BoS CoC COMPETITION POLICIES

MARYLAND
BALANCE OF STATE
CONTINUUM OF CARE

VERSION 1.0
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Revision History

Version	Effective Date	Description of Changes	CoC Approval Date
1.0	July 20, 2023	Initial Version	July 20, 2023

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INTRODUCTION

The Maryland Department of Housing and Community Development (DHCD) is the Collaborative Applicant and Lead Agency for the Maryland Balance of State Continuum of Care (MD BoS CoC). DHCD facilitates the local application competition in the MD BoS CoC for the Department of Housing and Urban Development (HUD) Continuum of Care (CoC) Program funds. In order to ensure a transparent and equitable process, this document serves to describe the process by which funding decisions are made.

The Continuum of Care Program Competition (24 CFR part 578) is designed to promote a community-wide commitment to the goal of ending homelessness; to provide funding for efforts by nonprofit providers, states, Indian Tribes or tribally designated housing entities, and local governments to quickly rehouse homeless individuals, families, persons fleeing domestic violence, dating violence, sexual assault, and stalking, and youth while minimizing the trauma and dislocation caused by homelessness; to promote access to and effective utilization of mainstream programs by homeless individuals and families, and to optimize self-sufficiency among those experiencing homelessness.

POLICY PRIORITIES

HUD has established policy priorities which are intended to help applicants better understand how the selection criteria support the goal of ending homelessness.

HUD Homeless Policy Priorities
Ending Homelessness for All Persons
Use a Housing First Approach
Reducing Unsheltered Homelessness
Improving System Performance
Partnering with Housing, Health, and Service Agencies
Racial Equity
Improving Assistance to LGBTQ+ Individuals
Persons with Lived Experience
Increasing Affordable Housing Supply

HUD COC APPLICATION SUBMISSION REQUIREMENTS

HUD requires three separate components be submitted as part of the application package, for both funding sources.

1. Collaborative Application: Overall competition application completed by the CoC Lead Agency (DHCD). Contents highlight the CoC's system-wide coordination and system performance. Must indicate how the CoC facilitated a transparent, data-driven competition process. The collaborative application determines the overall CoC Competition Score, which impacts the number new and renewal projects that will receive CoC funding.
2. Project Applications: Each new & renewing project must complete a project application in the eSNAPS system and submit before the deadline. These applications are completed by the individual project applicants.
3. Priority Listing: A form in eSNAPS that indicates which project applications the CoC accepted or rejected in the local competition and the ranked priority order of accepted projects. The Priority Listing also includes the overall, finalized budgets for all projects submitted in the competition. DHCD completes this portion of the application.

COC COMPETITION HIGHLIGHTS

HUD published the FFY2023 CoC Funding Competition Notice of Funding Opportunity (NOFO) on July 5, 2023; the competition will close on September 28, 2023, at 8:00 PM EST. All interested parties are encouraged to read the NOFO in its entirety.

AVAILABLE FUNDING

FFY2023 CoC NOFO Available Funding		
Annual Renewal Demand (ARD)	The base amount the CoC is eligible to apply for, includes all renewal projects	$6,074,987
CoC Bonus Funding	Maximum amount of bonus funding available to create new projects, 7% of the FPRN	$425,249
CoC Planning Grant Funding	Funding to provide staffing support for the Collaborative Applicant to administer HUD-required CoC activities, 5% of the FPRN	$303,749
Total Amount of Available Funding		**$6,803,985**

Domestic Violence Bonus Funding		
DV Bonus Funding	Maximum amount of designated bonus funding to create new DV dedicated projects, 7% of the PPRN	Amount Pending

FFY2023 ELIGIBLE RENEWAL PROJECTS

Projects eligible for renewal in the FFY2023 CoC Funding Competition include projects that are set to expire in calendar year 2024 and must be listed on the 2023 Grant Inventory Worksheet (GIW). Renewal projects cannot request a total dollar amount than the total listed in the GIW. Renewal project applications may include requests to add eligible activities to the project, shift up to 10% of funds from one approved eligible activity to another and a change in the subpopulation served.

Appendix A includes the list of all MD BoS CoC eligible renewal projects.

FFY2023 ELIGIBLE NEW PROJECT TYPES

PERMANENT SUPPORTIVE HOUSING (PSH)
Permanent Supportive Housing in which housing assistance (e.g., long-term leasing or rental assistance) and supportive services are provided to assist households with at least one member with a disabling condition in achieving housing stability.

PSH combines non-time-limited, decent, safe and affordable housing assistance with wrap-around supportive services designed to help the individual or family stay housed and live a more productive life in the community.

There is no time limitation, and tenants may live in their homes as long as they meet the basic obligations of tenancy. While participation in services is encouraged, it is not a condition of living in the housing. These optional services are designed to build independent living and tenancy skills, assistance with integrating into the community, and connections to community-based health care, treatment, and employment services.

PSH projects must serve:

1. Persons eligible to be served by DedicatedPLUS Projects as described in the CoC NOFO, in which all units funded by the project must be used to serve participants who meet the qualification of DedicatedPLUS, or;
2. Persons who are experiencing chronic homelessness at the time that they initially enroll in the project, as defined by HUD.

Permanent Supportive Housing includes the following core components:

Housing First
- Adherence to the Housing First philosophy which values flexibility, individualized supports, client choice, and autonomy.
- Ensure that access to housing is not denied based on requirements that prospective tenants be "ready" for housing.
- Ensure that services provided are client-directed, respectful of individuals' right to self-determination, and voluntary. Unless basic program-related case management is required by statute or regulation, participation in services should not be required.

Housing Identification
- Recruit landlords to provide housing opportunities for individuals and families experiencing homelessness.
- Address potential barriers to landlord participation such as concern about short term nature of rental assistance and tenant qualifications.
- Assist households to find and secure appropriate rental housing.

PSH Case Management and Services
- Help individuals and families experiencing homelessness identify and select among various permanent housing options based on their unique needs, preferences, and financial resources.
- Help individuals and families experiencing homelessness address issues that may impede access to housing (such as credit history, arrears, and legal issues).
- Help individuals and families negotiate manageable and appropriate lease agreements with landlords.
- Make appropriate services and supports available to families and individuals to allow them to stabilize in permanent housing.
- Provide flexible and voluntary services and supports to households that help them improve safety, well-being and achieve long-term goals. This may include providing or ensuring that the household has access to resources related to benefits, employment, and community-based services (if needed and appropriate).

RAPID REHOUSING (RRH)
Rapid Rehousing is permanent housing that provides short-term (up to three months) and/or medium-term (4-24 months) tenant-based rental assistance and supportive services to households experiencing homelessness.

RRH is designed to help individuals and families quickly exit homelessness and return to permanent housing. Assistance is offered without preconditions — like employment, income, absence of criminal record, or sobriety — and the resources and services provided are tailored to the unique needs of the household.

New Rapid Rehousing project must serve persons who qualify as homeless under paragraphs (1), (2), or (4) of 24 CFR 578.3, Section 103(b) of the McKinney-Vento Homeless Assistance Act.

Rapid Rehousing has the following core components:

Housing First
- Adherence to the Housing First philosophy which values flexibility, individualized supports, client choice, and autonomy.
- Ensure that access to housing is not denied based on requirements that prospective tenants be "ready" for housing.
- Ensure that services provided are client-directed, respectful of individuals' right to self-determination, and voluntary. Unless basic program-related case management is required by statute or regulation, participation in services should not be required.

Housing Identification
- Recruit landlords to provide housing opportunities for individuals and families experiencing homelessness.
- Address potential barriers to landlord participation such as concern about short term nature of rental assistance and tenant qualifications.
- Assist households to find and secure appropriate rental housing.

Rent and Move-In Assistance
- Provide assistance to cover move-in costs, deposits, and the rental and/or utility assistance necessary to allow individuals and families to move immediately out of homelessness and to stabilize in permanent housing.

RRH Case Management and Services
- Help individuals and families experiencing homelessness identify and select among various permanent housing options based on their unique needs, preferences, and financial resources.
- Help individuals and families experiencing homelessness address issues that may impede access to housing (such as credit history, arrears, and legal issues).
- Help individuals and families negotiate manageable and appropriate lease agreements with landlords.
- Make appropriate and time-limited services and supports available to families and individuals to allow them to stabilize quickly in permanent housing.
- Monitor participants' housing stability and be available to resolve crises, at a minimum during the time rapid re-housing assistance is provided.
- Provide or assist the household with connections to resources that help them improve their safety and well-being and achieve their long-term goals. This includes providing or ensuring that the household has access to resources related to benefits, employment, and community-based services (if needed and appropriate), so that they can sustain rent payments independently when rental assistance ends.
- Ensure that services provided are client-directed, respectful of individuals' right to self- determination, and voluntary. Unless basic program-related case management is required by statute or regulation, participation in services should not be required to receive rapid re-housing assistance.

JOINT TRANSITIONAL HOUSING - RAPID REHOUSING (JOINT TH-RRH)
The Joint TH-RRH component project combines two existing program components – transitional housing and rapid rehousing – in a single project to serve individuals and families experiencing homelessness. Program participants may only receive up to 24-months of total assistance.

When a program participant is enrolled in a Joint TH-RRH component project, the recipient or subrecipient must be able to provide both components, including the units supported by the transitional housing component and the tenant-based rental assistance and services provided through the RRH component, to all participants.

A program participant may choose to receive only the TH unit or the assistance provided through the RRH component, but the recipient or subrecipient must make both types of assistance available.

Additionally, if CoC Program funds are not being requested for both TH and RRH units, the project application must describe and include the number of TH and RRH units that will be utilized by the project from another funding source, if selected for conditional award, and provide details in the project description of how TH and RRH assistance will be provided.

New Joint TH-RRH projects must serve persons who qualify as homeless under paragraphs (1), (2), or 4) of 24 CFR 578.3, Section 103(b) of the McKinney-Vento Homeless Assistance Act.

SUPPORTIVE SERVICES ONLY - COORDINATED ENTRY
SSO – Coordinated Entry grant applications must demonstrate a gap in the CE system and identify how the proposed project will fill the need. SSO-CE projects must ensure that the coordinated entry system is easily available/reachable for all persons within the CoC's geographic area who are seeking homeless assistance; and must ensure that the system is accessible for persons with disabilities within the CoC's geographic area. The SSO-CE project must develop a strategy for advertising that is designed specifically to reach homeless persons with the highest barriers within the CoC's geographic area. Finally, the SSO-CE project must adhere to a standardized assessment process and ensure that program participants are directed to appropriate housing and services that fit their needs.

New SSO-CE projects must serve persons who qualify as homeless under paragraphs (1), (2), or (4) of 24 CFR 578.3, Section 103(b) of the McKinney-Vento Homeless Assistance Act.

BALANCE OF STATE COC LOCAL COMPETITION

GOALS & PRIORITIES FOR THE FY2023 COC COMPETITION

The CoC has identified the following funding priorities for the FY2023 CoC Competition:

- Submit a consolidated application that maximizes the CoC overall application score, ensures the highest possibility of all available funding and meets all required thresholds
- Fund projects that meet community needs
- Fund projects that are cost effective and maximize program and mainstream resources
- Fund projects that successfully end homelessness
- Promote the use of best practices
- Fund projects that will effectively meet HUD policies and priorities

In addition, the CoC has identified the following goals and priorities to guide final ranking of new and renewal projects in the 2023 CoC Consolidated Application:

- Project Ranking Goal: To prioritize activities that are most successful in ending homelessness and maximize funding available to end homelessness in the CoC, while also providing an incentive to all funded providers to monitor and improve their performance, including efficiency with funds and ensure continued funding with CoC resources.
- To that end, the following priorities, in no particular order, may help guide development of a final ranking approach:
  - The CoC may seek to preserve low-ranking projects at risk of losing funding where those projects represent the only CoC Program funding in their communities.
  - The CoC may consider reducing funding requests for the lowest ranked projects as a means to preserve funding for higher ranked projects, if needed, and keeping in line with other priorities.

- o The CoC may consider ranking new projects higher than some renewal projects, where the CoC believes doing so will better help the CoC meet the ranking goal outlined above.
- o Renewing projects in the Frederick County LHC will not be subject to involuntary reallocation in 2023 per CoC Charter guidance.

BALANCE OF STATE COMPETITION PROCESS

CoCs are required by HUD to review, rate and rank all project applications. The BoS uses the Performance Review Committee to facilitate the scoring and ranking process. Projects that are selected and ranked in priority order by the committee are provided to the CoC Board of Directors for final review.

The committee scores new project applications solely based on the responses to the Request for Proposals (RFP). Renewing projects are scores are derived from the Renewal Project Scorecard, based on actual project performance, and any required responses to the RFP.

All project application submissions undergo a threshold review for completion and accuracy prior to being scored by the Project Review Committee. Projects that submit incomplete applications or do not submit their application by the stated deadline in the competition timeline document may not be considered for funding.

PROJECT EVALUATION

The Performance Review Committee is responsible for implementing the evaluation process and project ranking approach. The evaluation process and related project ranking helps MD-514 to fully maximize CoC Program funds, make informed funding decisions and continue to move the CoC toward the goal of ending homelessness.

RENEWING COC PROJECTS

Renewing projects are evaluated via a project scorecard that utilizes performance and financial data, data quality elements, grant management efforts and CoC participation. The scorecard is used to establish which programs have been most successful in achieving HUD and locally determined performance standards; and to identify how programs are contributing to the overall System Performance of the CoC.

Scorecard performance data is gathered via Annual Performance Reports (APR) generated in HMIS; aggregate level APR data provides a CoC-wide baseline performance for relevant scorecard measures. After calculating average performance for each applicable measure, a +/-5% deviation is established for the scoring range. The range nearest the average percentage is eligible for 5 points; project percentages above the specified average will receive 10 points; and project percentages below the specified average range will receive 0 points. This method allows programs to be compared and scored specifically to other programs of the same project component type and identify which projects are most improving the CoC System Performance.

Scorecard measures that are not obtained from aggregate APRs are derived from other sources including but not limited to HMIS custom reporting, national data and best practices, HUD and eSNAPS project applications.

Project performance percentages are rounded to the nearest whole number for each measure and are scored accordingly.

Before using project reports to establish scores, DHCD will notify renewing projects of the performance date range and deadlines to complete all data corrections in HMIS.

Score card data is derived from HUD reports including Annual Performance Reviews (APRs), Data Quality Reports, System Performance Reports, Sage Reports and HMIS custom reports. Project applications and agency level reports may be used for data outside the HMIS.

A complete list of projects eligible for renewal in the FY2023 CoC Competition can be found in Appendix A: 2023 Renewal CoC Projects.

The following areas are evaluated as part of the renewal project evaluation process.

Scorecard Category Weight	
Project Performance	70%
HMIS Data Quality	20%
Grant Management & Financials	10%
Total Score	100%

PROJECT PERFORMANCE:
1. Quarterly Occupancy Utilization Rate (All Projects)
   a) Purpose: Indicates efficient use of community resources. High occupancy indicates system efficiency and community demand for services. Project occupancy data is reported to HUD via the Housing Inventory Chart (HIC).
2. Percentage of chronically homeless households served (PSH projects only, RRH not scored)
   a) Purpose: Indicates project success in ending chronic homelessness by measuring the number of chronically homeless participants served in the project during the measured year.
3. Percentage of participants who remained in PSH or exited to permanent housing (All Projects)
   a) Purpose: Indicates project success in ending homelessness by measuring the number of participants with a permanent destination at project exit and those who remained in a permanent supportive housing project compared to the total number of participants active in the project during the measured year. HUD System Performance Measure #7.
4. Average length of time to move in at entry (RRH & PSH projects)
   a) Purpose: Indicates the efficiency of the program in rapidly housing participants
5. Percentage of adult stayers at annual assessment who gained or increased employment income (All Projects)
   a) Purpose: Indicates that the project is assisting households to increase self-sufficiency and stabilize housing by retaining or gaining employment income. HUD System Performance Measure #4.
6. Percentage of adult leavers at exit who gained or increased employment income (All Projects)
   a) Purpose: Indicates that the project is assisting households to increase self-sufficiency and stabilize housing by retaining or gaining employment income. HUD System Performance Measure #4.
7. Percentage of adult stayers at annual assessment who gained or increased non-employment cash income (All Projects)
   a) Purpose: Indicates that the project is assisting participants toward self-sufficiency through retaining or increasing income by utilizing all possible resources available to participants. HUD System Performance Measure #4.
8. Percentage of adult leavers at exit who gained or increased non-employment cash income (All Projects)
   a) Purpose: Indicates that the project is assisting participants toward self-sufficiency through retaining or increasing income by utilizing all possible resources available to participants. HUD System Performance Measure #4.
9. Returns to Homelessness (All Projects)
   a) Purpose: Indicates the project's long-term success of participants who successfully exited within the past two years. HUD System Performance Measure #2.

HMIS DATA QUALITY:
10. Personal Identifying Information Error Rate (All Projects)
    a) Purpose: To achieve accurate data collection and to satisfy HUD HMIS data requirements, projects must ensure that data entered into the local HMIS system is complete.
11. Universal Data Elements Error Rate (All Projects)
    a) Purpose: To achieve accurate data collection and to satisfy HUD HMIS data requirements, projects must ensure that data entered into the local HMIS system is complete.
12. Income and Housing Data Quality (All Projects)
    a) Purpose: To achieve accurate data collection and to satisfy HUD HMIS data requirements, projects must ensure that data entered in the local HMIS system is complete.
13. Chronic Homelessness Data Elements (All Projects)
    a) Purpose: To achieve accurate data collection and to satisfy HUD HMIS data requirements, projects must ensure that data entered in the local HMIS system is complete.
14. Domestic Violence Provider: Comparable Database (VSP Projects)
    a) Purpose: To ensure that Domestic Violence providers are in compliance with HUD regulations that require DV project data to be entered into a non-HMIS Comparable Database

Data provided from non-HMIS participating agencies sent in a CSV format unable to be processed through the electronic database utilized by HMIS participating agencies will be reviewed outside of the system for data quality and completeness.

GRANT MANAGEMENT & FINANCIALS:
15. Cost Efficiency (All Projects)
    a) Purpose: It is important to HUD that programs demonstrate cost efficiency – the annual cost to retain or move someone into permanent housing.
16. Percentage of total grant funds recaptured in the most recent grant closeout (All Projects)
    a) Purpose: It is important to HUD that programs show agency capacity to spend funds allocated in a timely manner and in full and allows for potential fund reallocation of unspent funds during the HUD CoC Competition.

COORDINATED ENTRY SYSTEM PARTICIPATION:
17. Not measured in 2023.

COC PARTICIPATION:
18. Not measured in 2023.

AGENCY RESPONSE:
19. Opportunity for projects to provide feedback on performance and spending. Section not scored.

FIRST YEAR RENEWALS

CoC projects renewing for the first time will not receive a scorecard since the project has not had the opportunity to complete a full year of performance. First year renewals will automatically be renewed pending the submission of requested narrative responses or documentation. However, first year renewals may be required to provide additional documentation based on the requirements of the HUD CoC NOFO.

NEW PROJECT REQUEST FOR PROPOSALS

If the CoC competition provides funding for new project opportunities, applicants are required to submit a response to the Balance of State Request for Proposals (RFP). Applicants must submit one RFP per project application. The BoS RFP will contain a series of narrative and past performance related questions.
RFP questions are derived from local and HUD policies and priorities. Narrative questions may vary by project type (i.e. PSH, RRH) and project status (i.e. renewal, new), and will serve as an opportunity for applicants to

provide more detail regarding the proposed project. The Performance Review Committee is responsible for scoring this portion of the competition. A scoring matrix is provided to the committee to assist with a transparent scoring process.

Additional documentation may be requested per local priorities and HUD policies and priorities.
All projects will be required to submit documentation to meet the threshold requirements as determined by HUD.

VICTIM SERVICE PROVIDER PROJECTS

Domestic Violence Provider project applications are reviewed, scored and ranked in the manner described in previous sections. All performance related data is provided by the Victim Service provider as generated from the non-HMIS Comparable Database.

Domestic Violence applicants may be required to describe methods and tools used to ensure and increase client safety while enrolled in the program through the local RFP.

For new projects seeking DV Bonus funding, additional questions will be required on the local RFP to demonstrate unmet community need and describe a proposed plan to address the unmet need, along with data sources and calculations used to establish the unmet need.

TOTAL PROJECT SCORE

The total project score for Renewal Projects with at least one full year of operation is comprised 100% from the project scorecard. MD-514 places an emphasis on project performance to align with HUD priorities.
The total project score for New Projects, First-Time Renewals and Renewal Projects with less than one full year of operation is 100% derived from the local RFP (narrative responses), as score cards are not applicable for these projects.

FUND ALLOCATION PROCESS

The Performance Review Committee, a committee of the MD-514 CoC Board, is composed of unbiased, objective community members, who score project applications, rank projects as required and make funding recommendations to the CoC. Committee members are approved by the CoC Board and are not affiliated with applicant agencies and must complete conflict of interest documentation.

Committee members are provided training opportunities regarding the CoC NOFO, the scoring process and the ranking policy. Members are given materials a minimum of 1 week prior to the deliberations meeting to review, score, accept/reject/reallocate and rank project applications.

The following project application materials are provided to each committee member:

- Renewal Project Scorecard
- Local RFP responses for new projects
- Relevant eSNAPS data
- Relevant Project Financial Data
- Local Monitoring Materials, where applicable

The scores from each member are returned to DHCD for initial project ranking per the CoC policy. Committee members deliberate in a closed meeting to make ranking, funding and reallocation decisions as guided by CoC policy. Additionally, the committee will make decisions related to which projects to accept and/or reject in the local competition.

Once a consensus has been met, the committee will provide final ranking recommendations to the CoC Board of Directors for review and instruct the Collaborative Applicant to submit the project ranking within the HUD-required timeframe. The CoC will notify any projects that are rejected or reallocated within the HUD-required timeframe.

APPEALS

Project applicants may appeal funding related decisions for the following circumstances:

- There is a belief that the renewal project scorecard was calculated incorrectly.
- There is a belief that the CoC Competition Policies were not followed correctly.

All appeals must be submitted within two business days of the public posting of the project ranking list; appeals must be submitted to: boscoc.dhcd@maryland.gov.

MD BOS COC GRANT REALLOCATION POLICY

CoCs across the United States are required to monitor recipient and sub-recipient performance, evaluate outcomes and take action against poor performers (24 CFR 578.7(a)(6)). One available tool CoCs may use to take action against poor performance is reallocation. Reallocation is the process of distributing funding from a lower performing project and making those funds available for new projects without decreasing the CoC's Annual Renewal Demand (ARD).

Reallocation is an important tool since CoCs must ensure that recipients are good stewards of CoC Program Funding. Per the FY2019 United States Department of Housing and Urban Development (HUD) Appropriations Bill, HUD must give priority to Continuums of Care that allocate resources effectively. For FY2023 CoC Program funding, HUD will continue to prioritize CoCs who demonstrate that they actively review the performance of existing CoC funded projects and have a standard process for reallocating funds or have reallocated a total of at least 20 percent of the CoC's total ARD between the FY2018 and FY2023 CoC Competitions.

MD-514 uses local data to determine the characteristics of individuals and families with the highest needs and longest experiences of homelessness in order to develop housing and supportive services tailored to their needs through the CoC competition. MD-514 uses the reallocation process to create new projects that improve the overall system performance and better respond to the community need. The policy is in response to HUD's recommendation to reallocate low performing and underspent projects.

As stated in the MD-514 CoC Governance Charter, new Local Homelessness Coalitions that join the Balance of State will not be subject to involuntary reallocation during their first year of participation. Projects in the new LHC will be monitored and evaluated throughout the calendar year to allow for any necessary technical assistance and performance improvements. The goal of the CoC is to improve system performance as a whole and allow all projects the opportunity to be successful.

TYPES OF REALLOCATION

Reallocation can be involuntary or voluntary.

Involuntary reallocation is when the CoC "reclaims" some or all of a renewal project's funding which has been allocated to a particular agency without the explicit consent of the Agency in control of the funds. Involuntary reallocation happens when funding is redirected from an existing Renewal Project for the purpose of creating a New Project. Involuntary reallocation can result from the result of ongoing poor project performance or recurring underspending. Underspending, or grant recapture, is defined by the BoS CoC as a return of 10% or more of a project's awarded funds at the end of a project year, for two or more consecutive years.

Voluntary reallocation means that a project makes the choice to gives up a portion or the entire amount of their project funding for the purpose of creating a new project or to change their project component type, e.g., from Transitional Housing to Rapid Rehousing.

VOLUNTARY REALLOCATION POLICY
To meet HUD and community priorities, renewal projects within the MD-514 geography may request a voluntary reallocation request if there is a decision to reduce the overall budget, reduce the number of households served, or acknowledging a difficulty in implementing all performance and compliance related requirements of the grant. Additionally, a project may elect to voluntarily reallocate funds to create a new Transition Grant. A Transition Grant is the process to fund a new CoC project by transitioning an eligible renewal project that is eliminated by reallocation to an eligible new project component over the course of a 1-year period. For

example, an existing CoC Transitional Housing project may decide to voluntarily reallocate the full project funding amount in order to create a new Permanent Housing project in the same amount. The new project will have 1 operational year to fully transition from Transitional Housing to Permanent Housing after HUD executes the grant agreement.

DHCD will offer technical support and acknowledgement letters for agencies who voluntarily reallocate grant awards.

Any agency interested in a voluntary reallocation during the annual CoC Funding Competition must notify the BoS CoC Lead Agency for further instruction.

INVOLUNTARY REALLOCATION POLICY
During each CoC Funding Competition, the CoC Lead Agency will provide renewal project scorecards to the Performance Review Committee to further evaluate project performance, determine the project ranking order and identify any need for involuntary reallocation. The scorecards review project performance, grant management capability and HMIS participation; data used to populate the scorecard is derived from annual performance reports, HMIS reports and two years of spending history. A renewal CoC project may be subject to involuntary reallocation based on the circumstances described below.

Project Performance
Renewal projects will be assessed on their project quality and ability to meet performance outcomes such as occupancy rates, participant income growth, successful exits and cost efficiency. All scored renewing projects are subject to an eligibility threshold; projects that score in the lowest 20% of all renewal projects may be subject to further evaluation and review. Further, those not meeting the eligibility threshold may be moved to a lower ranking status and therefore subject to involuntary reallocation.

Spending History
HUD assumes that projects will spend 100% of the funds allocated to them. Projects that fail to spend the total grant award may see a decrease in funding as those funds are added to the pool of funds available for reallocation to other projects. Projects that have a high recapture rate of 10% or greater for two consecutive program years, may be reduced to the amount disbursed at the end of the 12-month review. An exception to this policy may be made for new projects that could not expend funds due to implementation barriers. Please note that any organization found to have less than 100% of their grant expended may be required to provide an explanation on why funds were recaptured.

HMIS Participation
HMIS participation is required to meet HUD renewal project threshold requirements. Non-HMIS providers must use a comparable database that meets the needs of the local HMIS to meet this threshold. Monitoring results along with data quality reports will be examined to determine if agency participation in HMIS is adequate. Projects with a data error rate of 10% or more will be placed on a data quality corrective action plan to correct existing errors and prevent future occurrences. The corrective action plan will consist of a series of required data quality workshops for users within the project. Projects that do not meet threshold requirements or have the highest rates of data errors may be reallocated to higher performing projects or new projects.

MD BOS COC PROJECT RATING AND RANKING POLICY

MD-514 will use the following process to rank all project applications in the FY2023 Continuum of Care Program Competition to accomplish the following objectives:

- To prioritize those activities that are most successful in ending homelessness
- To maximize funding available to end homelessness in the CoC
- To maximize the CoC overall application score and ensure the highest possibility of project funding
- To provide an incentive to all funded providers to monitor and improve their performance, including efficiency with funds, to ensure continued funding with CoC resources
- Effectively meet HUD policies and priorities

Renewal Projects are scored utilizing objective criteria, including: project quality, past performance, cost effectiveness and contributions made to improve overall system performance. Domestic Violence providers will be evaluated utilizing data generated from a comparable database and are held to the same performance standards as non-domestic violence focused projects. MD-514 will monitor HUD required and local performance and compliance standards throughout the year and incorporate findings into the scoring process.

Once all renewal project scorecards are complete, the Performance Review Committee will preliminarily rank all renewal projects by project type, then by score according to rank order stated below. The ranking priority order is subject to any unforeseen requirements as stated in the annual CoC Competition NOFO.

Tie Breaker - Rank order for renewal projects that receive equal scores and are of the same project component type will be determined based on the most recent year grant recapture rate, the project with the lower recapture rate will be ranked above the project with the higher recapture rate.

Projects that are renewing for the first time, and subsequently have not completed a full project year and have not submitted an APR to HUD, will not have a Renewal Project Scorecard. These projects will be reviewed for current progress and compliance, will be required to respond to any RFP requirements and will be automatically renewed and given ranking priority over new project applications.

SSO-Coordinated Entry renewal projects will also not receive a Renewal Project Scorecard but will be subject to responding to the RFP and reviewed for compliance; if selected for funding, the project will be ranked over new project applications.

New projects are not subject to a renewal project scorecard and will be required to complete a narrative response that will be scored by the Performance Review Committee. New projects will be ranked in score order, below renewing projects.

New projects may be assessed on the following: project design, how the project addresses local priorities and needs, how the project aligns with local strategies and HUD's priority to end homelessness, budget appropriateness and accuracy, project match, CoC participation, community collaboration, organizational capacity, use of Housing First and implementation timeline.

There is no guarantee that new project applications will be included in the NOFA submission; exclusion factors may include: a project application scores poorly, the project applicant fails to meet threshold eligibility or limited availability of project funds.

PROJECT RANK ORDER

Projects will be ranked based on component type, in order of highest to lowest score.

1. Renewal permanent supportive housing projects, ranked in order of highest to lowest percentage score
2. Renewal rapid rehousing projects, ranked in order of highest to lowest percentage score
3. Renewal Joint TH-RRH, ranked in order of highest to lowest percentage score
4. Renewal TH, ranked in order of highest to lowest percentage score
5. First time renewals that do not have one full year of performance
6. Renewal SSO-CE projects that are not dedicated to the full BoS CoC geography
7. New projects based on committee score of RFP responses

As HMIS and Coordinated Entry are HUD mandated activities, these projects may be placed in Tier 1 to secure the funding needed for these activities. *Note:* only HMIS and SSO-Coordinated Entry projects that serve the full Balance of State CoC will be prioritized in Tier 1.

The CoC Planning Grant is non-competitive and is not a ranked project in this competition.

PROJECT RANKING ADJUSTMENT

The Performance Review Committee may adjust individual projects up or down in the ranking order to fulfill HUD priorities, prevent potential losses of funding and maximize the overall CoC application score. Other considerations to ranking adjustment include:

RENEWAL PROJECT SCORE THRESHOLD

All scored renewing projects are subject to an eligibility threshold. Projects that score in the lowest 20% of all renewal projects may be moved to a lower ranking status and may be subject to reallocation. For example, the Performance Review Committee may rank a new project above a renewing project that scores in the bottom 10%.

GEOGRAPHY

HUD has determined that geographic diversity is an appropriate consideration in selecting homeless assistance projects in the CoC competition. Likewise, MD-514 recognizes that geography is an appropriate consideration for the competition. Projects may be ranked higher to ensure CoC funded programs are accessible to people experiencing homelessness throughout the entire MD-514 geography.

VULNERABLE AND HIGH-NEEDS POPULATIONS

MD-514 recognizes that high quality projects serving vulnerable and high-needs populations, such as chronic homelessness, domestic violence and substance abuse; are a critical component to ending homelessness. To ensure the needs and vulnerabilities of these program participants are addressed, the Performance Review Committee may rank the projects higher to ensure the programs are prioritized to receive CoC funding. These programs must meet a need in the community, show positive housing related outcomes and provide choice to participants seeking the services offered.

New projects applying for the Domestic Violence Bonus funds will be ranked in Tier 2 to ensure that existing high performing renewal projects that serve high-needs populations will remain prioritized in the competition. If there are no other Domestic Violence renewal projects in Tier 1, Domestic Violence Bonus projects may be considered for Tier 1.

VOLUNTARY REALLOCATION

Projects that choose to voluntarily reallocate at least 50% of their current grant amount in order to apply for a new reallocation-based project may be granted additional consideration in the ranking order. Projects that elect to fully reallocate their grant in order to change project component types, a Transition Grant, will be included in this scenario.

FUNDING LEVERAGE

In alignment with the HUD CoC NOFO priorities, PSH and RRH project applications that demonstrate a commitment to leverage housing and/or health care system resources may be considered for a higher placement in the ranking order.

APPENDIX

APPENDIX A: ELIGIBLE RENEWAL PROJECTS

LHC	Applicant Name	Project Name	Project Type
AC	Allegany County Human Resources Development Commission, Inc.	HRDC Leasing Supportive Housing Project	PSH
AC	Maryland Department of Health, Behavioral Health Administration	BHA PSH Allegany County	PSH
AC	Allegany County Human Resources Development Commission, Inc.	Transitional Housing Services	TH
AC	YMCA of Cumberland	Y Permanent Housing	PSH
AC	YMCA of Cumberland	Y Gilchrist Housing	PSH
BoS	Maryland Department of Housing & Community Development	MD-514 HMIS	HMIS
CC	Maryland Department of Health, Behavioral Health Administration	BHA PSH Cecil County 7 Unit	PSH
CC	Maryland Department of Health, Behavioral Health Administration	BHA PSH Cecil County 5 Unit	PSH
CC	Cecil County, Maryland	Rapid Re-housing	RRH
FC	City of Frederick	Housing 1st SRO - Individual Project	PSH
FC	Friends for Neighborhood Progress, Inc.	FFNP Housing First Renewal	PSH
FC	Maryland Department of Health, Behavioral Health Administration	BHA PSH Frederick County	PSH
FC	City of Frederick	New Project Application FY2022	PSH
FC	Student Homelessness Initiative Partnership of Frederick County	New Project Application FY2022	Joint TH -RRH
GC	Garrett County Community Action Committee, Inc.	SHP DIS	PSH
GC	Garrett County Community Action Committee, Inc.	RRH	RRH
HC	Associated Catholic Charities, Inc.	AH PH Consolidated	PSH
HC	PROLOGUE, INC	Prologue PSH	PSH
HC	Harford Family House, Inc.	HFH PSH I	PSH
HC	Maryland Department of Health, Behavioral Health Administration	BHA PSH Harford County	PSH
HC	Harford Community Action Agency Inc.	HCAA Centralized Intake Supportive Services	SSO-CE
HC	Associated Catholic Charities, Inc.	AH PSH IV Chronic Homeless	PSH
HC	The Sexual Assault/Spousal Abuse Resource Center	SARC 2021 New Project 2022 Renewal	RRH
SM	Catholic Charities of The Archdiocese of Washington	Fortitude Renewal Project Application	PSH
SM	Maryland Department of Health, Behavioral Health Administration	BHA PSH Southern MD	PSH
SM	Housing Authority of St. Mary's County, MD	Nicholson - Permanent Housing Project #8	PSH
SM	Housing Authority of St. Mary's County, MD	Marek PWD#9 Consolidated Grant	PSH
SM	Housing Authority of St. Mary's County, MD	Horne - Permanent Housing Project #11	PSH
SM	Housing Authority of St. Mary's County, MD	Haina PWD#13 Consolidated Grant	PSH

SM	Housing Authority of St. Mary's County, MD	Owens Rapid Rehousing Consolidated Grant	RRH
SM	Three Oaks Homeless Shelter, Inc	Waring Rapid Re-Housing Consolidated Project	RRH
SM	Housing Authority of St. Mary's County, MD	Aldridge PWD#16 Consolidated Grant	PSH
SM	LifeStyles of Maryland Foundation, Inc.	LifeStyles' DV Joint TH-RRH	Joint TH -RRH
WC	Maryland Department of Health, Behavioral Health Administration	BHA PSH Washington County	PSH
WC	Potomac Case Management Services, INC	WC PSH Individuals	PSH
WC	Potomac Case Management Services, INC	WC PSH Families	PSH

APPENDIX B: SAMPLE RENEWAL SCORECARD

Recipient		Project Component Type	
Subrecipient		Reporting Period	July 1, 2022 - June 30, 2023
Project Name		Scorecard Status	Under Review

Total Project Score					
		Scoring Category	Total Points Achieved	Total Points Available	Category Weight	Percentage Achieved
Total Project Score = Project Performance Percentage Achieved + HMIS Data Quality Percentage Achieved + Grant Management & Financials Percentage Achieved		Project Performance	0	90	70%	0%
		HMIS Data Quality	0	50	20%	0%
		Grant Management	0	30	10%	0%
		Total Score		0%		

Performance Criteria	Purpose & Source of Measurement	Formula Information		Performance Calculation	Points: 10	Points: 5	Points: 0	Points Received
Project Performance 70% Achieving project outcomes provides a benchmark for how well projects help to end homelessness. Assessing & monitoring project outcomes is necessary to understand a project's rate of success and contribution to CoC-wide performance goals.								
Quarterly Occupancy Utilization Rate	Household utilization rates demonstrate that the CoC is fully utilizing its inventory. APR Q8b & Application	January Total (Q08b, Row 1, Column 1)		#DIV/0!	>=90%	70% - 89%	<= 69%	
		April Total (Q08b, Row 2, Column 1)						
		July Total (Q08b, Row 3, Column 1)						
		October Total (Q08b, Row 4, Column 1)						
		Adjusted Total (Auto Calculates)	#DIV/0!					
		Proposed number of households served						
Percentage of chronically homeless households served	Indicates community success in ending chronic homelessness by measuring the number of chronically homeless participants served in the project during the measured year. APR Q26a	Total Chronically Homeless Households served		#DIV/0!	PSH: >=75% RRH: N/A	PSH:50-74% RRH: N/A	PSH: <= 49% RRH: N/A	
		Total Households served						
Percentage of participants who remained in PSH or exited to permanent housing	Successful housing outcomes are one of the most important measures of project success. APR Q23c	Total Exits		#DIV/0!	PSH: >= 99% RRH: >= 91% TH: >= 81%	PSH: >=93-98% RRH: >=85-90% TH: >= 75-80%	PSH: >= 92% RRH: <= 84% TH: >= 74%	SCORING THRESHOLD UPDATE IN PROGRESS
		Total persons exiting to positive housing destinations + PSH Stayers						
		Total Deceased						
Average length of time from project entry date to housing move in date	The Housing Move in Date is collected to measure how long it takes for a client to physically move into housing from the time of project enrollment and gives a clear picture of whether the client is homeless or housed. APR Q22c	N/A			PSH & RRH: 24 Days or Less	PSH & RRH: 25-35 Days	PSH & RRH: 36 Days or More	
Percentage of adult stayers at annual assessment who gained, maintained or increased employment income	Improving household access to financial resources is crucial to reducing vulnerability to homelessness. Increase in income is measured in the NOFA & System Performance Measures APR Q19a1	N/A			PSH: >=16% RRH: >= 5% TH: >=6%	PSH: = 10-15% RRH: 2-4% TH: +2-4%	PSH: <=9% RRH: <=1% TH: <=1%	SCORING THRESHOLD UPDATE IN PROGRESS

Percentage of adult leavers at exit who gained, maintained or increased employment income	Improving household access to financial resources is crucial to reducing vulnerability to homelessness. Increase in income is measured in the NOFA & System Performance Measures APR Q19a2	N/A			PSH: >=11% RRH: >= 31% TH: >=16%	PSH: >=5-10% RRH: >=25-30% TH: >=10-15%	PSH: <=4% RRH: <=24% TH: <=9%	SCORING THRESHOLD UPDATE IN PROGRESS
Percentage of adult stayers at annual assessment who gained, maintained or increased non-employment cash income	Improving a household's access to financial resources is crucial to reducing vulnerability to homelessness. Increase in income is measured through the NOFA & System Performance Measures. APR Q19a1	N/A			PSH: >=61% RRH: >= 5% TH: >=53%	PSH: >=55-60% RRH: >= 2-4% TH: >= 47-52%	PSH: >=54% RRH: >= 1% TH: >=46%	SCORING THRESHOLD UPDATE IN PROGRESS
Percentage of adult leavers at exit who gained, maintained or increased non-employment cash income	Improving a household's access to financial resources is crucial to reducing vulnerability to homelessness. Increase in income is measured through the NOFA & System Performance Measures. APR Q19a2	N/A			PSH: >=58% RRH: >= 51% TH: >=56%	PSH: >= 52-57% RRH: >= 45-50% TH: >=50-55%	PSH: >=51% RRH: >= 44% TH: >=49%	SCORING THRESHOLD UPDATE IN PROGRESS
Returns to homelessness within 12 months of exit to PH	Reducing returns to homelessness is one of the most important measures of program success and is HUD System Performance Measure 2a.	N/A			<= 5%	6% - 15%	>= 16%	

HMIS Data Quality 20%

HMIS participation and data quality are priorities for MD-514 & HUD. Accurate, complete & timely data is crucial to determine how projects are contributing to ending homelessness. High quality data is key to understanding what projects are doing and how the CoC & HUD can make informed decisions about the project.

Personal Identifying Information Error Rate		N/A			0% - 1%	2% - 5%	>= 6%	
Universal Data Elements Error Rate	To achieve accurate data collection and to satisfy HUD HMIS data requirements, projects must ensure that data entered into the local HMIS system is complete. APR Q 6a, b, c, d	N/A			0% - 1%	2% - 5%	>= 6%	
Income and Housing Data Quality		N/A			0% - 1%	2% - 5%	>= 6%	
Chronic Homelessness Data Elements		N/A			0% - 1%	2% - 5%	>= 6%	
Domestic Violence Provider: Comparable Database	Victim Services Providers receiving CoC & ESG funds are required to collect client-level data, but are prohibited from entering data into HMIS. VSPs must enter data into a comparable database that complies with all HMIS requirements.	N/A			Yes/Plan for Compliance on Track	N/A	No	

Grant Management 10%

Projects must demonstrate understanding of compliance with federal & local regulations of project operations.

Cost Efficiency	It is important to HUD that programs demonstrate cost efficiency - the annual cost to retain or move someone into permanent housing. Project Application & Sage APR Data	Total CoC Budget Plus 25% Required Match		#DIV/0!	PSH <=$8,999 RRH <=$2,999 TH <=$9,999	PSH = $9,000-11000 RRH =$3,000-5,000 TH =$10,000-12,000	PSH >=$11,001 RRH >=$5,001 TH >=$12,001	SCORING THRESHOLD UPDATE IN PROGRESS
		Number of participants who exited to or remained in permanent supportive housing during the reporting period						
Percentage of total grant funds that were recaptured in the most recent grant closeout	It is important to HUD that programs show agency capacity to spend funds allocated in a timely manner and in full and allows for potential fund reallocation of unspent funds during the HUD CoC Competition. Sage APR Data	Total Grant Award		#DIV/0!	0-4%	5-9%	>= 10%	
		Total Spent						
		Unspent Amount						
Prior Year Recapture Rate (Not Scored)		Prior Recapture			N/A	N/A	N/A	Not Scored
BoS CoC RFP Response	The project submitted the RFP response and all required attachments by the stated deadline				Yes		No	

APPENDIX C: MD BALANCE OF STATE 2023 COC COMPETITION TIMELINE

#	Action/ Deadline/ Event	Date
	July	
1	HUD Issues FFY2023 CoC Program NOFO (Notice of Funding Opportunity)	Wednesday, July 5, 2023
2	DHCD Issues FFY2023 BoS CoC Program Competition Timeline	Wednesday, July 12, 2023
3	CoC Board of Directors Approves Renewal Scorecard & Competition Process	Thursday, July 20, 2023
4	CoC Board of Directors Approves local Ranking & Reallocation Policies	Thursday, July 20, 2023
5	*FFY2023 BoS CoC NOFO Competition Briefing: Meeting Link*	*Thursday, July 20, 2023 @ 1:00 PM*
6	*Renewal Project Evaluation & Scoring Process Training: Meeting Link*	*Wednesday, July 26, 2023 @ 11:00 AM*
7	DHCD Issues FFY2023 BoS CoC RFP & Project Application	LATE JULY
8	*New Project Application Process Training*	*LATE JULY*
	August	
9	*Renewal Project Data Clean Up Session #1: Meeting Link Pending*	*Tuesday, August 1, 2023 @ 2:30 PM*
10	*Renewal Project Data Clean Up Session #2: Meeting Link Pending*	*Tuesday, August 8, 2023 @ 2:30 PM*
11	CoC Renewal Project Score Cards issued to CoC Project Contact	Friday, August 18, 2023
12	*FFY2023 BoS CoC RFP/e-SNAPS Technical Assistance Appointments: Registration Link Pending*	*Throughout August*
13	**Deadline for BoS CoC RFP & Application questions**	**Friday, August 25, 2023**
14	**Deadline for Submission of Corrections or Comments on Renewal Project Score Cards**	**Monday, August 28, 2023**
15	**FFY2023 BoS CoC RFP & eSNAPS Project Applications due**	**Monday, August 28, 2023**
	September	
12	*CoC Performance Review Committee Briefing: Public Meeting, Application Handoff*	*1st Week of September*
13	*CoC Performance Review Meeting: Closed Meeting, Final Rating & Ranking*	*2nd Week of September*
14	BoS CoC Board to Review & Finalize Priority Listing; Post to MD BoS Website	*2nd Week of September*
15	Final Notification of Application Status to Applicants -- "Included or Rejected"	Wednesday, September 13, 2023
16	**CoC Project Budget Revisions Due in eSNAPS (if applicable)**	**Friday, September 22, 2023**
17	**DHCD & CoC Applicants Review & Finalize Project Applications in eSNAPS**	**Monday, September 25, 2023**
18	DHCD Posts CoC Application on BoS Website	Tuesday, September 26, 2023
19	**DHCD submits FFY 2023 CoC Application in eSNAPS**	**Wednesday, September 27, 2023**
20	**FFY2023 CoC Program Competition Closes**	**Thursday, September 28, 2023**
	COC-23-Timeline	