

Morris County Continuum of Care
CoC Application Notice of Intent
Rank and Review Tool Guide

Executive
Committee

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A rank and review tool allows the review committee to structure, then award allocations by: specifying and prioritizing needs with a list of criteria; then evaluating, rating, and comparing the different applications; and selecting the best matching application. The rank and review tool aids the review committee in determining the winning application amid all those sent in response to the release of the Notice of Intent.

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The purpose of this guide is to define the determining factors and specify CoC Application Notice of Intent alignment.

Determining Factor: Program Performance (Data quality, Income growth/Connection to benefits, Housing stability.)

Definition: Applicant demonstrates ability to meet the Morris County CoC Performance Standards.

Performance Standards			
Length of			
	HUD Standard	Morris County current Performance	Recommended Standard
Short Term Emergency Shelter	High performing communities average	7 days	7 days
Long Term Emergency Shelter	length of stay across all programs 20	78.9 days Individuals; 143 days Families	90 days Individuals; 180 days Families
Transitional Housing	days or less <u>OR</u> 5% decrease in	8.5 months Individuals; 11.5 months	12 months Individuals; 18 months Families
Safe Haven	current baseline	6.8 months	15 months
Rapid Re-Housing	N/A	71 days	N/A
Permanent Housing	6 months or longer	43.4 months (3.5 years)	12 months
Services Only Programs	N/A	N/A	N/A

Income/Benefit			
	HUD Standard	Morris County Current Performance	Recommended Standard
Adults with earned income	20%	12%	17%
Adults with increase in monthly earnings	20%	0%	recommendation not to use this measure at this time
Adults with non-earned cash benefits	54%	29%	34%
Adults with increase in monthly earning	54%	3%	recommendation not to use this measure at this time
Adults with non-cash benefits	56%	37%	42%

Successful Placement in Permanent			
	HUD Standard	Morris County Current Performance	Recommended Standard
Emergency Shelter		12%	17%
Transitional Housing	65%	53%	65%
Safe Haven		38%	35%
Rapid Re-Housing		100%	95%
Permanent Housing	80%	70%	increase by 5% from current baseline
Services Only Programs		55%	N/A

CoC Application Notice of Intent Alignment:

Question #3 What are your program’s goals?

Question #6 How do you anticipate obtaining referrals for this program?
What additional steps will be taken should you encounter difficulty in identifying eligible program participants that meet your target population?

Question #8 Please briefly describe relevant experience of the Grantee and any primary project partners in providing the proposed services.

Question #10 Please describe how proposed services and identified collaborations will help you achieve your program goals.

Determining Factor: Permanent housing for the chronically homeless

Definition:

- a) Projects adding new permanent housing beds dedicated to the chronically homeless
- b) Projects targeting existing permanent housing beds for the Chronically homeless
- c) Projects targeting existing permanent housing beds to the chronically homeless at bed turnover
- d) Projects dedicating existing permanent housing beds to the chronically homeless at bed turnover
- e) Projects implementing a Housing First model in serving the chronically homeless population (Housing First model is defined as permanent housing programs with low barriers to program entry, primary goals related to housing placement and stabilization, services wrapped around participants according to their needs)

CoC Application Notice of Intent Alignment:

Question #1 Which funding priority is your project addressing? What specific activities/services does your project offer to meet the identified need?

Question #7 Please describe the services to be offered to program participants.

Determining Factor: Permanent housing for homeless families using a rapid re-housing model

Definition: The Rapid Re-Housing model is defined as housing designed to assist the homeless, with or without disabilities, move as quickly as possible into permanent housing and achieve stability in that housing. Rapid re-housing assistance is time limited, individualized, flexible and designed to complement and enhance homeless system performance and the performance of other homeless projects. While it can be used for any homeless person, preliminary evidence indicates it can be particularly effective for households with children.

Rapid re-housing projects must serve households with children living on the streets or in emergency shelter.

CoC Application Notice of Intent Alignment:

Question #1 Which funding priority is your project addressing? What specific activities/services does your project offer to meet the identified need?

Question #7 Please describe the services to be offered to program participants.

Determining Factor: Programs working to remove barriers to CoC resources

Definition:

- a) Programs prioritizing those most in need of services (i.e. long histories of homelessness, unsheltered families, those who are medically vulnerable)
- b) Programs that will actively participate in the coordinated assessment process including model development and implementation
- c) Programs that work to reduce the number of people exiting prior to program completion or movement into permanent housing
- d) Programs working to reduce exits for unknown reasons or negative reasons
- e) Transitional Housing

CoC Application Notice of Intent Alignment:

Question #1 Which funding priority is your project addressing? What specific activities/services does your project offer to meet the identified need?

Question #7 Please describe the services to be offered to program participants.

Determining Factor: Maximize use of mainstream resources

Definition:

- a) Projects that coordinate with existing mainstream resources to enroll participants in eligible programs and connect them to community based services
- b) Projects that secure funding for services through mainstream resource programs and other partnerships
- c) Programs that work to actively enroll participants in healthcare and assist participants in understanding and accessing expanded services available through the Affordable Care Act changes

CoC Application Notice of Intent Alignment:

Question #1 Which funding priority is your project addressing? What specific activities/services does your project offer to meet the identified need?

Question #6 How do you anticipate obtaining referrals for this program? What additional steps will be taken should you encounter difficulty in identifying eligible program participants that meet your target population?

Question #7 Please describe the services to be offered to program participants.

Question #8 Please briefly describe relevant experience of the Grantee and any primary project partners in providing the proposed services.

Question #9 Please complete the following chart providing information about community partners assisting in the provision of services for this program

Partner Agency Name	Value of commitment (estimated cost per year)	Describe nature of services and collaboration with partner agency
i.e. Mental Health Service of Morris County	\$100,000	Formal Memorandum of Understanding in place for the provision of psychiatric services to program participants

Determining Factor: Program Impact

Definition: Programs critical to the homelessness infrastructure without which a gap in services would be created.

CoC Application Notice of Intent Alignment:

Project Description

Question #4 Please identify the gaps this program fills.

Question #10 Please describe how proposed services and identified collaborations will help you achieve your program goals.

Determining Factor: Serves Priority Populations

Definition:

- a) Homeless Veterans
- b) Homeless Youth
- c) Domestic Violence

CoC Application Notice of Intent Alignment:

Question #1 Which funding priority is your project addressing? What specific activities/services does your project offer to meet the identified need?

Question #5 Please identify the target population and how it compares to the larger community population in need of this service.

Question #7 Please describe the services to be offered to program participants.

Determining Factor: Participates in development of a coordinated assessment process

Definition: CoCs are expected to adopt a common assessment or intake form for people who need homeless services. Coordinated Assessment is a system in which all programs within a CoC work together to assure services are accessible and well-targeted to the immediate needs of the client. Applicant demonstrates participation in the development and implementation of the coordinated assessment system.

CoC Application Notice of Intent Alignment:

Question #14 Please describe your agency's level of participation in local planning processes (i.e. CoC (formerly known as CEAS), sub-committees, Community Development Consolidated Plan, etc.)

Determining Factor: Agency Track Record

Definition: Applicant can demonstrate ability to successfully deliver services, program compliance, and impact.

CoC Application Notice of Intent Alignment:

Question #2 What is your agency's mission and how does this program fit into your agency's mission?

Question #6 How do you anticipate obtaining referrals for this program? What additional steps will be taken should you encounter difficulty in identifying eligible program participants that meet your target population?

Question #8 Please briefly describe relevant experience of the Grantee and any primary project partners in providing the proposed services.

Question #12 Please describe your long-term plans to sustain the program should there be decreases in HUD funding.

Question #15 Have you ever been denied funds (HUD or otherwise) and why?

Scoring Matrix

Along the left hand side are listed all of the applicants. The determining factors are along the top (factors that have been identified as priorities). The weight for each factor is along the bottom (the weight reflects the importance of the priority).

The chart shows Permanent Housing for the Chronically Homeless as the highest priority, with the weight of 4, while Agency Track Record is weighted as a 2. This means that Addressing Chronic Homelessness is twice as important a factor as Agency Track Record.

Programs are rated on a scale of 0-2 in each category. (0 does not meet, 1 partially meets, 2 fully meets) Totals are the sum of the category rating multiplied by the category weight. Recommendations for funding will be based on the program receiving the highest total scores.

Rating Calculation Example: $1 \times 4 = 4$, $2 \times 4 = 8$, $2 \times 3 = 6$, $2 \times 3 = 6$, $0 \times 3 = 0$, $1 \times 2 = 2$, $2 \times 2 = 4$

$$4 + 8 + 6 + 6 + 0 + 2 + 4 = 30$$

	Program Performance (Data quality, income growth/connection to benefits, housing stability)	Permanent housing for the chronically homeless (permanent housing programs, new beds dedicated to chronically homeless, etc.)	Permanent housing for homeless families using a rapid re-housing model	Programs working to remove barriers to CoC resources	Maximizes Mainstream Resources and Supportive Services	Program Impact	Serves Priority Populations (veterans, youth, domestic violence)	Participates in development of a coordinated assessment process	Agency Track Record (i.e. demonstrated ability to successfully deliver services, program compliance and, Impact)	totals
Perfect Score	2	2			2	2	2	2	2	48
Example	1	2	0	0	2	2	0	1	2	30
weight	4	4	4	3	3	3	3	2	2	