goal.

Grant Management & Financials:

13. Quarterly eLOCCS drawdowns
 - a) Purpose: It is required by HUD that programs show agency capacity to quarterly drawdown funds during their project year.
14. Cost Efficiency
 - a) Purpose: It is important to HUD that programs demonstrate cost efficiency – the annual cost to retain or move someone into permanent housing.
15. Quarterly Occupancy Utilization Rate
 - a) Purpose: Indicates efficient use of community resources. High occupancy indicates system efficiency and community demand for services. Project occupancy data is reported to HUD twice a year via the Housing Inventory Chart (HIC) and the Annual Homeless Assessment Report (AHAR).
16. Percentage of total grant funds recaptured in the most recent grant closeout
 - a) Purpose: It is important to HUD that programs show agency capacity to spend funds allocated in a timely manner and in full and allows for potential fund reallocation of unspent funds during the HUD CoC Competition.
17. 2018 PIT Count Participation
 - a) Purpose: Indicates if agency is participating in CoC-related activities.
18. CoC General Meeting Attendance
 - a) Purpose: Indicates if agency is participating in CoC-related activities.

Review Only:

This section is **not** part of the FY2018 total project score. These are test questions to begin evaluating performance in the specified areas. These questions may be scored during future competitions.

1. Projected Project Spend Down
 - a) Purpose: Ensure the program is on track to spend down all project funds by the end of its current grant term
2. Site Monitoring
 - a) Purpose: HUD requires that project meet threshold requirements throughout the life cycle of the project
3. PSH Move On
 - a) Purpose: Ensure PSH projects are assisting clients to independent living and effectively utilizing project beds

First Year Renewals

First year renewals will not receive a score card because the project has not had the opportunity to complete a full year. First year renewal scores will be derived 100% from narrative responses.

Request for Proposals

New and renewing projects are required to submit a response to the Request for Proposal (RFP) to apply for the local CoC competition. Applicants must submit one RFP per project. The local RFP contains narrative questions that must be completed by all applicants.

Narrative questions are derived from local priorities and FY2018 HUD policies and priorities. Narrative questions vary by project type (i.e. PSH, RRH) and project status (i.e. renewal, new), and serve as an opportunity for applicants to provide more detail regarding their project. The Allocations Committee is responsible for scoring this portion of the local competition. A scoring matrix is provided to this committee to assist with the scoring process.

The FY2018 RFP questions can be found in Appendix E: FY2018 RFP Narrative Questions.

Victim Service Provider Projects

Domestic Violence project applications are reviewed, scored and ranked in the manner described in previous sections. All performance related data is provided by the Victim Service provider as generated from the non-HMIS Comparable Database.

All Domestic Violence applicants, whether new or renewing, will be required to describe methods and tools used to ensure and increase client safety while enrolled in the program through the local RFP.

For new projects seeking DV Bonus funding, additional questions will be required on the local RFP to demonstrate unmet community need and a proposed plan to address the unmet need, along with data sources and calculations used to establish the unmet need.

Total Project Score

The total project score for Renewal Projects with at least one full year of operation is comprised 65% from the project scorecard and 35% from the local RFP. TX-601 places an emphasis on project performance to align with HUD priorities.

The total project score for New Projects, First-Time Renewals, and Renewal Projects with less than one full year of operation is 100% derived from the local RFP (narrative responses). Score cards are not applicable for these projects.

Fund Allocations Process

The Allocations Committee, a committee of the TX-601 CoC Board, is comprised of objective community members who score project applications, rank projects as required and make funding recommendations. The committee members are approved by the CoC Board and are not affiliated with applicant agencies. Committee members are provided with multiple training opportunities regarding the CoC NOFA, the scoring process, and the ranking policy. Members are given materials a minimum of 1 week prior to the deliberations meeting to review, score, accept/reject and rank project applications.

The following project application materials are provided to each committee member:

- Renewal Project Score Card
- Local RFP responses for new and renewing projects
- Relevant eSNAPS data
- Relevant Project Financial Data
- Local Monitoring Materials

The scores from each member are returned to TCHC for initial project ranking per the CoC policy. Committee members deliberate in a closed meeting to make ranking, funding and reallocation decisions as guided by CoC policy. Additionally, the committee will make decisions related to which projects to accept and/or reject in the local competition. Once a consensus has been met, the committee will provide final ranking recommendations to the CoC Board of Directors for review and instruct the Collaborative Applicant to submit the project ranking within the HUD-required timeframe. The CoC will notify any projects that are rejected or reallocated within the HUD-required timeframe.

Appendix A: 2018 Renewal CoC Projects

Grantee Name	Project Name	Project Type	First Time Renewal
Catholic Charities Fort Worth	Master Lease	PSH	
Catholic Charities Fort Worth	Master Lease II	PSH	
Center for Transforming Lives	CTL Rapid Rehousing Renewal 1603	RRH	
CitySquare (formerly Central Dallas Ministries)	OnTRAC Tarrant TH/RRH	Joint TH/RRH	Y
Community Enrichment Center	CEC Rapid Rehousing	RRH	
Fort Worth Housing Solutions	SPC 1 2017-2018	PSH	
Fort Worth Housing Solutions	SPC 2 2017-2018	PSH	
Fort Worth Housing Solutions	SPC 6 2017-2018	PSH	
Fort Worth Housing Solutions	CHANGE SPC 8 2017-2018	PSH	
Housing Authority of the City of Arlington	2017 SPC At Large Expansion	PSH	
Housing Authority of the City of Arlington	2017 SPC Tenant Based	PSH	
Housing Authority of the City of Arlington	2017 Arlington Housing Rapid Rehousing	RRH	
MHMR of Tarrant County	Gateway to Housing	PSH	
Presbyterian Night Shelter	Housing Solutions Combined	PSH	
Presbyterian Night Shelter	Mimi Hunter Fitzgerald Safe Haven	SH	
Recovery Resource Council	Project New Start	PSH	
SafeHaven of Tarrant County	SafeSolutions for Rapid Rehousing	RRH	
SafeHaven of Tarrant County	SafeFoundations for Rapid Rehousing	RRH	Y
Tarrant County	CEC 3CP	RRH	
Tarrant County	TBLA 114 Tarrant County	RRH	
Tarrant County	TBLA 13 MHMR	PSH	
Tarrant County	TBLA 15 Samaritan House	PSH	
Tarrant County	TBLA 17 MHMR	PSH	
Tarrant County	Samaritan House Grace Village	PSH	
Tarrant County	Salvation Army Veterans PSH Program	PSH	
Tarrant County	Housing SPC	PSH	
Tarrant County	SafeTomorrows	PSH	
Tarrant County	TSA Housing First PSH	PSH	
Tarrant County	TSA Housing First PSH II	PSH	
Tarrant County	TSA SIMON PSH	PSH	
Tarrant County Homeless Coalition	CoC HMIS	HMIS	
Tarrant County Homeless Coalition	CoC Coordinated Assessment System	SSO	
Tarrant County Homeless Coalition	CAS Field Ops Expansion	SSO	

Appendix B: 2018 Renewal CoC Projects Score Card

Total Project Score					
Total Project Score = Project Performance Percentage Achieved + HMIS Data Quality Percentage Achieved + Coordinated Entry Participation Percentage Achieved + Grant Management & Financials Percentage Achieved	Scoring Category	Total Points Achieved	Total Points Available	Category Weight	Percentage Achieved
	Project Performance	0	50	50%	0%
	HMIS Data Quality	0	30	20%	0%
	Coordinated Entry Participation	0	30	20%	0%
	Grant Management & Financials	0	60	10%	0%
Total Score	0%				

Performance Criteria	Purpose & Source of Measurement	Formula Information	Performance Calculation	Points: 10	Points: 5	Points: 0	Total			
Project Performance 50%										
Achieving project outcomes provides a benchmark for how well projects help to end homelessness. Assessing & monitoring project outcomes is necessary to understand a project's rate of success and contribution to CoC-wide performance goals.										
Percentage of chronically homeless households served	Indicates community success in ending chronic homelessness by measuring the number of chronically homeless participants served in the project during the measured year. Sage APR Q26a	Total Chronically Homeless Households served		#DIV/0!	PSH: >=61%	PSH: 50% - 60%	PSH: <= 49%			
		Total Households served								
Percentage of participants who remained in PSH or exited to permanent housing	Successful housing outcomes are one of the most important measures of project success. Sage APR Q23a and Q23b	Total Number of Persons Served (Q05a, Row 1)		#DIV/0!	PSH: >= 98%	PSH: 90- 97%	PSH: <= 89%			
		Total persons exiting to positive housing destinations, >90 days (Q23a, 2nd row from the bottom, Column 1)						RRH: >= 95%	RRH: 90% - 94%	RRH: <= 89%
		Total persons exiting to positive housing destinations, <90 days (Q23b, 2nd row from the bottom, Column 1)								

		Total, >90days (Q23a, 3rd row from the bottom, Column 1)					
		Total, <90 days (Q23b, 3rd row from the bottom, Column 1)					
		Total Deceased					
		Unsuccessful exits (Auto Calculated)					
Average length of stay of program leavers	Length of Stay is measured to determine if clients are moving through the programs in an appropriate length of time and are efficiently moving towards a permanent and stable home. It also assists community system modeling efforts. Sage APR Q22b	N/A		RRH: >=3-12 months	RRH: 13-18 months	RRH: >=19 / <=2 months	
Percentage of adults at exit or annual assessment who gained or increased employment income	Improving household access to financial resources is crucial to reducing vulnerability to homelessness. Increase in income is measured in the NOFA & System Performance Measures Sage APR Q19a3	N/A		PSH: >= 15% RRH: >= 56%	PSH: 9% - 14% RRH: 50% - 55%	PSH: <= 8% RRH: <= 49%	
Percentage of adults at exit or annual assessment who gained or increased non-employment cash income	Improving a household's access to financial resources is crucial to reducing vulnerability to homelessness. Increase in income is measured through the NOFA & System Performance Measures. Sage APR Q19a3	N/A		PSH: >= 61% RRH: >= 21%	PSH: 55 - 60% RRH: 15% - 20%	PSH: <= 54% RRH: <= 14%	

Returns to Homelessness	Reducing returns to homelessness is one of the most important measures of program success and is HUD System Performance Measure 2a.	N/A			<= 4%	5% - 9%	>= 10%	
HMIS Data Quality 20%								
HMIS participation and data quality are priorities for TX601 & HUD. Accurate, complete & timely data is crucial to determine how projects are contributing to ending homelessness. High quality data is key to understanding what projects are doing and how the CoC & HUD can make informed decisions about the project.								
Personal Identifying Information Error Rate	To achieve accurate data collection and to satisfy HUD HMIS data requirements, projects must ensure that data entered into the local HMIS system is complete. HUD Data Quality Report	N/A			0% - 1%	2% - 5%	>= 6%	
Universal Data Elements Error Rate		N/A			0% - 1%	2% - 5%	>= 6%	
Income and Housing Data Quality		N/A			0% - 1%	2% - 5%	>= 6%	
Coordinated Entry System Participation 20%								
24 CFR 578.(a)(8) states that CoCs must establish and operate a Coordinated Entry System to allocate assistance as effectively as possible, prioritizing services to those that need it the most.								
Case Conference Attendance	Ensure program participation in the Coordinated Entry process. TCHC Sign-In Sheets	Number of Meetings		#DIV/0!	>= 75%	50% - 74%	<= 49%	
		Number Attended						
Time to Lease Up	TX-601 established Community-wide performance expectations in 2016 and identified that well-functioning Housing Crisis Response System moves households from homelessness to permanent housing as swiftly as possible Sage APR Q22c	N/A			<= 30 days	31-60 days	>= 61 days	

Accepted Referrals	TX-601 established Community-wide performance expectations in 2016 to allocate assistance as effectively as possible, prioritizing services to those that need it the most. HMIS Custom Report	Number of CES Referrals					
		Number of Accepted Referrals		#DIV/0!	>=90%		<=89%
Grant Management & Financials 10% Projects must demonstrate understanding of compliance with federal & local regulations of project operations.							
Quarterly eLOCCS drawdowns	It is required by HUD that programs show agency capacity to quarterly drawdown funds during the HUD CoC Competition. Agency Self-Report	N/A			4 Quarters	3 Quarters	<= 2 Quarters
Cost Efficiency	It is important to HUD that programs demonstrate cost efficiency - the annual cost to retain or move someone into permanent housing. Project Application & Sage APR Data	Total CoC Budget Plus 25% Required Match					
		Number of participants who exited to or remained in permanent housing during the reporting period			<=\$8,999	\$9,000 - 11,000	>=\$11,001
Quarterly Occupancy Utilization Rate	Household utilization rates demonstrate that the CoC is fully utilizing its inventory. Sage APR Q08b & Application	January Total (Q08b, Row 1, Column 1)					
		April Total (Q08b, Row 2, Column 1)					
		July Total (Q08b, Row 3, Column 1)					
		October Total (Q08b, Row 4, Column 1)			90% - 150%	80% - 89%	>= 149% or <= 79%
		Adjusted Total from 2016 Project Application (Auto Calculates)					
		Proposed number of households served					
Percentage of total grant funds that	It is important to HUD that programs show agency	Total Grant Award			0-2%	3-5%	>= 6%

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<p>were recaptured in the most recent grant closeout</p>	<p>capacity to spend funds allocated in a timely manner and in full and allows for potential fund reallocation of unspent funds during the HUD CoC Competition. Sage APR Data</p>	<p>Total Spent</p>						
		<p>Unspent Amount</p>	<p>\$ -</p>					
<p>2018 PIT Count Participation</p>	<p>The measure indicates if agency is participating in CoC-related activities PIT Registration or PIT Data</p>	<p>N/A</p>			<p>Yes</p>		<p>No</p>	
<p>CoC General Meeting Attendance</p>	<p>To support collaboration between agencies and knowledge of local resources at the CoC will provides CoC wide meetings with varying topics related to homelessness and housing services. The measure indicates agency participation. TCHC Sign-In Sheets</p>	<p>Number of Meetings</p>		<p>#DIV/0!</p>	<p>>= 75%</p>	<p>50% - 74%</p>	<p><= 49%</p>	
		<p>Number Attended</p>						

Appendix C: TX-601 Reallocation Policy

For FY 2018 CoC Program funding HUD will prioritize those CoCs that demonstrate a capacity to reallocate funding in the FY 2018 CoC Program Competition or have reallocated a total of at least 20 percent of the CoC's total ARD between FY 2014 and FY 2018 from lower performing projects to higher performing projects as demonstrated through the CoC's local selection process. TX-601 uses local data to determine the characteristics of individuals and families with the highest needs and longest experiences of homelessness to develop housing and supportive services tailored to their needs. TX-601 uses the reallocation process to create new projects that improve the overall system performance and better respond to the community need. The policy below is in response to HUD's recommendation to reallocate low performing and underspent projects.

Voluntary Reallocation Policy

To meet HUD and community priorities, CoC programs that are not housing first, demonstrate low performance, or have a high recapture rate may voluntarily reallocate a portion of the grant. Funds from projects that are voluntarily reallocated will be used to fund higher performing projects or new projects. TCHC will offer technical support and acknowledgement letters for agencies who voluntarily reallocate their grant awards.

Involuntary Reallocation Policy

Performance

Renewal projects will be assessed on their project quality and ability to meet performance outcomes such as occupancy rates, participant income growth, successful exits, and cost efficiency. Projects with the lowest performance rates may be reallocated to higher performing projects or new projects.

Spending History

HUD assumes projects will spend 100% of the funds allocated to them. Projects that fail to spend more than 10% of their grant award may see a decrease in funding as those funds are added to the pool of funds available for reallocation to other projects. Projects that have a high recapture rate for two consecutive program years, may be reduced to the amount disbursed at the end of the 12-month review. An exception to this policy may be made for new projects that could not expend funds due to implementation barriers.

HMIS Participation

HMIS participation is required to meet HUD renewal project threshold requirements. Non-HMIS providers must use a comparable database that meets the needs of the local HMIS to meet this threshold. The midterm performance review along with data quality reports will be examined to determine if agency participation in HMIS is adequate. Projects with a data error rate of 10%

or more will be placed on a data error plan to correct existing errors and prevent future occurrences. The data error plan will consist of a series of required data quality workshops for users within the project. Projects that do not meet threshold requirements or have the highest rates of data errors may be reallocated to higher performing projects or new projects.

Appendix D: TX-601 Ranking Policy

CoC TX-601 will use the following process to rank all project applications in the 2018 Continuum of Care Program Competition to accomplish the following objectives:

- To prioritize those activities that are most successful in ending homelessness
- To maximize funding available to end homelessness in the CoC
- To provide an incentive to all funded providers to monitor and improve their performance, including efficiency with funds, to ensure continued funding with CoC resources

Rank Order

1	Permanent Supportive Housing	Renewal PSH Projects (including Safe Haven Project) First Time Renewal PSH Projects
2	Required CoC Services	HMIS Coordinated Assessment
3	Rapid Rehousing	Renewing Rapid Rehousing First Time Renewal RRH & Joint TH-RRH projects Joint TH-RRH projects
4	New Projects	PSH projects RRH projects Joint TH-RRH projects DV Bonus projects

Projects are scored utilizing objective criteria including: project quality, past performance, cost effectiveness and contributions made to improve overall system performance. Domestic Violence providers will be evaluated utilizing data generated from a comparable database and are held to the same performance standards as non-domestic violence focused projects. To improve client safety, all providers are required to implement Emergency Transfer plans for those experiencing domestic violence, dating violence, sexual assault, or stalking and must adhere to the principles of Housing First. TX-601 monitors these standards throughout the year and findings are incorporated into the scoring process.

Projects of the same component type are ranked according to score as determined by the Project Renewal Score Card and the RFP score as assigned by the Allocations Committee. Projects with equal scores and same project component type will be ranked based on grant recapture rates.

Projects that are renewing for the first time, and subsequently not completed a full project year and have not submitted an APR to HUD will not have a Project Renewal Score Card. These projects will be ranked below renewal projects, in order of RFP score as assigned by the Allocations Committee.

As HMIS and Coordinated Entry are HUD mandated requirements to receive CoC funding, these projects will be placed in Tier 1 to secure the funding needed for these activities. The CoC Planning Grant is non-competitive and is not a ranked project in this competition.

Renewal Project Score Threshold

All scored renewing projects are subject to an eligibility threshold. Projects that score in the lowest 30% on the Renewal Project Score Card may be subject to a lower ranking status and may be subject to reallocation. For example, the Allocations Committee may rank a new project above a renewing project that scores in the bottom 10%.

Geography

HUD has determined that geographic diversity is an appropriate consideration in selecting homeless assistance projects in the CoC competition. Likewise, TX-601 recognizes that geography is an appropriate consideration for the local competition. Projects may be ranked higher to ensure CoC funded programs are accessible to people experiencing homelessness throughout the entire TX-601 geography.

Vulnerable/High-Needs Populations

TX-601 recognizes that high quality projects that serve vulnerable and high-needs populations, such as chronic homelessness, domestic violence and substance abuse; are a critical component to ending homelessness. To address these needs and vulnerabilities of program participants during the ranking and selection process, the Allocations Committee of the CoC may rank the projects higher to ensure that needs of these populations are being served through CoC funded programs. These programs must meet a need in the community, show positive housing related outcomes, and provide choice to participants seeking the services offered.

New projects applying for the Domestic Violence Bonus funds will be ranked in Tier 2 to ensure that existing high performing renewal projects that serve high-needs populations will remain prioritized in the competition. If there are no other Domestic Violence renewal projects in Tier 1, Domestic Violence Bonus projects will be considered for Tier 1.

Voluntary Reallocation

Projects that choose to voluntarily reallocate at least 55% of their current grant amount in order to apply for a new reallocation-based project may be accorded additional consideration in the ranking order.

Appendix E: FY2018 RFP Narrative Questions

1. **GENERAL DESCRIPTION (INSERT FROM eSNAPS APPLICATION QUESTION 3B1):** Provide a description that addresses the entire scope of the proposed project. The project description should be complete and concise.
2. **HMIS:** How will you ensure new and current employees attend HMIS user training on an annual basis? How will your project maintain timely data entry and excellent data quality? For Non-HMIS participating agencies (Victim Service Providers), describe how you will ensure timely and accurate data quality using a comparable database?

3. **COORDINATED ENTRY PARTICIPATION:** In July 2016, more than 20 CoC partners developed the performance targets below for the Coordinated Entry System.

NEW Projects: Please describe how your program will meet each objective below.

RENEWAL Projects: Please describe your performance to-date on how you have met each objective below since the implementation of Coordinated Entry and how you will continue to contribute to the targets below in the coming year. If possible, include quantifiable and measurable data for the targets.

TX-601 Coordinated Entry System Performance Targets:

1. 100% of CoC & ESG funded housing providers will participate in the new Coordinated Entry System
 2. 100% of PSH & RRH new client enrollments will come from the new Coordinated Entry System
 3. 90% of Coordinated Entry program referrals must be accepted by housing providers
 4. The average length of time between Coordinated Entry referral and housing lease up is 60 days with a goal of moving toward 30 days
4. **HOUSING FIRST:** Housing First is a model of housing assistance that prioritizes rapid placement and stabilization in permanent housing that does not have service participation requirements or preconditions (such as sobriety or minimum income threshold). It is an approach to: 1) quickly and successfully connect individuals and families experiencing homelessness to permanent housing; 2) without barriers to entry, such as sobriety, treatment or service participation requirements; or 3) related preconditions that might lead to the participant's termination from the project.
 - a. Describe your agency's experience in operating a successful housing first program, and clearly describe a program design that meets the definition of Housing First, including low-barriers to entry, as described above.
 - b. Attach your agency's policies and procedures, termination policy, and any other relevant documents demonstrating compliance with Housing First or low-barriers to entry.
5. **SYSTEM PERFORMANCE MEASURES:** HUD is increasingly relying on data-driven performance to evaluate community success. Specifically, CoC's are required to submit [system performance measures](#) each year to demonstrate community-wide performance. Describe your project's strategies to contribute to the CoC's overall success for each of the following:

- a. Ensure program participants are successfully exiting to and maintaining permanent housing
- b. Ensure program participants do not return to homelessness
- c. Ensure jobs and income growth for homeless persons in CoC-program funded projects

6. INCOME:

- a. How does your agency systematically provide information to staff about mainstream benefits, including up-to-date resources on eligibility and program changes that can affect homeless clients?
- b. How will your program work with mainstream employment organizations to help individuals and families increase their cash income?
- c. Indicate, for each type of healthcare listed below, whether your program:
 - 1. Assists persons experiencing homelessness with enrolling in health insurance; and,
 - 2. Assists persons experiencing homelessness with effectively utilizing Medicaid and other benefits.

7. EDUCATIONAL ACCESS/SERVICES:

- a. Indicate the policies and procedures, if any, that have been adopted to inform individuals and families who become homeless of their eligibility for educational services.
- b. Does the agency have any written formal agreements, MOU/MOAs or partnerships with one or more providers of early childhood services and supports? Indicate "Yes" or "No".

8. GEOGRAPHY: Please indicate the geographical area your project will serve. Check all that apply.

9. VIOLENCE AGAINST WOMEN ACT (VAWA) POLICY: In July 2017, the Continuum of Care Board of Directors adopted a VAWA policy which requires all CoC-funded projects to adopt an Emergency Transfer Plan (see Appendix A). Please attach your agency's Emergency Transfer Plan.

NEW PROJECTS: If you do not currently have an Emergency Transfer Plan, please see the attachment below for policy templates. Describe your agency's strategy to develop and implement the policy.

10. ANTI-DISCRIMINATION POLICY: On September 13, 2017, the CoC Board of Directors approved the TX-601 Non-Discrimination and Fair Housing Policy requiring all programs to adopt and implement an anti-discrimination policy. Describe the actions your agency is taking to ensure emergency shelters, transitional housing, and permanent supportive housing (PSH and RRH) providers within the CoC adhere to anti-discrimination policies by not denying admission to, or separating any family members from other members of their family or caregivers based on age, sex, gender, LGBT status, marital status or disability when entering a shelter or Housing. Attach your agency's anti-discrimination policy.

NEW PROJECTS: If you do not have an anti-discrimination policy, describe how you will develop and implement an anti-discrimination policy by program start date if funded. Please contact TCHC if you need any assistance.

1. **ALL NEW PROJECTS (INSERT FROM eSNAPS APPLICATION QUESTION 3B2):** Describe your estimated new project implementation timeline. Be sure to include the estimated schedule for the proposed activities, management plan, and the method for ensuring effective and timely completion of all work.

3. NEW JOINT TH/PH-RRH PROJECTS ONLY DESCRIPTION AND JUSTIFICATION: HUD is encouraging CoCs and project applicants to carefully consider and assess whether a joint component project is the best use of resources and will best meet the needs of people experiencing homelessness in the community.

Including NEW, RENEWAL, & EXPANSION projects and those requesting DV Bonus funding

1. Describe the method, including any tools used, to ensure ongoing and improved safety for clients enrolled in your program.

NEW DV Bonus Projects

1. How many domestic violence survivors is the CoC currently serving in the CoC's geographic area and describe the need for housing or services in the CoC's geographic area for this population; data source used for the calculations; and how the data was collected.
2. Based on question 1:
 - a. Describe the unmet need for housing and services for DV survivors,
 - b. Quantify the unmet need for housing and services for DV survivors;
 - c. Describe the data source used to quantify the unmet need for housing and services for DV survivors; and
 - d. Describe how the unmet need for housing and services for DV survivors was determined
3. Describe how the DV Bonus project(s) being applied for will address the unmet needs of domestic violence survivors.
4. Address the capacity of each project applicant applying for DV bonus projects to implement a DV Bonus project by describing:
 - a. Rate of housing placement of DV survivors;
 - b. Rate of housing retention of DV survivors;
 - c. Improvements in safety of DV survivors; and
 - d. How the project applicant addresses multiple barriers faced by DV survivors.

Appendix F: Resources

FY18 HUD NOFA: <https://www.hudexchange.info/resource/5719/fy-2018-coc-program-nofa/>

HEARTH Act: <https://www.hudexchange.info/homelessness-assistance/hearth-act/>

CoC Program Interim Rule:

<https://www.hudexchange.info/resources/documents/CoCProgramInterimRule.pdf>

eSNAPS Resources: <https://www.hudexchange.info/programs/e-snaps/>

Federal Strategy to Prevent & End Homelessness: [Opening Doors: Federal Strategic Plan to Prevent and End Homelessness](#)

TCHC Funding Opportunities Webpage: <http://ahomewithhope.org/coc/funding-opportunities/>