Southern Nevada Homelessness Continuum of Care
Scoring and Ranking Policies and Procedures
Revised June 2023

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Background and Purpose

Each year the United States Department of Housing and Urban Development (HUD) releases funding through the Continuum of Care (CoC) Program to assist people at-risk of or experiencing homelessness. 24 CFR 578, known as the CoC Interim Rule, delineates the governance, planning, operating and oversight requirements for using this federal resource. The Interim Rule requires communities to establish a Continuum of Care (CoC) consisting of all relevant stakeholders in the effort to prevent and reduce homelessness. The CoC must establish a "board to act on behalf of the Continuum". That board is mandated, among other things, to "design, operate and follow a collaborative process for the development of applications and approval of submissions" to the Continuum of Care Notice of Funding Opportunity (NOFO). (24 CFR 578.9)

The Southern Nevada Homelessness Continuum of Care (SNHCoC) is the CoC for the Southern Nevada region and oversee the annual application for CoC funding. Each year, HUD releases the CoC NOFO which sets out the general requirements for the application process. SNHCoC is responsible for developing and implementing a local process to solicit project applications, rate and rank each proposal, and then submit the collective group of applications to HUD in the form of the CoC Consolidated Application. Local applications mainly consist of projects that were funded in prior years and are seeking to renew their CoC grants, but there are also a small number of new projects submitted.
These *Scoring and Ranking Policies and Procedures* govern the collaborative process for nonprofit and local government agencies applying for CoC program funding in the Southern Nevada Homelessness (SNH) CoC. This document directs the local competition's application process, and scoring and ranking procedures, with the primary objective of a consistent and transparent process for project application reviews.

Please refer to the Glossary at the end of these policies and procedures for definitions of key terms.

Roles and Responsibilities

SNH CoC Board
The HEARTH Act requires a CoC board to conduct community-wide planning process for its geographic region, strategic deployment of resources, and scoring and ranking of local Project Applications for listing in the annual Consolidated Application sent to HUD. The SNHCoC Board fills this role for the Southern Nevada region.

The SNH CoC local application process frequently begins prior to HUD's CoC NOFO announcement. The NOFO's particulars may impact review and evaluation processes. The SNH CoC Board reserves final approval for edits and modifications to the local application process and Consolidated Application by its working groups to update the community's compliance.

SNH CoC Working Groups

Three SNH CoC Board working groups, and one subgroup collaborate to develop, update, and complete the Consolidated Application, and local application processes.

Data & Systems Improvement Working Group (DSIWG)

The Data & Systems Improvement Working Group determines local priorities and measures collective impact of existing projects annually, through evaluation of system-wide metrics. DSIWG informs the local competition's *Scoring Tool* development and *Scoring and Ranking Policies and Procedures* updates according to a given year's evolving priorities. For this year's local priorities, please visit http://helphopehome.org/funding-opportunities/.

Monitoring Working Group (MWG)

The Monitoring Working Group coordinates project monitoring, desk audits, and Homeless Management Information System (HMIS) reviews to evaluate ongoing project compliance and performance, according to established data-based outcome benchmarks. Responsible for annual monitoring reviews, including data furnished to the Scoring and Ranking Team as a component of the local competition's scoring and ranking process.

Evaluation Working Group (EWG)

The Evaluation Working Group facilitates planning of the CoC Consolidated Application, and the project scoring and ranking process. The EWG is comprised of SNH CoC Board members, jurisdictional partners, and local stakeholder representatives. The EWG meets monthly and is primarily responsible for facilitating the scoring and ranking of local project applications. Described further below, the Scoring and Ranking Team (SRT) is a subgroup of the Evaluation Working Group.

Scoring and Ranking Team (SRT)

The SRT ensures that the SNH CoC maximizes the competitiveness of its project applications for NOFO funding, and that the CoC recommends the most competitive applications. The SRT strives to maximize incoming funding across Tier 1, Tier 2 and Bonus offerings as described in the NOFO announcement. The SRT considers short- and long-term implications to the SNH CoC's system of care due to addition, removal, or reallocation of any individual project on the priority listing.

Recruiting the SRT: The EWG employs the following process to recruit knowledgeable, non-conflicted members for the SRT. Recruitment is focused on CoC members, Board members and community partners representing a cross-section of stakeholders that are not themselves applicants or otherwise conflicted for a given year's HUD CoC funding. The EWG maintains contacts with adjacent agencies in homelessness response to ensure enough CoC members are available year-to-year. The CoC member application process is outlined in greater detail by the *CoC Governance Structure* found at: http://helphopehome.org/southern-nevada-homelessness-continuum-of-care-governance-structure-snh-coc/.

The EWG recruits a Scoring and Ranking Team each year, up to fifteen persons. A maximum of twelve members will serve as the primary SRT, with a remaining three asked to serve on the Appeals Committee. The Appeals Committee may attend but will not participate actively in the SRT's initial scoring and ranking process. The Appeals Committee of the SRT will only be activated in the event of an appeal from a project seeking to contest its ranking in priority listing.

The EWG, through Collaborative Applicant's staff, will recruit individuals for the SRT according to the following:

- Generally familiar with regional homelessness and housing issues.

- Broadly representative of relevant sectors, subpopulations, and geographic areas.

- Equipped to review applications according to the best interests of persons experiencing homelessness locally.

- Non conflicted – meaning that the individual is:
  o Not currently or recently (in last 12 months) employed by an organization or jurisdiction that is a grant recipient or applying for funds.
  o Not a family member or partner to someone currently or formerly employed by an organization or jurisdiction that is a grant recipient or applying for funds.

- Committed to neutrality – Members shall report any actual or perceived conflicts of interest to the EWG, and no member shall vote upon or discuss any matter related to a project for which the member is perceived to have an actual or perceived conflict of interest.

- Available for the time required – Typically a timespan of approximately one summer month, covering a training on application review; the potential review of at least 20 project applications; and in-person participation for four to six hours in a final scoring and ranking discussion.

Prior to the annual scoring and ranking process, the EWG's third-party facilitator will train the appointed SRT on its role, the local competition's scoring tools, and additional resources for evaluation.

SRT Conflict of Interest Policy: Considering the finite pool of qualified candidates with sufficient contextual and local knowledge of CoC programming, Scoring and Ranking Team members may be directly or indirectly associated with organizations participating in the SNH CoC funding stream. The SRT's conflict of interest mitigation procedure is as follows:
- Upon agreement to join scoring and ranking, each SRT member must sign and submit to the Collaborative Applicant, the *Conflict of Interest and Confidentiality Agreement.* For detail on conflicts of interest, see the *Conflict of Interest and Confidentiality Agreement.*
- SRT members are expected to report potential conflicts of interest to the Collaborative

Applicant prior to pre-scoring.

Recusal Process: EWG members must recuse from speaking, voting, or participating in scoring and ranking processes involving a real or perceived conflict of interest. Recusal is expected prior to the pertinent agenda item(s), and members will verbalize for the record all reasons for their recusal. Members will only recuse when there is a perceived or real conflict of interest.

Local Application Process

The local application process consists of the following steps. Once the NOFO is released and HUD's deadline is known, the Evaluation Working Group (EWG) will approve a calendar assigning specific dates and deadlines for these steps.

- All existing renewal projects undergo annual monitoring review by the Monitoring Working Group (MWG). This review covers prior program performance and compliance and yields a Monitoring Score that is factored into the scoring and ranking process. Once this score is finalized in the monitoring process, it cannot be revisited in the local competition process.
- The CoC determines the community needs and priorities to be factored into the local competition. These needs and priorities are proposed by the Data and Systems Improvement Working Group and incorporated into proposed *Scoring Criteria* and Scoring and Ranking Policies and Procedures by the Evaluation Working Group.
- The *Scoring and Ranking Policies and Procedures* are posted publicly at http://helphopehome.org/funding-opportunities/ and the community is given opportunity for public comment on this document prior to CoC Board submission for final approval.
- The CoC Board approves annual updates to *Scoring Criteria* and *Scoring and Ranking Policies & Procedures*.
- The Scoring and Ranking Team (SRT) is recruited and assembled from non-conflicted volunteers.
- Once the HUD NOFO is released, there is a Technical Assistance Training (Bidders Conference) for all interested applicants, hosted by TA provider/third-party facilitator.
- The Facilitators provide technical assistance and develop Frequently Asked Questions and other resources for applicants.
- Project applicants submit applications for New and Renewal Projects for consideration in the local competition. In 2023, the CoC will only invite New Applications for housing projects [Permanent Supportive Housing (PSH), Rapid Rehousing (RRH), or Joint Transitional-Rapid Rehousing (TH-RRH)] or Supportive Services Only projects for Coordinated Entry (SSO-CE) to implement policies and procedures to ensure that the Coordinate Entry can better meet the needs of survivors of domestic violence.
- Facilitators conduct a Threshold Review to determine which applications are eligible for scoring and ranking.
- The SRT divides into teams and each team scores a set of renewal projects according to

CoC Scoring Tools.
- The SRT scoring teams meet before Deliberation Day to compare scores, resolve disputes, and arrive at a consensus for proposed project scores.
- Deliberation Day: The SRT meets publicly to present proposed scores, ask questions of applicants, and make limited and reasonable adjustments to scores. Applicants are strongly encouraged to attend. The SRT presents preliminary Priority Project Listing to summarize results of local competition.
- Collaborative Applicant publicly posts preliminary priority listing and appeals process opens.
- SNH CoC Board addresses appeals, if applicable, and votes on *Priority Listing*.

Local Application Requirements

- Applicants must abide by current NOFO requirements. Timelines, process revisions, and other changes by HUD may occur suddenly. The Collaborative Applicant will communicate with community stakeholders via e-mail and public posting on the Help Hope Home website to update the community on any competition or timeline developments.

- The EWG annually updates the SNH CoC's Local Project Application for new and renewal projects. The Local Project Application is then updated as necessary, according to specific NOFO requirements following the NOFO release. The Local Project Application is a mandatory process of the NOFO.

- Applicants must satisfy the threshold criteria enumerated in the given year's SNH CoC *Scoring Criteria* (available at the [Help Hope Home website](#)).

- The technical assistance training is mandatory for prospective applicants. A given year's technical assistance training date will be listed at the [Help Hope Home website](#), and announced via listserv, when scheduled.

- Local Project Applications are submitted through an online application portal. Please see the given year's *CoC Scoring Criteria* for scoring factors. A successfully submitted Local Project Application does not guarantee a project's inclusion in the HUD Consolidated Application, and inclusion in the consolidated application does not guarantee HUD funding.

- If there are not enough new project applications submitted to request the full allocation of CoC funding from HUD, the EWG may solicit additional applications from interested organizations after the local application deadline has passed. This ensures that the SNHCoC's Consolidated Application requests the maximum HUD funding possible. Any applications received after the deadline will be ranked at the bottom of Tier 2.

Scoring and Ranking Process

The SRT conducts the Scoring and Ranking Process, during which all new and renewal applications are scored in accordance with these policies and the *Scoring Criteria* and ranked into a Priority Listing. The *Scoring Criteria* reflect CoC priorities and HUD requirements and are updated annually.

Scoring Basis

Renewal project scores are primarily based upon objective data collected from a combination of Annual Performance Reports (APRs) and annual compliance and performance monitoring by a third-party contractor overseen by the MWG. Subjective factors are also included, particularly those that align to HUD policy priorities. Subjective factors are assessed by the SRT based on narratives provided by renewal applicants.

Renewal projects in their first year of funding are unlikely to have complete data. These projects are "held harmless" for a single year.

Projects that were consolidated in the prior year may not have a full year of data for the consolidated project. In this situation, data from the two components projects will be merged, even if one of the projects has less than a year of data. Existing projects consolidated with new projects that have not yet started (i.e. new projects that are expansions of existing projects) will be evaluated based on data from the existing project).

HMIS and Coordinated Entry projects seeking renewal funding are not scored and are placed at the top of Tier 1.

New projects scores are the result of applicant narratives and, if available, performance data for comparable projects. New HMIS and Coordinated Entry projects will be scored using different criteria than housing projects (PSH, RRH, TH/RRH) due to the very different types of activities provided. In 2023, the CoC will only invite New Applications for housing projects [Permanent Supportive Housing (PSH), Rapid Rehousing (RRH), or Joint Transitional-Rapid Rehousing (TH-RRH)] or Supportive Services Only projects for Coordinated Entry (SSO-CE) to implement policies and procedures to ensure that the Coordinate Entry can better meet the needs of survivors of domestic violence.

Transitional Project applications will be treated as new projects for purposes of Scoring and Ranking. Transitional projects are subject to the New Project Scoring tool and application process.

Project scores are determined by a combination of factors outlined in the *Scoring Criteria* that are approved annually. One of those factors is the program's Monitoring Score, which is reviewed and finalized prior to the Local Competition. While renewal projects are permitted to submit supplemental narratives to the SRT during the local competition to contextualize some adverse data outcomes, they are not allowed to contest their Monitoring score at that time. Any adjustments to a Monitoring Score must be made during

the Monitoring process before the NOFO competition.

Scoring Teams

Due to a high volume of applications, SRT may choose to divide the renewal applications into batches and assign each batch to a subgroup of SRT members, so that each SRT member does not have to read all renewal applications. New applications should be reviewed by all SRT members.

Ranking Process/Priority Listing

Once scoring is complete, all project applications (new and renewal) are ordered from highest to lowest ranking in the priority listing, and in accordance with HUD's two-tier system according to CoC NOFO guidelines. For tier cutoff dollar amounts, please refer to the given year's HUD CoC NOFO announcement.

All projects are ranked according to score in the Priority Listing, with the exception of renewal projects supporting HUD-mandated systems (i.e. HMIS, SSO-CE), which are automatically ranked atop Tier 1.

The SRT has the authority to re-order the list under the following circumstances:
- New projects may be moved below renewal projects to preserve existing system capacity (i.e. prevent renewal projects from placing in Tier 2).
- Renewals may be re-ordered to preserve capacity for special populations or other programs that meet a "niche" need.
- Projects within Tier 2 may be re-ordered to maximize overall funding for the CoC, taking into consideration the placement in Tier 23 and the amount of funding requested.

Tie-Breaking

If a situation arises where two projects earn the same score, resulting in a rank that places either project at risk of losing its funding (straddling or wholly within Tier 2 of the *Priority Listing*), the following criteria will apply:
1. First Tie-Breaker: The project with the highest monitoring score on the scoring and ranking tool.
2. Second Tie-Breaker: The project with the highest local application score.
3. Third Tie-Breaker: The project with the highest score on the SNH CoC's performance monitoring tool (V3).

Reallocation Process

HUD prioritizes CoCs that reallocate funds from underperforming projects, as a means to better fulfill local needs and improve CoC-wide performance, without negatively affecting the Annual Renewal Demand. The SRT may exercise discretion to reallocate funds from underperforming existing renewal projects to be made available for other project applications. In the alternative, a project may voluntarily reallocate its funds in-whole, or in-part to be made available for new project applications.

Budget Adjustments for New Projects

The SRT may ask new project applicants to decrease or increase their budgets to ensure that the new projects submitted are maximizing available bonus funding without going over the available amounts.

Notification of Funding Recommendations

The Collaborative Applicant will notify local applicants of funding recommendations within two business days, following the SRT Ranking Day. The SRT's preliminary Priority Listing will be posted on http://helphopehome.org/funding-opportunities/, pending any appeals.

Application Debriefing

Application process debriefs are available to applicants upon request, especially while an applicant considers appealing its rank in the preliminary *Priority Listing*. Requests must be submitted in writing to HelpHopeHome@ClarkCountyNV.gov. The debriefing will be held within the two weeks following the competition phase. The SRT, Collaborative Applicant and/or third-party facilitator may participate in the debrief.

Ranking Appeals

Appeals are limited to projects reallocated in-part or in-full, those ranked in Tier 2, or those at-risk of falling into Tier 2 as a result of another project's successful appeal (preliminarily ranked in the bottom portion of Tier 1 equal to the total value of Tier 2).

Appeals may only be submitted if the applicant believes that one or more of the following has taken place:
1. An application was not evaluated according to the published local NOFO process.
2. There was a scoring error made by the SRT.
3. An application was evaluated in a way that violates HUD regulations.

The following are NOT grounds for appeal:
1. Errors or omissions by the applicant.
2. Dissatisfaction with Project's scores.
3. Need for funds.

Appellate review is limited to the information submitted prior to the local application due date. New material submissions beyond the appeal itself will not be accepted, nor considered. Appeals must be received by the given year's local competition appeals deadline. A project must notify the CoC of its intent to appeal in writing by sending an email to HelpHopeHome@ClarkCountyNV.gov. All appeals must be received within three business days of the notification of project rankings.

An appeal consists of a written statement asserting grounds for reconsideration, submitted by an individual authorized to represent the agency. An appeal must not exceed two pages typed, in 12-point font.

The EWG will appoint an Appeals Committee of four members. Three voting members will be appointed concurrent to SRT appointments. The fourth non-voting member will be an SRT member intended to provide context on the SRT's scoring decisions. SRT conflict of interest rules, as described above, apply in kind to Appeals Committee members.

The Appeals Committee is restricted in its review to the matters asserted in a project's appeal. An appeal hearing will include a set amount of time (no more than one hour) for the organization representative(s) to present a case and participate in a discussion with the Appeals Committee. The applicant is required to attend the appeal hearing in order for the appeal to be considered. Failure to appear for the hearing will result in loss of the opportunity to present their case.

The Appeals Committee will render determinations within two business days and notify the applicant(s) in writing of outcomes.

Final CoC Board Approval

Following the scoring and ranking process, and any subsequent appeals process, the SRT will present its funding recommendations to the full SNH CoC Board for a vote on the finalized *Priority Listing*. SRT conflict of interest rules, as described above, apply in kind to SNH CoC Board members, when voting upon the finalized *Priority Listing*.

Glossary

Annual Performance Report: Recipients with HUD funding received through CoC homeless assistance grants are required to submit an Annual Performance Report (APR) electronically to HUD every operating year. Data collection for the APR is aligned with the most recent version of the Homeless Management Information System (HMIS) Data Standards. The APR provides the grantee and HUD with information necessary to assess each grantee's performance, and is used in the scoring of local applications

Annual Renewal Demand: The sum of the annual renewal amounts of all projects within the CoC eligible to apply for renewal in that fiscal year's competition, before any adjustments to rental assistance, leasing, and operating budget line items based on changes to the FMR.

Collaborative Applicant: The Collaborative Applicant is the entity responsible for preparing and submitting a CoC's consolidated application in response to HUD's annual Notice of Funding Opportunity (NOFO) for the Continuum of Care Program . The Clark County Department of Social Service (CCSS) acts as Collaborative Applicant for the SNH CoC, applying for funding on behalf of the Clark County Continuum of Care (NV-500).

Consolidated Application: The CoC Consolidated Application consists of three parts, the CoC Application, the CoC Priority Listing, and all the CoC's project applications that were either approved and ranked, or rejected. All three must be submitted for the CoC Consolidated Application to be considered complete.

Continuum of Care (CoC): The 2009 HEARTH Act amended the McKinney-Vento Homeless Assistance Act and established the Continuum of Care Program. The CoC Program Interim Rule, 24 CFR 578, published by HUD in 2012 formally implements the CoC Program. According to the Interim Rule, the CoC Program seeks to:
- Promote communitywide commitment to the goal of ending homelessness
- Provide funding to quickly rehouse homeless individuals and families
- Promote access to and utilization of mainstream programs, and
- Optimize self-sufficiency among individuals and families experiencing homelessness

Coordinated or Centralized Entry System: (as defined by HUD) means a centralized or coordinated process designed to coordinate program participant intake assessment and provision of referrals. A centralized or coordinated assessment system covers the geographic area, is easily accessed by individuals and families seeking housing or services, is well advertised, and includes a comprehensive and standardized assessment tool.

eLOCCS: The electronic Line of Credit Control System (eLOCCS) is HUD's primary grant disbursement system, handling disbursements for the majority of HUD programs, including the CoC Program. Grant disbursements are facilitated via the Internet through the eLOCCS system.

Eligible Applicant: (as defined by HUD) a private nonprofit organization, State, local government, or instrumentality of State and local government.

e-SNAPS: The electronic grants management system used by HUD's Office of Special Needs Assistance Programs (SNAPS). This system supports the CoC Program applications for funding consideration and grant awards process for conditionally awarded projects under the HUD CoC Program.

Grant Inventory Worksheet: The Continuum of Care (CoC) Grant Inventory Worksheet (GIW) report is used to record all grants within a CoC's geographic area that are eligible for renewal funding in the upcoming CoC Program Competition. The GIW calculates an Annual Renewal Amount (ARA) for each project, which is the sum of each project's renewable budget line items (e.g., rental assistance, leasing, supportive services) and identifies the maximum renewal amount a renewal project applicant may apply for during the CoC Program Competition. The GIW report also calculates the CoC's Estimated Annual Renewal Demand (ARD), which is the sum of all ARAs within the CoC.

Homeless Management Information System (HMIS): HMIS is the local information technology system used to collect client-level data and data on the provision of housing and services to homeless individuals and families and persons at risk of homelessness. Each CoC is responsible for selecting an HMIS software solution that complies with HUD's data collection, management, and reporting standards. The SNH CoC uses Clarity Human Services as its HMIS software. Data from HMIS or a comparable data base for victim services providers is used score renewal applications. Clark County Department of Social Services is the HMIS Lead Agency responsible for administering the HMIS on behalf of the CoC.

Housing First: 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 a minimum income threshold).

Housing Quality Standards (HQS): The HUD minimum quality standards for tenant-based programs. HQS apply to the building and premises, as well as the unit.

HUD Continuum of Care Notice of Funding Opportunity (NOFO): HUD releases an annual Notice of Funding Opportunity (NOFO) to announce the start of each year's national competition for CoC funding.

Match: Cash and/or in-kind resources contributed by the CoC and ESG grant recipient as a condition of receiving CoC or ESG funding. All grant funds must be matched with an amount no less than 25% of the awarded grant (excluding the amount awarded to the leasing budget line item). CoC Program recipients may also use program income as match.

Priority Listing: The Collaborative Applicant must either approve and rank or reject each Project Application, making sure to provide a justification for any rejection. The Collaborative Applicant must also rank all projects with a unique rank number prior to

submitting the CoC Priority Listing to HUD.

New Project Application: New projects are those applying for the first time in a given year's CoC NOFO.

Project Sponsor: A project sponsor is the organization that is responsible for carrying out the proposed project activities. A project sponsor can be the applicant or a sub-recipient of the grant.

Reallocation: Reallocation as a process that CoCs use to shift funds in whole or part from existing eligible renewal projects to create one or more new projects without affecting the CoC's Annual Renewal Demand. Reallocation is most often used for unspent funds in existing grants or for projects that no longer meet the needs of the CoC, such as converting transitional housing to RRH. CoCs may use relocation to create new PSH, RRH, Joint TH/PH-RRH, HMIS or SO for coordinated assessment.

Recipient: An applicant of CoC Program funds that executes a grant agreement with HUD for CoC Program funds. To be eligible to apply for CoC Program funds, an applicant must be a private nonprofit organization, State, local government, or instrumentality of State or local government, Indian Tribes and Tribally Designated Housing Entities (THDEs) (as defined in section 4 of the Native American Housing Assistance and Self-Determination Act of 1996 (25 U.S.C. 4103), and or a public housing agency as such term is defined in 24 CFR 5.100, are eligible without limitation or exclusion.

Renewal Application: Projects with existing HUD CoC contracts that expire in calendar year 2024, must submit a local application to have their funding renewed. Grant terms are generally one year and must be renewed annually through the local process.

Tier 1/Tier 2: HUD requires Collaborative Applicants to rank all projects in two tiers. Tier 1 is defined by HUD in the annual NOFO as a percent of the CoC's Annual Renewal Demand (ARD) determined by HUD on the final approved Grant Inventory Worksheet (GIW). Projects ranked in Tier 1 by the CoC can be confident they will get funded, assuming they CoC has done its due diligence in ensuring the project meets HUD's threshold requirements. Tier 2 is the difference between Tier 1 and the CoC's ARD plus any amount available for bonus (including the Domestic Violence Bonus). Tier 2 projects are not assured funding and compete nationally for an award. In 2022 the SNH CoC did have a Tier 2 Project funded.

SNHCoC – Proposed 2023 NOFO Timeline
Rev. July 7, 2023

SHADINGS: Pink = HUD Deadlines; Blue = Local Competition Deadlines & Key Meetings

Deadline Date	Process Step/Task/Deadline	√	Lead	Support	Date Completed
NA	NOFO Pre Steps already completed: CoC 101 session? Update gaps analysis?				
5/19/2023	CoC Registration Review Deadline	done			
6/1/2023??	Monitoring of CoC Projects Completed	done	Jaini		
6/13/2023	GIW available for review	done	Mary D	Catherine	
6/28/2023	GIW due to HUD; revised GIWs will be available 7/28/2023	done	Catherine	Mary D	6/28/2023
6/28/2023	SRT Policy and procedures drafted for EWG review	done	EdC		
7/5/2023	NOFO Released				
07/06/2023	Tentative calendar drafted				
07/06/2023	Threshold and scoring criteria drafted		EdC		
7/10/2023	EWG discuss P&Ps; threshold and scoring criteria; calendar; recruit for SRT		PDT	EdC	
7/6/2023	Community forum on policies and scoring	done	EdC	PDT	07/06/2023
7/06/2023 - 7/20/2023	Begin drafting narrative responses and identify areas of concern		Brenda	Mary	
7/6/2023 - 7/17/2023	Build all application materials (ZG Agency application and project application; application instructions, bidder's conference slide deck and other TA materials)		Mary	Brenda	
07/11/2023	Draft SNH CoC Board presentation		Brenda	EdC	
7/13/2023	SNH CoC Board approves 2023 P&Ps; threshold review factors and scoring criteria; draft calendar (with provision for further updates as more info on NOFO is learned). Request assistance recruiting SRT		EdC to present		

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Deadline Date	Process Step/Task/Deadline	√	Lead	Support	Date Completed
7/13/2023	CoC Local Application Press release; sent to State Grants office for distribution. **07/06 - Sent to Yazmin, NV Grants Lab, NHA, UWSNV** **NHA requested a flyer.**		Brenda	Mary	
7/20/2023	Local Competition Opens (this gives 3 weeks for applicants to respond by Aug. 14 deadline); TA session/bidder's conference		EdC	PDT	
7/24/2023 - 8/10/2023	Weekly TA office hours begin		EdC	PDT	
8/10/2023	SNH CoC Board meeting - provide update on narratives of consolidated application		EdC	PDT	
08/15/2023	Local Competition closes (Meets HUD requirement of 30 days before deadline/Aug. 28)		PDT		
8/15/2023 - 8/28/2023	Local Competition Scoring by SRT		SRT	EWG	
8/15/2023 - 8/28/2023	Staff/TA support SRT to complete scoring of any non-pre-scored/non-objective factors; Staff/TA complete Threshold review and objective scoring; prepare SRT tools and spreadsheets		EdC	PDT	
08/28 or 8/29/2023	Deadline for SRT members to finish scoring; SRT meets to discuss and finalize scores				
08/29/2023 or 08/30/2023	Deliberation Day meeting – is this a virtual or in-person meeting?		EdC		
08/30/2023	All applicants are notified of their ranking and whether any projects were reduced or rejected; appeals period opens; results posted to website. This meets HUD requirement (must be done by Sept. 14)		Via HHH email		
08/31/2023	Esnaps training / office hours		PDT	EdC	
09/01/2023	Deadline for applicant appeals		EdC		
09/05-09/07/2023	Appeals process if needed; reconvening of SRT if needed due to appeals; finalize priority listing		EdC		

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Deadline Date	Process Step/Task/Deadline	√	Lead	Support	Date Completed
9/10/2023 midnight	Deadline for Project Applications to be submitted in e-snaps and pdf sent to staff/TA for tech review				
9/05/2023-09/14/2023	Tech review of e-snaps applications begins as applications are received				
9/11/2023	Joint EWG/Monitoring/Data Group meeting				
9/14/2023	SNH CoC Board meeting provide draft of submission and approve final project priority list (EWG member to present)		EdC	PDT	
9/13/2023	Consolidated Plan Certification - complete with signatures		Catherine		
9/14/2023	Posting of 2023 CoC Consolidated Application and Priority Listing				
9/21/2023	**Final reviews of all documents**				
9/21/2023	**Submit application to HUD**				
	Deadline to receive HUD debriefing including score and breakdown of score main sections.				
09/21/2023	Send a survey to all project participants to receive feedback on the NOFA process		EdC	PDT	
9/28/2023	HUD deadline for NOFO submission				

Proposed 2023 Threshold Criteria – Renewal Projects

ITEM
1. Applicant Eligibility • Applicant is active CoC participant; attends mandatory trainings and meetings. • Neither applicant nor sub-recipients (if applicable) are for-profit entities. • Agency is on the HUD Code of Conduct List. • Application contains valid UEI.
2. Agency has certified compliance with HUD's requirements for: • Disclosure of all sub-recipients, contractors, and persons with a financial interest in the project • Non-discrimination and furtherance of Fair Housing • Prohibitions against lobbying and disclosure of lobbying activities • Avoiding Conflict of Interest • Drug Free workplace • All relevant assurances in SF-424B • Match Funding • That the application contains no false statements
3. Agency has provided an Annual Independent Audit.
4. Project Eligibility This project underwent a rigorous compliance review as part of its 2023 monitoring and was found to have met threshold standards for HUD CoC funded projects as evidenced by a combined score of 80% or better on compliance factors including but not limited to: • Recordkeeping compliant with CFR regulation • Grant management and oversight compliant with CFR regulation • Program operations compliant with CFR regulation • Housing Quality Standards inspection and timeliness • FMR and Rent Reasonableness compliant • Supportive services compliant with CFR regulation • Financial and Internal Controls compliant with CFR regulation • Match compliant with CFR regulation • Program income compliant with CFR regulation • Limitation of use of funds compliant with CFR regulation • Termination of assistance compliant with CFR regulation • Conflict of interest compliant with CFR regulation • Environment reviews compliant with CFR regulation • Component-specific requirements are compliant with CFR regulation • Eligible costs applicable to contracts are all compliant with CFR regulation • Restrictions on combining funds are compliant with CFR regulation • HMIS compliant with CFR regulation • Compliant with Coordinated Entry participation • General eligibility and program verification - (24 CFR 578.103(c)(1)) • Homeless status eligibility determination is compliant with CFR regulation
5. Applicant has provided the following project-specific attachments: • Monitor Report Score Sheet • Evidence that the Annual Performance Report was submitted on time

Proposed 2023 Scoring Factors and Weighting– Renewal Projects

Factor	Source/type/who scores	Maximum Points
RENEWAL PROJECTS **Must have one year of performance data. Not applicable for CES or HMIS Projects.**		
A. Grant Administration		**15**
1. Timely submissions of APR	Sage/objective/Facilitator	5
2. ELOCCs drawdowns occurred at least quarterly	Screen shot from LOCCs or Monitoring score x .5/objective/Facilitator	5
3. Expenditure of grant funds	Monitoring score x .5/ objective/Facilitator	5
B. HUD and Local Policy Priorities		**45**
1. How project implements Housing First	Just use the HF Monitoring Score x .8/ objective/Facilitator	10
2. How project advances racial equity	Applicant/narrative/SRT	10
3. How project engages people with lived experience and utilizes their expertise for program development, evaluation, decision-making, etc.	Applicant/narrative/SRT	8
4. How project delivers person-centered, trauma-informed care	Applicant/Narrative/SRT	6
5. Applicant's participation in regional efforts including CES	Applicant/Narrative/SRT	6
6. Leveraging mainstream resources especially healthcare	Applicant/Narrative/ /SRT	5
C. Project Performance		**40**
1. Obtains/maintains PH	V3 score x .65/ objective/Facilitator	13
2. Exits from project back to homelessness	Use V3 score x .4/ objective/Facilitator	8
3. Maintains or Increases income (employment and non-employment)	V3 score x .7/ objective/Facilitator	7
4. Extent to which project serves high barrier populations	V3 score x .2/ objective/Facilitator	4
5. HMIS data quality	V3 score x .2/ objective/Facilitator	4
6. Occupancy or utilization	V3 score on this factor x .4/ objective/Facilitator	4
D. Bonus Points		**5**
Project is voluntarily Reallocating funds		5
TOTAL		**105**

Proposed 2023 Threshold Criteria – New Projects

ITEM
1. Applicant Eligibility   • Applicant is active CoC participant, attends mandatory trainings and meetings, or has joined the CoC prior to submitting a local application.   • Neither applicant nor sub-recipients (if applicable) are for-profit entities.   • Agency is on the HUD Code of Conduct List.   • Application contains valid UEI.
2. Agency has certified compliance with HUD's requirements for: • Disclosure of all sub-recipients, contractors and persons with a financial interest in the project   • Non-discrimination and furtherance of Fair Housing   • Prohibitions against lobbying and disclosure of lobbying activities   • Avoiding Conflict of Interest   • Drug Free workplace   • All relevant assurances in SF-424B   • Match Funding   • That the application contains no false statements
3. Agency has provided an Annual Independent Audit.
4. Project Eligibility   The application is determined to be eligible for review by proposing: • An eligible project type   • To serve an eligible target population   • To fund eligible project activities
5. Applicant has provided the following project-specific attachments: • Project budget   • Performance reports from comparable projects   • Match letter

Proposed 2023 Scoring Factors and Weighting – New Projects
Draft – July 7, 2023

New Projects		
Factor	**How Assessed**	**Maximum Points**
A. Applicant Capacity		**16**
1. Applicant experience serving target population	Applicant narrative	4
2. Applicant experience operating comparable program type (PSH, RRH, TH/RRH, CE or other comparable program)	Applicant narrative	4
3. Applicant experience managing federal funding or other complex funding sources	Applicant narrative	4
4. Applicant's financial management capacity	Applicant narrative; review of audit	4
B. Program Design/Program Quality		**34**
1. How proposed project will implement Housing First	Applicant narrative	10
2. How proposed project will advance racial equity	Applicant narrative	10
3. How proposed project will involve people with lived experiences; engage their expertise	Applicant narrative	8
4. How applicant participates or will participate in regional efforts	Applicant narrative	6
C. Objectives/Outcomes (for PSH/RRH/TH/RRH)		**26**
1. How will participants be assisted to secure or retain permanent housing and do not exit to homelessness? Provide evidence of successful outcomes in this metric (from a comparable project)	Applicant narrative; reports provided by applicant	10
2. How will the project assist participants to secure jobs and income, gaining independence? Provide evidence of successful outcomes from a comparable project.	Applicant narrative; reports provided by applicant	8
3. How will the project ensure participants are connected to needed mainstream systems, including health and behavioral health care.	Applicant narrative; reports provided by applicant	8
D. Budget and Leverage		**24**
1. Budget is adequate and cost effective (i.e. not too high or too low); includes appropriate staffing structure	Budget	8
2. Applicant has leveraged non-CoC housing resources (% amount required by HUD for bonus points for the CoC)	Budget and evidence of commitment	8
3. Applicant has leveraged mainstream health resources (% amount required by HUD for bonus points for the CoC)	Budget and evidence of commitment	8
TOTAL		**100**