

September 2016

Arizona Department of Housing (ADOH) and Collaborative Applicant (CA)

Balance of State Continuum of Care (BOSCOG)

Bonus--New Project Process for Announcement, Review and Ranking

The following is the process used by the AZBOSCOG related to the announcement, review and ranking of new applications in 2016:

- Upon HUD notification of available bonus funding, the Arizona Department of Housing (ADOH) notified possible interested parties via the ADOH Housing Bulletin which is sent to the entire BOSCOG distribution list. The bulletin was then posted on the website and this occurred on July 29, 2016.
- Applicants submitted applications within the required time period. Applicants were able to submit separate applications for permanent supportive housing for households that meet the definition of chronically homeless or rapid re-housing.
- Applications received were reviewed by a panel of three (3) individuals outside of the COG but familiar with requirements and needs, all former program Directors/Managers in the housing arena. Each application was scored using a review sheet that had previously been approved by the BOSCOG Advisory Governance Board.
- One (1) PSH application was submitted and approved. Notification about the approval was posted through the ADOH Bulletin on August 29, 2016. The Application was chosen to be submitted as it scored above seventy percent (70%) of the possible combined score of the review panel. Had it scored below seventy percent (70%), no bonus project would have been submitted.
- Official Tier 1 and 2 rankings were posted as an ADOH Bulletin on the ADOH website on September 7, 2016.

September 2016
Arizona Department of Housing (ADOH)
Balance of State Continuum of Care (BOSCOG)
Renewal Project Process for Review and Ranking

The following is the process used by the AZBOSCOG for the Review and Ranking of renewal applications in 2016:

- Notice of the application process was posted via ADOH Housing Bulletin on July 29, 2016.
- BOSCOG Governance Committee reviewed and accepted ranking criteria for renewal applications.
- Renewal applications are scored based on the following information: the APR, information provided by sub-recipients as part of a local questionnaire and information from ADOH contract monitoring activities. (Specific Criteria is attached and is posted at the ADOH website.)
- Renewal applications were scored based on the criteria and ranked based upon score.
- Projects were notified about project acceptance on August 29, 2016 via ADOH Housing Bulletin.
- Official Tier 1 and 2 rankings were posted as an ADOH Bulletin on the ADOH website on September 7, 2016.

September 2016

Arizona Department of Housing

Balance of State Continuum of Care (BOSCOG)

Reallocation Project Process for Identification, Announcement, Review and Ranking

The following is the process used by the AZBOSCOG for the identification, announcement, review and ranking of projects funded through reallocation.

- ADOH is the recipient of funds for BOSCOG and contracts with sub recipients for RRH, TH, and PH projects. As a result of this relationship, ADOH has an established process of monitoring sub-recipient performance. Reallocation is considered when a sub-recipient has not responded to ADOH monitoring findings within proscribed timelines and proscribed manner. In some cases, partial reallocation was also completed when sub-recipients consistently were not expending their entire application. Reallocation only takes place after a process that provides an opportunity for the sub recipient to respond with corrective action fails.
- Current projects were considered for reallocation when it was determined by the BOSCOG and the recipient that the community would be better served by changing the program from TH and aligning to HUD priorities related to permanent supportive housing for households that have been chronically homeless and rapid rehousing focused on families.
- The BOSCOG has reallocated funds as a part of the NOFA process since 2011.
- Once it is determined that funds are available due to reallocation, the process used to solicit applications is the same as that used for the bonus application and was posted July 29, 2016.
- The Arizona Department of Housing (ADOH) notifies interested parties via the ADOH bulletin announcement of availability to ADOH website.
- Applicants submitted applications within the required time period. Applicants were able to submit applications for rapid rehousing and permanent supportive housing.
- Applications received were reviewed by a panel of three (3) individuals outside of the COG but familiar with requirements and needs, all former program Directors/Managers in the housing arena. Each application was scored using a review sheet that had been previously approved by the BOSCOG Governance Committee.
- Three (3) applications for reallocation were approved for submittal in the 2016 BOSCOG application. One (1) application was reallocated from TH to PSH. One (1) application was reallocated from TH to RRH. One (1) application was reallocated from PSH to another PSH with a different sub-recipient.
- Official Tier 1 and 2 rankings were posted as an ADOH Bulletin on the ADOH website on September 7, 2016.

Documentation of Process

The following documents are attached in ESNAPS to document this process:

1. Project application for bonus and reallocation projects.
2. Project application and scoring tools for renewal projects.
3. Scoring Sheet for bonus projects and reallocation projects.
4. ADOH Bulletin - July 29, 2016 Announcing funding availability and application process.
5. ADOH Bulletin - August 29, 2016 Announcing all renewal applications would be funded as well as one (1) bonus application and three (3) projects for reallocation.
6. ADOH Bulletin - September 7, 2016 Announcing Official Tier 1 and Tier 2 Ranking.
7. ADOH Bulletin - September 9, 2016 Posting documentation of renewal and ranking process.

**2016 Balance of State Continuum of Care Application
Project Scoring Worksheet (Please complete one scoring worksheet for each application)
Bonus or Reallocation Project**

Your Name _____

Name of Agency _____

Project Name _____

Is this a bonus or reallocation application?

- Bonus
- Reallocation

1. Experience/ Capacity	Was the description of experience sufficient? Was is clear that the agency has previous experience and capacity to implement the proposed project?	Maximum 10 Points
Your comments about the mainstream resources response		Score
2. Unmet Need	Was the unmet need in the community that this project will address described sufficiently? Was local data used to describe need. Was the 2016 Unsheltered Count cited as part of the data used?	Maximum 10 points
Your comments about the mainstream resources response		Score
3. Wraparound/ Support Service	Was the description of how the client/tenant connects to wraparound services sufficient? Were examples provided?	Maximum 10 points
Your comments about the mainstream resources response		Score
4. Coordinated Entry/ Case Conferencing	Did the response include the use of the VI-SPDAT and the local coordinated entry process? Was the process used for case conferencing described? Was there a description about how community partners are in involved in case conferencing?	Maximum 10 points
Your comments about the mainstream resources response		Score
5. Mainstream Resources	Did the response provide a sufficient overview about how the client/tenant is connected to mainstream resources?	Maximum 10 points
Your comments about the mainstream resources response		Score
6. SSDI/SOAR	Did the response describe how clients/tenant are connected to SSDI benefits or a SOAR trained individual to apply for benefits	Maximum 8 points
Your comments about the SSDI/SOAR response		Score

7. Employment	Did the response describe how the client/tenant would be connected to employment support and what types of employment support are provided	Maximum 8 points
Your comments about the employment response		Score
8. Education	If applicable did the response describe how the agency works with homeless school liaisons or help clients/tenants in enrolling in education activities?	Maximum 8 points
Your comments about the education response		Score
9. Barriers	Did the response describe how barriers will be removed?	Maximum 8 points
Your comments about the barrier response		Score
10. Permanent Housing	Did the response describe how clients/tenants will be supported in remaining or obtaining permanent housing	Maximum 10 points
Your comments about the barrier response		Score
11. Domestic Violence	Did the response describe how the project will make a connection with DV providers?	Maximum 8 points
Your comments about the barrier response		Score

**Agency Renewal Application
Self -Scored Questions**

For each of the following questions self-score your activities related to the specific area

Question	Response	Self-Score
1. Housing First		
5 points:	We implement Housing First with one-hundred percent (100%) of new households.	Score
3 points	We implement Housing First with fifty percent (50%) of new households.	
0 points	We do not adhere to the Housing First philosophy.	
Describe your Housing First approach and score your agency based on the scale above. How quickly are participants moved into permanent housing? How is Housing First institutionalized within your agency? Attach any pertinent documentation (i.e. policies and procedures <i>not including ADOH Housing Manual.</i>)		
1. Chronic Homeless as Priority		
5 points	One-hundred percent (100%) of households housed in last twelve (12) months met the chronic homeless definition	Score
3 points	Seventy-five percent (75%) of households housed in last twelve (12) months met the chronic homeless definition.	
0 points	Less than seventy-five percent (75%) of those housed met the chronic homeless definition.	
3a. Participation in Continuum of Care		
Based on participation starting with statewide meeting at ACEH conference in October 2015 through July 2016 Regional Meeting.		
5 points	The agency had a representative at all four (4) BOSCOG meetings	Score
3 points	The agency had a representative at two (2) or three (3) of the BOSCOG meetings.	
0 points	The agency had a representative at zero (0) or one (1) of the BOSCOG meetings.	
Document the dates of the BOSCOG meetings attended between October 2015 and July 2016.		
3b. Participation in Continuum of Care Committees		
3 points	The agency has a representative on one (1) or more BOSCOG standing committees.	Score
0 points	The agency does not have representatives on any BOSCOG standing committees.	
3c. Participation in Local COG/Networking Activities		
5 points	The agency is the (or one of the) convener(s) of the local COG/networking meetings in the community/county.	Score
4 points	The agency participates in seventy-five percent (75%) or more of the local COG/networking meetings in the community/county.	

Question	Response	Self-Score
3 points	The agency participates in fifty percent (50%) of the local COC/networking meetings in the community/county.	
0 points	The agency does not participate in local COC/networking meetings in the community/county.	
If applicable, name the local meeting attended and the town it was held.		
4. Unsheltered Point In Time (PIT) Count-January 2016		
5 points	Agency staff coordinated all aspects of the local unsheltered PIT count.	Score
3 points	Representatives from the agency actively participated in unsheltered PIT count (administer multiple surveys, coordinated volunteers, distributed incentives)	
0 points	Agency representatives did not participate in the local unsheltered count.	
5. (NOT SCORED) Provide an example of how the agency has promoted the use of PIT count information from this year or previous years to inform the community(ies) about the issue.		
6. (NOT SCORED) Provide an example about how the agency has used the PIT count information from this year or previous years to contribute to local planning activities to eliminate homelessness in the community(ies).		

**2016 BOSCO
Project Questionnaire**

Complete a form for each project the agency has under contract with ADOH through the COC.

Copy this form for each project as needed.

Name of Agency:	Number of Projects in the COC under contract with ADOH:
Contact Person:	Phone Number:
Date Completed:	Name of Project:
Project is (check all that apply) <input type="checkbox"/> PSH <input type="checkbox"/> RRH <input type="checkbox"/> Leased Units <input type="checkbox"/> Tenant Based Rental <input type="checkbox"/> Project Based Units <input type="checkbox"/> Transitional Housing	At a point in time when fully occupied: Number of Units: _____ Number of Beds: _____ Number of beds dedicated to CH based on project contract: _____ Number of beds dedicated to veterans based on project contract: _____
1. Review your current project description in the 2015 project application. Provide an updated description, limited to 1,000 characters, based on changes such as projects that have been combined, changes in services, new community partnerships, etc.	
Provide updated project description here (required)	

Refer to your most recent APR and HMIS data to calculate score.

Self-score each project based on the following criteria/attributes:

Criteria/Attribute	Scale/Points	Self-Score
1. HMIS Data Quality	2 Data Quality is 100% 1 Data Quality is 80% or above 0 Data Quality is 79% or below	
2. Occupancy Rate for the year beginning January 2016	7 101% and above 6 91%-100% 4 80-90% 0 79% or below	

Criteria/Attribute	Scale/Points	Self-Score
3. APR information submitted to HUD correctly and on time	1 Submitted on time and correct 0 Not submitted on time	
4. Request for payment submitted to ADOH on time for the previous twelve (12) months. (<i>Submitted within thirty (30) days for the previous month.</i>)	2 100% of payment requests submitted on time 1 80%-99% of payment requests submitted on time 0 79% or below of payment requests submitted on time	
5. For PSH, households that remained or exited to other PH or positive exits during the operating year	3 Zero turnover or 100% positive exits 2 50 %-99% positive exits 0 49% or less positive exits	
6. For TH, households that exited to PH during the operating year	3 100% of HHs exited to PH and did not reenter homeless system per HMIS since exit 2 100% of HHs exited to PH but 75%-99% reentered homeless system 1 75%-99% of HHs exited to PH 0 74% or less of HHs exited to PH	
7. For RRH, measure of housing stability	3 100% of HHs no longer receiving financial assistance are stable 2 75%-99% of HHs remained stable 1 50% - 74% of HHs remained stable 0 49% or less of HHs remained stable	
8. PSH persons that maintained or increased employment income	3 25%-or more of HHs served 2 10%-24% of HHs served 0 9% or less of HHs served	
9. RRH persons that maintained or increased employment income	3 75%-100% of HHs served 2 50%-74% of HHs served 1 25% - 49% of HHs served 0 24% or less of HHs served	
10. TH persons that maintained or increased employment income	3 75%-100% of HHs served 2 50%-74% of HHs served 1 25% - 49% of HHs served 0 24% or less of HHs served	
11. PH, TH, persons that maintained or increased benefit income	3 85%-100% of HHs served 2 45%-84% of HHs served 1 15% - 44% of HHs served 0 14% or less of HHs served	
12. Case Conferencing (as defined in Definitions)	5 Involved with formal case conferencing (attach documentation)	

Criteria/Attribute	Scale/Points	Self-Score
	0 Not involved with formal case conferencing	
13. This is a PH project	3 If PH 0 If TH	
Total Score		