ROCC COC 2023-24 Renewal
Instructions

Application due no later than <u>Monday, August 28 at 5:00 pm</u> to meet HUD Requirements

HUD COC RENEWAL APPLICATION OVERVIEW:

The primary purpose of the ROCC-required CoC internal application process is to provide an in-depth look at the ROCC's many projects for completing the Review and Ranking process (R&R) and provide advice to ROCC Leadership/R&R Team in prioritizing both renewal and new/reallocated projects in the annual HUD CoC funding competition's Tier 1 and Tier 2 divisions.

To learn more about the HUD CoC guidelines on allowable projects, go to: [CoC Program Competition | HUD.gov / U.S. Department of Housing and Urban Development (HUD)](#). For information about ROCC expectations for completing a project proposal, timelines, and to access to the application, please follow this link to the following documents on the [ROCC website](#).

DEADLINE AND SUBMISSION CONTACT

The application packet(s) relevant to your anticipated projects (including required attachments) must be submitted via email to the CoC at ROCC@caporegon.org no later than close of business, **Monday, August 28th, 2023**.

- *INCOMPLETE SUBMISSIONS WILL NOT BE ACCEPTED PAST THE DEADLINE UNLESS EXTREME NEED EXISTS AND REQUEST HAS BEEN MADE AND APPROVED PRIOR TO DEADLINE.*

Send request to [ROCC@caporegon.org](#) if you have any questions.

APPLICATION OVERVIEW:

For the Continuum of Care Program Competition, ROCC standardized the new/bonus/DV application process and that includes (1) an application checklist and (2) a new scoring procedure. The purpose of this document is to give agencies guidance in reapplying for a renewal project and to explain the scoring criteria that is listed at the end of this document.

The following are steps to complete the ROCC Rating and Ranking Score Sheet for all CoC-Funded Projects. All yellow boxes will need to be filled in. If a question is not relevant, enter '0'.

APPLICATION INFORMATION:

Provides basic information including agency, agency type, contact information, project name and type, and the total amount of the grant request. Fill out each of the beige boxes. If the agency does not have a contact, please note that in the associated box.

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Note: If this is a first-time renewal you may not need to complete the full application. Just submit the Application Information and note this. Please verify by emailing ROCC@caporegon.org if the project is exempt from the full application process.

SECTION 1: Supplemental Documentation Required Checklist

Provides a checklist of all the documents that must accompany the proposal renewal. Use the dropdown choices Yes/No in beige to help track those documents. For consistency, use April 1, 2022, through March 31, 2023 for reporting.

1. Application Proposal.

2. From eLOCCS, provide 2 documents:
  a. Printout(s) and highlight showing last two grant close-outs (final balances).
  b. Printout(s) and highlight showing current grant draws

3. Draft e-snaps project application relevant to proposed project type(s)
4. APR Q6a-c; CoC 'acceptable' error rate = 5% or less
5. ART Report 0703 – Employment and Income Growth for CoC Funded Projects
6. Full canned APR in PDF format (HMIS Lead will compare for accuracy.)
7. HUD Monitoring Letter and correspondence about outstanding findings/sanctions (if applicable)

SECTION 2: Threshold Requirements.

All renewal projects must meet threshold criteria. To be scored in the 2023 competition, renewal projects must meet certain thresholds. Please certify the following are true by selecting either 'yes' or 'no'. If any of the responses are "no", the application does not meet the required threshold.

Project has full and active HMIS participation, indicated by:
1. Every HMIS user of the project has completed required training and is active.
2. Coordinated Entry participation (via SPDAT reporting).
Project meets HUD threshold requirements for renewal projects including that the project has none of the following. In other words, answer 'Yes' if you do not have any of the following.
1. Outstanding obligation to HUD in arrears or for which payment schedule has not been agreed upon.
2. Audit finding(s) for which a response is overdue or unsatisfactory.
3. History of inadequate financial management accounting practices.
4. Evidence of untimely expenditures on prior award.
5. History of other major capacity issues that have significantly impacted the operation of the project and its performance.
6. History of not reimbursing sub-recipients for eligible costs in a timely manner, or at least quarterly.
7. History of serving ineligible persons, expending funds on ineligible costs, or failing to expend funds within statutorily established timeframes.
Equity Factors - Agency: HUD requires a focus on increasing equity and improving customer experience across all HUD programs. The following questions pertain to equity work at the agency. Please respond to the stage the agency is in related to each of the following categories. The responses can be: Identified (not started). In Progress, Completed. **For the 2023/24 NOFO, the following are not scored but used to document participation.**
1. Agency Management & Leadership Positions: BIPOC, LGBTQIA+, etc representation
2. Agency Board of Directors: BIPOC, LGBTQIA+, etc representation
3. Process for receiving and using feedback: Process includes persons with lived experience
4. Internal Policies and Procedures: Policies with equitable lens, no undue barriers

Signatures: The Agency Director, Program Manager and Staff completing the renewal application need to sign and date approving submission of the renewal application.

SCORING FACTORS:

SECTION 1: BASIC APPLICATION INFORMATION

- Is the renewal application submitted on time? Use the dropdown to respond Yes/No.
- Is the COC project the only one providing this project assistance in the county? The ROCC aims to have services available across the entire COC. Extra points are given to those projects aiding in underserved counties. Note that both RRH and PSH count as a project. If either project is operating in a county, please answer NO do this question.

SECTION 2: GENERAL DATA:

- Run the COC-APR report on the renewal project and gather the data need for scoring. For consistency, use April 1, 2022, through March 31, 2023, for reporting.
- Add the Target Numbers in the original application. The information added here will automatically populate to the Scoring Sheet.
    1. Total # Served: APR 5a #1
    2. Number of Adults and HH Leavers: APR 5a #7
    3. CH (Chronically Homeless) Served: APR 5a #11
    4. Number of Total HH: APR 8a Total Households
    5. Number of HH w/Children: APR 8a W/CHILDREN AND ADULTS *(column 3)*
    6. Target # of HH/Units Served in Application: Application: 4B. Housing Type and Location
    7. Target # of Beds/People Served in Application: Application: 4B. Housing Type and Location

SECTION 3: DATA QUALITY (25 Points):

- Determines the percentage of data errors based on the number of clients served. These HUD required data elements are crucial for correct reporting.

    1. Data Not Collected: APR 6a. HUD allows "client refused" and "client does not know." HUD does not allow "Data Not Collected" so used for scoring. *To calculate this number, count the number of errors in both the Information Missing and Data Issues (columns 2 – 3) only*.
    2. Universal Data Error Count: APR 6b: Total Error Count (manually count)
        a. Each client has 5 data elements in this section. Data errors are deducted from the total possible errors in this line item. (See example in #1.)
    3. Income/Housing Data Error Count: APR 6c: Total Error Count (manually count)
        a. Each client has 4 data elements in this section. Data errors are deducted from the total possible errors in this line item. (See example in #1.)

Determining Scores: Scores are determined by dividing the total number of errors from the APR by the total number of possible data elements for all clients. The percentage is applied to the total 25 points allowed.

SECTION 4: GRANT FUNDS AWARDED (10 Points):

Grant Funds awarded and spent include the current and the previous year's amount. This process acknowledges project spend anomalies impacting spending. The information provided here is automatically populated to the Scoring Sheet.

1. **Current** Grant Funds Awarded.   Use the most recent completed grant year. Enter this amount in the adjacent box.
2. **Current** Grant Funds Spent: Use the most recent completed grant year. Enter this amount in the adjacent box.
3. **Previous Year** Grant Funds Awarded.   Use the previously completed grant year. Enter this amount in the adjacent box.
4. **Previous Year** Grant Funds Spent: Use the previously completed grant year. Enter this amount in the adjacent box.
5. **Remaining Funds**:   This is auto calculated based on the funding responses.

Determining Scores: Points are determined by using the percentage of funds spent in two years divided by the total number of funds awarded in two years. This percentage is applied to the total 10 points allowed.

SCORING FACTORS: Sections 5 - 7

SECTION 5: OVERALL PROGRAM SUCCESS (25 POINTS)

Provide the following information using your original application and the numbers provided in the APR. The information provided here is automatically populated to the Scoring Sheet.

1. Total Participants exited to permanent destination: *NOTE: You may have special considerations that allow additions to this total count for exits to permanent destinations. If so, go ahead and enter the actual number reported in the APR here. You will have the opportunity to add to this count and provide an explanation on the scoring sheet in Section 5a, Q4. An example is if a participant is now deceased.*

2 – 3. Total Participants: Reported in the application and the number served reported in the APR report.

4 – 5. Total Households: Reported in the application and the number served reported in the APR report.

6 – 7. Total Participant Bed Count: Reported in the application and the number served reported in the APR report.

8. Increased earned income: Percentage of adult stayers (Metric 4.1 %)
9. Increased earned income: Percentage of adult leavers (Metric 4.4 %)
10. Increased non-employment cash income: Percentage of adult stayers (Metric 4.2 %)
11. Increased non-employment cash income: Percentage of adult leavers. (Metric 4.5 %)

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* **Earned income instructions:** Use the ART report 703 - Employment and Income Growth for CoC Funded Projects Metric 4 to gather the information for the next two items. This report requires prompt values that allow for two year's data reported in income change.

1. Increased earned income: Percentage of adult stayers: Enter % found in Metric 4.1
2. Increased earned income: Percentage of adult leavers: Enter % found in Metric 4.4

*Important to Note: HUD income change requirements are different for PSH and RRH. As of 2020, HUD requires 20% improvement in PSH and 53% improvement in RRH. This section is set up to use the correct percentage based on the Project Type selected.

Determining Scores: The percentage improvements for both leavers and stayers are totaled to get the total percentage increase for all clients. This percentage is then divided by the HUD requirement to determine the amount over or under this requirement. The final percentage is applied to the total 10 points allowed. Note: If the percentage improvement is more than the HUD requirement, the points will max at 10 points.

Running the ART 703 Report:

A. Select Provide: This is the project.
B. Select CoC Code: Keep blank.
C. EDA Provide: Keep blank.
D. Enter effective date: Use the Current Year End Date PLUS 1 Day. (Ex. 04/01/**2023**)
E. Prior Year Start Date: Ensure that you enter the previous year to ensure two years of data is used. (Ex. 04/01/**2021**)
F. Current Year Start Date: The date of the current project. (Ex. 04/01/**2022**)
G. Current Year End Date PLUS 1 Day: End date plus 1 day. (Ex. 04/01/**2023**)

Non-Employment Income Change Instructions: This also uses data from the ART report 703 - Employment and Income Growth for CoC Funded Projects Metric 4 for the next two items. Follow prompts in Section 7a

1. Increased non-employment cash income: Percentage of adult stayers: Enter % found in Metric 4.2
2. Increased non-employment cash income: Percentage of adult leavers: Enter % found in Metric 4.5

*Important to Note: As of 2020, HUD requires a 54% improvement for both PSH and RRH. This section is set up to use the correct percentage based on the Project Type selected in Section 1 of this template.

Determining Scores: The percentage improvements for both leavers and stayers are totaled to get the total percentage increase for all clients. This percentage is then divided by the HUD requirement to determine the amount over or under this requirement. The final percentage is applied to the total 10 points allowed. Note: If the percentage improvement is more than the HUD requirement, the points will max at 10 points.

If you think your project may underperform in these scoring factors, documentation may be provided in the form of letter stating how many PSH clients were served in the reporting timeframe and how many were/are in the application process re: SSI/SSDI; provide relevant HMIS client ID numbers for review and confirmation.

> **Equity Factors: Program Participant Outcomes:** HUD requires a focus on increasing equity and improving customer experience across all HUD programs. The following questions pertain to the renewal project. Please respond to the status of using these factors for the renewal project. The responses can be: Identified (not started). In Progress, Completed. For the 2023/24 NOFO, the following are not scored but used to document participation.

1. Outcomes with an equity lens: Data disaggregated by underserved populations

2. Program changes for equitable outcomes: Plan to create more equitable program outcomes

3. HMIS data review with equity lens: Plan to review disaggregated data

SECTION 6: VULNERABILITY (30 Points Max – Up to 5 Points each category):

Additional points are added for programs that assist vulnerable populations. Use the APR to gather the data of each. Each category is measured as a percentage of the total clients or HHs served, and that percentage is applied to the 5 points allowed. Chronically Homeless and Families (HH) with Children data is automatically populated from date entered in Section 2: General Data.

1. **Chronically Homeless:**
   a. The percentage of CH served divided by total assisted in the program is applied to the total possible 5 points to determine final points awarded.
2. **Disabling Condition**: APR 13a2 - Total Persons less "None" (1st line)
   a. The percentage of individuals with one or more disabilities assisted in the program divided by total served is applied to the total possible 5 points to determine final points awarded.
3. **Families (HHs) with Children:**
   a. The percentage of Families with Children divided by Total Households is applied to the 5 points allowable.
4. **Unaccompanied Youth**:   APR 27a - Youth - 18-24
5. **HH - Place not meant for habitation**: APR 15 - Place not meant for habitation
   a. The percentage of HH entering the program from "place not meant for habitation" divided by Total Households is applied to the 5 points allowable.
6. **Persons Fleeing Domestic Violence**: APR 14b - Persons Fleeing DV = 'Yes'

SCORING SHEET – Tab 2

The Renewal Application provides and applicant to review their scores by adding additional information in Tab 2: Scoring Sheet. In most instances, the information provided on the application is automatically populated to the scoring sheet. The following are those sections of the scoring sheet that need to be addressed to calculate a final score.

1   **Application Information**: Please use the dropdown in yellow to select if the renewal project is PSH or RRH. This step determines which of the components below are scored or how they may be scored differently based on that project type.

2   **Section 5a: PERMANENT SUPPORTIVE HOUSING ONLY:** By selecting PH in the Project Type, this section of the template opens for scoring. Four of the five responses have been automatically populated from the application. Please enter a response to question 4
   1. Leavers to PSH: This number is <u>specifically</u> those who exited to Permanent Destinations found in the first portion of Section 23.

a. At times you may have a deceased individual (*or another special circumstance*) that will <u>not</u> show up in your exit count. If this is true, add the individual to your total number of positive exits on the application. In <u>Sections 5-Q7, Program Success</u>, a note has been added:

    i. NOTE: You may have special considerations that allow additions in this total count for exits to permanent destinations. In the application, you entered the number reported in the APR. Now you may add to this total in the yellow box and provide an explanation for the change on the scoring sheet in Section 5a, Q4 in the **blue** box. An example is if a participant is now deceased.

b. Scoring Sheet: Section 5a, Q4 has the option to explain any special considerations placed in the blue box.

c. Scoring Sheet: Section 6a – 6B requests target numbers by quarter. In the quarter where this special consideration occurred, make sure the number reflects the positive exit. Each line has a blue box with a dropdown simply to acknowledge the quarter and to refer to the previous question for an explanation. If no special occurrence, then this blue box is not necessary.

▪ *Determining Scores*: The percentage of total leavers is applied to the total 25 points allowed.

3 **<u>Section 5b: RAPID REHOUSING ONLY</u>**: By selecting RRH in the Project Type, this section of the template is scored.

1. <u>RRH ONLY</u>: % Total Exit to Positive Destination: Using the APR report, enter the percentage of total leavers found in Section 23 in the Totals Portion located at the end of the section.

▪ *Determining Scores*: The percentage of total leavers is applied to the total 25 points allowed.

4 **<u>SECTION 6: TARGETS MET (10 POINTS)</u>**

a. **Section 6a: TARGET # HH SERVED – ACTUAL (5 Points)**: Using the APR Section 8b, enter the HH counts for each quarter.

1. Q1
2. Q2
3. Q3
4. Q4
5. Final Average: The final average is the average number of HHs served for the year.

Determining Scores. The final average is divided by the target number of HHs stated in the application (Section 1: 6) and is applied to the total allowable 5 points.

a. **Section 6b: TARGET # PERSONS (Beds) SERVED – ACTUAL (5 Points)**: Using the APR Section 8b, enter the HH counts for each quarter.

1. Q1
2. Q2
3. Q3
4. Q4
5. Final Average: The final average is the average number of persons served for the year.

Determining Scores. The final average is divided by the target number of HHs stated in the application (Section 1: 7) and is applied to the total allowable 5 points.

SCORING POINTS

TOTAL POINTS BEFORE BONUS: This is the total number of points scored in each previous section. The maximum allowable score is 100 points.

TOTAL SCORE PSH: The final total of points scored including bonus points. Points will only calculate on this line of the Project Type in Section 1 was PSH.

TOTAL SCORE RRH: The final total of points scored including bonus points. Points will only calculate on this line of the Project Type in Section 1 was RRH.

SECTION 8: VULNERABILITY (30 Points Max – Up to 5 Points each category):

- Additional points are added for programs that assist vulnerable populations. Data is automatically populated from the application.

FINAL APPLICATION SCORE: Application points and bonus points totaled is the final application score on the renewal grant.