

.03 Rating and Review Procedure – FY2017

Attachments:

- .03 (a) CoC Objective Criteria
- .03 (b) Process
- .03 (c) CoC website notice of Review and Ranking Committee
- .03 (d) Projects eligible for Renewal per the GIW
- .03 (e) Review and Ranking Planning Meeting Agenda
- .03 (f) CoC Agenda and Minutes documenting approval of process and scoring Criteria
- .03 (g) Outreach to volunteers to serve on the Review and Ranking Committee
- .03 (h) Review and Ranking Committee Agenda with Guiding Principles
- .03 (i) Documentation of outreach to all Renewal Project Applicants listed on the GIW
- .03 (j) Review and Ranking Agenda (8/29/17)
- .03 (k) Recommendations presented to the OHS Advisory Board 9/07/17
- .03 (l) Documentation of OHS Advisory Board Approval

**.03 ATTACHMENT Review and Ranking Documentation**

**1E-1**

Used Objective Criteria for Review, Rating, Ranking and Section

Yes

Included at least one factor related to achieving positive housing outcomes

Yes

Included a specific method for evaluating projects submitted by victim service providers

Yes

(1)And (2) Attached immediately following this page, are the objective criteria scoring approach upon which renewing projects are reviewed and scored. The criteria were made publicly available at the Office of Homeless Services (OHS) Advisory Board (CoC Board) meeting on May 18<sup>th</sup> and posted publicly on the OHS website. Required project outcome data from 6/1/16 – 5/31/17 APRs for all projects include:

- a) exits to permanent housing destinations,
- b) maintaining or increasing income and non-cash benefits for Stayers and Leavers,
- c) exits to shelter or unknown, and
- d) occupancy

are the primary measures for PSH projects.

In addition, RRH-PH assesses length of time homeless and compliance with CES referrals. Consumer Satisfaction Survey Scores and percentage of clients who return the survey provide an additional "measurable" indicator of project performance and client satisfaction for all projects.

(3) The CoC did not have a Project Applicant that was a Victim Service provider in the FY 2017 NOFA. However, from 1996 through 2014, the Domestic Violence & Child Advocacy Center (DVCAC) had been a direct Applicant funded for a Supportive Services Only (SSO) Grant. During that time, the Review and Ranking Committee accepted outcome measures generated through the "ALICE" data base, a comparable, DV data system that includes similar outcome measures to HMIS. DVCAC was able to provide Consumer Satisfaction Surveys and participate fully in the review process without compromising client confidentiality, or CoC review standards. Project ranking took into account that clients would have longer lengths of stay b/c of the DV situation, and that exits to Temporary Housing with family and friends would not indicate poor project outcomes. In FY2015 the DVCAC SSO Project was reallocated along with 3 other SSO projects serving homeless families. Cuyahoga County was the direct applicant for the new RRH for Families Project. DVCAC continues as an identified subrecipient. Homeless DV victims have equal access to CoC housing and services. DVCAC with the 3 other subrecipients responds to the project outcome request. The CoC accepts the ALICE data reports while DVCAC transitions to a new comparable data software system that is required to meet HUD reporting requirements in SAGE.

2017 R&R Scoring

Permanent Supportive Housing	2016 Scoring Summary
<b>Program Performance</b>	<b>Program Performance Summary</b>
# of HH served by the grant <ul style="list-style-type: none"> <li>• 100+ = 5 pts.</li> <li>• 51 – 100 = 4 pts.</li> <li>• 26 – 50 = 3 pts.</li> <li>• 11 – 25 = 2 pts.</li> <li>• 1 – 10 = 1 pt.</li> </ul>	Based on project capacity, not performance
Average occupancy rate 95% = 10 pts. – scaled to 85%. Below 85% = 0 pts.	4 projects received 0 pts. 3 are small where 1 below capacity resulted in 0. 1 held subsidies open to use at 8301.
% Who Did Not Leave + Moved to Other PH(Persons) (98%=12 points; scaled to 90%)	All received pts except PH for Young Adults
% exiting to shelter or unknown 0% = 6 pts. – scaled to 10%. Above 10% = 0 pts.	15 of 19 received full pts.
% adults in project with cash income 70% = 8 pts. – scaled to 50%. Below 50% = 0 pts.	All achieved pts except PHYA. Lowest was 5 pts with most 7 or 8.
% adults in project with non-cash benefits 70% = 8 pts. – scaled to 55%. Below 55% = 0 pts.	18 of 19 achieved 8 pts. 1 small project scored 2...
% stayers who maintained or increased income 70% = 8 pts. – scaled to 50%. Below 50% = 0 pts.	13 achieved 7 or 8; 2 scored 6; 4 below 6.
% leavers who maintained or increased income 70% = 8 pts. – scaled to 50%. Below 50% = 0 pts.	10 scored 8 pts. 3 scored 0; 2 scored 1.
<b>Total: 65 Points</b>	
HMIS Compliance & Security Audit Maximum 20 points.	HMIS Compliance & Security Audit Maximum 20 points.
Consumer Satisfaction surveys Response rate: * 35% = 5 pts. – scaled to 20%. Below 20% = 0 pts. Satisfaction: From a possible score of 50, 50 = 10 pts. – scaled to 30; below 30 = 0 pts. & requires further steps.	Consumer Satisfaction surveys Response rate: 35% = 5 pts. – scaled to 20%. Below 20% = 0 pts. Satisfaction: from a possible score of 50, 50 = 10 pts. – scaled to 30; below 30 = 0 pts. & requires further steps.
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- Length of stay
- % exiting to permanent housing
- Increases in income (job & income growth)
- % with non-cash resources
- Utilization rate
- Exits to shelter or unknown
- Considerations for needs of specialized populations – DV, youth, families with children, CH, veterans
- Funds drawdown rate
- Frequency or amount of funds recaptured by HUD

03(a)

Rapid Re-Housing	2016 Scoring Summary
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% Exiting to Permanent Housing (80%=12 points; scaled to 68%)	Shelter based scores: 12, 8, 2, 0. WSCC 12 & 12.
% Exiting to Shelter or Unknown (0% = 4 points; scaled to 20%)	Shelter-based: 2, 1, 4 & 4; WSCC 2 & 2
% Persons Referred by CE (100%=6 points; no scaling)	All scored 6
% Adults who Exited the RRH Program with Cash Income (60% = 9 points; scaled to 45%)	5 of 6 scored 9; 1 scored 4
% Adults who Exited the RRH Program with Non-Cash Income (80% = 9 points; scaled to 65%)	All 6 scored 9.
Average Number of Days Persons who Exited Stayed in shelter Project (6 months or less=10 points; scaled to 1 year=1 point; more than 1 year=0 points)	Shelter-based all scored 10; WSCC 8 & 7, but...
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**Note: Recommendation from National Alliance to End Homelessness - Decrease length of time homeless benchmark – HH served by RRH move into PH in an average of 30 days or fewer from program entry (only include those who have exited to PH for this measure)**

**WHAT WE KNOW**

The deadline for CoCs to register for the opportunity to apply for FY 2017 funds through HUD's CoC Program Competition was May 1. We completed and submitted registration for our CoC April 26. This is the first step in this year's funding competition; with registration closed, the NOFA will likely be out soon.

**RECOMMENDED PROCESS**

It is the recommendation of R&R leadership and OHS staff to maintain the overall approach adopted by the Advisory Board in 2010 which established a framework that

- ✓ Is objective, standardized and transparent and
- ✓ Evaluates performance outcomes consistent with the priorities in the HEARTH Act.

**1. All organizations with projects eligible to seek renewal funding will receive notice to submit to OHS for each project:**

- HMIS-generated performance outcomes for a specified 12-month period
- consumer satisfaction survey results
- amount of funds awarded for the most recently completed grant year, the total expenditures of HUD dollars for that period and frequency of draws of the HUD funds and
- most recent agency audit and management letters

**2. OHS staff will also conduct onsite HMIS security audits.**

**3. The rest of the timeline and activities leading up to the R&R Committee presenting a recommendation on renewing projects to the Advisory Board are:**

- OHS staff will enter performance outcome results by project type (permanent supportive housing, rapid re-housing, and transitional housing) onto spreadsheets. Scores from performance outcomes, HMIS compliance and consumer satisfaction surveys will generate a total score for each project.
- The R&R Committee will meet in June to evaluate all projects to identify 1) any additional information needed and 2) projects to receive site visits either due to low performance scores or to permit Committee members to gain a better understanding of the program.
- After the first meeting, committee members will conduct site visits, as needed.

**4. The Committee will meet after site visits are completed to evaluate results and develop a recommendation to present to the Advisory Board. In addition to renewing projects, the recommendation may include application(s) for reallocation of funds to address community needs and/or application(s) for bonus dollars, if available.**

CoC members and stakeholders who are not affiliated with an organization receiving HUD Homeless Assistance funding are welcome to join this year's R&R Committee.

## **ADDENDUM – RANKING GUIDANCE**

The review and scoring process verifies project eligibility, alignment with CoC strategies to rapidly exit individuals and households from homeless into sustainable permanent housing, and project performance relative to HUD and CoC outcome measures. The ranking process takes into consideration the severity of needs and vulnerabilities of participants that are being served by the CoC funded projects.

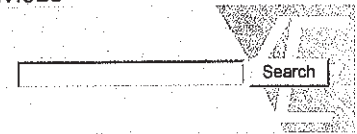
The CoC looks to the guidance provided by the CPD-16-11 Notice on Prioritization. Following is the approach for ranking CoC projects eligible for Renewal:

1. PSH projects with the highest number of dedicated chronic homeless beds
2. Of the PSH projects with dedicated chronic homeless beds, the projects with the highest number of beds serving CH families and Youth
3. Of the PSH projects with the highest number of CH beds, the projects with the highest number of non-dedicated beds for families and youth
4. Of the PSH projects with no dedicated CH beds, the project with the highest number of units for families and youth
5. SSO – Coordinated Entry
6. RRH projects serving the highest number of all people, including families and youth

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# Cuyahoga County Homeless Services



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- Continuum of Care
- Documents
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- HMIS
- HOUSINGfirst
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## About the Office of Homeless Services

The Office of Homeless Services (OHS) was created in 1992 by Cuyahoga County and the City of Cleveland to coordinate a wide range of initiatives directed towards reducing and preventing homelessness, providing comprehensive services for homeless persons, and increasing permanent housing opportunities for very low income and long-term homeless persons.

To make the best use of resources and achieve the strongest outcomes, OHS coordinates the Cleveland/Cuyahoga County Continuum of Care, an extensive network of organizations that plan, organize and deliver housing and services to either prevent homelessness or to assist people while they are homeless and as they move into stable housing and achieve maximum self sufficiency. On an ongoing basis, the Continuum of Care activities include:

- Planning and needs assessments
- Identifying and coordinating resources
- Providing technical assistance to agencies that serve homeless persons
- Serving as a link between funding sources and service providers.

## Organizational Structure

The OHS staff oversees daily activities and works closely with:

- The OHS Advisory Board;
- The Public Policy Committee of the Advisory Board; and
- The Review and Ranking Committee.

## The OHS Advisory Board

According to its Policies and Procedures [PDF], the OHS Advisory Board is comprised of at least 23 members, representing a broad range of community interests. Ten members are appointed by specified government and systems entities. The remaining members are elected by the Board from applications submitted by community members to fill designated categories. The elected members must include:

- at least 2 current or formerly homeless individuals
- 1 emergency shelter provider
- 1 transitional housing provider
- 1 representative of a nonprofit housing organization
- 1 representative from the business sector
- 1 representative from the philanthropic sector
- 2 representatives from the health care sector, including at least one who provides health care services primarily to the homeless.

The remaining 4 seats are filled by "at large" representatives.

[View a list of current Board Members](#)

## ADVISORY BOARD GOALS

1. To assist the Office of Homeless Services (OHS) in the implementation of the community's Homeless Plan through advocacy, policy review, technical assistance, priority setting, linkages and coordination, provision of financial and other resources, and the continued articulation of the vision of the community's Homeless Plan.
2. Facilitate interagency and intergovernmental cooperation and assure private sector collaboration



Ohio Department of Veteran's Services Benefits Guide



Directory of Child and Family Public Service Agencies for Cuyahoga County



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and participation.

3. Clarify and prioritize the goals of the Coordinating Council on Homelessness Plan.
4. Identify and review local, state, and federal public policy issues impacting the homeless.
5. Develop financial priorities for the distribution of public funds, and influence the distribution of private funds.
6. Establish criteria to monitor and evaluate delivery of services.
7. Develop avenues to communicate concerns regarding policy issues.

### Review and Ranking Committee

Each year, the federal Department of Housing and Urban Development (HUD) conducts a competitive fund allocation process to determine how dollars for Homeless Assistance Programs will be dispersed. In order to be eligible for these funds, communities must submit a consolidated application for funding that documents how local activities meet or exceed HUD-established thresholds for community involvement and agency accountability. HUD is the primary funding source for Cleveland/Cuyahoga County Continuum of Care homeless assistance programs.

A Review and Ranking Committee that is comprised of a broadly representative group of stakeholders is convened annually by the Office of Homeless Services Advisory Board for the purpose of reviewing and recommending projects to be included in the application. This committee includes representatives of the Mental Health Board, Alcohol & Drug Board, Private Foundations, United Way Services, Veterans Administration, formerly homeless persons, service providers, and advocates. Prohibited from participating are providers who have projects eligible for renewal in the current year, or providers who are submitting new projects for consideration.

Each year this committee begins its process by reviewing and endorsing Guiding Principles in order to successfully perform this comprehensive task. The duties of the R&R Committee are to review renewal and new projects through study of program materials and site visits (as needed), provide suggestions for program improvement, and recommend agencies and projects to be included in the annual HUD consolidated application submitted by the Cleveland/Cuyahoga County Continuum of Care. These recommendations are submitted to the OHS Advisory Board for final approval.

OHS staff provides assistance throughout this process. Staff compile materials for each renewal project, announce funding available to agencies interested in submitting new projects, schedule Review and Ranking teams to conduct the review process, collect and process the input from the R&R Committee, and provide technical assistance to applicants. OHS staff attend Committee meetings as a resource. Staff do not rank or recommend projects. Through this comprehensive process, the Cleveland/Cuyahoga County Continuum of Care hopes to ensure that:

- The process is applied equally to all applicants, and requirements for information are standard to all applicants
- All applicants are accountable for outcomes
- All applicants' clients have the opportunity to complete an anonymous client survey that is processed by OHS staff and disseminated to the review teams
- All applicants receive feedback regarding the determinations and recommendations of the R&R Committee

<p>Office of Homeless Services 310 West Lakeside Avenue Suite 595 Cleveland OH 44113-1021 216.420.6844</p>	<ul style="list-style-type: none"> <li>• Public Records Policy</li> <li>• Privacy Policy</li> <li>• Social Media Policy</li> <li>• Accessibility Statement</li> <li>• Disclaimer</li> </ul> <p>Powered by the Department of Information Technology</p>	<p>County Home Page A-Z Service Directory Contact Us FAQs Terms of Use</p>
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Projects eligible to apply for renewal through FY 2017 NOFA

PSH

- Cogswell Hall – Cogswell Supportive Housing (14 single adults)
- County – Buckeye Long-Term Rental Assistance (9 CH single adults)
- EDEN – Duplex Scattered Sites (29 single adults & 15 families)
- EDEN – Gurnick (17 single adults with HIV/AIDS)
- EDEN – Permanent Housing for Persons with Chemical Dependencies (109 singles & 20 families)
- EDEN – Permanent Housing for Persons with Chemical Dependencies 2004 (14 singles & 16 families)
- EDEN – S+C TRA 1126 Units (461 singles & 684 families)
- EDEN – S+C SRA 2004 (228 single adults)
- EDEN – 2010 S+C TRA (9 families)
- EDEN – Shelter Plus Care SRA 2007-54 (157 single adults)
- FLS – Downtown Superior Apartments (44 single adults)
- FLS – Payne Avenue Plus (27 single adults & 3 families)
- FLS – South Pointe (192 single adults)
- FLS – Greenbridge ((180 single adults & 31 families)
- FLS – Permanent Housing for Young Adults (23 single young adults)
- FLS – 8301 Detroit (131 singles & 23 families)
- FLS – Miles (40 singles & 10 families)
- Front Steps – 5 single adults

RRH

- County/Salvation Army – PASS RRH
- County/Family Shelters – Cuyahoga County Rapid Re-Housing for Families
- Cuyahoga County – Cuyahoga County Rapid Re-Housing for Single Adults and Youth
- EDEN – Rapid Re-Housing for Families and Singles Bonus FY 2015
- West Side Catholic Center – WSCC RRH20
- West Side Catholic Center – WSCC 32

Safe Havens

- FLS – Safe Haven 1 (8 single adults)
- FLS – Safe Haven 3 (12 single adults)

Other

- Cuyahoga County/FLS – Cuyahoga County Coordinated Entry

Review and Ranking Planning Meeting  
May 15, 2017

Draft Agenda

Establish a tentative timeline for the Committee

Project evaluations - Project mix is more varied than last year

- 1 TH project that will become shelter-based RRH as of 10/1/17 or whenever HUD provides contract (PASS TH will become shelter-based RRH at that time.)
- There are 4 other shelter-based RRH projects all for families (Zelma George, Family Promise, DVCAC, and WSCC). All are subrecipients of a County grant.
- There are 2 WSCC renewing RRH for families projects
- There are 2 first-time RRH renewals
  - An EDEN Bonus project for families and singles and
  - A County project for RRH for singles and youth

Scoring criteria questions

- Need to establish better measures for populations with special challenges (young adults, for example)
- Need to re-work scoring criteria to better assess RRH projects
- Have asked Suzanne Wagner for any thoughts on both

HUD will have strong emphasis on reallocation, even when all TH has been reallocated, expecting either

- low-performing or under utilized PSH to be reallocated or
- PSH units to be reallocated to better meet current community needs.

What else?

Agenda – May 18, 2017

1. Welcome and Introductions



2. Decision Issue:

- U.S. Department of Housing and Urban Development, FY2017 Notice of Fund Availability (NOFA) for the Continuum of Care (CoC) Homeless Assistance Grant –
- Review and Ranking Process for FY2017
- Criteria

3. Housing First Partners – Presentation

4. Special Continuum of Care Meeting

FRIDAY, JUNE 16<sup>TH</sup> ; 10:00 – 11:30 AM

COMMONS AT WEST VILLAGE -8301 DETROIT AVENUE

All are welcome. Please all RSVP.

5. 2017 Point In Time Count

6. SASH Committee report – update

7. Committee reports - meeting dates will be emailed.

- Ending Veteran Homelessness
- Youth
- Family
- ESG
- Governance

8. CoC Updates – various topics

- ✓ RRH program for singles roll out – Numbers served by sub group
- ✓ Youth Shelter relocation
- ✓ City Mission Event
- ✓ Emergency Shelter for Single Adults, Contracts Awarded
- ✓ 4 RFP's being released: a) Emergency Solutions Grant (Shelter) 5/18/17; b) Rapid Re-Housing; 6/16/17; c) Coordinated Intake and Assessment; 6/12/17; d) NorthPoint Temporary Housing; end of June.
- ✓ Federal Budget 2017
- ✓ City of Cleveland Neighborhood Development

Please see MINUTE notes below in *highlighted italics*.

1. Welcome and Introductions

*Sign- In Sheet attached to Minutes. A voting quorum of the Board was present. (20/27)*

2. Approval of Minutes of March 16, 2017

*Minutes were approved with no changes.*

3. Decision Issue:

*a) U.S. Department of Housing and Urban Development (HUD) requires approval of the CoC Review and Ranking process for the 2017 NOFA. Shari Weir presented the process and the review criteria. (attached to Minutes). The Board voted to approve the process.*

4. **Housing First Partners Presentation:** *The Housing First Initiative (HFI) is the Continuum of Care Strategy to end chronic homelessness. Since the first building opened in 2006 (Emerald Commons), the number of chronically homeless persons identified through the annual Point In Time count has declined by 82%. The progress in achieving the goal of ending chronic homelessness is the result of focused effort and partnership among Enterprise Community Partners, Cleveland Housing Network, FrontLine Service, EDEN, the VA, the City of Cleveland and Cuyahoga County and the Continuum of Care.*

5. **2017 Point In Time Count:** *(attached) – 2017 numbers with the 2016 were shared with the Board and discussed. The Subpopulation Count was requested and will be included in the Minutes.*

6. **Committee Reports:**

- Ending Veteran Homelessness Committee Report: *The Leadership Team submitted a request to USICH to confirm that Cuyahoga County has ended Veteran Homelessness. The USICH/HUD review team believes that we could improve the numbers. Kathy Penman pointed out that in two years (2015 – 2017) 1,190 veterans in Cuyahoga County have accessed permanent housing.*
- Ending Family Homelessness Committee Report: *The Committee is reviewing the USICH Framework for ending family homelessness. The fundamental components of the framework are in place in this CoC: Coordinated Entry; Byname List of families; immediate shelter; low barrier entry; focus on rapid exit and housing stability.*
- Ending Youth Homelessness - *Natasha Wynn and Sonia Emerson, representing A Place 4 Me Youth Advisory Board, reported that AP4M is developing Bylaws; the YA Committee visited a Youth Drop In Center in Columbus and are advocating for a drop in center in Cuyahoga County. Current Statistics for housed youth are attached to the Minutes.*

03(F)

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.03(g)

**Ruth Gillett**

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**From:** Ruth Gillett  
**Sent:** Friday, May 26, 2017 5:30 PM  
**To:** sheri clancy; Angela D'Orazio; Mwackers; Christie Manning; Kate Lodge  
**Cc:** Shari Weir; mcosgrove@city.cleveland.oh.us  
**Subject:** Review and Ranking Committee 2017  
**Attachments:** 2017 NOFA Review and Ranking Process.docx; 2016 NOFA Projects v4 8.19.16.xlsx

Dear all –

I am writing to invite your participation on the Continuum of Care (CoC) Review and Ranking Committee for the FY2017 Department of Housing & Urban Development (HUD) Notice of Fund Availability (NOFA) Grant Application process.

The Office of Homeless Services is the lead agency for the CoC. One of the responsibilities is to organize and submit a Collaborative Application for this annual competitive grant process.

This committee reviews the projects being submitted for renewal funding. Attached are:

1. A description of the process for 2017 as approved by the OHS Advisory Board; and
2. the list of renewal projects from the 2016 process.

A key requirement for a committee member is that there is no conflict of interest with any of the agencies that are applicants for HUD funding.

The committee meets one time to discuss the projects' scoring, and additionally if necessitated by an agency low score and required follow up. In general, it is a very time condensed commitment.

If you are interested, please contact Shari Weir for additional information. Shari is cc'd on this email. Melissa Sirak, Director of Emergency Services at Catholic Charities, and Kate Monter Durban, Assistant Director of the Cleveland Housing Network, Inc. are the co-chairs of the committee.

Thank you –

Ruth Gillett



03(g)

# OHS 2017 Review and Ranking Committee

## Conflict of Interest and Confidentiality Certification

I certify that, based on the list of applications about to be reviewed by the OHS Review and Ranking Committee, I **[CHECK ONE:  do  do not]** have an actual or potential conflict of interest with respect to any application assigned to that committee. An individual has a conflict of interest in a proposal if that person, or a close relative or professional associate of that person, actually has or has the appearance of having:

1. Received or could receive a direct financial benefit of any amount deriving from an application or proposal under review;
2. Received or could receive a financial benefit from the applicant institution, offeror or principal investigator; or
3. Any other interest in the application or proposal that is likely to bias the individual's evaluation of that application or proposal.

*A close relative means a parent, spouse, sibling, son or daughter or domestic partner.*

*A professional associate means any colleague, scientific mentor, or student with whom the reviewer is currently conducting research or other significant professional activities or with whom the member has conducted such activities within one year of the date of the review.*

**My conflict of interest as marked above is in the following application(s):**

---



---



---

I understand that I may not review, score, rate, or otherwise participate in the discussion of any proposal in which I have a potential or actual conflict of interest.

I certify that, to the best of my knowledge, the above information is accurate and true:

Reviewer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

### CONFIDENTIALITY:

I fully understand the confidential nature of the proposals, evaluations, and any review meeting discussions related thereto and agree: (1) to return or destroy all copies of review-related materials; (2) to erase all electronic review-related materials; (3) not to discuss these materials or the review proceedings with any individual except the staff of the Cleveland/Cuyahoga County Office of Homeless Services or current Review and Ranking Committee members; and (4) to refer all inquiries made of me concerning any aspect of the review proceedings to the Office of Homeless Services staff.

Reviewer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

## OHS Review and Ranking Process for FY 2017 HUD CoC Funding

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### WHAT WE KNOW

The deadline for CoCs to register for the opportunity to apply for FY 2017 funds through HUD's CoC Program Competition was May 1. We completed and submitted registration for our CoC April 26. This is the first step in this year's funding competition; with registration closed, the NOFA will likely be out soon.

### RECOMMENDED PROCESS

It is the recommendation of R&R leadership and OHS staff to maintain the overall approach adopted by the Advisory Board in 2010 which established a framework that

- ✓ Is objective, standardized and transparent and
- ✓ Evaluates performance outcomes consistent with the priorities in the HEARTH Act.

**1. All organizations with projects eligible to seek renewal funding will receive notice to submit to OHS for each project:**

- HMIS-generated performance outcomes for a specified 12-month period
- consumer satisfaction survey results
- amount of funds awarded for the most recently completed grant year, the total expenditures of HUD dollars for that period and frequency of draws of the HUD funds and
- most recent agency audit and management letters

**2. OHS staff will also conduct onsite HMIS security audits.**

**3. The rest of the timeline and activities leading up to the R&R Committee presenting a recommendation on renewing projects to the Advisory Board are:**

- OHS staff will enter performance outcome results by project type (permanent supportive housing, rapid re-housing, and transitional housing) onto spreadsheets. Scores from performance outcomes, HMIS compliance and consumer satisfaction surveys will generate a total score for each project.
- The R&R Committee will meet in June to evaluate all projects to identify 1) any additional information needed and 2) projects to receive site visits either due to low performance scores or to permit Committee members to gain a better understanding of the program.
- After the first meeting, committee members will conduct site visits, as needed.

**4. The Committee will meet after site visits are completed to evaluate results and develop a recommendation to present to the Advisory Board. In addition to renewing projects, the recommendation may include application(s) for reallocation of funds to address community needs and/or application(s) for bonus dollars, if available.**

CoC members and stakeholders who are not affiliated with an organization receiving HUD Homeless Assistance funding are welcome to join this year's R&R Committee.

## **ADDENDUM – RANKING GUIDANCE**

The review and scoring process verifies project eligibility, alignment with CoC strategies to rapidly exit individuals and households from homeless into sustainable permanent housing, and project performance relative to HUD and CoC outcome measures. The ranking process takes into consideration the severity of needs and vulnerabilities of participants that are being served by the CoC funded projects.

The CoC looks to the guidance provided by the CPD-16-11 Notice on Prioritization. Following is the approach for ranking CoC projects eligible for Renewal:

1. PSH projects with the highest number of dedicated chronic homeless beds
2. Of the PSH projects with dedicated chronic homeless beds, the projects with the highest number of beds serving CH families and Youth
3. Of the PSH projects with the highest number of CH beds, the projects with the highest number of non-dedicated beds for families and youth
4. Of the PSH projects with no dedicated CH beds, the project with the highest number of units for families and youth
5. SSO – Coordinated Entry
6. RRH projects serving the highest number of all people, including families and youth

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**FY2016 NOFA**  
**Department of Housing & Urban Development**  
**ARD = \$26,697,332 TIER 1 = 93% of ARD or \$24,828,519**  
**BONUS can be up to 5% of ARD or \$1,334,867 Planning can be up to 3% of ARD or \$800,920**

<b>TIER 1 - Proposed</b>					
Project Name	Applicant	Project Type *	Renewal/New/ Reallocation	Award Amount	Score
2010 S+C TRA	Cuyahoga County	PSH	Renewal	\$ 110,235	66
8301 Detroit/Buckeye	Frontline Service	PSH	Renewal	\$ 962,186	91
Cogswell Supportive Housing	Cogswell	PSH	Renewal	\$ 102,174	75
Downtown Superior Apts.	Frontline Service	PSH	Renewal	\$ 218,636	83
Duplex Housing-Scattered Site	EDEN	PSH	Renewal	\$ 672,685	90
Euclid & Ohio Freight	Frontline Service	PSH	Renewal	\$ 1,524,828	82
Gurnick Place	EDEN	PSH	Renewal	\$ 130,557	73
Payne Avenue Plus	Frontline Service	PSH	Renewal	\$ 721,115	94
Permanent Housing for Persons w/ Chemical Dependence 2001	EDEN	PSH	Renewal	\$ 1,217,750	91
Permanent Housing for Persons w/ Chemical Dependence 2004	EDEN	PSH	Renewal	\$ 858,426	92
Permanent Housing for Young Adults	Frontline Service	PSH	Renewal	\$ 460,587	60
Permanent Supportive Housing/CH	Front Steps	PSH	Renewal	\$ 63,059	90
S+C SRA 2004 OH16C40-2001	Cuyahoga County	PSH	Renewal	\$ 1,443,480	82
S+C TRA 1126 Units	Cuyahoga County	PSH	Renewal	\$ 10,658,692	91
Safe Haven 1	Frontline Service	SH	Renewal	\$ 464,170	86
Shelter Plus Care SRA 2007-54	Cuyahoga County	PSH	Renewal	\$ 971,262	76
South Pointe	Frontline Service	PSH	Renewal	\$ 1,009,475	83
Safe Haven 3	Frontline Service	SH	Renewal	\$ 264,162	90
WSCC RRH 32	WSCC	PH/RRH	Renewal	\$ 368,671	88
WSCC RRH 20	WSCC	PH/RRH	Renewal	\$ 214,979	93
RRH for Families	Cuyahoga County	PH/RRH	Renewal	\$ 488,328	80
RRH for Singles & Youth	Cuyahoga County	PH/RRH	Renewal	\$ 716,955	---
Coordinated Entry	Cuyahoga County	SSO	Renewal	\$ 500,000	---
Buckeye PSH	Cuyahoga County	PSH	Renewal	\$ 57,103	69
<b>TIER 1 Total</b>				<b>\$ 24,199,515</b>	
				(\$24,828,519 Maximum)	

<b>FY2016 - NOFA</b>					
<b>Department of Housing &amp; Urban Development</b>					
<b>Tier 2 - Proposed</b>					
Project Name	Applicant	Project Type *	Renewal/New/ Reallocation	Award Amount	Score
PASS TH	Cuyahoga County	TH		\$ 537,741	83
Miles - HFI	Frontline Service	PSH	Renewal	\$ 750,642	---
RRH for Families & Singles	EDEN	PH/RRH	Renewal	\$ 1,209,434	---
<b>Tier 2 Total</b>				<b>\$ 2,497,817</b>	

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OHS Review and Ranking Committee Meeting  
June 20, 2017

**Draft Agenda**

Welcome and introductions

Conflict of interest and confidentiality certification

Review of 2017 process and timeline

- HUD application timeline a bit up in the air.
- Committee work needed to prepare for the application submission
  - Review projects eligible to apply for renewal funding
  - conduct site visits and any other project follow-up if needed
  - meet to review site visit(s) and follow-up and consider recommendations from OHS Advisory Board Ad Hoc NOFA Strategy Committee
  - prepare R&R recommendations to present to OHS Advisory Board

Adopt guiding principles for 2017 process

**OHS Review and Ranking Committee Guiding Principles**

These guiding principles are designed to facilitate the work of the Cuyahoga County Continuum of Care Review and Ranking Committee and to keep the fundamental goal to eliminate homelessness foremost in this process.

- Approach the review process with full objectivity;
- Ensure that only activities and budgets associated directly with the specific grant are reviewed;
- Respect each agency's privacy
  - Review discussions take place within the R&R Committee meetings;
  - Recommendations and the basis for recommendations are public information;
- Be aware of each other's time during the review process and be available to each other for efficient and timely communication;
- Have trust in the process and each other.

A few notes on renewing projects

- Projects that will seek renewal but are not on the spreadsheet
  - Coordinated Entry
  - Miles
- Project transfers/changes in applicant status
  - HUD approved transfer of Applicant for 4 Shelter Plus Care grants from County to EDEN

Project scoring for 2017

- Scoring components
- Overview of performance scoring
- Info required but not scored

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Review scoring spreadsheet and identify areas of concern and follow-up needed

- Permanent supportive housing
- Rapid re-housing
- Transitional housing

Next steps

- Any site visits needed?
- Other project-specific follow-up needed?
- Anything else?

Next meeting...

2017 Review and Ranking Members

Roger Carney, Community Housing Solutions

Danielle Cosgrove, Enterprise

Allan Dreyer, Cleveland City Council Deputy Clerk

Angela D'Orazio [adorazio@sistersofcharityhealth.org](mailto:adorazio@sistersofcharityhealth.org)

~~Barbara Karam, VA~~

✓ Emily Lockshine [Emily.Lockshine@ifs.ohio.gov](mailto:Emily.Lockshine@ifs.ohio.gov)

Loh, community advocate

Kate Monter Durban, CHN

✓ Charise Rutledge, VA

✓ Peter Schindler, Cleveland West Foundation

Melissa Sirak, Catholic Charities

✓ Michiel Wackers, Cleveland Community Development Department

Norman Wolfe, community advocate

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03(i) NOTICE SENT TO ALL  
Eligible RENEWAL  
Applicants.  
7/21/17

**Ruth A Gillett**

**From:** Shari A Weir  
**Sent:** Friday, July 21, 2017 3:14 PM  
**To:** dcyganovich@cogswellhall.org; ebarcelona@edeninc.org; eg...@wsccenter.org;  
icollins@edeninc.org; eric.morse@frontlineservice.org;  
corrie.taylor@frontlineservice.org; kenya.fike@frontlineservice.org;  
susan.neth@frontlineservice.org; sbrandon@frontstepsservice.org;  
acook@wsccenter.org; rgucwa@wsccenter.org; vumanzor@wsccenter.org  
**Cc:** Ruth A Gillett  
**Subject:** FY 2017 HUD Homeless Assistance Competition and Renewal Application Process  
**Attachments:** Project-Applicant-Profile-Instructional-Guide.pdf

Hello everyone,

As you probably already know, HUD released the FY 2017 NOFA last week, and the application process is getting underway. Again this year, we have much to accomplish in a fairly short time to meet all of HUD's requirements by the Sept. 28 submission deadline.

This email applies only to renewing projects.

Although it seems hard to believe, even though the NOFA was released a week ago, HUD still hasn't posted instructions for setting up renewal projects. Hopefully, the instructions will be available in the next few days.

Before work on renewals can be started, each project applicant needs to update its Applicant Profile in e-snaps. The instructions for doing that are attached. Please follow the instructions because work on application(s) can't start until the Applicant Profile is completed.

A couple of things related to updating the Applicant Profile

- If your organization's code of conduct isn't currently on file with HUD, it must be attached. (A list of current codes of conduct on file with HUD according to the HUD website includes Cogswell, EDEN & WSCC.) HUD discarded old paper copies of codes of conduct.
- Form 2880 Applicant/Recipient Disclosure/Update Form is now built right in to the Applicant Profile.
- Please remember to click the "complete" button when you are done working in the Applicant Profile.

**Timeline:** Drafts of renewals are due to us **by the end of the day Tuesday, Aug. 22**. Early submissions are always welcome! When the draft is complete in e-snaps, please export it to pdf, save, and email it to me. Please use the following approach for naming the file – 2017 and project name – e.g., 2016 RRH for families – We will review the draft and get back to you with either changes needed or our request for you to go back into e-snaps and hit the submit button.

While the timeframe for completing drafts is short, the good news is that it is likely that everything or almost everything in last year's application can be brought forward, hopefully cutting down on the time it takes to complete applications. It is important, though, to verify all the imported info and update as necessary. The imported data won't reflect any adjustments that may have been made or will be made during the grant agreement or an amendment process.

HUD is definitely increasing the level of review for all projects, including renewals and expects to be able to understand how each renewal project furthers HUD's priorities and the goals established in Opening Doors. Since the competition for available funds is getting tougher each year, please look at the response to every question that is imported from last

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year and rewrite/adjust as needed. If you are unsure about what HUD is looking for on any particular question, there will be 2 options in e-snaps - click the instructions for each question or open the detailed instructions which contain screen shots along with explanations.

When you think all info has been verified and updated, please go to the submission summary and address any questions followed by "Please complete".

As always, I urge everyone to get a quick start on the renewals once that is possible. If a problem comes up, it usually requires emailing the HUD help desk, and sometimes the turnaround can take several days.

As soon as instructions for creating FY 2017 applications are available, I'll send steps for creating projects.

Please make sure that someone from your organization replies to this email to confirm receipt and pass the email along to others who will be involved in completing the renewal application(s).

Thank you,  
Shari  
216-420-6762

.03(j)

OHS Review and Ranking Committee Meeting  
August 29, 2017

Agenda

Welcome and introductions

Wrap-up from Zelma George site visit and next steps

Recommendation from OHS NOFA Strategy Group

- Explanation and presentation
- Discussion
- Vote

Anything else?

Thank you all!!!

Project Applications - Units and Target Populations

CHART #1

ARD = \$26,697,332 TIER 1 = 94% of ARD or \$25,085,492  
 BONUS can be up to 6% of ARD or \$1,601,840

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**TIER 1 - Proposed**

Project Name	Applicant	# of units	CH	Families	Score	Rank
S+C TRA: 1,126 Units	EDEN	1,145	400	yes	94	1
Greenbridge	FLS	211	180	yes	94	2
SouthPointe	FLS	192	180	0	83	3
S+C SRA 2004	EDEN	154	153	8	82	4
S+C SRA 2007	EDEN	157	157	0	84	5
8301 Detroit	FLS	154	141	23	86	6
Miles - HFI	FLS	75	95	10	N/A	7
PSH for Chem. Dep. 2004	EDEN	54	53	8	84	8
S+C TRA	EDEN	7	7	7	74	9
Downtown Superior Apts. (1850)	FLS	45	41	0	86	10
Duplex	EDEN	44	36	15	90	11
Payne Ave: Plus	FLS	30	23	3	94	12
PSH for Young Adults	FLS	23	14	yes	66	13
Buckeye PSH Rent Asst.	Cuy. County	9	9	0	86	14
Cogswell PSH	Cogswell	14	7	0	92	15
Gurnick	EDEN	17	5	0	94	16
PSH/CH Front Steps	FrontSteps	5	5	0	81	17
PSH for Chem. Dep. 2001	EDEN	34	0	yes	97	18
Safe Haven 3	FLS	12	12	0	97	19
Coordinated Entry	Cuy. County	0	0	0	N/A	20
*RRH for Families & Singles, EDEN	EDEN	60	0	10	78	21
*RRH for Families, County	Cuy. County	60	0	60	81	22
*PASS RRH for Singles, County	Cuy. County	75	0	0	90	23
*WSCC RRH 32	WSCC	32	0	32	79	24
*WSCC RRH 20	WSCC	20	0	20	78	25

<b>TIER 2</b>						
*Cuyahoga County RRH; Sing., Fams., YA	Cuy. County	50	0	10	N/A	26
GREENBRIDGE II	EDEN	95	95	yes	N/A	27

**TOTAL TIER 1 AND 2** **\$ 26,697,332**

<b>BONUS Projects</b>						
Project Name		# of Units	CH	Families	Score	Rank
Emerald Alliance XI	FLS	71	71	0	N/A	28
*RRH Singles, Families, YA 2017	EDEN	40	0	20	N/A	29

**TOTAL BONUS PROJECTS** **\$ 1,601,840**

**Total 2017 Application** **\$ 28,299,172.00**

**\* At POINT IN TIME**

Project Applications Scored and Ranked -

CHART #2

11583 - 94% of 970 or \$25,095,492

BONUS can be up to 6% of ARD or \$1,601,840

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**TIER 1 - Proposed**

Project Name	Applicant	Project Type *	Renewal/New/ Reallocation	GIW Amount	Score	Rank
S+C TRA: 1,126 Units	EDEN	PSH	Renewal	\$ 10,658,692	94	1
Greenbridge	FrontLine Service	PSH	Renewal	\$ 1,524,828	94	2
SouthPointe	FrontLine Service	PSH	Renewal	\$ 1,009,475	89	3
S+C SRA 2004	EDEN	PSH	Renewal	\$ 1,443,480	82	4
S+C SRA 2007	EDEN	PSH	Renewal	\$ 971,262	84	5
8301 Detroit	FrontLine Service	PSH	Renewal	\$ 962,186	86	6
Miles - HFI	FrontLine Service	PSH	Renewal	\$ 750,642	no score	7
PSH for Chem. Dep. 2004	EDEN	PSH	Renewal	\$ 858,426	84	8
S+C TRA	EDEN	PSH	Renewal	\$ 110,235	74	9
Downtown Superior Apts. (1850)	FrontLine Service	PSH	Renewal	\$ 218,636	86	10
Duplex	EDEN	PSH	Renewal	\$ 672,685	90	11
Payne Ave. Plus	FrontLine Service	PSH	Renewal	\$ 721,115	94	12
PSH for Young Adults	FrontLine Service	PSH	Renewal	\$ 460,587	66	13
Buckeye PSH Rent Asst.	Cuyahoga County	PSH	Renewal	\$ 57,103	86	14
Cogswell PSH	Cogswell	PSH	Renewal	\$ 102,174	92	15
Gurnick	EDEN	PSH	Renewal	\$ 190,557	94	16
PSH/CH Front Steps	Front Steps	PSH	Renewal	\$ 63,059	81	17
PSH for Chem. Dep. 2001	EDEN	PSH	Partial Renewal	\$ 425,250	97	18
Safe Haven 3	FrontLine Service	SH	Renewal	\$ 464,170	97	19
Coordinated Entry	Cuyahoga County	SSO	Renewal	\$ 500,000	no score	20
RRH for Families & Singles	EDEN	PH/RRH	Renewal	\$ 1,209,434	78	21
RRH for Families	Cuyahoga County	PH/RRH	Renewal	\$ 488,328	81	22
PASS RRH for Singles	Cuyahoga County	PH/RRH	Renewal	\$ 537,741	90	23
WSCC RRH 32	WSCC	PH/RRH	Renewal	\$ 368,671	79	24
WSCC RRH 20	WSCC	PH/RRH	Renewal	\$ 214,979	78	25
<b>TIER 1 TOTAL</b>				<b>\$ 24,923,715</b>		

**TIER 2**

RRH for Singles & Youth	Cuyahoga County	PH/RRH	Renewal	\$ 716,955	70	26
GREENBRIDGE II	EDEN	PSH	REALLOCATION	\$ 1,056,662	new	27
<b>TIER 2 Total</b>				<b>\$ 1,773,617</b>		

**TOTAL TIER 1 AND 2**

				<b>\$ 26,697,332</b>		
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**BONUS Projects**

Project Name	Applicant	Project Type *	Renewal/new/reallocation	Amount		
Emerald Alliance XI	FrontLine Service	PSH/CH	New	\$ 783,181.00		28
RRH for Singles, Families, Youth - 2017	EDEN	PH/RRH	NEW	\$ 818,659.00		29

**TOTAL BONUS PROJECTS**

				<b>\$ 1,601,840</b>		
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**Total 2017 Application**

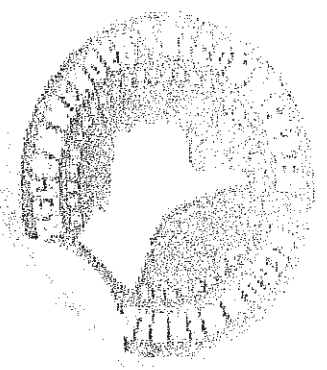
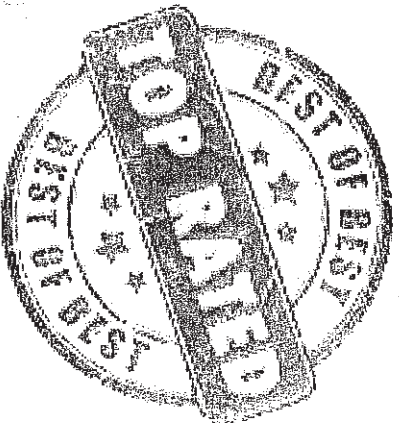
				<b>\$ 28,299,172.00</b>		
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# Review and Ranking Committee

## Recommendation:

### **TO APPROVE**

- Renewal Projects as listed - see handout #1 and 2
- Reallocating all of Safe Haven I (\$264,162)
- Reallocating \$792,500 of PSH for AOD 2001
- Apply total amount of reallocated dollars(\$1,056,662) for the Greenbridge II HF1 Project; explained in handout #3
- 2 Bonus Projects: Emerald Alliance XI and RRH for Singles, Families and Youth, 2017, described in the handout #3
- The organization of Renewal projects in Tier 1 and Tier 2 as listed in Charts #1 and #2



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NOFA STRATEGY COMMITTEE PROJECT INFORMATION

Handout #3

Projects being Reallocated	Provider	Target Population	# served at a PIT	# served annually	2016 award	2017 amount	Impact on service population
Safe Haven I	Frontline	Severely Mentally ill	8	8	\$264,162	-0-	SHI serves severely mentally ill homeless individuals. Discussions with the ADAMHS Board suggest that funding would be maintained provided through Medicaid generated revenues and other system resources. Neither capacity or services would be reduced.
PSH- Chem. Dep. 2001	EDEN, Inc.	Homeless, AOD Singles and Families	129 HH	129 HH	\$1,217,750	\$425,250	34 Households would remain on the existing grant. As HH moved off the current subsidy, the number would be gradually reduced. If more than 34 HH remained at the time of the new funding, they would be transitioned to another PSH, Scattered site subsidy.

**NEW PROJECTS:**

REALLOCATED	EDEN, Inc.	Chronically Homeless	95	95	N/A	\$1,056,662	Project Description
Greenbridge II							The funding will provide rent subsidies for 95 PSH for CH single adults with supportive services. 60 of the Units will be at the HFI Greenbridge II site. The remaining 35 units will be scattered site and include some CH families.
<b>BONUS</b>							
Emerald Alliance XI	Frontline Service	Chronic Homeless	71	71	N/A	\$783,181	Rental assistance and Supportive Services for 71 units for the EAXI, Housing First Initiative, 2017 LHTC Project
RRH, 2017	EDEN, Inc.	Singles, Youth, Families	75	247	N/A	\$818,659	RRH for all literally homeless HH; housing location inspections, rent assistance and case management.



## Minutes of Special OHS Advisory Board Meeting, 9/07/17

### 1. WELCOME

- The Board observed a moment of silence in honor of Norman Wolfe
- Angela Glassco and Christine Horne were introduced as new Board members representing the Homeless Service Providers Association (HSPA) and filling the vacancies of Eric Morse and Anita Cook.
- Chris Knestrick was introduced as a new Board member representing NEOCH and the new Director of that organization.

2. **QUORUM:** Board members in attendance: Jennifer Croessman for Karen Anderson; Mike Cosgrove; Holly Butterfield for Michael Doud; Elaine Gimmel; Angela Glassco; Beau Hill; Christine Horne; Barb Karam; Chris Knestrick; Loh; Allan Dreyer for Kerry McCormack; Paul Mosher; Terrance Byrne for Eleace Sawyers; Mike Sering; Melissa Sirak; Abby Staudt; Linda Uveges; Marcia Zashin. A quorum was present.  
**Other Attendees:** Regina Spicer; Joan Maser; Anita Cook; Kate Monter Durban; Karen McHenry; Danielle Cosgrove; Michiel Wackers; Brendan Woodburn, Gary Katz, Fred Berry.

**CAN YOU VOTE?** Melissa reviewed the Conflict of Interest Policy for OHS Advisory Board members. 15 members determined that they did not have a conflict of interest so would be able to vote on the recommendations.

3. **NOFA 2017** – information was presented via a Power Point covering:

- Process
- Project Information
- Recommendations

#### ▶ **RECOMMENDATION TO APPROVE:**

- ▶ Renewal Projects as listed on **Handouts attached to Minutes;**
- ▶ Reallocating all of Safe Haven I (\$264,162)
- ▶ Reallocating \$792,500 of PSH for AOD 2001
- ▶ Apply total amount of reallocated dollars(\$1,056,662) for the Greenbridge II HFI Project; **explained in handout #3**
- ▶ 2 Bonus Projects: Emerald Alliance XI and RRH for Singles, Families and Youth, 2017, described in the **handout #3**
- ▶ The organization of Renewal projects in Tier 1 and Tier 2 as listed in **Charts #1 and #2**

**Loh made the motion to accept the Recommendation as presented; Marcia Zashin seconded the motion. Fifteen (15) Board members voted to accept the Recommendation. Three (3) abstained from voting due to Conflicts of Interest.**

- ▶ **The Board accepted the recommendation to forego the regularly scheduled September OHS Advisory Board Meeting. The next meeting will be: Thursday, November 16<sup>th</sup>, 9 -11 AM.**