CHITTENDEN COUNTY HOMELESS ALLIANCE
Continuum of Care

HUD Continuum of Care VT-501 – Burlington//Chittenden
VT-501 CoC Primary Decision Making Body – Chittenden County Homeless Alliance
Policy/Procedure – CoC Program Project Ranking
VT-501 CoC approved / revised: 12/30/2013, 7/6/2017, 7/5/2018, 7/11/2019, 7/1/2021, 06/02/2022 06/08/2023

Purpose: To guide the Chittenden County Homeless Alliance (CCHA), Application Ranking Committee and Collaborative Applicant (CA) in the activities required to perform ranking of Continuum of Care (CoC) grant applications for the annual HUD Continuum of Care-Homeless Assistance Notice of Funding Availability (NOFA).

Policy: This policy was developed to ensure that the scoring and ranking of CoC grant application requests are conducted in a fair, transparent, & unbiased manner. The Chittenden County Homeless Alliance Steering Committee (Executive Body of the CoC) reviewed, edited and approved this policy and accompanying rating tool on December 30, 2013 with a majority vote. This process has been amended for the 2015 NOFA cycle. This process was further amended for the 2016 NOFA cycle. This process was amended and voted on for the 2017 NOFA on July 6, 2017. This process was amended and voted on for the 2018 NOFA on July 5, 2018. This process was amended and voted on for the 2019 NOFA on July 11, 2019. This policy was amended and voted on for the 2021 NOFA on July 1st 2021. This policy was amended for the 2022 NOFA in June and August 2022. This policy was amended in June 2023

Procedures: The approved ranking measures and data sources used to evaluate all CoC grant application requests will be provided to all applicants before the Application Ranking Committee meets to review and rank their projects. The Collaborative Applicant, assisted by the Institute for Community Alliances (ICA) will collect all specified data for each CoC project application and provide the application to the Application Ranking Committee to conduct the review. The Collaborative Applicant will be present at the meeting of the CoC Application Ranking Committee to provide technical assistance as needed. After the preliminary ranking determination and recommended selective cuts (if applicable) of the Application Ranking Committee is complete, the Collaborative Applicant will send an individual summary and project rank number to each project applicant and release the rankings to the Continuum. The project priority list and funding will be submitted to the Steering Committee and voted on in during the NOFA period. Each project applicant may appeal the ranking determination of their individual project by submitting a written appeal to the Chittenden County Homeless Alliance Steering Committee co-chairs and making a presentation at the next available Steering Committee meeting. Upon completion of the appeal review, the Chittenden County Homeless Alliance Steering Committee will make a final determination. The Collaborative Applicant will send the final CoC project ranking list to the CoC, and all individual project applicants, to be posted on the designated website to ensure transparency and compliance with the CoC NOFA no later than 15 days before the date the application is due. The entire Consolidated Application will be posted online for review and comments. The Steering Committee will designate the Executive Committee to have the final vote on the submittal of the Application, or hold a special meeting.

Ranking Team: The CoC Application Ranking Committee will be made up of unbiased members familiar with CoC programs and the community's system of care for people

experiencing or at risk of homelessness. Each year the Application Ranking Committee members will provide a statement of confidentiality and no conflict of interest in the regard to any discussions or determinations of specific project applications and/or applicants. Members will be recruited yearly and their eligibility verified (no conflicts of interest) by the CoC.

The Committee may consider adjustments for such issues as HUD incentives or requirements. The Committee may consider proposal changes or project general budget adjustments that may be required to meet community needs. The Committee determines the rank and funding levels of all projects considering all available and objective information.

The following members were approved by the Chittenden CoC to review and rank the Chittenden CoC project applications for the FY2023 HUD CoC NOFA competition:

- Caty Mara CSL, BPD
- Kerri Duquette Hoffman, State of Vermont
- Jennifer Hunter, Cathedral Square
- Jason Brill, VA
- Alyssa Peteani, VHFA
- Megan Bridges, UWNWVT
- Tammy Santamore COTS
- City of Burlington/Collaborative Applicant (Marcella Gange) – non voting

Ranking Process: The CoC will implement goals for each HUD CoC NOFA application cycle which maximize competitiveness of the CoC's Consolidated Application in consideration of local CoC priorities.

The independent Application Ranking Committee will meet to review data from each CoC applicant to determine how it meets the scoring criteria established in the CoC project rating tool, minimum grant requirements, and established HUD/CoC priorities. These combined factors will inform the Application Ranking Committee how to determine the CoC project ranking list and, if applicable, any necessary funding reductions to one or more projects.

Rating Tool Measures (see attachment): HUD Housing Priority, HMIS Data Quality & APR, Participant Project Performance, Target Population, Leverage, Bed Utilization and Expenditure of Funds. *Sources: Annual Performance Report; Drawdown Reports.*

Standard Minimum Grant Requirements: leverage match, expenditure of grant funds (slow or fast), bed utilization, cost effectiveness of project, HMIS implementation and compliance (or comparable system for DV projects), and other minimum grant terms. *Sources: Annual Performance Reports; LOCCS draws; HMIS Data Quality Reports.*

CoC Priorities: In addition to the above rating tool criteria and minimum grant requirement thresholds, the CoC approved local priorities for the Application Ranking Committee listed under HUD's and CCHA Policy Priorities, to consider in determining a project's rank and potential selective grant reductions.

Reallocation Process: The Steering Committee will review the Grant Inventory Worksheet and grant line up in sufficient time to allow for potential reallocation of funds. The Steering Committee will duly advertise any upcoming vote or discussion on the reallocation process. The Steering Committee reviews CCHA's projects in light of the CoC's and HUD's priorities. The Steering Committee will consider reallocation during an upcoming meeting and rank the following in priority status: 1) Permanent Supportive Housing; 2) Rapid Rehousing and 3) Other eligible activities.

CoC Funding Tier 1 and Tier 2 Process:
The Ranking Committee will follow the directions in the NOFA for the Tier 1 and Tier 2 funding process. HUD will establish the amounts of Chittenden's Tier 1 and Tier 2. Currently, Tier 1 is equal to 100% of project funding eligible for a first time renewal plus 94% of the remaining Annual Renewal Demand (ARD). Tier 2 is the difference between Tier 1 and the CoC's ARD plus any amount available for the permanent housing bonus.

Project Determinations and Appeals Process: Applications which do not meet the minimum threshold requirements will not be included in the CoC Consolidated Application submitted to HUD for consideration. If more applications are submitted than the CoC has money to fund, the Application Ranking Committee will rank the grants in order of the agreed upon priority as approved by the Chittenden CoC Steering Committee. Because the Coordinated Entry and HMIS grants are an integral part of the CoC's infrastructure, once these applications meet the threshold for application, they will be ranked as the last projects in Tier 1. New projects that have not yet begun but previously funded will be held harmless and ranked in Tier 1. The Collaborative Applicant will send formal notification of the determination made by the Application Ranking Committee to each project applicant along with: individual project ranking summary report, individual project ranking number, and potential budget reduction. Any appeals to the Application Ranking Committee's determinations for projects may be presented to the Chittenden County Homeless Alliance Steering Committee during the next meeting. After all appeals are heard, the Chittenden County Homeless Alliance Steering Committee will vote to finalize on the Review and Ranking Committee's recommendation. The Steering Committee's final recommendation, along with the corresponding grant amount for all projects, will be distributed to the Continuum and posted on the appropriate websites.

HUD's and CCHA's Policy Priorities

1. Create a systemic response to a lack of housing or housing instability.
    a. Measure and Improve System Performance.
    b. Create an effective Coordinated Entry Process
    c. Promote participant choice.
    d. Plan as a system.
    e. Make the delivery of assistance more open, inclusive and transparent.
    f. Partner with Housing, Health and Service Agencies
    g. Increase Affordable Housing Supply
2. Strategically allocate resources
    a. Comprehensively review project quality, performance and cost effectiveness.
    b. Maximize the use of mainstream and other community-based resources.

     c. Integrate persons with disabilities, in the least restrictive and most stable housing environment.

3. End chronic homelessness.
    a. Target persons with highest needs and longest histories of homelessness for PSH.
    b. Increase units
    c. Improve outreach.
4. End family homelessness.
5. End youth homelessness.
6. End veteran homelessness.
7. Reduce Unsheltered Homelessness
8. Address Racial Disparities – review local polices, procedures and practices with attention to identifying and removing barriers
9. Improve Assistance to LGBTQ+ Individuals
10. Persons with lived experience included in planning and oversight
11. Use a Housing First Approach.
    a. Use data to quickly and stably house persons experiencing or at risk of homelessness..
    b. Engage landlords and property owners.
    c. Remove barriers to entry.
    d. Adopt client-centered service methods.
12. Prioritize vulnerable populations for CoC-funded resources:
    a. Persons experiencing Chronic Homelessness
    b. Persons fleeing domestic violence, dating violence, sexual assault, and stalking
    c. Vulnerable families
    d. Unaccompanied Youth
    e. Veterans
13. Use an evidence based approach
    a. Prioritize projects that use data and evidence based practices. Examples of data include; positive housing outcomes, improvements in income/employment, improvements in overall well-being (mental health, physical health, connections, safety)

Presented to CCHA June 1ˢᵗ 2023 and Approved June 8ᵗʰ 2023

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Sarah Russell, Co-Chair   Will Towne, Co-Chair