

## 4B. Attachments

**Instructions:**

Multiple files may be attached as a single .zip file. For instructions on how to use .zip files, a reference document is available on the e-snaps training site:  
<https://www.hudexchange.info/resource/3118/creating-a-zip-file-and-capturing-a-screenshot-resource>

Document Type	Required?	Document Description	Date Attached
1C-5. PHA Administration Plan–Homeless Preference	No	1C-5. PHA Adminis...	09/15/2018
1C-5. PHA Administration Plan–Move-on Multifamily Assisted Housing Owners' Preference	No	1C-5. PHA Adminis...	09/18/2018
1C-8. Centralized or Coordinated Assessment Tool	Yes	1C-8. Centralized...	09/15/2018
1E-1. Objective Criteria–Rate, Rank, Review, and Selection Criteria (e.g., scoring tool, matrix)	Yes	1E-1. Objective C...	09/17/2018
1E-3. Public Posting CoC-Approved Consolidated Application	Yes	1E-3. Public Post...	09/17/2018
1E-3. Public Posting–Local Competition Rate, Rank, Review, and Selection Criteria (e.g., RFP)	Yes	1E-3. Public Post...	09/17/2018
1E-4. CoC's Reallocation Process	Yes	1E-4. CoC's Reall...	09/17/2018
1E-5. Notifications Outside e-snaps–Projects Accepted	Yes	1E-5. Notificatio...	09/18/2018
1E-5. Notifications Outside e-snaps–Projects Rejected or Reduced	Yes	1E-5. Notificatio...	09/18/2018
1E-5. Public Posting–Local Competition Deadline	Yes	1E-5. Public Post...	09/18/2018
2A-1. CoC and HMIS Lead Governance (e.g., section of Governance Charter, MOU, MOA)	Yes	2A-1. CoC and HMI...	09/17/2018
2A-2. HMIS–Policies and Procedures Manual	Yes	2A-2. HMIS–Polic...	09/17/2018
3A-6. HDX–2018 Competition Report	Yes	3A-6. HDX–2018 Co...	09/17/2018
3B-2. Order of Priority–Written Standards	No	3B-2. Order of Pr...	09/17/2018

3B-5. Racial Disparities Summary	No	3B-5. Racial Disp...	09/17/2018
4A-7.a. Project List–Persons Defined as Homeless under Other Federal Statutes (if applicable)	No		
Other	No	CT 503 Continuum ...	09/17/2018
Other	No		
Other	No		

CT-503: Bridgeport/Stratford/Fairfield COC  
FY2018 CoC Application

## **1C-5. PHA Administration**

### **Plan—Homeless Preference**

Attachment 1C-5. documents include the following:

- Bridgeport CT Housing Authority Applicable Section
- Norwalk CT Housing Authority Applicable Section
- Stamford CT Housing Authority / DBA Charter Oak Communities Applicable Language
- CT Department of Housing Authority Applicable Section

Bridgeport CT Housing Authority

Park City Communities

Local Preference Select Pages



7. The PHA may request documentation from the applicant needed to verify the information provided at the time the application is taken.
  - a. The following information will be verified according to HACB's ***Procedure on Verification***, to determine qualification for admission to HACB's housing: **24 CFR § 960.259**
    - 1) Family composition and type (Elderly/Disabled/Near elderly /Non-elderly)
    - 2) Annual Income
    - 3) Assets and Asset Income
    - 4) Deductions from Income
    - 5) Preferences
    - 6) Social Security Numbers of all Family Members<sup>5</sup>
    - 7) Applicant Screening Information
    - 8) Citizenship or eligible immigration status
    - 9) Photo identification of all adult family and household members
  - b. Third party written, faxed or electronic verification is the required form of documentation. Any other form of verification requires a note to the file explaining its use. **24 CFR § 960.259**

#### **E. The Preference System**

1. Preferences establish the order of applicants on the waiting list. An admission preference does not guarantee admission. Every applicant must still meet HACB's Selection Criteria before being offered an apartment. Preferences will be granted to applicants who are otherwise qualified and who, at the time of the offer (immediately prior to execution of a lease), are verified to meet the definitions of the preferences described below. **24 CFR § 960.206**
2. Notwithstanding any applicant's application number, HACB will select applicants from the waiting list in such a way as to ensure that at least 40 percent of the applicants admitted to the public housing program during any fiscal year are at or below the Extremely Low Income (ELI) limit – 30 percent of the median income for the MSA-- at the time of admission. HACB will not implement income tiers, since analysis of the waiting list demographics indicates that reaching the 40 percent goal will be easily reached.

If necessary to meet the statutory requirement that 40 percent of newly admitted families in any fiscal year be families who are extremely low-income (unless a different target is agreed to by HUD), the HACB retains

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<sup>5</sup> Or certification that they do not have a social security number, if the individual doesn't have a social security number.



the right to skip higher income families on the waiting list to reach extremely low-income families. This measure will only be taken if it appears the goal will not otherwise be met. To ensure this goal is met, the Housing Authority will monitor incomes on a monthly basis of newly admitted families and the income of the families on the waiting list. If there are not enough extremely low-income families on the waiting list, we will conduct outreach on a non-discriminatory basis to attract extremely low-income families to reach the statutory requirement

### 3. Ranking Preferences

- a. Displaced persons as defined under Section XII of the ACOP;
- b. Referrals from advocates of victims of domestic violence, dating violence or stalking and referrals from governmental agencies for persons under a witness protection program; and
- c. Persons who are veterans, or who are elderly (age 62 years and older) or elderly persons that require congregate care, or persons that are homeless, or persons that are disabled.

Families that qualify for no Ranking preferences will be categorized as No-preference families.

4. Programmatic Preferences- The authority reserves the right to establish new programmatic preferences and create sub waiting lists through formal notification of existing eligible applicant/transfers.

## F. Screening Applicants for Admission

1. All applicants shall be screened in accordance with HUD's regulations and sound management practices. During screening, HACB requires applicants to demonstrate ability to comply with the essential provisions of the lease: **24 CFR§ 960.202 – 205**
  - a. to pay rent and other charges (e.g. utility bills) as required by the lease in a timely manner;
  - b. to care for and avoid damaging the apartment and common areas;
  - c. to use facilities and equipment in a reasonable way;
  - d. to create no health, or safety hazards, and to report maintenance needs;
  - e. not to interfere with the rights and peaceful enjoyment of others, and to avoid damaging the property of others;
  - f. not to engage in prohibited criminal activity that threatens the health, safety or right to peaceful enjoyment of the premises by other residents or staff; and not to engage in drug-related criminal activity; and



- g. to comply with necessary and reasonable rules and program requirements of HUD and the HACB.
2. HACB will determine each applicant family's ability to comply with the essential lease requirements in accordance with HACB's ***Procedure on Applicant Screening***.
- a. Any costs incurred to complete the application process and screening will be paid by HACB.
  - b. Applicants who owe money to HACB or any other housing authority will be rejected. **24 CFR §203**
  - c. The HACB is **required** to reject the applications of certain applicants for criminal activity or drug abuse by family members<sup>6</sup>:
    - 1) The HACB is required to reject any applicant for three years from the date of eviction if any household member has been evicted from any federally assisted housing for drug-related criminal activity. However, the HACB may admit the household if the HACB determines that: **24 CFR § 204(a)**:
      - a) The evicted household member who engaged in drug-related criminal activity has successfully completed a supervised drug rehabilitation program approved by the HACB, or
      - b) The circumstances leading to the eviction no longer exist (for example, the criminal household member has died or is imprisoned).
      - c) The applicant household will not include the member involved in drug-related criminal activity
    - 2) The HACB is **required** to reject the application of a household if the HACB determines that:
      - a) Any household member is currently engaging in illegal use of a drug; or **24 CFR § 960.204 (a) (2)**<sup>7</sup>
      - b) The HACB has reasonable cause to believe that a household member's illegal use or pattern of illegal use of a drug may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents; or **24 CFR § 960.204 (a) (2)**
      - c) Any household member has ever been convicted of manufacture or production of methamphetamine on the premises of any federally assisted housing; or **24 CFR § 960.204 (a) (3)**

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<sup>6</sup> Criminal history on children under age 18 who are charged as adults will be used.

<sup>7</sup> For purposes of this section a household member is "currently engaged in" the criminal activity if the person has engaged in the behavior recently enough to justify a belief that the behavior is current



- d) Any member of the household is subject to a lifetime registration requirement under a State sex offender registration program; or 24 CFR § 960.204(a) (4)
- e) Any member of the household's abuse or pattern of abuse of alcohol may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents. 24 CFR § 960.204. (a)(4)<sup>8</sup>
- f) In addition to the HUD-required rejections for criminal activity, HACB will reject applicants if HACB determines that
  - 1) Any household member has ever been convicted of arson or child molestation; or 24 CFR § 960. 203. (c)(3)
  - 2) Any household member has a criminal history in the past three years that involves crimes of violence to persons or property; 24 CFR § 960.203.(c)
  - 3) Crimes of violence to persons or property would include but not be limited to homicide or murder, destruction of property or vandalism, burglary, robbery or theft, drug trafficking, drug manufacture, drug use or drug possession, threats or harassment, assault or fighting, domestic violence, weapons offenses, criminal sexual assault, home invasion. 24 CFR § 960.203
  - 4) The HACB has reasonable cause to believe that a household member's involvement in gang activity in the past three years may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents.
    - a) An applicant's intentional misrepresentation of information related to eligibility, preference for admission, housing history, allowances, family composition or rent will result in rejection. Unintentional mistakes that do not confer any advantage to the applicant will not be considered misrepresentations.
    - b) Applicants must be able to demonstrate the ability and willingness to comply with the terms of HACB's lease, either alone or with assistance that they can demonstrate they will have at the time of admission.<sup>9</sup> Availability of

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<sup>8</sup> HACB must be able to show a relationship between the applicant household member's abuse of alcohol and behavior that threatens the health, safety, or right to peaceful enjoyment of other residents.

<sup>9</sup> Applicants whose landlord, financial, criminal and other references demonstrate that they are already willing and able to comply with lease terms in their existing housing will be considered to have met this criterion, whether or not they are disabled. Applicants whose housing situations make it difficult for HACB to determine whether or not they are able and willing to comply with lease terms (e.g. because they are homeless, are living with friends or relatives, or have other non-traditional housing circumstances) will have to demonstrate ability and willingness to comply with lease terms whether or not they are disabled.



<b>PHA Annual Plan</b>	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 4/30/2011
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## **Second Year Annual PHA Plan Plan 2015-2019**

### **NORWALK HOUSING AUTHORITY**

*Public Comment Draft: 10/23/2015*

**Chapter 4.J**

**Selection Method**

**NHA POLICY**

***FULL APPLICATION FOR ADMISSION TO HOUSING***

***UP TO 120 DAYS BEFORE UNIT AVAILABILITY, FAMILIES ON THE WAITING LIST WILL BE INVITED TO SUBMIT A FULL APPLICATION WHICH WILL INCLUDE THE INFORMATION LISTED ON THE FOLLOWING PAGES AND FULLY DESCRIBED IN APPENDIX J.***

**Local Preferences**

PHAs are permitted to establish local preferences, and to give priority to serving families which meet those criteria. HUD specifically authorizes and places restrictions on certain types of local preferences. HUD also permits the PHA to establish other local preferences, at its discretion. Any local preferences established must be consistent with the PHA plan and the consolidated plan, and must be based on local housing needs and priorities which can be documented by generally accepted data sources.

**NHA Policy**

The need for public housing in Norwalk exceeds the availability of funds for this purpose and a housing unit is a scarce resource which is in great demand. Housing is made available to those most in need and reflecting the priorities of the Norwalk Housing Authority through the local preferences described below.

**Local Preferences**

- Working head of household or working family member including a person 62 years or older or a disabled person
- Person who lives in or works in Norwalk or who has a job offer to work in Norwalk
- Chronically homeless individuals and families will receive a limited local preference for five apartments effective April 1, 2013 subject to HUD approval. If chronically homeless individuals and families are not approved by HUD, then a limited local preference for five apartments for homeless individuals and families will be substituted, if approved by HUD. Applicants for this preference shall be required to provide documentation of their chronic homelessness to the coordinated core team of Greater Norwalk Opening Doors. The coordinated core team will determine which individuals and families, who can be stabilized through supportive housing, meet the federal definition of chronically homelessness as defined in section 24 of the code of federal regulations, part 91.5 which is summarized as follows: (1) An individual who (i) is homeless and lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and (ii) has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least one year or on at least four separate occasions in the last 3 years, where each homeless occasion was at least 15 days; and (iii) can be diagnosed with one or more disabling conditions. Applicants who received this preference will be offered supportive services provided by a member of the coordinated care team of Greater Norwalk Opening Doors.

### Ranking Preferences

Ranking preferences are the total weight assigned to preferences using the weighting table below.

Applicants may have multiple preferences. All preference selections are made using this weighing system except for the five chronically homeless, if approved by HUD or homeless, effective April 1, 2013, who will receive a limited local preference. Chronically homeless or homeless, depending upon HUD approval, will be selected by the date and time of application, or if the same by lottery.

The Weighting Table is:

PREFERENCE	WEIGH
1. Working head of household or working family member, or a person 62 years old or older or a disabled person.	3
2. Person who lives in or works in Norwalk or who has a job offer to work in Norwalk.	1
Total Preference Points Possible	4

Applicants may have multiple preferences. All reference selections are made using this weighting system and within each pool, applicants are selected by date and time. If date and time are the same, a lottery is used to sort applicants.

The preference weighting system for selection is further limited by the following process:

When vacancies occur, the first five vacancies will be filled from the preference pool (described above) and the next two will be selected from all households on the waiting list using date and time of application only, starting with the oldest applicant first. This process of five households from the preference pool and two from the entire waiting list will be repeated.

Note: Families with disabilities are given preference for one bedroom family units over other eligible one bedroom applicants. **Income Targeting Requirement**

HUD requires that extremely low-income (ELI) families make up at least 40% of the families admitted to the LRPB program during the PHA's fiscal year. ELI families are those with annual incomes at or below 30% of the area median income. To ensure this requirement is met, a PHA may skip non-ELI families on the waiting list in order to select an ELI family. In addition, if the HCV program exceeds its minimum targeting requirement of 75% ELI admissions, the minimum LRPB targeting threshold may be reduced by the lesser of 10% of LRPB admissions for the fiscal year; 10% of admissions to the HCV program for the fiscal year; or the number of low income [>30% of AMI] families commencing occupation in the fiscal year in census tracts with a poverty rate greater than 29%.

In addition, the PHA must monitor its developments in terms of concentration of low income or high income residents. If a 'covered' development requires a deconcentration of either low income or high income families, the PHA may skip families on the waiting list in order to satisfy the deconcentration requirement.

For Project Based Section 8 developments, at least 40% of the move-ins must meet the ELI standard. Compliance with income targeting requires owners to count both move-ins [from other HUD assisted developments] and initial admissions to the Section 8 project based assistance program.

**PROPOSED POLICY**

THE NEED FOR PUBLIC HOUSING IN NORWALK EXCEEDS THE AVAILABILITY OF FUNDS FOR THIS PURPOSE AND A HOUSING UNIT IS A SCARCE RESOURCE WHICH IS IN GREAT DEMAND. HOUSING IS MADE AVAILABLE TO THOSE MOST IN NEED AND REFLECTING THE PRIORITIES OF THE NORWALK HOUSING AUTHORITY THROUGH THE LOCAL PREFERENCES DESCRIBED BELOW.

**LOCAL PREFERENCES**

WORKING HEAD OF HOUSEHOLD OR WORKING FAMILY MEMBER INCLUDING A PERSON 62 YEARS OR OLDER OR A DISABLED PERSON

PERSON WHO LIVES IN OR WORKS IN NORWALK OR WHO HAS A JOB OFFER TO WORK IN NORWALK

CHRONICALLY HOMELESS INDIVIDUALS AND FAMILIES WILL RECEIVE A LIMITED LOCAL PREFERENCE FOR TWO (2) PUBLIC HOUSING UNITS PER YEAR UNTIL TWENTY (20) PARTICIPANTS HAVE BEEN SERVED. WHEN PERSONS WHO HAVE RECEIVED THIS PREFERENCE VACATE THE UNIT, THE UNIT WILL BE OFFERED TO ANOTHER HOMELESS APPLICANT WHO IS HIGHEST PRIORITY UNDER THE VULNERABILITY INDEX, IF THE VULNERABILITY INDEX IS BEING USED BY THE GNHF COLLABORATIVE. OTHERWISE SELECTION BY DOA

APPLICANTS FOR THIS PREFERENCE SHALL BE REQUIRED TO PROVIDE DOCUMENTATION OF THEIR CHRONIC HOMELESSNESS TO THE COORDINATED CORE TEAM OF GREATER NORWALK HOUSING. THE COORDINATED CARE TEAM WILL DETERMINE WHICH INDIVIDUALS AND FAMILIES, WHO CAN BE STABILIZED THROUGH SUPPORTIVE HOUSING, MEET THE FEDERAL DEFINITION OF CHRONICALLY HOMELESSNESS AS DEFINED IN SECTION 24 OF THE CODE OF FEDERAL REGULATIONS, PART 91.5 WHICH IS SUMMARIZED AS FOLLOWS: (I) AN INDIVIDUAL WHO (I) IS HOMELESS AND LIVES IN A PLACE NOT MEANT FOR HUMAN HABITATION, A SAFE HAVEN, OR IN AN EMERGENCY SHELTER; AND (II) HAS BEEN HOMELESS AND LIVING OR RESIDING IN A PLACE NOT MEANT FOR HUMAN HABITATION, A SAFE HAVEN, OR IN AN EMERGENCY SHELTER CONTINUOUSLY FOR AT LEAST ONE YEAR OR ON AT LEAST FOUR SEPARATE OCCASIONS IN THE LAST 3 YEARS, WHERE EACH HOMELESS OCCASION WAS AT LEAST 15 DAYS; AND (III) CAN BE DIAGNOSED WITH ONE OR MORE DISABLING CONDITIONS. IF THE COORDINATED CARE TEAM IS UNABLE TO PROVIDE THE VULNERABILITY INDEX THEN DATE OF APPLICATION WILL BE USED. IT IS REQUIRED THAT INDIVIDUALS PARTICIPATE IN A TREATMENT PLAN PRESCRIBED BY THE PROVIDER AS A MATERIAL CONDITION.

**RANKING PREFERENCES**

RANKING PREFERENCES ARE THE TOTAL WEIGHT ASSIGNED TO PREFERENCES USING THE WEIGHTING TABLE BELOW.

APPLICANTS MAY HAVE MULTIPLE PREFERENCES. ALL PREFERENCE SELECTIONS ARE MADE USING THIS WEIGHING SYSTEM EXCEPT FOR THE CHRONICALLY HOMELESS, WHO WILL RECEIVE A LIMITED LOCAL PREFERENCE.

**LOCAL PREFERENCE**

**NHA POLICY**

NHA WILL LEAVE THE WAITING LIST FOR THE LIMITED LOCAL PREFERENCE FOR THE HOMELESS OPEN WHILE KEEPING IT CLOSED FOR ALL OTHER APPLICANTS.

THE WEIGHTING TABLE IS:

<i>PREFERENCE</i>	<i>WEIGH</i>
<i>WORKING HEAD OF HOUSEHOLD OR WORKING FAMILY MEMBER, OR A PERSON 62 YEARS OLD OR OLDER OR A DISABLED PERSON.</i>	<i>3</i>
<i>PERSON WHO LIVES IN OR WORKS IN NORWALK OR WHO HAS A JOB OFFER TO WORK IN NORWALK.</i>	<i>1</i>
<i>LIMITED LOCAL PREFERENCE</i>	<i>6</i>
<i>TOTAL PREFERENCE POINTS POSSIBLE</i>	<i>10</i>

*APPLICANTS MAY HAVE MULTIPLE PREFERENCES. PREFERENCE SELECTIONS EXCEPT FOR THE LLP WILL BE MADE USING THIS WEIGHTING SYSTEM AND WITHIN EACH POOL, APPLICANTS ARE SELECTED BY DATE AND TIME. IF DATE AND TIME ARE THE SAME, A LOTTERY IS USED TO SORT APPLICANTS.*

*THE PREFERENCE WEIGHTING SYSTEM FOR SELECTION IS FURTHER LIMITED BY THE FOLLOWING PROCESS:*

*WHEN VACANCIES OCCUR, THE FIRST FIVE VACANCIES WILL BE FILLED FROM THE PREFERENCE POOL (DESCRIBED ABOVE) AND THE NEXT TWO WILL BE SELECTED FROM ALL HOUSEHOLDS ON THE WAITING LIST USING DATE AND TIME OF APPLICATION ONLY, STARTING WITH THE OLDEST APPLICANT FIRST. THIS PROCESS OF FIVE HOUSEHOLDS FROM THE PREFERENCE POOL AND TWO FROM THE ENTIRE WAITING LIST WILL BE REPEATED.*

*NOTE: FAMILIES WITH DISABILITIES ARE GIVEN PREFERENCE FOR ONE BEDROOM FAMILY UNITS OVER OTHER ELIGIBLE ONE BEDROOM APPLICANTS. INCOME TARGETING REQUIREMENT*

*HUD REQUIRES THAT EXTREMELY LOW-INCOME (ELI) FAMILIES MAKE UP AT LEAST 40% OF THE FAMILIES ADMITTED TO THE LRPH PROGRAM DURING THE PHA'S FISCAL YEAR. ELI FAMILIES ARE THOSE WITH ANNUAL INCOMES AT OR BELOW 30% OF THE AREA MEDIAN INCOME. TO ENSURE THIS REQUIREMENT IS MET, A PHA MAY SKIP NON-ELI FAMILIES ON THE WAITING LIST IN ORDER TO SELECT AN ELI FAMILY. IN ADDITION, IF THE HCV PROGRAM EXCEEDS ITS MINIMUM TARGETING REQUIREMENT OF 75% ELI ADMISSIONS, THE MINIMUM LRPH TARGETING THRESHOLD MAY BE REDUCED BY THE LESSER OF 10% OF LRPH ADMISSIONS FOR THE FISCAL YEAR; 10% OF ADMISSIONS TO THE HCV PROGRAM FOR THE FISCAL YEAR; OR THE NUMBER OF LOW INCOME [>30% OF AMI] FAMILIES COMMENCING OCCUPATION IN THE FISCAL YEAR IN CENSUS TRACTS WITH A POVERTY RATE GREATER THEN 29%.*

*IN ADDITION, THE PHA MUST MONITOR ITS DEVELOPMENTS IN TERMS OF CONCENTRATION OF LOW INCOME OR HIGH INCOME RESIDENTS. IF A 'COVERED' DEVELOPMENT REQUIRES A DECONCENTRATION OF EITHER LOW INCOME OR HIGH INCOME FAMILIES, THE PHA MAY SKIP FAMILIES ON THE WAITING LIST IN ORDER TO SATISFY THE DECONCENTRATION REQUIREMENT.*

*FOR PROJECT BASED SECTION 8 DEVELOPMENTS, AT LEAST 40% OF THE MOVE-INS MUST MEET THE ELI STANDARD. COMPLIANCE WITH INCOME TARGETING REQUIRES OWNERS TO COUNT BOTH MOVE-INS [FROM OTHER HUD ASSISTED DEVELOPMENTS] AND INITIAL ADMISSIONS TO THE SECTION 8 PROJECT BASED ASSISTANCE PROGRAM.*

**PROPOSED ADDITIONAL POLICY**

**A BETTER LIFE**

*THE NORWALK HOUSING AUTHORITY IS PROPOSING A PROGRAM TO HELP RESIDENTS BECOME SELF-SUFFICIENT. THE PROGRAM IS CALLED "A BETTER LIFE" (ABL). THIS PROGRAM OFFERS INTERESTED APPLICANTS A FASTER MEANS TO SECURE AN APARTMENT FOR THEIR FAMILY COMPARED TO THE STANDARD WAITING TIME FOR A PUBLIC HOUSING APARTMENT. IN RETURN, THE APPLICANT AGREES TO DO THOSE THINGS NECESSARY TO PROVIDE THEIR FAMILY WITH A BETTER LIFE.*

**BASIS FOR THE PROGRAM**

*BELIEVE IN THE ABILITY OF OUR RESIDENTS*

*SET HIGH STANDARDS*

*HOLD RESIDENTS RESPONSIBLE*

*HELP RESIDENTS REACH THOSE STANDARDS*

*THE CURRENT METHOD FOR PROVIDING FAMILIES PUBLIC HOUSING HAS CREATED A SYSTEM THAT REWARDS RESIDENTS WHO ARE NOT PURSUING SELF-SUFFICIENCY. FOLLOWING THE FOUR PILLARS CITED ABOVE, OUR PROGRAM LOOKS TO CHANGE THE WAY PUBLIC HOUSING IS PROVIDED TO FAMILIES AND AS A RESULT, BREAK THE CYCLE OF INTERGENERATIONAL POVERTY THAT THE CURRENT SYSTEM HAS CREATED.*

**PROGRAM REQUIREMENTS**

*TO IMPLEMENT A PROGRAM THAT WILL ENCOURAGE, MOTIVATE AND REQUIRE RESIDENTS TO EITHER GO BACK TO SCHOOL TO FURTHER/COMPLETE THEIR EDUCATION, GO INTO THE WORK FORCE ON A FULL-TIME BASIS OR SOME COMBINATION OF SCHOOL AND WORK EQUAL TO FULL-TIME. THE FOLLOWING PROGRAM REQUIREMENTS WOULD APPLY:*

**INTENSIVE CASE MANAGEMENT PROGRAM**

*ALL RESIDENTS WHO MUST FULFILL THE SCHOOL/WORK REQUIREMENT WILL ALSO BE REQUIRED TO PARTICIPATE IN MANDATORY CASE MANAGEMENT. THIS PROGRAM IS AN EXPANDED, INTENSIVE VERSION OF THE EXISTING FSS PROGRAM. THE CASE MANAGEMENT STARTS WITH AN ASSESSMENT OF:*

*FINANCES/FINANCIAL LITERACY*

*HEALTH*

*EDUCATION LEVEL*

*OCCUPATIONAL HISTORY AND READINESS*

*PERSONAL/FAMILY CHALLENGES*

*THE RESULTS OF THESE ASSESSMENTS WILL FORM THE BASIS FOR THE CREATION OF A FAMILY DEVELOPMENT PLAN (FDP) WHICH WILL BE DEVELOPED IN COOPERATION BETWEEN THE RESIDENT AND THE CASE MANAGER.*

**SCHOOL/WORK REQUIREMENTS**

*ALL ADULT PUBLIC HOUSING RESIDENTS WHO AGREE TO PARTICIPATE IN THIS PROGRAM WILL BE REQUIRED TO GO TO WORK OR ATTEND SCHOOL 30 HOURS PER WEEK TO CONTINUE TO RECEIVE HOUSING BENEFITS. THIS INCLUDES ALL ADULT MEMBERS WITHIN THE HOUSEHOLD. THOSE RESIDENTS WHO REFUSE TO PARTICIPATE WILL BE SUBJECT TO LEASE ENFORCEMENT INCLUDING EVICTION.*

*AFTER MAKING A SINCERE EFFORT TO FIND EMPLOYMENT, ANY RESIDENT WHO IS UNABLE TO DO SO WILL BE OFFERED COMMUNITY SERVICE AT THE NORWALK HOUSING AUTHORITY WHILE THEIR JOB SEARCH CONTINUES.*

**COMMUNITY SERVICE REQUIREMENT**

*ADULT PARTICIPANTS THAT ARE NOT PERFORMING 30 WEEKLY HOURS OF SCHOOL OR WORK WILL BE REQUIRED TO PERFORM COMMUNITY SERVICE. THIS REQUIREMENT*

Stamford CT Housing Authority

DBA Charter Oak Communities

Local Preference Language

#### **4-III.C. SELECTION METHOD**

PHAs must describe the method for selecting applicant families from the waiting list, including the system of admission preferences that the PHA will use [24 CFR 982.202(d)].

##### **Local Preferences [24 CFR 982.207; HCV p. 4-16]**

PHAs are permitted to establish local preferences, and to give priority to serving families that meet those criteria. HUD specifically authorizes and places restrictions on certain types of local preferences. HUD also permits the PHA to establish other local preferences, at its discretion. Any local preferences established must be consistent with the PHA plan and the consolidated plan, and must be based on local housing needs and priorities that can be documented by generally accepted data sources.

##### COC Policy

The PHA will offer preferences in the following order:

##### *Insufficient Funding*

The PHA will offer a preference to any family that has been terminated from its HCV program due to insufficient program funding.

##### *Displaced Category I*

Families displaced or scheduled for displacement due to COC redevelopment efforts.

##### *Family Protection*

This preference extends to victims of domestic violence and families who must vacate their current unit because a court or law enforcement agency has determined a need for relocation is required as a matter of public safety (includes victims of hate crimes and households that are part of a witness protection program).

##### *Displaced Category II*

Families displaced due to other state/local governmental action for reasons beyond resident control and/or declared natural disasters.

##### *Chronic Homelessness*

The PHA will offer a chronic homelessness preference to any family that meets the HUD definition of chronic homelessness. The family must be referred to COC by a homeless service provider through the Coordinated Access Network "CAN" based on their vulnerability. Referring agencies must have an executed Memorandum of Understanding with COC in coordination with the Stamford Housing First Collaborative, outlining the provider's responsibility to provide services for the referred household.

The referral must include a commitment by the homeless service provider to provide housing search assistance and supportive services to help the household transition from homelessness to permanent housing, including complying with the Housing Choice Voucher program rules.

One of every five vouchers issued from the waiting list will be made available to a chronically homeless applicant.



**Eligible Immigrants*****Documents Required***

All family members claiming eligible immigration status must declare their status in the same manner as U.S. citizens and nationals.

The documentation required for eligible noncitizens varies depending upon factors such as the date the person entered the U.S., the conditions under which eligible immigration status has been granted, age, and the date on which the family began receiving HUD-funded assistance. Exhibit 7-1 at the end of this chapter summarizes documents family members must provide.

***PHA Verification*** [HCV GB, pp. 5-3 and 5-7]

For family members age 62 or older who claim to be eligible immigrants, proof of age is required in the manner described in 7-II.C. of this plan. No further verification of eligible immigration status is required.

For family members under the age of 62 who claim to be eligible immigrants, the PHA must verify immigration status with the United States Citizenship and Immigration Services (USCIS).

The PHA will follow all USCIS protocols for verification of eligible immigration status.

**7-II.H. VERIFICATION OF PREFERENCE STATUS**

The PHA must verify any preferences claimed by an applicant that determined placement on the waiting list.

**COC Policy**

The PHA will offer a preference to any family that has been terminated from its HCV program due to insufficient program funding. The PHA will verify this preference using the PHA's termination records.

***Displaced Category I***

Families displaced or scheduled for displacement due to COC redevelopment efforts. The PHA will verify this preference using the PHA's redevelopment records.

***Family Protection***

This preference extends to victims of domestic violence and families who must vacate their current unit because a court or law enforcement agency has determined a need for relocation is required as a matter of public safety (includes victims of hate crimes and households that are part of a witness protection program).

The PHA will verify this preference as follows:

- Victims of domestic violence will be verified in accordance with VAWA documentation requirements as outlined in Chapter 16.
- Families who must vacate their current unit because a court or law enforcement agency has determined a need for relocation as a matter of public safety will be verified by documentation issued by the court or law enforcement agency.

*Displaced Category II*

Families displaced due to other state/local governmental action for reasons beyond resident control and/or declared natural disasters.

This PHA will verify this preference by requiring either presentation of documentation of displacement due to state/local government action or by verifying the declared natural disaster.

*Chronic Homelessness*

The PHA will offer a chronic homelessness preference to any family that meets the HUD definition of chronic homelessness. The family must be referred to COC by a homeless service provider through the Coordinated Access Network "CAN" based on their vulnerability. Referring agencies must have an executed Memorandum of Understanding with COC in coordination with the Stamford Housing First Collaborative, outlining the provider's responsibility to provide services for the referred household.

The referral must include a commitment by the homeless service provider to provide housing search assistance and supportive services to help the household transition from homelessness to permanent housing, including complying with the Housing Choice Voucher program rules.

One of every five vouchers issued from the waiting list will be made available to a chronically homeless applicant.

The PHA will verify this preference by requiring documentation to certify chronic homelessness and supportive services.

CT Department of Housing  
Homeless Preference Language

CT Dept of Housing (CT's statewide PHA)  
Homeless Preference Language

**Chapter 1     STATEMENT OF POLICIES AND OBJECTIVES**

**INTRODUCTION**

The Section 8 program (*now known as the Section 8 Housing Choice Voucher Program*) became law as part of the Housing and Community Development Act of 1974 that re-codified the U. S. Housing Act of 1937. The Housing and Community Development Act has been amended from time to time and its requirements, as they apply to the Section 8 tenant-based assistance program, are described in and implemented through this Administrative Plan.

Administration of the Section 8 Housing Choice Voucher Program (HCV) described herein is the responsibility of the State of Connecticut Department of Housing (DOH) and its contract administrator, jointly hereafter referred to as the public housing agency (PHA). Administration of the DOH Section 8 Housing Choice Voucher Program shall comply with the Section 8 Housing Choice Voucher regulations of the U. S. Department of Housing and Urban Development (HUD) as well as with all federal, state and local fair housing laws and regulations. The Department of Housing and its contractors comply with the State Code of Ethics as set forth in Conn General Statutes Title 1, Chapter 10, Sections 1-79 through 1-101 inclusive.

**Jurisdiction**

State law, Section 17b-2 of the Connecticut General Statutes, designates the Department of Housing as a public housing agency for the purpose of administering the housing voucher program pursuant to the Housing Act of 1937 in all one-hundred sixty-nine incorporated towns in the state.

**A.     DEPARTMENT MISSION STATEMENT/OVERVIEW**

The Department of Housing (DOH) is a statewide public agency that works in concert with municipal leaders, public agencies, community groups, local housing authorities, and other housing developers in the planning and development of affordable homeownership and rental housing units, the preservation of existing multi-family housing developments, community revitalization and financial and other support for our most vulnerable residents through our funding and technical support programs. As the State's lead agency for all matters relating to housing, DOH provides leadership for all aspects of policy and planning relating to the development, redevelopment, preservation, maintenance and improvement of housing serving very low, low, and moderate-income individuals and families. DOH is also responsible for overseeing compliance with applicable statutes, regulations and financial assistance agreements for funded activities through long-term program compliance monitoring. The department is also designated as a public housing agency for the purposes of administering the Section 8 Housing Choice Voucher (HCV) Program under the federal Housing Act and its mission is to provide safe, decent, affordable housing for eligible Connecticut residents.

DOH strengthens and revitalizes communities by promoting affordable housing opportunities. DOH seeks to eliminate homelessness and to catalyze the creation and preservation of quality,

## CT Dept of Housing (CT's statewide PHA) Homeless Preference Language

affordable housing to meet the needs of all individuals and families statewide to ensure that Connecticut continues to be a great place to live and work.

The executive management of the department is vested in a Commissioner of Housing and a Deputy Commissioner. The Department of Economic and Community Development, which provides shared services, including but not limited to Human Resources, Communication and Information Technology, supports DOH administratively. By statute, a statewide Housing Advisory Council provides guidance and assistance to the Commissioner. The department has approximately 35 full-time employees and administers more than one-hundred and thirty million dollars in state general fund and state bond fund allocations, in addition to another fifty million dollars in direct federal grant funds.

Within the department, the Office of Individual and Family Programs is authorized to administer the HCV Program. In addition to the HCV program, the group maintains oversight of the Section 8 Moderate Rehabilitation Program, and the state-funded Rental Assistance Program (RAP) that has a significant commitment to supportive housing.

### **B. LOCAL GOALS [§ 24 CFR 982.1]**

The Section 8 program is designed to achieve these major objectives:

1. To provide decent, safe and sanitary housing for very low-income families while maintaining their rent payments at an affordable level.
2. To ensure that all units meet housing quality standards and those families pay fair and reasonable rents.
3. To promote fair housing and the opportunity for very low-income families of all backgrounds to experience freedom of housing choice.
4. **To aide in the elimination of chronic homelessness, and the achievement of the goals and objectives of ZERO 2016.**

To promote a housing program that maintains quality service and integrity while providing an incentive to private property owners to rent to very low-income families. In addition, the PHA has the following goals for the program:

1. To assist the local economy by increasing the occupancy rate and the amount of money flowing into the community.
2. To encourage the self-sufficiency of participating families.
3. To create positive public awareness and expand the level of support among families, owners and the community in accomplishing the PHA's mission.

## CT Dept of Housing (CT's statewide PHA) Homeless Preference Language

4. To attain and maintain a high level of standards and professionalism in our day-to-day management of all program components.
5. To administer an efficient, high-performing agency through continuous improvement of the PHA's support systems and commitment to our employees and their development

### **C. PURPOSE OF THE PLAN [§ 24 CFR 982.54]**

The purpose of the administrative plan is to establish policies for carrying out the programs in a manner consistent with HUD requirements and local goals and objectives contained in the Agency Plan. The Housing Choice Voucher Program was implemented as of October 1, 1999. The PHA is responsible for complying with all changes in HUD regulations pertaining to these programs. If such changes conflict with this plan, HUD regulations will have precedence. The original plan and any changes must be approved by the Commissioner of DOH, with the pertinent sections included in the Agency Plan and a copy provided to HUD.

Applicable regulations include:

1. § 24 CFR Part 5, General Program Requirements
2. § 24 CFR Part 8, Nondiscrimination Based on Handicap in Federally Assisted Programs
3. § 24 CFR Part 982, Section 8 Tenant-Based Assistance

### **D. ADMINISTRATIVE FEE RESERVE [§ 24 CFR 982.54(d)(21)]**

All expenditures from the administrative fee reserve will be approved by the Commissioner and made in accordance with the approved budget.

### **E. RULES AND REGULATIONS [§ 24 CFR 982.52]**

This administrative plan is set forth to define the PHA's local policies for operation of the housing programs in the context of federal laws and regulations. All issues related to Section 8 not addressed in this document are governed by such federal regulations, HUD memos, notices and guidelines or other applicable law. The policies in this Administrative Plan have been designed to ensure compliance with the consolidated annual contributions contract (ACC) and all HUD-approved applications for program funding.

### **F. LOCAL PREFERENCE FOR ADMISSION**

#### Homeless Preference for Admission

The PHA will give preference to applicant households meeting all of the following criteria:

1. Are referred to PHA by a statewide homeless service provider with whom PHA has executed a Memorandum of Understanding (MOU) outlining the provider's

## CT Dept of Housing (CT's statewide PHA) Homeless Preference Language

responsibilities with respect to the provision of supportive housing and supportive services for the referred household;

2. Have received a written commitment from the homeless service provider for supportive services to help the household's transition from supportive housing to permanent housing; and
3. Have received a written commitment from the homeless service provider for supportive services to help the household comply with Housing Choice Voucher program rules.
4. Persons transitioning out of the Department of Housing and Urban Development Continuum of Care housing programs (formerly Shelter Plus Care/Supportive Housing Programs) and/or any state funded Permanent Supportive Housing programs into permanent housing will be included as a priority group as part of this preference.

This preference shall be limited to applicants who have been certified as meeting the criteria for this preference by the homeless service provider noted above.

This preference shall be limited to one voucher in three issued by the PHA.

### **G. TERMINOLOGY**

The State of Connecticut Department of Housing and its contract administrator are referred to as the "PHA" or "public housing agency" throughout this document.

1. "Family" is used interchangeably with the words "applicant" or "participant" and can refer to a single person family.
2. "Tenant" is used to refer to participants in terms of their relation to owners.
3. "Disability" is used where "handicap" was formerly used.
4. "Non-citizens rule" refers to the regulation effective June 19, 1995 restricting assistance to U. S. citizens and eligible immigrants.
5. The Section 8 program also is known as the Housing Choice Voucher (HCV) Program.
6. "HQS" means the housing quality standards required by regulations and enhanced by the PHA.
7. "Failure to provide" refers to all requirements in the first Family Obligation. See Chapter 15, "Denial or Termination of Assistance."
8. "Merger date" refers to October 1, 1999 that is the effective date of the merging of the Section 8 Certificate and Voucher program into the Housing Choice Voucher Program.

See Glossary for other terminology.

**FY 2018**

**CT-503 Bridgeport, Stamford,  
Norwalk/Fairfield County**

**Continuum of Care**

**1C-5. PHA Administration Plan—  
Move-on Multifamily Assisted Housing  
Owners' Preference**

**Attachment includes:**

- **Select pages from the Department of Housing Admin Plan for HCV /preference language on move on strategy/preference**
- **Please note: although other PHA's have no formal move on preference currently identified in administration plans, agreements and partnerships in moving HH's into PHA units are operationalized informally**



4. To attain and maintain a high level of standards and professionalism in our day-to-day management of all program components.
5. To administer an efficient, high-performing agency through continuous improvement of the PHA's support systems and commitment to our employees and their development

**C. PURPOSE OF THE PLAN [§ 24 CFR 982.54]**

The purpose of the administrative plan is to establish policies for carrying out the programs in a manner consistent with HUD requirements and local goals and objectives contained in the Agency Plan. The Housing Choice Voucher Program was implemented as of October 1, 1999. The PHA is responsible for complying with all changes in HUD regulations pertaining to these programs. If such changes conflict with this plan, HUD regulations will have precedence. The original plan and any changes must be approved by the Commissioner of DOH, with the pertinent sections included in the Agency Plan and a copy provided to HUD.

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**D. ADMINISTRATIVE FEE RESERVE [§ 24 CFR 982.54(d)(21)]**

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**E. RULES AND REGULATIONS [§ 24 CFR 982.52]**

This administrative plan is set forth to define the PHA's local policies for operation of the housing programs in the context of federal laws and regulations. All issues related to Section 8 not addressed in this document are governed by such federal regulations, HUD memos, notices and guidelines or other applicable law. The policies in this Administrative Plan have been designed to ensure compliance with the consolidated annual contributions contract (ACC) and all HUD-approved applications for program funding.

**F. LOCAL PREFERENCE FOR ADMISSION**

Homeless Preference for Admission

The PHA will give preference to applicant households meeting all of the following criteria:

1. Are referred to PHA by either a statewide homeless service provider with whom PHA has executed a Memorandum of Understanding (MOU) outlining the provider's

responsibilities with respect to the provision of supportive housing and supportive services for the referred household, or through a DOH-funded homeless service program;

2. Have received a written commitment from the homeless service provider for supportive services to help the household's transition from supportive to permanent housing; and
3. Have received a written commitment from the homeless service provider for supportive services to help the household comply with Housing Choice Voucher program rules.

Persons transitioning out of the Department of Housing and Urban Development Continuum of Care housing programs (formerly Shelter Plus Care/Supportive Housing Programs) and/or any state funded Permanent Supportive Housing programs into permanent housing will be included as a priority group as part of this preference.

This preference shall be limited to applicants who have been certified as meeting the criteria for this preference by the homeless service provider noted above.

This preference shall be limited to two vouchers in three issued by the PHA.

## **G. TERMINOLOGY**

The State of Connecticut Department of Housing and its contract administrator are referred to as the "PHA" or "public housing agency" throughout this document.

1. "Family" is used interchangeably with the words "applicant" or "participant" and can refer to a single person family.
2. "Tenant" is used to refer to participants in terms of their relation to owners.
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6. "HQS" means the housing quality standards required by regulations and enhanced by the PHA.
7. "Failure to provide" refers to all requirements in the first Family Obligation. See Chapter 15, "Denial or Termination of Assistance."
8. "Merger date" refers to October 1, 1999 that is the effective date of the merging of the Section 8 Certificate and Voucher program into the Housing Choice Voucher Program.

See Glossary for other terminology.

**H. FAIR HOUSING POLICY [§ 24 CFR 982.54(d)(6)]**

It is the policy of the PHA to comply fully with all federal, state and local nondiscrimination laws and with the rules and regulations governing fair housing and equal opportunity in housing and employment.

The PHA shall not deny any family or individual the equal opportunity to apply for or receive assistance under the Section 8 program based on race, color, sex, gender identity or expression, religion, creed, national or ethnic origin, ancestry, age, familial or marital status, lawful source of income, handicap or disability, or sexual orientation. The PHA will make every effort to provide training and materials to its staff to enable them to inform owners and tenants of the requirements of § 46a-7 (*discrimination based on physical or mental disability*) and § 46a-11f (*discrimination based on lawful sources of income*) of the Connecticut General Statutes.

To further its commitment to full compliance with applicable civil rights laws, the PHA will provide federal/state/local information to voucher holders regarding unlawful discrimination and any recourse available to families who believe they are victims of a discriminatory act. Such information will be made available during the family briefing session and all applicable fair housing information and discrimination complaint forms will be made a part of the voucher holder's briefing packet and available upon request at the front desk.

All PHA staff will be required to attend fair housing training and informed of the importance of affirmatively furthering fair housing and providing equal opportunity to all families, including providing reasonable accommodations to persons with disabilities, as a part of the overall commitment to quality customer service. Fair housing posters are posted throughout PHA offices, including in the lobby and interview rooms and the equal opportunity logo will be used on all outreach materials. Staff will attend local fair housing update training sponsored by HUD and other local organization to keep current with new developments.

Except as otherwise provided in § 24 CFR 8.21(c)(1), 8.24(a), 8.25 and 8.31, no individual with disabilities shall be denied the benefits of, be excluded from participation in or otherwise be subjected to discrimination because the PHA's facilities are inaccessible to or unusable by persons with disabilities. Posters and housing information are displayed in locations throughout the PHA's offices in such a manner as to be readable easily from a wheelchair.

The PHA's offices are accessible to persons with disabilities. Accessibility for the hearing impaired is provided by the TDD/TTY telephone service provider.

The PHA will attempt to remedy discrimination complaints made against the PHA.

The PHA will provide a copy of a discrimination complaint form to any person or family claiming to be aggrieved and provide that person or family with information on how to complete and submit the form to HUD's Office of Fair Housing and Equal Opportunity (FHEO) including the provision of the toll free numbers for the Housing Discrimination Hotline (800)-669-9777 and Federal Relay Service at (800) 887-8339 or [www.gsa.gov/fedrelay](http://www.gsa.gov/fedrelay) .

CT-503: Bridgeport/Stratford/Fairfield COC FY2018 CoC Application

ATTACHMENT: 1C-8.

Centralized Coordinated Assessment Tool

Attachment 1C-8. Documents include the following:

- VI-SPDAT Prescreen Triage Tool for Single Adults / Modified With Additional CT HMIS Questions
- VI-SPDAT 2.0 Prescreen Triage Tool for Families / Modified With Additional CT HMIS Questions
- TAY-VI-SPDAT 1.0 / Next Step Tool For Youth

**Transition Age Youth -  
Vulnerability Index -  
Service Prioritization Decision Assistance Tool  
(TAY-VI-SPDAT)**

**“Next Step Tool for Homeless Youth”**

**AMERICAN VERSION 1.0**

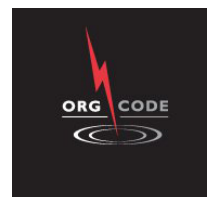
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## Welcome to the SPDAT Line of Products

The Service Prioritization Decision Assistance Tool (SPDAT) has been around in various incarnations for over a decade, before being released to the public in 2010. Since its initial release, the use of the SPDAT has been expanding exponentially and is now used in over one thousand communities across the United States, Canada, and Australia.

More communities using the tool means there is an unprecedented demand for versions of the SPDAT, customized for specific client groups or types of users. With the release of SPDAT V4, there have been more current versions of SPDAT products than ever before.

### VI-SPDAT Series

The Vulnerability Index – Service Prioritization Decision Assistance Tool (VI-SPDAT) was developed as a pre-screening tool for communities that are very busy and do not have the resources to conduct a full SPDAT assessment for every client. It was made in collaboration with Community Solutions, creators of the Vulnerability Index, as a brief survey that can be conducted to quickly determine whether a client has high, moderate, or low acuity. The use of this survey can help prioritize which clients should be given a full SPDAT assessment first. Because it is a self-reported survey, no special training is required to use the VI-SPDAT.

#### **Current versions available:**

- VI-SPDAT V 2.0
- Family VI-SPDAT V 2.0
- Next Step Tool for Homeless Youth V 1.0

All versions are available online at

[www.orgcode.com/products/vi-spdat/](http://www.orgcode.com/products/vi-spdat/)

### SPDAT Series

The Service Prioritization Decision Assistance Tool (SPDAT) was developed as an assessment tool for front-line workers at agencies that work with homeless clients to prioritize which of those clients should receive assistance first. The SPDAT tools are also designed to help guide case management and improve housing stability outcomes. They provide an in-depth assessment that relies on the assessor's ability to interpret responses and corroborate those with evidence. As a result, this tool may only be used by those who have received proper, up-to-date training provided by OrgCode Consulting, Inc. or an OrgCode certified trainer.

#### **Current versions available:**

- SPDAT V 4.0 for Individuals
- F-SPDAT V 2.0 for Families
- Y-SPDAT V 1.0 for Youth

Information about all versions is available online at

[www.orgcode.com/products/spdat/](http://www.orgcode.com/products/spdat/)

## SPDAT Training Series

To use the SPDAT assessment product, training by OrgCode or an OrgCode certified trainer is required. We provide training on a wide variety of topics over a variety of mediums.

The full-day in-person SPDAT Level 1 training provides you the opportunity to bring together as many people as you want to be trained for one low fee. The webinar training allows for a maximum of 15 different computers to be logged into the training at one time. We also offer online courses for individuals that you can do at your own speed.

The training gives you the manual, case studies, application to current practice, a review of each component of the tool, conversation guidance with prospective clients – and more!

### **Current SPDAT training available:**

- Level 0 SPDAT Training: VI-SPDAT for Frontline Workers
- Level 1 SPDAT Training: SPDAT for Frontline Workers
- Level 2 SPDAT Training: SPDAT for Supervisors
- Level 3 SPDAT Training: SPDAT for Trainers

### **Other related training available:**

- Excellence in Housing-Based Case Management
- Coordinated Access & Common Assessment
- Motivational Interviewing
- Objective-Based Interactions

More information about SPDAT training, including pricing, is available online at

<http://www.orgcode.com/product-category/training/spdat/>

## The TAY-VI-SPDAT – The Next Step Tool for Homeless Youth

OrgCode Consulting, Inc. and Community Solutions joined forces with the Corporation for Supportive Housing (CSH) to combine the best parts of products and expertise to create one streamlined triage tool designed specifically for youth aged 24 or younger.

## Administration

<b>Interviewer's Name</b> _____	<b>Agency</b> _____	<input type="checkbox"/> Team <input type="checkbox"/> Staff <input type="checkbox"/> Volunteer
<b>Survey Date</b> DD/MM/YYYY ___/___/____	<b>Survey Time</b> ___ : ___	<b>Survey Location</b> _____

## Opening Script

Every assessor in your community regardless of organization completing the VI-SPDAT should use the same introductory script. In that script you should highlight the following information:

- the name of the assessor and their affiliation (organization that employs them, volunteer as part of a Point in Time Count, etc.)
- the purpose of the VI-SPDAT being completed
- that it usually takes less than 7 minutes to complete
- that only “Yes,” “No,” or one-word answers are being sought
- that any question can be skipped or refused
- where the information is going to be stored
- that if the participant does not understand a question that clarification can be provided
- the importance of relaying accurate information to the assessor and not feeling that there is a correct or preferred answer that they need to provide, nor information they need to conceal

## Basic Information

<b>First Name</b> _____	<b>Nickname</b> _____	<b>Last Name</b> _____
<b>In what language do you feel best able to express yourself?</b> _____		
<b>Date of Birth</b> DD/MM/YYYY ___/___/____	<b>Age</b> _____	<b>Social Security Number</b> _____
		<b>Consent to participate</b> <input type="checkbox"/> Yes <input type="checkbox"/> No

IF THE PERSON IS 17 YEARS OF AGE OR LESS, THEN SCORE 1.

**SCORE:**



## A. History of Housing and Homelessness

1. Where do you sleep most frequently? (check one)

- Shelters                       **Couch surfing**                       **Other (specify):**  
 Transitional Housing     **Outdoors**  
 Safe Haven                       **Refused**                      \_\_\_\_\_

**IF THE PERSON ANSWERS ANYTHING OTHER THAN "SHELTER", "TRANSITIONAL HOUSING", OR "SAFE HAVEN", THEN SCORE 1.** **SCORE:**

2. How long has it been since you lived in permanent stable housing? \_\_\_\_\_  Refused

3. In the last three years, how many times have you been homeless? \_\_\_\_\_  Refused

**IF THE PERSON HAS EXPERIENCED 1 OR MORE CONSECUTIVE YEARS OF HOMELESSNESS, AND/OR 4+ EPISODES OF HOMELESSNESS, THEN SCORE 1.** **SCORE:**

## B. Risks

4. In the past six months, how many times have you...

- a) Received health care at an emergency department/room? \_\_\_\_\_  Refused  
 b) Taken an ambulance to the hospital? \_\_\_\_\_  Refused  
 c) Been hospitalized as an inpatient? \_\_\_\_\_  Refused  
 d) Used a crisis service, including sexual assault crisis, mental health crisis, family/intimate violence, distress centers and suicide prevention hotlines? \_\_\_\_\_  Refused  
 e) Talked to police because you witnessed a crime, were the victim of a crime, or the alleged perpetrator of a crime or because the police told you that you must move along? \_\_\_\_\_  Refused  
 f) Stayed one or more nights in a holding cell, jail, prison or juvenile detention, whether it was a short-term stay like the drunk tank, a longer stay for a more serious offence, or anything in between? \_\_\_\_\_  Refused

**IF THE TOTAL NUMBER OF INTERACTIONS EQUALS 4 OR MORE, THEN SCORE 1 FOR EMERGENCY SERVICE USE.** **SCORE:**

5. Have you been attacked or beaten up since you've become homeless?  **Y**  N  Refused

6. Have you threatened to or tried to harm yourself or anyone else in the last year?  **Y**  N  Refused

**IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR RISK OF HARM.** **SCORE:**

7. Do you have any legal stuff going on right now that may result in you being locked up, having to pay fines, or that make it more difficult to rent a place to live?  **Y**  N  Refused
8. Were you ever incarcerated when younger than age 18?  **Y**  N  Refused

**IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR LEGAL ISSUES.** **SCORE:**

9. Does anybody force or trick you to do things that you do not want to do?  **Y**  N  Refused
10. Do you ever do things that may be considered to be risky like exchange sex for money, food, drugs, or a place to stay, run drugs for someone, have unprotected sex with someone you don't know, share a needle, or anything like that?  **Y**  N  Refused

**IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR RISK OF EXPLOITATION.** **SCORE:**

### C. Socialization & Daily Functioning

11. Is there any person, past landlord, business, bookie, dealer, or government group like the IRS that thinks you owe them money?  **Y**  N  Refused
12. Do you get any money from the government, an inheritance, an allowance, working under the table, a regular job, or anything like that?  Y  **N**  Refused

**IF "YES" TO QUESTION 11 OR "NO" TO QUESTION 12, THEN SCORE 1 FOR MONEY MANAGEMENT.** **SCORE:**

13. Do you have planned activities, other than just surviving, that make you feel happy and fulfilled?  Y  **N**  Refused

**IF "NO," THEN SCORE 1 FOR MEANINGFUL DAILY ACTIVITY.** **SCORE:**

14. Are you currently able to take care of basic needs like bathing, changing clothes, using a restroom, getting food and clean water and other things like that?  Y  **N**  Refused

**IF "NO," THEN SCORE 1 FOR SELF-CARE.** **SCORE:**

15. Is your current lack of stable housing...

- a) Because you ran away from your family home, a group home or a foster home?  **Y**  N  Refused
- b) Because of a difference in religious or cultural beliefs from your parents, guardians or caregivers?  **Y**  N  Refused
- c) Because your family or friends caused you to become homeless?  **Y**  N  Refused
- d) Because of conflicts around gender identity or sexual orientation?  **Y**  N  Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **SOCIAL RELATIONSHIPS**.

**SCORE:**

- e) Because of violence at home between family members?  **Y**  N  Refused
- f) Because of an unhealthy or abusive relationship, either at home or elsewhere?  **Y**  N  Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **ABUSE/TRAUMA**.

**SCORE:**

## D. Wellness

- 16. Have you ever had to leave an apartment, shelter program, or other place you were staying because of your physical health?  **Y**  N  Refused
- 17. Do you have any chronic health issues with your liver, kidneys, stomach, lungs or heart?  **Y**  N  Refused
- 18. If there was space available in a program that specifically assists people that live with HIV or AIDS, would that be of interest to you?  **Y**  N  Refused
- 19. Do you have any physical disabilities that would limit the type of housing you could access, or would make it hard to live independently because you'd need help?  **Y**  N  Refused
- 20. When you are sick or not feeling well, do you avoid getting medical help?  **Y**  N  Refused
- 21. Are you currently pregnant, have you ever been pregnant, or have you ever gotten someone pregnant?  **Y**  N  Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **PHYSICAL HEALTH**.

**SCORE:**

**NEXT STEP TOOL FOR HOMELESS YOUTH**

SINGLE YOUTH

AMERICAN VERSION 1.0

22. Has your drinking or drug use led you to being kicked out of an apartment or program where you were staying in the past?  **Y**  N  Refused
23. Will drinking or drug use make it difficult for you to stay housed or afford your housing?  **Y**  N  Refused
24. If you've ever used marijuana, did you ever try it at age 12 or younger?  **Y**  N  Refused

**IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR SUBSTANCE USE.**

**SCORE:**

25. Have you ever had trouble maintaining your housing, or been kicked out of an apartment, shelter program or other place you were staying, because of:

- a) A mental health issue or concern?  **Y**  N  Refused
- b) A past head injury?  **Y**  N  Refused
- c) A learning disability, developmental disability, or other impairment?  **Y**  N  Refused

26. Do you have any mental health or brain issues that would make it hard for you to live independently because you'd need help?  **Y**  N  Refused

**IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR MENTAL HEALTH.**

**SCORE:**

**IF THE RESPONENT SCORED 1 FOR PHYSICAL HEALTH AND 1 FOR SUBSTANCE USE AND 1 FOR MENTAL HEALTH, SCORE 1 FOR TRI-MORBIDITY.**

**SCORE:**

27. Are there any medications that a doctor said you should be taking that, for whatever reason, you are not taking?  **Y**  N  Refused
28. Are there any medications like painkillers that you don't take the way the doctor prescribed or where you sell the medication?  **Y**  N  Refused

**IF "YES" TO ANY OF THE ABOVE, SCORE 1 FOR MEDICATIONS.**

**SCORE:**

## Scoring Summary

DOMAIN	SUBTOTAL	RESULTS
PRE-SURVEY	/1	<b>Score: Recommendation:</b> 0-3: no moderate or high intensity services be provided at this time 4-7: assessment for time-limited supports with moderate intensity 8+: assessment for long-term housing with high service intensity
A. HISTORY OF HOUSING & HOMELESSNESS	/2	
B. RISKS	/4	
C. SOCIALIZATION & DAILY FUNCTIONS	/5	
D. WELLNESS	/5	
<b>GRAND TOTAL:</b>	<b>/17</b>	

## Follow-Up Questions

<b>On a regular day, where is it easiest to find you and what time of day is easiest to do so?</b>	place: _____ time: ___ : ___ or
<b>Is there a phone number and/or email where someone can get in touch with you or leave you a message?</b>	phone: (____) _____ - _____ email: _____
<b>Ok, now I'd like to take your picture so that it is easier to find you and confirm your identity in the future. May I do so?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Refused

Communities are encouraged to think of additional questions that may be relevant to the programs being operated or your specific local context. This may include questions related to:

- military service and nature of discharge
- ageing out of care
- mobility issues
- legal status in country
- income and source of it
- current restrictions on where a person can legally reside
- children that may reside with the youth at some point in the future
- safety planning

## Appendix A: About the TAY-VI-SPDAT

The HEARTH Act and federal regulations require communities to have an assessment tool for coordinated entry - and the VI-SPDAT and SPDAT meet these requirements. Many communities have struggled to comply with this requirement, which demands an investment of considerable time, resources and expertise. Others are making it up as they go along, using “gut instincts” in lieu of solid evidence. Communities need practical, evidence-informed tools that enhance their ability to satisfy federal regulations and quickly implement an effective approach to access and assessment. The VI-SPDAT is a first-of-its-kind tool designed to fill this need, helping communities end homelessness in a quick, strategic fashion.

### The VI-SPDAT

The VI-SPDAT was initially created by combining the elements of the Vulnerability Index which was created and implemented by Community Solutions broadly in the 100,000 Homes Campaign, and the SPDAT Prescreen Instrument that was part of the Service Prioritization Decision Assistance Tool. The combination of these two instruments was performed through extensive research and development, and testing. The development process included the direct voice of hundreds of persons with lived experience.

The VI-SPDAT examines factors of current vulnerability and future housing stability. It follows the structure of the SPDAT assessment tool, and is informed by the same research backbone that supports the SPDAT - almost 300 peer reviewed published journal articles, government reports, clinical and quasi-clinical assessment tools, and large data sets. The SPDAT has been independently tested, as well as internally reviewed. The data overwhelmingly shows that when the SPDAT is used properly, housing outcomes are better than when no assessment tool is used.

The VI-SPDAT is a triage tool. It highlights areas of higher acuity, thereby helping to inform the type of support and housing intervention that may be most beneficial to improve long term housing outcomes. It also helps inform the order - or priority - in which people should be served. The VI-SPDAT does not make decisions; it informs decisions. The VI-SPDAT provides data that communities, service providers, and people experiencing homelessness can use to help determine the best course of action next.

### The Youth – Transition Age Youth Tool from CSH

Released in May 2013, the Corporation for Supportive Housing (CSH) partnered with Dr. Eric Rice, Assistant Professor at the University of Southern California (USC) School of Social Work, to develop a triage tool that targets homeless Transition Age Youth (TAY) for permanent supportive housing. It consists of six items associated with long-term homelessness (five or more years) among transition-aged youth (age 18-24).

### Version 2 of the VI-SPDAT

Version 2 builds upon the success of Version 1 of the VI-SPDAT with some refinements. Starting in August 2014, a survey was launched of existing VI-SPDAT users to get their input on what should be amended, improved, or maintained in the tool.

Analysis was completed across all of these responses. Further research was conducted. Questions were tested and refined over several months, again including the direct voice of persons with lived experience and frontline practitioners. Input was also gathered from senior government officials that create policy and programs to help ensure alignment with guidelines and funding requirements.

## The TAY-VI-SPDAT – The Next Step Tool for Homeless Youth

One piece of feedback was the growing concern that youth tended to score lower on the VI-SPDAT, since the Vulnerability Index assesses risk of mortality which is less prevalent among younger populations. So, in version 2 of the VI-SPDAT, OrgCode Consulting, Inc. and Community Solutions joined forces with CSH to combine the best parts of the TAY, the VI, and the SPDAT to create one streamlined triage tool designed specifically for youth aged 24 or younger.

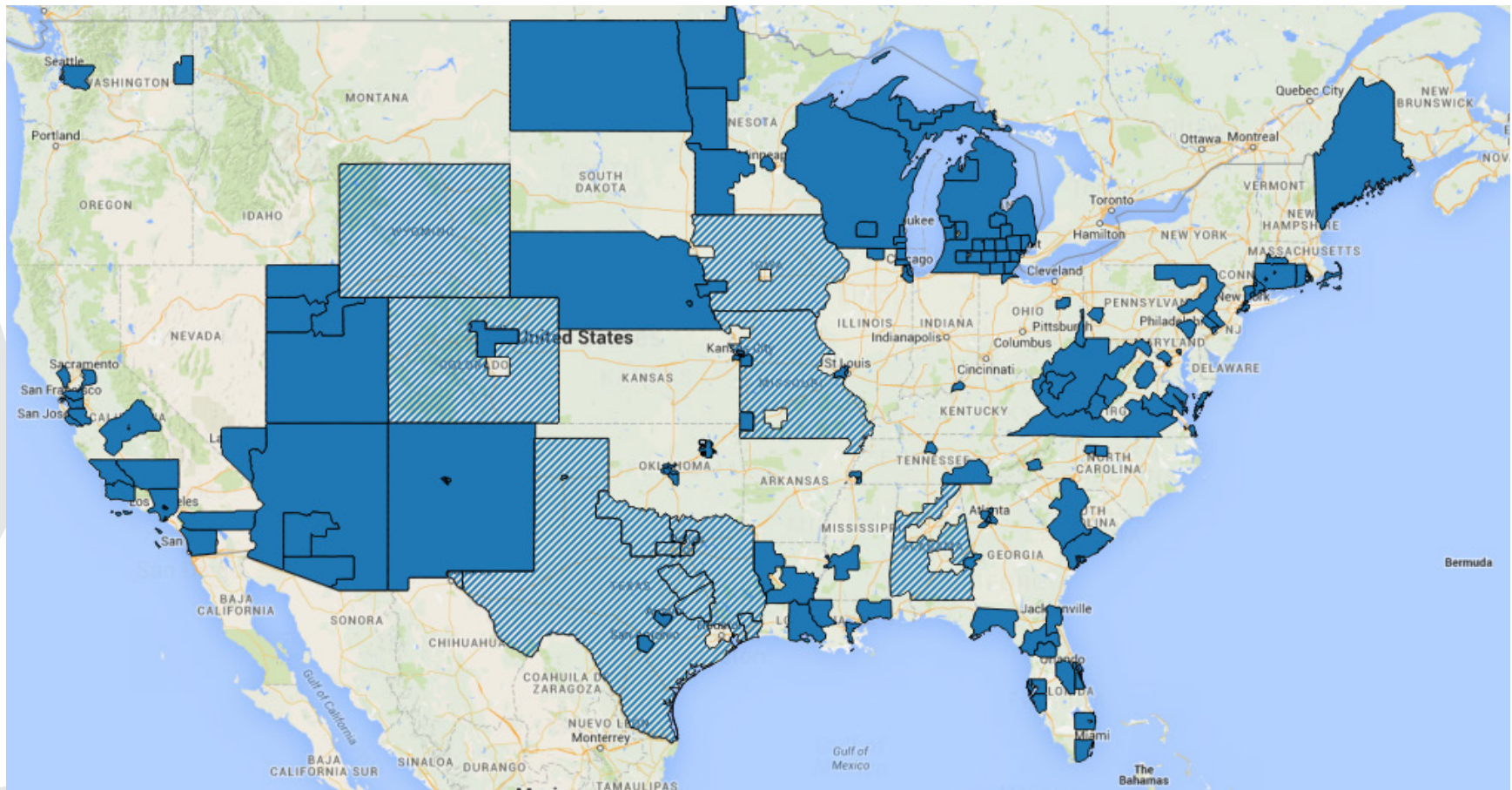
If you are familiar with the VI-SPDAT, you will notice some differences in the TAY-VI-SPDAT compared to VI-SPDAT version 1. Namely:

- it is shorter, usually taking less than 7 minutes to complete;
- subjective elements through observation are now gone, which means the exact same instrument can be used over the phone or in-person;
- medical, substance use, and mental health questions are all refined;
- you can now explicitly see which component of the full SPDAT each VI-SPDAT question links to; and,
- the scoring range is slightly different (Don't worry, we can provide instructions on how these relate to results from Version 1).



## Appendix B: Where the VI-SPDAT is being used in the United States

Since the VI-SPDAT is provided completely free of charge, and no training is required, any community is able to use the VI-SPDAT without the explicit permission of Community Solutions or OrgCode Consulting, Inc. As a result, the VI-SPDAT is being used in more communities than we know of. It is also being used in Canada and Australia.





## NEXT STEP TOOL FOR HOMELESS YOUTH

SINGLE YOUTH

AMERICAN VERSION 1.0

A partial list of continua of care (CoCs) in the US where we know the VI-SPDAT is being used includes:

### Alabama

- Parts of Alabama Balance of State

### Arizona

- Statewide

### California

- San Jose/Santa Clara City & County
- San Francisco
- Oakland/Alameda County
- Sacramento City & County
- Richmond/Contra Costa County
- Watsonville/Santa Cruz City & County
- Fresno/Madera County
- Napa City & County
- Los Angeles City & County
- San Diego
- Santa Maria/Santa Barbara County
- Bakersfield/Kern County
- Pasadena
- Riverside City & County
- Glendale
- San Luis Obispo County

### Colorado

- Metropolitan Denver Homeless Initiative
- Parts of Colorado Balance of State

### Connecticut

- Hartford
- Bridgeport/Stratford/Fairfield
- Connecticut Balance of State
- Norwalk/Fairfield County
- Stamford/Greenwich
- City of Waterbury

### District of Columbia

- District of Columbia

### Florida

- Sarasota/Bradenton/Manatee, Sarasota Counties
- Tampa/Hillsborough County
- St. Petersburg/Clearwater/Largo/Pinellas County
- Tallahassee/Leon County
- Orlando/Orange, Osceola, Seminole Counties
- Gainesville/Alachua, Putnam Counties
- Jacksonville-Duval, Clay Counties
- Palm Bay/Melbourne/Brevard County
- Ocala/Marion County
- Miami/Dade County
- West Palm Beach/Palm Beach County

### Georgia

- Atlanta County
- Fulton County
- Columbus-Muscogee/Russell County
- Marietta/Cobb County
- DeKalb County

### Hawaii

- Honolulu

### Illinois

- Rockford/Winnebago, Boone Counties
- Waukegan/North Chicago/Lake County
- Chicago
- Cook County

### Iowa

- Parts of Iowa Balance of State

### Kansas

- Kansas City/Wyandotte County

### Kentucky

- Louisville/Jefferson County

### Louisiana

- Lafayette/Acadiana
- Shreveport/Bossier/Northwest
- New Orleans/Jefferson Parish
- Baton Rouge
- Alexandria/Central Louisiana CoC

### Massachusetts

- Cape Cod Islands
- Springfield/Holyoke/Chicopee/Westfield/Hampden County

### Maryland

- Baltimore City
- Montgomery County

### Maine

- Statewide

### Michigan

- Statewide

### Minnesota

- Minneapolis/Hennepin County
- Northwest Minnesota
- Moorhead/West Central Minnesota
- Southwest Minnesota

### Missouri

- St. Louis County
- St. Louis City
- Joplin/Jasper, Newton Counties
- Kansas City/Independence/Lee's Summit/Jackson County
- Parts of Missouri Balance of State

### Mississippi

- Jackson/Rankin, Madison Counties
- Gulf Port/Gulf Coast Regional

### North Carolina

- Winston Salem/Forsyth County
- Asheville/Buncombe County
- Greensboro/High Point

### North Dakota

- Statewide

### Nebraska

- Statewide

### New Mexico

- Statewide

### Nevada

- Las Vegas/Clark County

### New York

- New York City
- Yonkers/Mount Vernon/New Rochelle/Westchester County

### Ohio

- Toledo/Lucas County
- Canton/Massillon/Alliance/Stark County

### Oklahoma

- Tulsa City & County/Broken Arrow
- Oklahoma City
- Norman/Cleveland County

### Pennsylvania

- Philadelphia
- Lower Marion/Norristown/Abington/Montgomery County
- Allentown/Northeast Pennsylvania
- Lancaster City & County
- Bristol/Bensalem/Bucks County
- Pittsburgh/McKeesport/Penn Hills/Allegheny County

### Rhode Island

- Statewide

### South Carolina

- Charleston/Low Country
- Columbia/Midlands

### Tennessee

- Chattanooga/Southeast Tennessee
- Memphis/Shelby County
- Nashville/Davidson County

### Texas

- San Antonio/Bexar County
- Austin/Travis County
- Dallas City & County/Irving
- Fort Worth/Arlington/Tarrant County
- El Paso City and County
- Waco/McLennan County
- Texas Balance of State
- Amarillo
- Wichita Falls/Wise, Palo Pinto, Wichita, Archer Counties
- Bryan/College Station/Brazos Valley
- Beaumont/Port Arthur/South East Texas

### Utah

- Statewide

### Virginia

- Richmond/Henrico, Chesterfield, Hanover Counties
- Roanoke City & County/Salem
- Virginia Beach
- Portsmouth
- Virginia Balance of State
- Arlington County

### Washington

- Seattle/King County
- Spokane City & County

### Wisconsin

- Statewide

### West Virginia

- Statewide

### Wyoming

- Wyoming Statewide is in the process of implementing

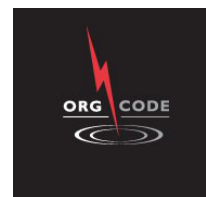
**Vulnerability Index -  
Service Prioritization Decision Assistance Tool  
(VI-SPDAT)**

**Prescreen Triage Tool for Families  
Modified With Additional CT HMIS Questions  
Updated: 3-10-16**

**AMERICAN VERSION 2.0**

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## Administration

<b>Interviewer's Name</b> _____	<b>Agency</b> _____	<input type="checkbox"/> Team <input type="checkbox"/> Staff <input type="checkbox"/> Volunteer
<b>Survey Date</b> DD/MM/YYYY ___/___/____	<b>Survey Time</b> ___ : __ AM/PM	<b>Survey Location</b> _____

## Opening Script

Every assessor in your community regardless of organization completing the VI-SPDAT should use the same introductory script. In that script you should highlight the following information:

- the name of the assessor and their affiliation (organization that employs them, volunteer as part of a Point in Time Count, etc.)
- the purpose of the VI-SPDAT being completed
- that it usually takes less than 7 minutes to complete
- that only “Yes,” “No,” or one-word answers are being sought
- that any question can be skipped or refused
- where the information is going to be stored
- that if the participant does not understand a question that clarification can be provided
- the importance of relaying accurate information to the assessor and not feeling that there is a correct or preferred answer that they need to provide, nor information they need to conceal

## Basic Information

<b>PARENT 1</b>	<b>First Name</b> _____	<b>Nickname</b> _____	<b>Last Name</b> _____
	<b>In what language do you feel best able to express yourself?</b> _____		
	<b>Date of Birth</b> DD/MM/YYYY ___/___/____	<b>Age</b> _____	<b>Social Security Number</b> _____
		<b>Consent to participate</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>PARENT 2</b>	<input type="checkbox"/> No second parent currently part of the household		
	<b>First Name</b> _____	<b>Nickname</b> _____	<b>Last Name</b> _____
	<b>In what language do you feel best able to express yourself?</b> _____		
<b>Date of Birth</b> DD/MM/YYYY ___/___/____	<b>Age</b> _____	<b>Social Security Number</b> _____	<b>Consent to participate</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
IF EITHER HEAD OF HOUSEHOLD IS 60 YEARS OF AGE OR OLDER, THEN SCORE 1.			<b>SCORE:</b> <div style="border: 1px solid white; width: 50px; height: 20px; margin: 0 auto;"></div>

## Children

1. How many children under the age of 18 are currently with you? \_\_\_\_\_  Refused
2. How many children under the age of 18 are not currently with your family, but you have reason to believe they will be joining you when you get housed? \_\_\_\_\_  Refused
3. **IF HOUSEHOLD INCLUDES A FEMALE:** Is any member of the family currently pregnant?  Y  N  Refused
4. Please provide a list of children's names and ages:

First Name	Last Name	Age	Date of Birth
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

IF THERE IS A SINGLE PARENT WITH 2+ CHILDREN, AND/OR A CHILD AGED 11 OR YOUNGER, AND/OR A CURRENT PREGNANCY, THEN SCORE 1 FOR **FAMILY SIZE**. **SCORE:**

IF THERE ARE TWO PARENTS WITH 3+ CHILDREN, AND/OR A CHILD AGED 6 OR YOUNGER, AND/OR A CURRENT PREGNANCY, THEN SCORE 1 FOR **FAMILY SIZE**.

## A. History of Housing and Homelessness

5. Where do you and your family sleep most frequently? (check one)
  - Shelters
  - Transitional Housing
  - Safe Haven
  - Outdoors**
  - Other (specify):** \_\_\_\_\_
  - Refused**

IF THE PERSON ANSWERS ANYTHING OTHER THAN "SHELTER", "TRANSITIONAL HOUSING", OR "SAFE HAVEN", THEN SCORE 1. **SCORE:**

6. How long has it been since you and your family lived in permanent stable housing? \_\_\_\_\_  Refused
7. In the last three years, how many times have you and your family been homeless? \_\_\_\_\_  Refused

IF THE FAMILY HAS EXPERIENCED 1 OR MORE CONSECUTIVE YEARS OF HOMELESSNESS, AND/OR 4+ EPISODES OF HOMELESSNESS, THEN SCORE 1. **SCORE:**

## B. Risks

8. In the past six months, how many times have you or anyone in your family...

- a) Received health care at an emergency department/room?   Refused
- b) Taken an ambulance to the hospital?   Refused
- c) Been hospitalized as an inpatient?   Refused
- d) Used a crisis service, including sexual assault crisis, mental health crisis, family/intimate violence, distress centers and suicide prevention hotlines?   Refused
- e) Talked to police because they witnessed a crime, were the victim of a crime, or the alleged perpetrator of a crime or because the police told them that they must move along?   Refused
- f) Stayed one or more nights in a holding cell, jail or prison, whether that was a short-term stay like the drunk tank, a longer stay for a more serious offence, or anything in between?   Refused

IF THE TOTAL NUMBER OF INTERACTIONS EQUALS 4 OR MORE, THEN SCORE 1 FOR EMERGENCY SERVICE USE.

SCORE:

- 9. Have you or anyone in your family been attacked or beaten up since they've become homeless?  Y  N  Refused
- 10. Have you or anyone in your family threatened to or tried to harm themselves or anyone else in the last year?  Y  N  Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR RISK OF HARM.

SCORE:

- 11. Do you or anyone in your family have any legal stuff going on right now that may result in them being locked up, having to pay fines, or that make it more difficult to rent a place to live?  Y  N  Refused

IF "YES," THEN SCORE 1 FOR LEGAL ISSUES.

SCORE:

- 12. Does anybody force or trick you or anyone in your family to do things that you do not want to do?  Y  N  Refused
- 13. Do you or anyone in your family ever do things that may be considered to be risky like exchange sex for money, run drugs for someone, have unprotected sex with someone they don't know, share a needle, or anything like that?  Y  N  Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR RISK OF EXPLOITATION.

SCORE:

### C. Socialization & Daily Functioning

14. Is there any person, past landlord, business, bookie, dealer, or government group like the IRS that thinks you or anyone in your family owe them money?  **Y**  **N**  Refused

15. Do you or anyone in your family get any money from the government, a pension, an inheritance, working under the table, a regular job, or anything like that?  **Y**  **N**  Refused

**IF "YES" TO QUESTION 14 OR "NO" TO QUESTION 15, THEN SCORE 1 FOR MONEY MANAGEMENT.** **SCORE:**

16. Does everyone in your family have planned activities, other than just surviving, that make them feel happy and fulfilled?  **Y**  **N**  Refused

**IF "NO," THEN SCORE 1 FOR MEANINGFUL DAILY ACTIVITY.** **SCORE:**

17. Is everyone in your family currently able to take care of basic needs like bathing, changing clothes, using a restroom, getting food and clean water and other things like that?  **Y**  **N**  Refused

**IF "NO," THEN SCORE 1 FOR SELF-CARE.** **SCORE:**

18. Is your family's current homelessness in any way caused by a relationship that broke down, an unhealthy or abusive relationship, or because other family or friends caused your family to become evicted?  **Y**  **N**  Refused

**IF "YES," THEN SCORE 1 FOR SOCIAL RELATIONSHIPS.** **SCORE:**

### D. Wellness

19. Has your family ever had to leave an apartment, shelter program, or other place you were staying because of the physical health of you or anyone in your family?  **Y**  **N**  Refused

20. Do you or anyone in your family have any chronic health issues with your liver, kidneys, stomach, lungs or heart?  **Y**  **N**  Refused

21. If there was space available in a program that specifically assists people that live with HIV or AIDS, would that be of interest to you or anyone in your family?  **Y**  **N**  Refused

22. Does anyone in your family have any physical disabilities that would limit the type of housing you could access, or would make it hard to live independently because you'd need help?  **Y**  **N**  Refused

23. When someone in your family is sick or not feeling well, does your family avoid getting medical help?  **Y**  **N**  Refused

**IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR PHYSICAL HEALTH.** **SCORE:**

VULNERABILITY INDEX - SERVICE PRIORITIZATION DECISION ASSISTANCE TOOL (VI-SPDAT)

FAMILIES

AMERICAN VERSION 2.0

24. Has drinking or drug use by you or anyone in your family led your family to being kicked out of an apartment or program where you were staying in the past?  Y  N  Refused

25. Will drinking or drug use make it difficult for your family to stay housed or afford your housing?  Y  N  Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **SUBSTANCE USE**.

SCORE:

26. Has your family ever had trouble maintaining your housing, or been kicked out of an apartment, shelter program or other place you were staying, because of:

a) A mental health issue or concern?  Y  N  Refused

b) A past head injury?  Y  N  Refused

c) A learning disability, developmental disability, or other impairment?  Y  N  Refused

27. Do you or anyone in your family have any mental health or brain issues that would make it hard for your family to live independently because help would be needed?  Y  N  Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **MENTAL HEALTH**.

SCORE:

28. *IF THE FAMILY SCORED 1 EACH FOR PHYSICAL HEALTH, SUBSTANCE USE, AND MENTAL HEALTH:* Does any single member of your household have a medical condition, mental health concerns, **and** experience with problematic substance use?  Y  N  N/A or Refused

IF "YES", SCORE 1 FOR **TRI-MORBIDITY**.

SCORE:

29. Are there any medications that a doctor said you or anyone in your family should be taking that, for whatever reason, they are not taking?  Y  N  Refused

30. Are there any medications like painkillers that you or anyone in your family don't take the way the doctor prescribed or where they sell the medication?  Y  N  Refused

IF "YES" TO ANY OF THE ABOVE, SCORE 1 FOR **MEDICATIONS**.

SCORE:

31. *YES OR NO:* Has your family's current period of homelessness been caused by an experience of emotional, physical, psychological, sexual, or other type of abuse, or by any other trauma you or anyone in your family have experienced?  Y  N  Refused

IF "YES", SCORE 1 FOR **ABUSE AND TRAUMA**.

SCORE:

## E. Family Unit

32. Are there any children that have been removed from the family by a child protection service within the last 180 days?  **Y**  N  Refused

33. Do you have any family legal issues that are being resolved in court or need to be resolved in court that would impact your housing or who may live within your housing?  **Y**  N  Refused

**IF "YES" TO ANY OF THE ABOVE, SCORE 1 FOR FAMILY LEGAL ISSUES.**

**SCORE:**

34. In the last 180 days have any children lived with family or friends because of your homelessness or housing situation?  **Y**  N  Refused

35. Has any child in the family experienced abuse or trauma in the last 180 days?  **Y**  N  Refused

36. **IF THERE ARE SCHOOL-AGED CHILDREN:** Do your children attend school more often than not each week?  Y  **N**  N/A or Refused

**IF "YES" TO ANY OF QUESTIONS 34 OR 35, OR "NO" TO QUESTION 36, SCORE 1 FOR NEEDS OF CHILDREN.**

**SCORE:**

37. Have the members of your family changed in the last 180 days, due to things like divorce, your kids coming back to live with you, someone leaving for military service or incarceration, a relative moving in, or anything like that?  **Y**  N  Refused

38. Do you anticipate any other adults or children coming to live with you within the first 180 days of being housed?  **Y**  N  Refused

**IF "YES" TO ANY OF THE ABOVE, SCORE 1 FOR FAMILY STABILITY.**

**SCORE:**

39. Do you have two or more planned activities each week as a family such as outings to the park, going to the library, visiting other family, watching a family movie, or anything like that?  Y  **N**  Refused

40. After school, or on weekends or days when there isn't school, is the total time children spend each day where there is no interaction with you or another responsible adult...

a) 3 or more hours per day for children aged 13 or older?  **Y**  N  Refused

b) 2 or more hours per day for children aged 12 or younger?  **Y**  N  Refused

41. **IF THERE ARE CHILDREN BOTH 12 AND UNDER & 13 AND OVER:** Do your older kids spend 2 or more hours on a typical day helping their younger sibling(s) with things like getting ready for school, helping with homework, making them dinner, bathing them, or anything like that?  **Y**  N  N/A or Refused

**IF "NO" TO QUESTION 39, OR "YES" TO ANY OF QUESTIONS 40 OR 41, SCORE 1 FOR PARENTAL ENGAGEMENT.**

**SCORE:**



## Scoring Summary

DOMAIN	SUBTOTAL	RESULTS
PRE-SURVEY	/2	<b>Score: Recommendation:</b> 0-3 no housing intervention 4-8 an assessment for Rapid Re-Housing 9+ an assessment for Permanent Supportive Housing/Housing First
A. HISTORY OF HOUSING & HOMELESSNESS	/2	
B. RISKS	/4	
C. SOCIALIZATION & DAILY FUNCTIONS	/4	
D. WELLNESS	/6	
E. FAMILY UNIT	/4	
<b>GRAND TOTAL:</b>	<b>/22</b>	

## Follow-Up Questions

<b>On a regular day, where is it easiest to find you and what time of day is easiest to do so?</b>	place: _____ time: ____ : ____ or Morning/Afternoon/Evening/Night
<b>Is there a phone number and/or email where someone can safely get in touch with you or leave you a message?</b>	phone: (____) _____ - _____ email: _____
<b>Ok, now I'd like to take your picture so that it is easier to find you and confirm your identity in the future. May I do so?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Refused

Communities are encouraged to think of additional questions that may be relevant to the programs being operated or your specific local context. This may include questions related to:

- military service and nature of discharge
- ageing out of care
- mobility issues
- legal status in country
- income and source of it
- current restrictions on where a person can legally reside
- children that may reside with the adult at some point in the future
- safety planning

**ADDITIONAL CT HMIS QUESTIONS**

1. Number of adults in the household: \_\_\_\_\_

2. Number of children under the age of 18 in the household: \_\_\_\_\_

3. HIV / AIDS:  Y  N  Refused

4. Has physical violence, threat of physical violence, or stalking by a spouse or intimate partner caused or contributed to your current homelessness?  Y  N  Refused

5. Domestic violence victim/survivor:  Y  N  Refused

If Yes, when the experience occurred:  Within the past three months  3–6 months  
 6 months to one year  One year or more  Doesn't Know  Refused

6. Are you currently working with a case worker from DCF?  Y  N  Refused

7. Have you slept on the streets/place not meant for human habitation or in a shelter in a state other than CT in the past 3 years?  Y  N  Refused

8. Your Community Preference (circle): Greater Bridgeport / Greater Danbury / Greater Norwalk / Greater Stamford

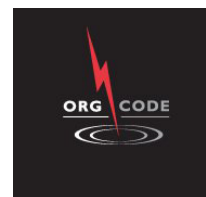
**Vulnerability Index -  
Service Prioritization Decision Assistance Tool  
(VI-SPDAT)**

**Prescreen Triage Tool for Single Adults  
Modified With Additional CT HMIS Questions  
Updated: 3-10-16**

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## Administration

<b>Interviewer's Name</b> _____	<b>Agency</b> _____	<input type="checkbox"/> Team <input type="checkbox"/> Staff <input type="checkbox"/> Volunteer
<b>Survey Date</b> DD/MM/YYYY ___/___/____	<b>Survey Time</b> ___ : __ AM/PM	<b>Survey Location</b> _____

## Opening Script

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- the name of the assessor and their affiliation (organization that employs them, volunteer as part of a Point in Time Count, etc.)
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- that any question can be skipped or refused
- where the information is going to be stored
- that if the participant does not understand a question or the assessor does not understand the question that clarification can be provided
- the importance of relaying accurate information to the assessor and not feeling that there is a correct or preferred answer that they need to provide, nor information they need to conceal

## Basic Information

<b>First Name</b> _____	<b>Nickname</b> _____	<b>Last Name</b> _____
<b>In what language do you feel best able to express yourself?</b> _____		
<b>Date of Birth</b> DD/MM/YYYY ___/___/____	<b>Age</b> _____	<b>Social Security Number</b> _____
		<b>Consent to participate</b> <input type="checkbox"/> Yes <input type="checkbox"/> No

IF THE PERSON IS 60 YEARS OF AGE OR OLDER, THEN SCORE 1.

**SCORE:**

## A. History of Housing and Homelessness

1. Where do you sleep most frequently? (check one)

- Shelters
- Transitional Housing
- Safe Haven
- Outdoors**
- Other (specify):**  
\_\_\_\_\_
- Refused**

IF THE PERSON ANSWERS ANYTHING OTHER THAN "SHELTER", "TRANSITIONAL HOUSING", OR "SAFE HAVEN", THEN SCORE 1.

**SCORE:**

2. How long has it been since you lived in permanent stable housing? \_\_\_\_\_

Refused

3. In the last three years, how many times have you been homeless? \_\_\_\_\_

Refused

IF THE PERSON HAS EXPERIENCED 1 OR MORE CONSECUTIVE YEARS OF HOMELESSNESS, AND/OR 4+ EPISODES OF HOMELESSNESS, THEN SCORE 1.

**SCORE:**

## B. Risks

4. In the past six months, how many times have you...

- a) Received health care at an emergency department/room? \_\_\_\_\_  Refused
- b) Taken an ambulance to the hospital? \_\_\_\_\_  Refused
- c) Been hospitalized as an inpatient? \_\_\_\_\_  Refused
- d) Used a crisis service, including sexual assault crisis, mental health crisis, family/intimate violence, distress centers and suicide prevention hotlines? \_\_\_\_\_  Refused
- e) Talked to police because you witnessed a crime, were the victim of a crime, or the alleged perpetrator of a crime or because the police told you that you must move along? \_\_\_\_\_  Refused
- f) Stayed one or more nights in a holding cell, jail or prison, whether that was a short-term stay like the drunk tank, a longer stay for a more serious offence, or anything in between? \_\_\_\_\_  Refused

IF THE TOTAL NUMBER OF INTERACTIONS EQUALS 4 OR MORE, THEN SCORE 1 FOR EMERGENCY SERVICE USE.

**SCORE:**

5. Have you been attacked or beaten up since you've become homeless?  Y  N  Refused

6. Have you threatened to or tried to harm yourself or anyone else in the last year?  Y  N  Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR RISK OF HARM.

**SCORE:**

7. Do you have any legal stuff going on right now that may result in you being locked up, having to pay fines, or that make it more difficult to rent a place to live?  Y  N  Refused

IF "YES," THEN SCORE 1 FOR LEGAL ISSUES.

SCORE:

8. Does anybody force or trick you to do things that you do not want to do?  Y  N  Refused

9. Do you ever do things that may be considered to be risky like exchange sex for money, run drugs for someone, have unprotected sex with someone you don't know, share a needle, or anything like that?  Y  N  Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR RISK OF EXPLOITATION.

SCORE:

### C. Socialization & Daily Functioning

10. Is there any person, past landlord, business, bookie, dealer, or government group like the IRS that thinks you owe them money?  Y  N  Refused

11. Do you get any money from the government, a pension, an inheritance, working under the table, a regular job, or anything like that?  Y  N  Refused

IF "YES" TO QUESTION 10 OR "NO" TO QUESTION 11, THEN SCORE 1 FOR MONEY MANAGEMENT.

SCORE:

12. Do you have planned activities, other than just surviving, that make you feel happy and fulfilled?  Y  N  Refused

IF "NO," THEN SCORE 1 FOR MEANINGFUL DAILY ACTIVITY.

SCORE:

13. Are you currently able to take care of basic needs like bathing, changing clothes, using a restroom, getting food and clean water and other things like that?  Y  N  Refused

IF "NO," THEN SCORE 1 FOR SELF-CARE.

SCORE:

14. Is your current homelessness in any way caused by a relationship that broke down, an unhealthy or abusive relationship, or because family or friends caused you to become evicted?  Y  N  Refused

IF "YES," THEN SCORE 1 FOR SOCIAL RELATIONSHIPS.

SCORE:

## D. Wellness

15. Have you ever had to leave an apartment, shelter program, or other place you were staying because of your physical health?  Y  N  Refused
16. Do you have any chronic health issues with your liver, kidneys, stomach, lungs or heart?  Y  N  Refused
17. If there was space available in a program that specifically assists people that live with HIV or AIDS, would that be of interest to you?  Y  N  Refused
18. Do you have any physical disabilities that would limit the type of housing you could access, or would make it hard to live independently because you'd need help?  Y  N  Refused
19. When you are sick or not feeling well, do you avoid getting help?  Y  N  Refused
20. *FOR FEMALE RESPONDENTS ONLY:* Are you currently pregnant?  Y  N  N/A or Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **PHYSICAL HEALTH**.

SCORE:

21. Has your drinking or drug use led you to being kicked out of an apartment or program where you were staying in the past?  Y  N  Refused
22. Will drinking or drug use make it difficult for you to stay housed or afford your housing?  Y  N  Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **SUBSTANCE USE**.

SCORE:

23. Have you ever had trouble maintaining your housing, or been kicked out of an apartment, shelter program or other place you were staying, because of:
- a) A mental health issue or concern?  Y  N  Refused
- b) A past head injury?  Y  N  Refused
- c) A learning disability, developmental disability, or other impairment?  Y  N  Refused
24. Do you have any mental health or brain issues that would make it hard for you to live independently because you'd need help?  Y  N  Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **MENTAL HEALTH**.

SCORE:

IF THE RESPONENT SCORED 1 FOR **PHYSICAL HEALTH** AND 1 FOR **SUBSTANCE USE** AND 1 FOR **MENTAL HEALTH**, SCORE 1 FOR **TRI-MORBIDITY**.

SCORE:

## VULNERABILITY INDEX - SERVICE PRIORITIZATION DECISION ASSISTANCE TOOL (VI-SPDAT)

SINGLE ADULTS

AMERICAN VERSION 2.0

25. Are there any medications that a doctor said you should be taking that, for whatever reason, you are not taking?  **Y**  **N**  Refused

26. Are there any medications like painkillers that you don't take the way the doctor prescribed or where you sell the medication?  **Y**  **N**  Refused

**IF "YES" TO ANY OF THE ABOVE, SCORE 1 FOR MEDICATIONS.**

**SCORE:**

27. **YES OR NO:** Has your current period of homelessness been caused by an experience of emotional, physical, psychological, sexual, or other type of abuse, or by any other trauma you have experienced?  **Y**  **N**  Refused

**IF "YES", SCORE 1 FOR ABUSE AND TRAUMA.**

**SCORE:**

### Scoring Summary

DOMAIN	SUBTOTAL	RESULTS
PRE-SURVEY	/1	<b>Score: Recommendation:</b> 0-3: no housing intervention 4-7: an assessment for Rapid Re-Housing 8+: an assessment for Permanent Supportive Housing/Housing First
A. HISTORY OF HOUSING & HOMELESSNESS	/2	
B. RISKS	/4	
C. SOCIALIZATION & DAILY FUNCTIONS	/4	
D. WELLNESS	/6	
<b>GRAND TOTAL:</b>	/17	

### Follow-Up Questions

<b>On a regular day, where is it easiest to find you and what time of day is easiest to do so?</b>	place: _____ time: ___ : ___ or Morning/Afternoon/Evening/Night
<b>Is there a phone number and/or email where someone can safely get in touch with you or leave you a message?</b>	phone: (____) _____ - _____ email: _____
<b>Ok, now I'd like to take your picture so that it is easier to find you and confirm your identity in the future. May I do so?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Refused

Communities are encouraged to think of additional questions that may be relevant to the programs being operated or your specific local context. This may include questions related to:

- military service and nature of discharge
- ageing out of care
- mobility issues
- legal status in country
- income and source of it
- current restrictions on where a person can legally reside
- children that may reside with the adult at some point in the future
- safety planning



**ADDITIONAL CT HMIS QUESTIONS**

1. Number of adults in the household: \_\_\_\_\_

2. Number of children under the age of 18 in the household: \_\_\_\_\_

3. HIV / AIDS:  Y  N  Refused

4. Has physical violence, threat of physical violence, or stalking by a spouse or intimate partner caused or contributed to your current homelessness?  Y  N  Refused

5. Domestic violence victim/survivor:  Y  N  Refused

If Yes, when the experience occurred:  Within the past three months  3–6 months  
 6 months to one year  One year or more  Doesn't Know  Refused

6. Are you currently working with a case worker from DCF?  Y  N  Refused

7. Have you slept on the streets/place not meant for human habitation or in a shelter in a state other than CT in the past 3 years?  Y  N  Refused

8. Your Community Preference (circle): Greater Bridgeport / Greater Danbury / Greater Norwalk / Greater Stamford

**FY 2018**

**CT-503 Bridgeport, Stamford,  
Norwalk/Fairfield County**

**Continuum of Care**

**1E-1. Objective Criteria—Rate, Rank, Review,  
and Selection Criteria**

**Attachment #04 documents include the following:**

- **Description of Rating, Ranking, Review & Selection Criteria**
- **CT-503 CoC FY2018 Project Scoring, Reallocation, Selection and Ranking Process Document**
- **CoC Scoring Tool FY 2018**
- **FY 18 Project Renewal Evaluation Scoring Grids (all renewal projects were evaluated against approved standards)**
- **FY 18 Project Renewal Evaluation Final Score Summary Sheets**
- **New Project RFP's**
- **New Project Score Card (all RFP responses were assessed against approved standards for new projects)**

## 1E-1. Objective Criteria—Rate, Rank, Review, and Selection Criteria

### **Description of Rating, Ranking, Review & Selection Criteria**

The CoC seeks to conduct a fair, unbiased process where projects are ranked according to local need and federal priorities as required and indicated by the CoC NOFA. To that end the CoC employs a rigorous quarterly monitoring process to evaluate existing CoC projects on the following: (*#'s refer to the attached "2018 ODFC / CT – 503 CoC Renewal Project Scoring Standards" document*)

- Data quality & timeliness (# 1.1 to 1.3)
- Cost effectiveness (# 7.1 & 7.2)
- HUD/CoC priorities (# 5.1 & 5.2)
- Coordinated access network [CAN] (e.g., compliance, utilization, vacancies reported, referral acceptance rate, length of time between referral and housed: #6.1 to 6.5)
- The CoC measured criteria on project capacity to achieve positive housing outcomes ( e.g., PSH/RRH/TH performance criteria length of stay, exit to PH, returns to homelessness, housing stability for PSH/RRH/TH: #2.1 to 2.9)

FY 2018 priorities for new projects were established by the CoC & reflected CoC outcomes on performance, need (entries vs. inventory = gap) & HUD priorities. Focusing on these criteria & appraising CoC goals & strategies annually, reallocations are considered when projects do not meet expected benchmarks or no longer align w/ CoC goals. In ranking projects, various project ranking and tiering scenarios were recommended by a non-conflicted decision making body on preferred project ranking and tiering scenario to the non-conflicted members of the CoC board of directors. Final ranking decisions were grounded in consideration of CoC and HUD priorities plus input collected from the CoC Executive Committee on resource allocation recommendations. (New Project : RFP's attached to indicate specific criteria assessed in accepting new projects and Scoring Grid Attached)

The CoC included a specific method for evaluating projects submitted by the single HUD-CoC funded victim service provider, utilizing data generated from a comparable database and evaluated these projects on the degree they improve safety for the population served. The following policies apply to projects dedicated to serving those fleeing from Domestic Violence:

- For DV projects, an APR data report was generated by the agency from their HMIS-equivalent/comparable data management system and submitted with the 2018 renewal project evaluation documents. For DV programs unable to generate an APR through a database, a manually completed version of the APR tables used for scoring was requested.
- **DV project was exempted from the following criteria:**
  - All Data Quality criteria, due to use of HMIS-equivalent data management system
  - Performance Outcomes criteria:
    - #3.6 Length of Stay – DV RRH/TH projects were exempted in order to serve participants longer, if necessary
    - #3.9 Returns to Homelessness – DV projects were exempted due to data restrictions put into place in order to maintain client confidentiality and safety.
  - Fairfield County coordinated access network compliance – exempted from all criteria for the CY17 time period upon review by the Funding Oversight Subcommittee.
- Only DV projects were scored on criteria related to client safety and safety planning:

— **Policies/protocols/procedures in place to improve client safety:**

Projects serving survivors of domestic violence have policies, protocols and/or procedures in place at the project-level that are designed to improve the safety of their clients.

— **Safety Planning:**

Project staff works with individual clients (and their households) to develop a safety plan that is designed to improve and maintain the safety of the clients.

# Opening Doors of Fairfield County/CT-503 CoC FY2018 Project Scoring, Reallocation, Selection and Ranking Process

## Policy Approval & Adoption

This policy document was recommended to the Non-Conflicted Members of the ODFC Coordinating Council for approval and adoption by the ODFC Funding Oversight Subcommittee on 06/15/18.

This policy document was approved and adopted by the Non-Conflicted Members of the ODFC Coordinating Council on 06/20/18.

## Review & Input Process

In preparation for the 2018 HUD CoC NOFA, initial feedback on the scoring standards for renewal projects and project ranking was solicited from the ODFC CT-503 CoC-funded grantees, ODFC Standards and Evaluations Committee, the ODFC Data Quality Subcommittee and the ODFC Executive Committee through various meetings and email distributions/solicitations:

- A review of the 2017 scoring and ranking of projects was held on 11/13/17 with the ODFC CT-503 CoC-funded grantees and included opportunity for grantees to provide feedback on the 2017 scoring criteria and process.
- Existing and proposed new scoring criteria for project renewal evaluations, the data sources used to assess those criteria and the calculations to be used to evaluate performance of the criteria were provided to the Standards and Evaluations Committee for review and input at Committee meetings on 2/1/18 and 2/15/18.
- The Standards & Evaluations Data Quality Subcommittee provided input during a 3/9/18 meeting on the following: existing and proposed new scoring criteria for project renewal evaluations; the tools used to gather data; and the scoring process.
- Input on the CoC funding priorities and ranking for the 2018 NOFA was solicited during meetings of the Executive Committee on 2/26/18 and 4/5/18. This included a survey on CoC priorities in key areas: target populations, housing needs, service needs, system infrastructure needs and CoC priorities.

# Opening Doors of Fairfield County/CT-503 CoC FY2018 Project Scoring, Reallocation, Selection and Ranking Process

## Committees: Roles and Responsibilities

As detailed below, various ODFC committees are charged with the following responsibilities related to the scoring and ranking of renewal project applications.

### ODFC Standards and Evaluation Committee

The ODFC Standards and Evaluation Committee is comprised of approximately 10 members, including 2 non-biased, non-conflicted individuals. As most members of the Standards and Evaluation Committee are CT-503 CoC grantees, the Committee will function only in an advisory role in the development of 2018 Renewal Project Scoring Standards and Appeals Process. Feedback from the Standards and Evaluation Committee will be solicited given their technical expertise, but the Standards and Evaluation Committee will have no decision-making authority regarding the scoring criteria to be adopted or the thresholds and point system related to those criteria.

Responsibilities of the Standards and Evaluation Committee include:

- Review and provide feedback regarding proposed new and existing scoring criteria.  
Note: this Committee will not review criteria benchmarks or point allocations.

### ODFC Data Quality Subcommittee (Subcommittee of Standards and Evaluation Committee)

The ODFC Data Quality Subcommittee is a subcommittee of the Standards and Evaluation Committee. The Data Quality subcommittee is comprised of representatives with expertise on data quality. Members of this subcommittee are also members of the CT HMIS Steering Committee and serve as HMIS Data Coordinators for their respective organizations. As many of the members of the Data Quality Subcommittee are conflicted due to their status as CT-503 grantees, they hold no decision-making authority. However, members of this subcommittee offer experience working on data issues within their agencies and on behalf of the CoC, as well as on prior CoC applications. As such, they are able to provide input and feedback regarding the scoring process, appropriate expectations on data collection and management and tools used to collect data and information for scoring.

Responsibilities of the Data Quality Subcommittee include:

- Review and provide feedback regarding proposed scoring criteria, scoring tools and scoring process.  
Note: this Committee will not review criteria benchmarks or point allocations.

### ODFC Funding Oversight Subcommittee

ODFC's Funding Oversight Subcommittee is a subcommittee of the Funders Collaborative and is comprised of individuals associated with organizations that do not receive Continuum of Care program

## Opening Doors of Fairfield County/CT-503 CoC FY2018 Project Scoring, Reallocation, Selection and Ranking Process

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funds from the Department of Housing and Urban Development within the CT-503 jurisdiction. These individuals are considered non-conflicted in determining future funding considerations for the CT-503 CoC.

In order to guarantee an unbiased process that is based on established CoC priorities in determining funding allocations, the Funding Oversight Subcommittee will undertake the following activities:

- Review and recommend to the Non-Conflicted Members of the Coordinating Council the adoption of the following:
  - 2018 Renewal Project Scoring Standards
  - 2018 Project Scoring, Reallocation, Selection and Ranking Process
  - 2018 New Project Solicitation(s)
  - Selection of new CoC-funded projects
  - 2018 Renewal Projects scoring, including review of appeals
  - Projects to be fully or partially reallocated, reallocation amounts and reallocation appeals
  - Ranking and tiering of all CoC-funded projects for 2018 CoC NOFA competition

### Non-Conflicted Members of the Coordinating Council

The Non-Conflicted Members of the Coordinating Council are comprised of individuals associated with organizations that do not receive Continuum of Care program funds from the Department of Housing and Urban Development within the CT-503 jurisdiction. These individuals are considered non-conflicted in determining future funding considerations for the CT-503 CoC.

This group will undertake the following activities:

- Approve and adopt the following CoC policies/documents:
  - 2018 Renewal Project Scoring Standards
  - 2018 Project Scoring, Reallocation, Selection and Ranking Process
  - 2018 New Project Solicitation(s)
- Approve and adopt the selection of new project applications.
- Approve and adopt the final scoring of renewal project applications.
- Approve and adopt the final ranking and tiering of all CoC-funded project applications.
- Approve and adopt list of projects to be fully or partially reallocated, reallocation amounts and reallocation appeals

## Opening Doors of Fairfield County/CT-503 CoC FY2018 Project Scoring, Reallocation, Selection and Ranking Process

### Guiding Principles for 2018 Project Evaluation, Reallocation, Selection and Ranking

The CoC seeks to conduct a fair, unbiased process in which projects are ranked according to project performance, CoC priorities and local need, and federal priorities.

### Guiding Principles for 2018 Project Evaluation, Reallocation, Selection and Ranking

The ODFC/CT-503 CoC seeks to achieve the following goals as part of the evaluation and ranking of CoC-funded renewal projects:

- Maximize funding available to end homelessness throughout the CoC;
- Prioritize available funding for projects that are most successful in ending homelessness;
- Create new resources in order to respond to the increased needs identified in many communities within the CoC;
- Build upon the CoC's existing infrastructure by increasing capacity for quickly identifying individuals experiencing homelessness, prioritizing assistance towards those with the greatest needs, and rapidly connecting households to permanent housing;
- Incentivize all CoC-funded providers to continuously monitor and improve their project performance, implement HUD policy priorities, and participate in the CoC meetings, committees and other initiatives.

In focusing on these goals, the CoC's project evaluation and ranking process will include an allocation strategy that determines whether projects should be reallocated either partially or in full due to the following:

- Poor performance
- Lack of need within the CoC for the project
- Lack of compliance with HUD and/or CoC priorities
- Project is determined to not be cost effective
- Project funds are likely to be recaptured
- Monitoring indicates serious problems with the project

Upon the availability of new or reallocated funds, the CoC will conduct a fair, open and transparent process regarding the selection of new projects. Priorities for new projects will be established by the CoC and will reflect CoC needs and HUD priorities. Project selection will be based on criteria outlined by the CoC through a new project solicitation process.

The CoC will also conduct a fair and transparent process regarding the ranking and tiering of projects to be included on the 2018 Priority List. Ranking and tiering decisions will be informed by CoC and HUD priorities, as well as local needs and project performance.



# Opening Doors of Fairfield County/CT-503 CoC FY2018 Project Scoring, Reallocation, Selection and Ranking Process

## 2018 Renewal Project Evaluation and Scoring Policy

On an annual basis, the CT-503 CoC establishes scoring standards to evaluate and score HUD CoC-funded renewal projects in preparation for the ranking of projects for the NOFA. In order to determine whether renewal projects are performing well or underperforming, the ODFC/CT-503 CoC project-level evaluation of each project's performance will encompass the following areas:

- Data quality
- Project performance
- Grant management
- Agency compliance and participation
- Compliance with HUD and CoC policy priorities
- Participation in the Fairfield County Coordinated Access Network (which includes the assignment of resources based upon severity of needs)
- Cost effectiveness
- Resolution of any HUD monitoring findings

### Process for Renewal Project Evaluation and Scoring

The following process was used to develop the 2018 renewal project evaluation policies and scoring standards:

- Input on renewal project scoring standards and related documents is solicited from the following:
  - ODFC CT-503 CoC-funded grantees
  - ODFC Standards and Evaluations Committee
  - ODFC Data Quality Subcommittee
  - ODFC Executive Committee
- Input is used to inform the drafting of policies, scoring standards and related documents. Drafting of documents and policies is conducted by CoC staff and CoC NOFA consultants, Diana T. Myers and Associates.
- Draft policies are presented to the Funding Oversight Subcommittee for full review and discussion. Direction from the Funding Oversight Subcommittee is used to create updated versions of the scoring standards, policies and related documents.
- The Funding Oversight Subcommittee recommends updated versions of the scoring standards, policies and related documents for approval and adoption by the Non-Conflicted Members of the Coordinating Council.
- The Non-Conflicted Members of the Coordinating Council conducts a review of the scoring standards, policies and related documents. Once any issues raised by the NCMCC are addressed in a satisfactory manner, a vote to approve and adopt final scoring standards, policies and related documents will take place.

## Opening Doors of Fairfield County/CT-503 CoC FY2018 Project Scoring, Reallocation, Selection and Ranking Process

### Policy Approval & Adoption

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# Opening Doors of Fairfield County/CT-503 CoC FY2018 Project Scoring, Reallocation, Selection and Ranking Process

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## Opening Doors of Fairfield County/CT-503 CoC FY2018 Project Scoring, Reallocation, Selection and Ranking Process

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funds from the Department of Housing and Urban Development within the CT-503 jurisdiction. These individuals are considered non-conflicted in determining future funding considerations for the CT-503 CoC.

In order to guarantee an unbiased process that is based on established CoC priorities in determining funding allocations, the Funding Oversight Subcommittee will undertake the following activities:

- Review and recommend to the Non-Conflicted Members of the Coordinating Council the adoption of the following:
  - 2018 Renewal Project Scoring Standards
  - 2018 Project Scoring, Reallocation, Selection and Ranking Process
  - 2018 New Project Solicitation(s)
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  - Ranking and tiering of all CoC-funded projects for 2018 CoC NOFA competition

### Non-Conflicted Members of the Coordinating Council

The Non-Conflicted Members of the Coordinating Council are comprised of individuals associated with organizations that do not receive Continuum of Care program funds from the Department of Housing and Urban Development within the CT-503 jurisdiction. These individuals are considered non-conflicted in determining future funding considerations for the CT-503 CoC.

This group will undertake the following activities:

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## Opening Doors of Fairfield County/CT-503 CoC FY2018 Project Scoring, Reallocation, Selection and Ranking Process

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- Prioritize available funding for projects that are most successful in ending homelessness;
- Create new resources in order to respond to the increased needs identified in many communities within the CoC;
- Build upon the CoC's existing infrastructure by increasing capacity for quickly identifying individuals experiencing homelessness, prioritizing assistance towards those with the greatest needs, and rapidly connecting households to permanent housing;
- Incentivize all CoC-funded providers to continuously monitor and improve their project performance, implement HUD policy priorities, and participate in the CoC meetings, committees and other initiatives.

In focusing on these goals, the CoC's project evaluation and ranking process will include an allocation strategy that determines whether projects should be reallocated either partially or in full due to the following:

- Poor performance
- Lack of need within the CoC for the project
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The CoC will also conduct a fair and transparent process regarding the ranking and tiering of projects to be included on the 2018 Priority List. Ranking and tiering decisions will be informed by CoC and HUD priorities, as well as local needs and project performance.

# Opening Doors of Fairfield County/CT-503 CoC FY2018 Project Scoring, Reallocation, Selection and Ranking Process

## 2018 Renewal Project Evaluation and Scoring Policy

On an annual basis, the CT-503 CoC establishes scoring standards to evaluate and score HUD CoC-funded renewal projects in preparation for the ranking of projects for the NOFA. In order to determine whether renewal projects are performing well or underperforming, the ODFC/CT-503 CoC project-level evaluation of each project's performance will encompass the following areas:

- Data quality
- Project performance
- Grant management
- Agency compliance and participation
- Compliance with HUD and CoC policy priorities
- Participation in the Fairfield County Coordinated Access Network (which includes the assignment of resources based upon severity of needs)
- Cost effectiveness
- Resolution of any HUD monitoring findings

### Process for Renewal Project Evaluation and Scoring

The following process was used to develop the 2018 renewal project evaluation policies and scoring standards:

- Input on renewal project scoring standards and related documents is solicited from the following:
  - ODFC CT-503 CoC-funded grantees
  - ODFC Standards and Evaluations Committee
  - ODFC Data Quality Subcommittee
  - ODFC Executive Committee
- Input is used to inform the drafting of policies, scoring standards and related documents. Drafting of documents and policies is conducted by CoC staff and CoC NOFA consultants, Diana T. Myers and Associates.
- Draft policies are presented to the Funding Oversight Subcommittee for full review and discussion. Direction from the Funding Oversight Subcommittee is used to create updated versions of the scoring standards, policies and related documents.
- The Funding Oversight Subcommittee recommends updated versions of the scoring standards, policies and related documents for approval and adoption by the Non-Conflicted Members of the Coordinating Council.
- The Non-Conflicted Members of the Coordinating Council conducts a review of the scoring standards, policies and related documents. Once any issues raised by the NCMCC are addressed in a satisfactory manner, a vote to approve and adopt final scoring standards, policies and related documents will take place.

## Opening Doors of Fairfield County/CT-503 CoC FY2018 Project Scoring, Reallocation, Selection and Ranking Process

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- Upon approval and adoption, final scoring standards, policies and related documents will be publicly posted to the ODFC website and distributed to the members of the Executive Committee and CoC-funded agencies via email.
- Scoring of renewal projects commences following the adoption of final scoring standards, policies and related documents. Instructions for submitting the required information for renewal project scoring will be provided to CoC-funded renewal project grantees with a strict timeline for their response.

### 2018 Renewal Project Evaluation and Scoring Policy

Evaluation and scoring of CoC-funded renewal projects will inform project ranking and tiering for the FY18 CoC NOFA competition. ODFC/CT-503 has adopted the following policies for the evaluation and scoring of projects for the FY18 HUD CoC application:

1. Housing First is a policy of the CT 503/ODFC CoC. The CoC will make efforts to reallocate non-compliant projects to providers that ensure a Housing First model will be implemented with the newly funded, reallocated project.
2. Renewal projects will be scored in accordance with the 2018 Renewal Project Scoring Standards. Note: Projects that submitted a request for consolidation prior to the 2017 CoC NOFA Competition may be allowed to be scored as a single project upon indication from the HUD Hartford Field Office that the consolidation request will move forward. If a process for consolidation of grants is included in the 2018 CoC NOFA, projects requesting consolidation through that process may be allowed to be scored as a single project.
3. Preliminary scores will be reviewed by the ODFC Funding Oversight Subcommittee and approved by the Non-Conflicted Members of the ODFC Coordinating Council.
4. Grantees will be given an opportunity to appeal preliminary scores. See the “2018 Renewal Project Scoring Appeals Process” stated further on in this document for details.
5. The final scoring will be presented to the Funding Oversight Subcommittee for review and recommendation to the Non-Conflicted Members of the ODFC Coordinating Council.
6. The Non-Conflicted Members of the ODFC Coordinating Council will review the recommendations of the ODFC Funding Oversight Subcommittee regarding appeals, scoring and ranking of renewal projects, resolve any remaining issues, and vote on their approval and adoption.
7. The final scoring of renewal projects will be reported to the ODFC Executive Committee, distributed to CoC-funded grantees and posted on the ODFC website.
8. The CoC has adopted a Quarterly Monitoring process to assist projects in identifying performance issues and improving performance on an ongoing basis. Low performing projects are expected to fully participate in this process and work to improve performance, seeking TA from the CoC where needed.

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### 2018 Renewal Project Scoring Appeals Process

As part of the scoring of the ODFC/CT-503 Continuum of Care renewal projects, the CoC will utilize the following procedure to provide grantees with a process to have errors corrected and to provide additional information for issues that the grantee believes may be worth special consideration.

The renewal project scoring appeals process for data corrections and appeals is as follows:

- A preliminary scoring document will be distributed to each grantee for review that will include data on each project's performance on each scoring criteria and the related score.
- All grantees will have five (5) days to submit questions and appeals regarding performance data and/or scoring.
  - Written appeals should be submitted to through the [openingdoorsoffairfieldcounty@gmail.com](mailto:openingdoorsoffairfieldcounty@gmail.com) email address, with the Subject line "Appeal of 2018 Scoring - [Project Grant #] – [Agency Name]"
  - Grantees should use the form provided by the CoC to submit an appeal.
- Performance data and related scoring adjustments that need to be made based upon data or calculation errors will be corrected by ODFC staff or their consultants (DMA), with the grantee notified about any correction(s) made as quickly as possible.
- If the grantee raises an issue that must be addressed through an exception to the scoring policies as described in the 2018 Renewal Project Scoring Standards, the grantee's written appeal will be reviewed by the Funding Oversight Subcommittee.
- The Funding Oversight Subcommittee will evaluate all written appeals submitted and make a recommendation to the Non-Conflicted Members of the Coordinating Council regarding whether each appeal is granted or denied.
- The Non-Conflicted Members of the Coordinating Council will review Funding Oversight Subcommittee recommendations and, upon resolution of any remaining issues, vote to approve and adopt decisions.
- DMA/ODFC staff will adjust performance data and scores based on the disposition of each appeal.
- Grantees will be informed by email communication about the disposition of their written appeal by DMA/ODFC staff.
- Final scoring that incorporates appeal decisions will be determined and released per the "2018 Renewal Project Evaluation and Scoring Policy" stated earlier in this document.



## Opening Doors of Fairfield County/CT-503 CoC FY2018 Project Scoring, Reallocation, Selection and Ranking Process

### 2018 Renewal Project Reallocation

As stated earlier in this document, ODFC/CT-503 CoC will use project evaluation and scoring to determine which projects should be allocated funds under the FY18 CoC NOFA Competition. ODFC/CT-503 will employ a reallocation policy aimed at the following:

- Determining which projects should continue to receive funding based upon performance, meeting CoC needs and furthering HUD priorities.
- Determining which projects are underperforming and whether funds allocated to underperforming projects may better utilized if reallocated to another project.
- Determining whether projects are cost effective and, if not, should a project or a portion of a project be reallocated.
- Identifying whether funds are fully utilized by each project. If there is a risk that HUD might recapture funds, the CoC will seek to determine whether a reallocation plan should be implemented to ensure no loss of CoC funding.

The ODFC/CT-503 CoC's Reallocation policy will be adopted as follows:

- The Funding Oversight Subcommittee will review and recommend the general reallocation strategy to the Non-Conflicted Members of the ODFC Coordinating Council.
- The Non-Conflicted Members of the ODFC Coordinating Council will review and approve the adoption of the final reallocation strategy.

### Reallocation of Underperforming Projects

Using the 2018 Renewal Project Scoring Standards tool, projects will be scored across a variety of criteria covering a number of areas: data quality; project performance; agency performance/compliance; compliance with grant requirements; compliance with HUD priorities; compliance with Fairfield County Coordinated Access Network (CAN) policies; cost effectiveness; ODFC/CoC participation; and resolution of HUD monitoring findings.

Scores will be given for each criterion, with all scores summed for a total score for each project. High scores reflect strong performance and low scores reflect weak performance. Low performing projects will be considered for reallocation and projects scoring the least number of points for two consecutive years (2017 and 2018) will be prioritized for reallocation. A project is considered to be low performing when the project's score places the project in the bottom 25% of the projects scored in that year; for 2017, projects that were not funded will not be included in the 25%.

Projects subject to reallocation based on poor performance will be provided with an opportunity to submit an appeal. The Reallocation Appeals Policy and Process described further on in this section provides more detail.

# Opening Doors of Fairfield County/CT-503 CoC

## FY2018 Project Scoring, Reallocation, Selection and Ranking Process

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### Reallocation of Projects Based on Cost Effectiveness

As part of the FY17 CoC NOFA Competition, the ODFC/CT-503 CoC reallocated funds from projects based on a cost effectiveness strategy. The cost effectiveness strategy included the adoption of the following as cost standards:

- Services:
  - Family household: \$5,500
  - Single adult household: \$4,000
- Housing: amount spent per household should not exceed the FMR payment for the size of unit needed in the geographic area in which the unit is located

Unit information, household type and location of units was provided by grantees. Using the information provided by grantees, a total project maximum amount was calculated and projects which exceeded the maximum were subject to partial reallocation of the amount over the maximum.

In 2018, projects will again be reviewed for cost effectiveness using the standards adopted in 2018. Projects that exceed the maximum amount for services and/or housing will be considered for partial reallocation by the Funding Oversight Subcommittee. The Non-Conflicted Members of the Coordinating Council will review any recommended cost effectiveness reallocations recommended by the Funding Oversight Subcommittee and make the final determination regarding such reallocations.

Projects subject to cost effectiveness reallocation will be provided with an opportunity to submit an appeal. The Reallocation Appeals Policy and Process described further on in this section provides more detail.

### Reallocation for Other Reasons

The CT-503 CoC will also consider reallocation of projects for other reasons, including:

- Lack of need within the CoC for the project
- Project funds are likely to be recaptured
- Monitoring indicates serious problems with the project

Projects subject to reallocation for any of these reasons will be provided with an opportunity to submit an appeal. The Reallocation Appeals Policy and Process described further on in this section provides more detail.

### 2018 Reallocation Process

Any project reallocations based upon increasing the project's cost effectiveness will occur as follows:

- The Funding Oversight Subcommittee will review and recommend a list of projects to be reallocated and a reallocation amount based upon the adopted cost effectiveness housing and services standards.

## Opening Doors of Fairfield County/CT-503 CoC FY2018 Project Scoring, Reallocation, Selection and Ranking Process

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- The Non-Conflicted Members of the Coordinating Council will review the list of projects and amount to be reallocated to improve cost effectiveness and approve the adoption of that list as they deem appropriate.
- Grantees with projects subject to reallocation will be notified by phone of the reallocation decision by a representative from ODFC. Grantees will also be notified of the reallocation decision in writing via email. Grantees will be advised that CoC-funded projects that intend to continue to operate must do so at or below the ODFC/CT-503 CoC's cost standard. A form will be provided offering a list of options for moving forward, including:
  - The project will submit a renewal project application based on the reduced budget. This budget must meet the CoC's cost standards for services and housing.
  - The project cannot operate at full capacity without the funds dedicated for reallocation; thereby the project will reallocate project funds in addition to the Reallocation Amount determined by ODFC.
  - The project wishes to appeal the reallocation decision.
- The list of projects subject to reallocation to improve cost effectiveness will be posted on the ODFC website and distributed to CoC grantees.
- Grantees subject to reallocation will have five (5) days to submit an appeal. The Reallocation Appeals Policy and Process described further on in this section provides more detail.

Any reallocations determined due to poor project performance/compliance will occur as follows:

- The list of reallocations to occur based upon project performance/compliance will be determined through the renewal project scoring process.
- The Funding Oversight Subcommittee will review renewal projects with the lowest scores and recommend projects for reallocation to the Non-Conflicted Members of the Coordinating Council.
- The Non-Conflicted Members of the ODFC Coordinating Council will review and approve/adopt the projects to be reallocated through project performance and compliance as they deem appropriate.
- Upon approval and adoption of the list of projects subject to reallocation due to poor project performance/compliance, the affected grantees will be notified by phone of the reallocation decision by a representative of ODFC. Grantees will also be notified of the reallocation decision in writing via email.
- Grantees subject to reallocation will have five (5) days to submit an appeal. The Reallocation Appeals Policy and Process described further on in this section provides more detail.
- A final list of all project reallocations to take place through the FY 2017 CoC NOFA will be posted on the ODFC website and distributed to all CoC grantees.

Any reallocations determined due to other reasons, such as lack of need within the CoC, recapture of funds or serious concerns identified through monitoring, will occur as follows:

## Opening Doors of Fairfield County/CT-503 CoC FY2018 Project Scoring, Reallocation, Selection and Ranking Process

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- Upon determination by ODFC staff that a project may need to be reallocated due to an issue such as lack of need within the CoC, recapture of funds or serious concerns identified through monitoring, documentation will be collected for presentation to the relevant committees.
- The Funding Oversight Subcommittee will review documentation and make a recommendation to the Non-Conflicted Members of the Coordinating Council regarding reallocation of projects where this is deemed to be the appropriate response.
- The Non-Conflicted Members of the ODFC Coordinating Council will review and approve/adopt the projects to be reallocated where they deem the documentation to support this action.
- Upon approval and adoption of the list of projects subject to reallocation, the affected grantees will be notified by phone of the reallocation decision by a representative of ODFC. Grantees will also be notified of the reallocation decision in writing via email.
- Grantees subject to reallocation will have five (5) days to submit an appeal. The Reallocation Appeals Policy and Process described further on in this section provides more detail.
- A final list of all project reallocations to take place through the FY 2017 CoC NOFA will be posted on the ODFC website and distributed to all CoC grantees.

### 2018 Reallocation Appeals Policy and Process

Grantees subject to reallocation for poor performance or cost effectiveness will have five (5) days from the date of notification of the reallocation to submit an appeal.

Written appeals should be submitted through the [openingdoorsoffairfieldcounty@gmail.com](mailto:openingdoorsoffairfieldcounty@gmail.com) email address, with the email subject line "Appeal of 2018 Reallocation-[Grant #]-[Agency Name]". Grantees wishing to submit an appeal for a project subject to reallocation must indicate their intent to appeal on the form that is provided by the CoC. The grantee is responsible for providing the information requested for the appeal.

The Funding Oversight Subcommittee will evaluate all written appeals submitted for review and decide whether each appeal is granted or denied.

The Non-Conflicted Members of the ODFC Coordinating Council will review and approve/adopt the appeal decisions made by the Funding Oversight Subcommittee.

Grantees will be informed by email communication about the disposition of their written appeal.

# Opening Doors of Fairfield County/CT-503 CoC FY2018 Project Scoring, Reallocation, Selection and Ranking Process

## New Project Selection

As part of the annual CoC NOFA Competition, the ODFC/CT-503 CoC may identify funds available for new projects. The CoC is committed to ensuring an open and transparent process for the selection of new projects. As such, where funding availability permits, the CoC will issue a new project solicitation for new projects to be distributed widely to interested parties.

### New Project Priorities

In order to determine priorities for new projects, CoC staff and the CoC's consultant (DMA) developed a survey to assess needs and funding priorities which was distributed to the members of the Executive Committee. The Executive Committee met on 2/26/18 and 4/5/18 to review the survey results and additional data and to discuss CoC funding options. The Executive Committee came to consensus around the following general recommendations:

- Approximately 70% of funding available for new projects should be directed toward Rapid Re-housing projects, with target populations of families with children and youth.
- Approximately 30% of funding available for new projects should be directed toward Permanent Supportive Housing projects, with an emphasis on funding for services. While chronic would be the first priority for this housing, other populations could be considered based upon need and following the CoC's adopted prioritization policies.

The Executive Committee noted that funding priorities can be revisited as needed, particularly upon the availability of additional information regarding funding levels.

### Drafting of New Project Solicitations

In order to ensure a fair and transparent process regarding the selection of new projects, the CoC will draft and issue a new project solicitation for each project type identified by the CoC as a funding priority. The process for drafting and release of new project solicitations is as follows:

- CoC staff and the CoC's consultant will draft the new project solicitation.
- The new project solicitations for each project type will be reviewed by the Funding Oversight Subcommittee. Upon satisfaction with the content and quality of the solicitations, the Funding Oversight Subcommittee will recommend them to the Non-Conflicted Members of the Coordinating Council for release.
- The Non-Conflicted Members of the Coordinating Council will review all new project solicitations. Upon satisfaction with the content and quality of the solicitations, the Non-Conflicted Members of the Coordinating Council will vote to approve the solicitations for release by the CoC.

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### Distribution of New Project Solicitations

Once new project solicitations are approved by the Non-Conflicted Members of the Coordinating Council, the CoC will release them to the public. The CoC will work to identify multiple outlets for distribution of the solicitations, including through the CoC's website and email distribution list, as well as those of related and partner organizations through the region and the state.

### Review of New Project Pre-Applications

New project solicitations will request that those interested in applying submit a pre-application for CoC review. The information to be included in the pre-application will be detailed in the new project solicitation.

All pre-applications submitted by the deadline stated in the new project solicitation will be reviewed by the Funding Oversight Subcommittee. The Funding Oversight Subcommittee can request additional information from the applicants where clarification would be helpful in the decision-making process. For each pre-application submitted, the Funding Oversight Subcommittee will make a recommendation as to whether or not it should receive funding through the FY18 CoC NOFA Competition.

All recommendations made by the Funding Oversight Subcommittee will be sent to the Non-Conflicted Members of the Coordinating Council for review. Following this review, the Non-Conflicted Members of the Coordinating Council will vote on which pre-applications will be asked to submit a full application for a new project as part of the ODFC/CT-503 CoC's FY18 CoC Priority List.

All agencies submitting pre-applications will be notified in writing via email regarding the decision of the CoC. In addition, the CoC will publicly post a list of new project pre-applications selected for inclusion on the CT-503 CoC FY18 Priority List as well as those not selected.

Upon selection, new project applicants must submit a new project application through the HUD e-snaps system in a timely manner and within the deadline established by the CoC.

# Opening Doors of Fairfield County/CT-503 CoC FY2018 Project Scoring, Reallocation, Selection and Ranking Process

## Ranking of Projects for the Priority List

### Project Ranking

The CoC expects that the 2018 CoC Competition NOFA will require the CoC to rank projects included on the 2018 Priority List. As part of this process, the CoC anticipates that projects will be sorted into Tier 1 and Tier 2. In past CoC Competitions, projects placed into Tier 2 have been scored by HUD in order to determine if they will receive funding.

Project ranking and placement of each project into Tier 1 or Tier 2 will be determined by several factors:

- For renewal projects, a significant portion of the project's rank will be based upon the project's performance, as determined through the Renewal Project Scoring process.
- Discussion will be held regarding strategies for the ranking of renewal projects without a full year of operations.
- For all projects, CoC policies related to the placement of specific project types (i.e., HMIS, Planning, Supportive Services Only for coordinated entry/access, Permanent Supportive Housing, Rapid Re-Housing, Transitional Housing, New and Bonus projects), will be determined by the Funding Oversight Subcommittee and the Non-Conflicted Members of the Coordinating Council, with consideration of input provided by the Executive Committee.
- The Funding Oversight Subcommittee and Non-Conflicted Members of the Coordinating Council will review various ranking/tiering scenarios in order to determine the most competitive scoring options for projects placed into Tier 2.
- Additional factors, including CoC and HUD priorities, may be considered by the Funding Oversight Subcommittee and Non-Conflicted Members of the Coordinating Council in determining project ranking.

The process for determining project ranking and tiering will include the following:

- Once all project applications have been selected for inclusion on the 2018 Priority List or rejected (including selection of projects for reallocation and new project selections), final project ranking and tiering decisions will be made.
- The Funding Oversight Subcommittee will review various project ranking and tiering scenarios and recommend a preferred project ranking and tiering scenario to the Non-Conflicted Members of the Coordinating Council for approval and adoption.
- The Non-Conflicted Members of the ODFC Coordinating Council will review the project ranking/tiering recommendation(s) of the Funding Oversight Subcommittee and approve/adopt a scenario.
- Upon adoption of final project ranking and tiering for the 2018 Priority List, the CoC will publicly post the information and provide notification to grantees/applicants.

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### **Applicant Notification & Public Posting**

All applicants will be notified of the results of the ranking process according to the deadline established in the 2018 CoC Competition NOFA. Applicants will be notified regarding the project's rank order on the 2018 Priority List, project placement into Tier 1 or Tier 2, or the rejection of their project for inclusion on the Priority List. The CoC will provide notification in writing via email. The CoC will also publicly post information on ranking and tiering of projects and the list of projects accepted or rejected for inclusion on the 2018 Priority List on the CoC's website.



**2018 ODFC / CT – 503 CoC Renewal Project Scoring Standards**

FINAL: APPROVED 2018.06.25; REVISIONS 2018.07.03

#	Renewal Evaluation Criteria	2018 Benchmarks	Points	Notes	Calculation																
<b>TIME PERIOD FOR DATA REVIEW: APR - 01/01/17-12/31/17; CAN DATA – 01/01/2017-12/31/17; TIMELINESS – 12/07/17-02/28/18</b>																					
<b>1. DATA QUALITY CRITERIA – 4 POINTS – DV PROJECTS NOT IN PARTICIPATING IN HMIS ARE EXCLUDED</b>																					
1.1	PERSONALLY IDENTIFIABLE INFORMATION OVERALL SCORE: % of Error Rate for Personally Identifiable Information entered into CT HMIS	<5%	MAX POINTS = 1  <table border="1"> <thead> <tr> <th>Points</th> <th>PSH/RRH/TH</th> </tr> </thead> <tbody> <tr> <td>0.5</td> <td>3.5-5%</td> </tr> <tr> <td>1.0</td> <td>0-3.5%</td> </tr> </tbody> </table>	Points	PSH/RRH/TH	0.5	3.5-5%	1.0	0-3.5%	Data Source: 2017 APR (CY17 Data)	APR Q6a. Data Quality: Personally Identifiable Information (PII) Overall Score - % of Error Rate										
Points	PSH/RRH/TH																				
0.5	3.5-5%																				
1.0	0-3.5%																				
1.2	INCOME AND HOUSING DATA QUALITY: % of Error Rate for the following data points entered into CT HMIS: a. Destination b. Income and Sources at Entry c. Income and Sources at Annual Assessment d. Income and Sources at Exit	a. Destination – 0% b. Income and Sources at Entry - 0% c. Income and Sources at Annual Assessment – 0% d. Income and Sources at Exit - 0%	MAX POINTS = 2  a. DESTINATION: <table border="1"> <thead> <tr> <th>Points</th> <th>PSH/RR H/TH</th> </tr> </thead> <tbody> <tr> <td>0.5</td> <td>0%</td> </tr> </tbody> </table> b. INCOME & SOURCES AT ENTRY: <table border="1"> <thead> <tr> <th>Points</th> <th>PSH/RR H/TH</th> </tr> </thead> <tbody> <tr> <td>0.5</td> <td>0%</td> </tr> </tbody> </table> c. INCOME & SOURCES AT ANNUAL ASSESSMENT: <table border="1"> <thead> <tr> <th>Points</th> <th>PSH/RR H/TH</th> </tr> </thead> <tbody> <tr> <td>0.5</td> <td>0%</td> </tr> </tbody> </table> d. INCOME & SOURCES AT EXIT: <table border="1"> <thead> <tr> <th>Points</th> <th>PSH/RR H/TH</th> </tr> </thead> <tbody> <tr> <td>0.5</td> <td>0%</td> </tr> </tbody> </table>	Points	PSH/RR H/TH	0.5	0%	Points	PSH/RR H/TH	0.5	0%	Points	PSH/RR H/TH	0.5	0%	Points	PSH/RR H/TH	0.5	0%	Data Source: 2017 APR (CY17 Data)	APR Q6c. Data Quality: Income and Housing Data Quality Destination - % of Error Rate Income and Sources at Entry - % of Error Rate Income and Sources at Annual Assessment - % of Error Rate Income and Sources at Exit - % of Error Rate
Points	PSH/RR H/TH																				
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**2018 ODFC / CT – 503 CoC Renewal Project Scoring Standards**

FINAL: APPROVED 2018.06.25; REVISIONS 2018.07.03

#	Renewal Evaluation Criteria	2018 Benchmarks	Points	Notes	Calculation														
1.3	TIMELINESS OF DATA ENTRY: a. % of project entry records entered into HMIS within specified benchmark b. % of project exit records entered into HMIS within specified benchmark	a. 100% OF PROJECT ENTRY RECORDS INPUT WITHIN: PH – 0-10 days TH – 0-6 days  b. 100% OF PROJECT EXIT RECORDS INPUT WITHIN: PH – 0-10 days TH – 0-6 days	MAX POINTS = 1  a. PROJECT ENTRY RECORDS: <table border="1"> <tr> <th>Points</th> <th>PSH/RR H/TH</th> </tr> <tr> <td>0.5</td> <td>100%</td> </tr> </table>  b. PROJECT EXIT RECORDS: <table border="1"> <tr> <th>Points</th> <th>PSH/RR H/TH</th> </tr> <tr> <td>0.5</td> <td>100%</td> </tr> </table>	Points	PSH/RR H/TH	0.5	100%	Points	PSH/RR H/TH	0.5	100%	Data Source: HMIS Data Timeliness Report Time period examined: 12/07/17 – 2/28/18	HMIS Data Timeliness Report to be run by CCEH. Appeals will used agency-run APR “Q6e. Data Quality: Timeliness”  From “2017-18 Data Quality and Data Timeliness Memorandum of Agreement”: <table border="1"> <thead> <tr> <th>Project type</th> <th>Data Benchmark</th> </tr> </thead> <tbody> <tr> <td>TH</td> <td>2 Business Days</td> </tr> <tr> <td>PH (RRH, PSH)</td> <td>Must be entered w/in 5 business days</td> </tr> </tbody> </table> Benchmarks in effect as of December 7, 2017 per MOU.	Project type	Data Benchmark	TH	2 Business Days	PH (RRH, PSH)	Must be entered w/in 5 business days
Points	PSH/RR H/TH																		
0.5	100%																		
Points	PSH/RR H/TH																		
0.5	100%																		
Project type	Data Benchmark																		
TH	2 Business Days																		
PH (RRH, PSH)	Must be entered w/in 5 business days																		
<b>2. PERFORMANCE CRITERIA – PSH: 32 POINTS; RRH/TH: 37 POINTS</b>																			
2.1	CAN REFERRALS W/HIGH NEED: % of CAN Referrals with VI-SPDAT score 10+	PSH - 30% RRH/TH - 20%	MAX POINTS = 4 <table border="1"> <tr> <th>Points</th> <th>PSH</th> <th>RRH/TH</th> </tr> <tr> <td>2</td> <td>30%-49%</td> <td>20%-39%</td> </tr> <tr> <td>4</td> <td>50%+</td> <td>40%+</td> </tr> </table>	Points	PSH	RRH/TH	2	30%-49%	20%-39%	4	50%+	40%+	Data Source: Fairfield County CAN records	CAN Staff to provide based upon CAN records.					
Points	PSH	RRH/TH																	
2	30%-49%	20%-39%																	
4	50%+	40%+																	
2.2	INCREASE EARNED INCOME: % of all adult participants who increased earned income from entry to exit/follow up (leavers and stayers)	PSH - 15% RRH/TH – 40%	MAX POINTS = 4 <table border="1"> <tr> <th>Points</th> <th>PSH</th> <th>RRH/TH</th> </tr> <tr> <td>2</td> <td>15%-25%</td> <td>40%-49%</td> </tr> <tr> <td>4</td> <td>25%+</td> <td>50%+</td> </tr> </table>	Points	PSH	RRH/TH	2	15%-25%	40%-49%	4	25%+	50%+	Data Source: 2017 APR (CY17 Data) Excludes participants not yet required to have an annual assessment and where adults refused to provide information	APR Q 19a3: Cash Client Income Change – Income Source- by Entry and Latest Status/Exit; Q18 Client Cash Income Category - Earned/Other Income Category - by Entry and Annual Assessment/Exit Status  <u>Numerator:</u> (Q19a3 Number of Adults w/Earned Income-Retained Income Category and Increased \$ at Annual (Stayers) or Exit (Leavers)) + (Q19a3 Number of Adults w/Earned Income-Did Not Have the Income Category at Entry and Gained the Income Category at Annual (Stayers) or Exit (Leavers))  <u>Denominator:</u> ((Q18 Adults at Annual (Stayers)-Total Adults + Q18 Adults at Exit (Leavers)-Total Adults)) – (Q18 Adults at Annual (Stayers)-Number of adult stayers not yet required to have an annual assessment) – (Q18 Adults at Annual (Stayers)-Client Doesn’t Know/Client Refused) – (Q18 Adults at Exit (Leavers)-Client Doesn’t Know/Client Refused)					
Points	PSH	RRH/TH																	
2	15%-25%	40%-49%																	
4	25%+	50%+																	

**2018 ODFC / CT – 503 CoC Renewal Project Scoring Standards**

FINAL: APPROVED 2018.06.25; REVISIONS 2018.07.03

#	Renewal Evaluation Criteria	2018 Benchmarks	Points	Notes	Calculation									
2.3	INCREASE OTHER INCOME: % of all adult participants who increased other income from entry to exit/follow up (leavers and stayers)	PSH - 35% RRH/TH – 25%	<p>MAX POINTS = 4</p> <table border="1"> <thead> <tr> <th>Points</th> <th>PSH</th> <th>RRH/TH</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>35%- 49%</td> <td>25%- 39%</td> </tr> <tr> <td>4</td> <td>50%+</td> <td>40%+</td> </tr> </tbody> </table>	Points	PSH	RRH/TH	2	35%- 49%	25%- 39%	4	50%+	40%+	<p>Data Source: 2017 APR (CY17 Data) Excludes participants not yet required to have an annual assessment and where adults refused to provide information</p>	<p>APR Q 19a3: Cash Client Income Change – Income Source- by Entry and Latest Status/Exit Q18 Client Cash Income Category - Earned/Other Income Category - by Entry and Annual Assessment/Exit Status</p> <p><u>Numerator:</u> (Q19a3 Number of Adults w/Other Income-Retained Income Category and Increased \$ at Annual (Stayers) or Exit (Leavers)) + (Q19a3 Number of Adults w/Other Income-Did Not Have the Income Category at Entry and Gained the Income Category at Annual (Stayers) or Exit (Leavers))</p> <p><u>Denominator:</u> ((Q18 Adults at Annual (Stayers)-Total Adults + Q18 Adults at Exit (Leavers)-Total Adults)) – (Q18 Adults at Annual (Stayers)-Number of adult stayers not yet required to have an annual assessment) – (Q18 Adults at Annual (Stayers)-Client Doesn't Know/Client Refused) – (Q18 Adults at Exit (Leavers)-Client Doesn't Know/Client Refused)</p>
Points	PSH	RRH/TH												
2	35%- 49%	25%- 39%												
4	50%+	40%+												
2.4	PARTICIPANTS w/ANY INCOME: % of adult participants with 1+ source of income (leavers and stayers)	70%	<p>MAX POINTS = 4</p> <table border="1"> <thead> <tr> <th>Points</th> <th>PSH/RRH/TH</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>70-79%</td> </tr> <tr> <td>2</td> <td>80-89%</td> </tr> <tr> <td>4</td> <td>90%+</td> </tr> </tbody> </table>	Points	PSH/RRH/TH	1	70-79%	2	80-89%	4	90%+	<p>Data Source: 2017 APR (CY17 Data) Excludes participants not yet required to have an annual assessment and where adults refused to provide information</p>	<p>APR Q18 Client Cash Income Category - Earned/Other Income Category - by Entry and Annual Assessment/Exit Status</p> <p><u>Numerator:</u> (Q18 Adults at Annual (Stayers)-1 or more source of income) + (Q18 Adults at Exit (Leavers)-1 or more source of income)</p> <p><u>Denominator:</u> ((Q18 Adults at Annual (Stayers)-Total Adults) + (Q18 Adults at Exit (Leavers)-Total Adults)) – (Q18 Adults at Annual (Stayers)-Number of adult stayers not yet required to have annual assessment) – ((Q18 Adults at Annual (Stayers)-Adults with Client Doesn't Know/Client Refused Income Information) + )Q18 Adults at Exit (Leavers)-Adults with Client Doesn't Know/Client Refused Income Information))</p>	
Points	PSH/RRH/TH													
1	70-79%													
2	80-89%													
4	90%+													

**2018 ODFC / CT – 503 CoC Renewal Project Scoring Standards**

FINAL: APPROVED 2018.06.25; REVISIONS 2018.07.03

#	Renewal Evaluation Criteria	2018 Benchmarks	Points	Notes	Calculation						
2.5	<p>PARTICIPANTS CONNECTED TO MAINSTREAM BENEFITS:                      Percentage of adult participants with 1+ source of Non-Cash benefits (SNAP, WIC, TANF, others, etc.)</p>	<p>PSH/RRH/TH:                      80%</p>	<p>MAX POINTS = 4</p> <table border="1" data-bbox="913 495 1220 586"> <thead> <tr> <th>Points</th> <th>PSH/RRH/TH</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>80%-89%</td> </tr> <tr> <td>4</td> <td>90%+</td> </tr> </tbody> </table>	Points	PSH/RRH/TH	2	80%-89%	4	90%+	<p>Data Source: 2017 APR (CY17 Data)                      Excludes participants not yet required to have an annual assessment and where adults refused to provide information</p>	<p>APR Q20b Number of Non-Cash Benefit Sources; APR Q18 Client Cash Income Category - Earned/Other Income Category - by Entry and Annual Assessment/Exit Status</p> <p><u>Numerator:</u> (Q20b Benefit at Latest Annual Assessment for Stayers-1 + Source(s)) + (Q20b Benefit at Exit for Leavers-1 + Source(s))</p> <p><u>Denominator:</u> ((Q20b Benefit at Latest Annual Assessment for Stayers-Total) + (Q20b Benefit at Exit for Leavers-Total)) – (Q18 Number of Stayers-Number of adult stayers not yet required to have an annual assessment) – (Q20b Benefit at Latest Annual Assessment for Stayers-Client Doesn't Know/Client Refused) – (Q20b Benefit at Exit for Leavers-Client Doesn't Know/Client Refused)</p>
Points	PSH/RRH/TH										
2	80%-89%										
4	90%+										
2.6	<p>PARTICIPANTS CONNECTED TO HEALTH INSURANCE:                      Percentage of all participants with 1+ source of health insurance</p>	<p>PSH/RRH/TH:                      90%</p>	<p>MAX POINTS = 2</p> <table border="1" data-bbox="913 982 1220 1040"> <thead> <tr> <th>Points</th> <th>PSH/RRH/TH</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>90%+</td> </tr> </tbody> </table>	Points	PSH/RRH/TH	2	90%+	<p>Data Source: 2017 APR (CY17 Data)                      Excludes participants not yet required to have an annual assessment and where adults refused to provide information</p>	<p>APR Q21: Health Insurance; APR Q1 Report Validation Table</p> <p><u>Numerator:</u> (Q21 Latest Annual Assessment for Stayers-1 Source of Health Insurance) + (Q21 Latest Annual Assessment for Stayers-More than 1 Source of Health Insurance) + (Q21 Exit for Leavers-1 Source of Health Insurance) + (Q21 Exit for Leavers-More than 1 Source of Health Insurance)</p> <p><u>Denominator:</u> ((Q1 Number of Stayers) + (Q1 Number of Leavers)) – (Q21 Latest Annual Assessment for Stayers-Number of Stayers not yet Required to Have an Annual Assessment) – (Q21 Latest Annual Assessment for Stayers-Client Doesn't Know/Client Refused) – (Q21 Exit for Leavers-Client Doesn't Know/Client Refused)</p>		
Points	PSH/RRH/TH										
2	90%+										

**2018 ODFC / CT – 503 CoC Renewal Project Scoring Standards**

FINAL: APPROVED 2018.06.25; REVISIONS 2018.07.03

#	Renewal Evaluation Criteria	2018 Benchmarks	Points	Notes	Calculation												
2.7	<p>LENGTH OF STAY - RRH/TH ONLY: Length of stay for all participants is 12 months or less <b>Note: Excludes DV projects and youth-serving projects</b></p>	<p>RRH: 95% TH: 85%</p>	<p>MAX POINTS = 5</p> <table border="1"> <thead> <tr> <th>Points</th> <th>RRH</th> <th>TH</th> </tr> </thead> <tbody> <tr> <td>3</td> <td>95%-99%</td> <td>85%-89%</td> </tr> <tr> <td>5</td> <td>100%</td> <td>90%+</td> </tr> </tbody> </table>	Points	RRH	TH	3	95%-99%	85%-89%	5	100%	90%+	<p>Data Source: 2017 APR (CY17 Data) Excluded clients must be stated w/documentation provided in the 2018 Renewal Project Summary Form.</p>	<p>Excluded DV and youth participants must be stated as requested in the 2018 Renewal Project Summary Form with supporting documentation provided.</p> <p>APR Q22a1: Length of Participation – CoC Projects</p> <p><u>Numerator:</u> (Total- 30 days or less) + (Total-31 to 60 days) + (Total-61 to 90 days) + (Total-91 to 180 days) + (Total-181 to 365 days)</p> <p><u>Denominator:</u> (Total-Total)</p>			
Points	RRH	TH															
3	95%-99%	85%-89%															
5	100%	90%+															
2.8	<p>EXIT TO PH DESTINATION: a. PSH: Percentage of all participants who remain in PSH or exited to permanent housing b. RRH/TH: Percentage of all participant leavers who exited to Permanent Housing</p>	<p>a. PSH: 95% b. RRH/TH: 90%</p>	<p>MAX POINTS = 6</p> <p>a. PSH:</p> <table border="1"> <thead> <tr> <th>Points</th> <th>PSH</th> </tr> </thead> <tbody> <tr> <td>3</td> <td>95%-99%</td> </tr> <tr> <td>6</td> <td>100%</td> </tr> </tbody> </table> <p>b. RRH/TH</p> <table border="1"> <thead> <tr> <th>Points</th> <th>RRH/TH</th> </tr> </thead> <tbody> <tr> <td>3</td> <td>90%-99%</td> </tr> <tr> <td>6</td> <td>100%</td> </tr> </tbody> </table>	Points	PSH	3	95%-99%	6	100%	Points	RRH/TH	3	90%-99%	6	100%	<p>Data Source: 2017 APR (CY17 Data)</p> <p>Excludes “Deceased” and persons exiting to the following destinations:</p> <ul style="list-style-type: none"> <li>Foster care home or group foster care home</li> <li>Hospital or other residential non-psychiatric medical facility</li> <li>Long-term care facility or nursing home</li> </ul>	<ul style="list-style-type: none"> <li>PSH APR Q1 Report Validation Table; Q22a1: Length of Participation – CoC Projects; Q23a: Exit Destination – More Than 90 Days; Q23b: Exit Destination – 90 Days or Less <u>Numerator:</u> (Q22a1 Stayers-Total) + (Q23a-Total persons exiting to positive housing destinations) + (Q23b-Total persons exiting to positive housing destinations) <u>Denominator:</u> Q1 All Persons – (Q23a-Total persons whose destinations excluded them from the calculation) – (Q23b-Total persons whose destinations excluded them from the calculation)</li> <li>RRH/TH APR Q23a: Exit Destination – More Than 90 Days &amp; Q23b: Exit Destination – 90 Days or Less <u>Numerator:</u> (Q23a-Total persons exiting to positive housing destinations) + (Q23b-Total persons exiting to positive housing destinations) <u>Denominator:</u> ((Q23a Total-Total) + (Q23b Total-Total)) – (Q23a-Total persons whose destinations excluded them from the calculation) – (Q23b-Total persons whose destinations excluded them from the calculation)</li> </ul>
Points	PSH																
3	95%-99%																
6	100%																
Points	RRH/TH																
3	90%-99%																
6	100%																

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#	Renewal Evaluation Criteria	2018 Benchmarks	Points	Notes	Calculation						
2.9	HOUSING STABILITY: % returns to homelessness within 6 months of program exit <i>Note: Excludes DV Projects</i>	<5%	MAX POINTS = 4  <table border="1"> <thead> <tr> <th>Points</th> <th>PSH/RRH/TH</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>&gt;0%-5%</td> </tr> <tr> <td>4</td> <td>0%</td> </tr> </tbody> </table>	Points	PSH/RRH/TH	2	>0%-5%	4	0%	Data Source: HMIS/SPM data Returns to ES, TH, SH	SPM 2ab Data File – Returns to Homelessness  <u>Numerator:</u> # of Clients w/Returned on Begin Date within 6 months of Exited on End Date and returned to ES, TH or SH project (Returns 1/1/17-12/31/17)  <u>Denominator:</u> # Clients who exited from program
Points	PSH/RRH/TH										
2	>0%-5%										
4	0%										
<b>3. GRANT MANAGEMENT CRITERIA – 16 POINTS</b>											
3.1	UTILIZATION RATE: Occupancy rate	95%	MAX POINTS = 5  <table border="1"> <thead> <tr> <th>Points</th> <th>PSH/RRH/TH</th> </tr> </thead> <tbody> <tr> <td>3</td> <td>95%-99%</td> </tr> <tr> <td>5</td> <td>100%</td> </tr> </tbody> </table>	Points	PSH/RRH/TH	3	95%-99%	5	100%	Data Source: 2017 APR (CY17 Data) If projects with 6 units or less do not meet the benchmark, use a 3-year average. Information provided in the 2018 Renewal Project Summary Form will be considered in calculating utilization.	Information provided in the 2018 Renewal Project Summary Form will be considered in calculating utilization.  APR Q8b Point-in-Time Count of Households on the Last Wednesday; 2017 Project App # Units  <u>Numerator:</u> Average of Q8b Point-in-Time Count of Households Served on the Last Wednesday in Jan, April, July, October  <u>Denominator:</u> # Units per 2017 Project Applications (and prior years where applicable)
Points	PSH/RRH/TH										
3	95%-99%										
5	100%										
3.2	FUNDS RECAPTURED BY HUD: % of funds drawn down from prior year's HUD grant	95%	MAX POINTS = 5  <table border="1"> <thead> <tr> <th>Points</th> <th>PSH/RRH/TH</th> </tr> </thead> <tbody> <tr> <td>3</td> <td>95%-99%</td> </tr> <tr> <td>5</td> <td>100%</td> </tr> </tbody> </table>	Points	PSH/RRH/TH	3	95%-99%	5	100%	Data Source: eLOCCS <ul style="list-style-type: none"> <li>Instructions In Project Renewal Summary Form</li> <li>Grantees can provide two full years and explanation of irregularities for consideration.</li> </ul>	eLOCCS Summary page  <u>Numerator:</u> eLOCCS Total Drawdowns  <u>Denominator:</u> Total ARA amount on applicable GIW (2016 or 2017)
Points	PSH/RRH/TH										
3	95%-99%										
5	100%										

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#	Renewal Evaluation Criteria	2018 Benchmarks	Points	Notes	Calculation				
3.3	DRAWDOWN RATES: HUD Drawdown Quarterly	Each drawdown within 90 days - Yes/No	<p>MAX POINTS = 3</p> <table border="1"> <tr> <td>Points</td> <td>PSH/RRH/TH</td> </tr> <tr> <td>3</td> <td>Yes</td> </tr> </table>	Points	PSH/RRH/TH	3	Yes	Data Source: eLOCCS Instructions in 2018 Renewal Project Summary Form	eLOCCS Summary page  Review dates of draws to confirm quarterly drawdown: <ul style="list-style-type: none"> <li>Grantees can provide two full years and explanation of reasons for any irregularities for consideration in scoring.</li> <li>Will only consider quarters for which grant funds are available.</li> <li>No penalty will be assessed for projects where funds are fully drawn down prior to completion of all four quarters, as long as funds are drawn quarterly until completely drawn down</li> </ul>
Points	PSH/RRH/TH								
3	Yes								
3.4	COMPLIANCE WITH HUD REQUIREMENTS: Environmental Review Documentation within 5 years	<=5 years - Yes/No	<p>MAX POINTS = 1</p> <table border="1"> <tr> <td>Points</td> <td>PH/TH</td> </tr> <tr> <td>1</td> <td>Yes</td> </tr> </table>	Points	PH/TH	1	Yes	Data Source: Agency Instructions in 2018 Renewal Project Summary Form	Dates on Environmental Review Documentation within last 5 years
Points	PH/TH								
1	Yes								
3.5	TIMELY APR SUBMISSION: APR submitted within required time	Yes/No	<p>MAX POINTS = 2</p> <table border="1"> <tr> <td>Points</td> <td>PH/TH</td> </tr> <tr> <td>2</td> <td>Yes</td> </tr> </table>	Points	PH/TH	2	Yes	Data Source: Sage Submissions Instructions in 2018 Renewal Project Summary Form	Review of documentation requested in 2018 Renewal Project Summary Form Agencies that are given an extension or exemption for their APR submission by HUD must provide documentation from HUD to that effect.
Points	PH/TH								
2	Yes								
<b>4. AGENCY COMPLIANCE AND PARTICIPATION– 12 POINTS</b>									
4.1	DISCHARGE/APPEALS POLICY: Agency-level written discharge policy and appeals process	Policy & Appeals Process Provided - Yes/No	<p>MAX POINTS = 1</p> <table border="1"> <tr> <td>Points</td> <td>PH/TH</td> </tr> <tr> <td>1</td> <td>Yes</td> </tr> </table>	Points	PH/TH	1	Yes	Data Source: Agency	Review documentation to ensure inclusion of discharge policies and appeals process
Points	PH/TH								
1	Yes								
4.2	CLIENT DATA CONFIDENTIALITY: Agency-level written procedures to ensure confidentiality of client data	Procedures Provided - Yes/No	<p>MAX POINTS = 1</p> <table border="1"> <tr> <td>Points</td> <td>PH/TH</td> </tr> <tr> <td>1</td> <td>Yes</td> </tr> </table>	Points	PH/TH	1	Yes	Data Source: Agency	Review documentation to ensure inclusion of written procedures to ensure confidentiality of client data
Points	PH/TH								
1	Yes								
4.3	EQUAL ACCESS POLICY: Agency-level written policy to ensure compliance with HUD Equal Access Final Rule (Sept 2016)	Policy Provided – Yes/No	<p>MAX POINTS = 1</p> <table border="1"> <tr> <td>Points</td> <td>PH/TH</td> </tr> <tr> <td>1</td> <td>Yes</td> </tr> </table>	Points	PH/TH	1	Yes	Data Source: Agency	Review documentation to ensure inclusion of policies in compliance with HUD Equal Access Final Rule (Sept 2016)
Points	PH/TH								
1	Yes								

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#	Renewal Evaluation Criteria	2018 Benchmarks	Points	Notes	Calculation
4.4	COC COMMITTEE PARTICIPATION: Agency staff participate in at least one CoC Committee	Yes/No	MAX POINTS = 1  Points   PH/TH 1   Yes	Source: ODFC records	Review of ODFC records indicates that agency participates in at least one CoC Committee
4.5	PIT PARTICIPATION: Agency/project participates in 2018 Point-in-Time Count and enters data collected in timely manner	Yes/No	MAX POINTS = 1  Points   PH/TH 1   Yes	Source: ODFC records	Review of ODFC records indicates that agency/project participated in 2018 Point-In-Time Count and entered PIT data collected by the established deadline
4.6	CAN PARTICIPATION: Agency has submitted a signed Fairfield County Coordinated Access Network Memorandum of Understanding	Yes/No	MAX POINTS = 2  Points   PH/TH 2   Yes	Source: CAN records	Review of CAN records indicates that the agency has submitted a Fairfield County CAN MOU.
4.7	QUARTERLY MONITORING PARTICIPATION: a. Agency/project participates in the HDC Quarterly Monitoring process b. Quarterly Monitoring report is submitted on time for the project	a. Yes/No b. Yes/No	MAX POINTS = 4  a. HDC Meeting Participation Points   PH/TH 2   Yes  b. Quarterly Monitoring Report Submitted Points   PH/TH 2   Yes	Source: ODFC records	a. Review of ODFC records indicates that agency/project participated in the CoC's Quarterly Monitoring Process. Participation includes following activities specified in the 2017-18 Data Quality and Data Timeliness MOA. b. Review of ODFC records indicates that the agency submitted the project's Quarterly Monitoring report and APR on time for the April Quarterly Monitoring submission.
4.8	SOAR CERTIFICATION/ PARTICIPATION: Agency meets at least one of the following conditions: 1. Agency has a SOAR-certified staff member 2. Agency participated in 5/8/18 SOAR information session 3. Agency has a staff member registered to participate in the June 2018 training cohort 4. Agency has staff registered for online SOAR training	Yes/No	MAX POINTS = 1  Points   PH/TH 1   Yes	Source: ODFC records	ODFC records indicate that the Agency has met at least one of the following conditions: 1. Agency has a SOAR-certified staff member 2. Agency participated in 5/8/18 SOAR information session 3. Agency has a staff member registered to participate in the June 2018 training cohort 4. Agency has staff registered for online SOAR training
<b>5. HUD PRIORITIES – PSH: 10 POINTS; RRH/TH: 5 POINTS</b>					
5.1	HOUSING FIRST: The project follows a Housing First Model	Yes/No	MAX POINTS = 5  Points   PSH/RRH/TH 5   Yes	Data Source: 2018 Renewal Project Summary Form	2018 Renewal Project Summary Form: Agency's written commitment that the project will follow a Housing First approach where asked in the 2018 CoC project application.



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#	Renewal Evaluation Criteria	2018 Benchmarks	Points	Notes	Calculation				
5.2	PSH DEDICATED FOR CHRONIC: PSH Only: PSH Bed Inventory is dedicated to fill all beds with chronically homeless	PSH: 100% CH Beds Dedicated	MAX POINTS = 5  <table border="1"> <tr> <td>Points</td> <td>PSH</td> </tr> <tr> <td>5</td> <td>100%</td> </tr> </table>	Points	PSH	5	100%	Data Source: 2018 Renewal Project Summary Form	2018 Renewal Project Summary Form: Agency's written commitment to dedicate all beds for chronic in 2018 CoC project application.
Points	PSH								
5	100%								
<b>6. FAIRFIELD COUNTY COORDINATED ACCESS NETWORK (CAN) PARTICIPATION CRITERIA – 18 POINTS</b> <b>ONLY PROJECTS THAT ARE DETERMINED TO BE 100% CAN COMPLIANT ARE ELIGIBLE FOR POINTS IN THIS CATEGORY</b>									
6.1	<p><b>THIS IS A THRESHOLD REQUIREMENT – ONLY PROJECTS FOUND TO HAVE REPORTED AND FILLED ALL VACANCIES THROUGH THE CAN WILL BE ELIGIBLE FOR POINTS IN SECTION 6 - FAIRFIELD COUNTY COORDINATED ACCESS NETWORK (CAN) PARTICIPATION CRITERIA</b></p> <p>VACANCIES REPORTED: 100% project vacancies are reported to and filled through the Fairfield County CAN</p> <p><i>Note: Projects serving HIV/AIDS participants, DV projects, and TH projects may be exempt based upon review by the Funding Oversight Subcommittee.</i></p>	Yes/No	NO POINTS THRESHOLD REQUIREMENT	Data Source: Fairfield County Coordinated Access Network (CAN) Data and HMIS records	<ul style="list-style-type: none"> <li>• Cross-reference HMIS data on program entries to vacancies reported to FCCAN</li> <li>• HPM Facilitators will also be consulted to review data</li> </ul>				
6.2	<p>PARTICIPANT ELIGIBILITY: Project fills vacancies through the FCCAN Housing Placement process, ensuring at least 1 Adult Participant per HH w/previous residence that indicates qualified literal homelessness<sup>1</sup></p> <p><i>Note: Projects serving HIV/AIDS participants, DV projects, and TH projects may be exempt based upon review by the Funding Oversight Subcommittee.</i></p>	100% of Households	MAX POINTS = 5  <table border="1"> <tr> <td>Points</td> <td>PSH/RRH/TH</td> </tr> <tr> <td>5</td> <td>100%</td> </tr> </table>	Points	PSH/RRH/TH	5	100%	Data Source: Fairfield County Coordinated Access Network (CAN) Data and HMIS	<p>FCCAN and HMIS data on project entries from 1-1-2017 to 12-31-2017 will be cross-referenced with CAN data on client eligibility</p> <ul style="list-style-type: none"> <li>• Participant eligibility for projects with funding requirements to serve subpopulations will be reviewed and considered in scoring.</li> </ul>
Points	PSH/RRH/TH								
5	100%								

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FINAL: APPROVED 2018.06.25; REVISIONS 2018.07.03

#	Renewal Evaluation Criteria	2018 Benchmarks	Points	Notes	Calculation												
6.3	<p>LENGTH OF TIME FROM CAN REFERRAL TO AGENCY RESPONSE: Agencies responds to CAN referrals in timely manner</p> <p><b>Note: Projects serving HIV/AIDS participants, DV projects, and TH projects may be exempt based upon review by the Funding Oversight Subcommittee.</b></p>	<p>Measures business days between date of FCCAN referral and agency response.</p> <p>Project average number of days will be assessed in quintiles. Projects with the lowest average are in the top quintile. Projects with highest average are in the lowest quintile.</p>	<p>MAX POINTS = 5</p> <table border="1" data-bbox="890 435 1245 764"> <thead> <tr> <th data-bbox="890 435 978 467">Points</th> <th data-bbox="978 435 1245 467">PH/TH</th> </tr> </thead> <tbody> <tr> <td data-bbox="890 467 978 526">5</td> <td data-bbox="978 467 1245 526">Average # of Days- top fifth of projects</td> </tr> <tr> <td data-bbox="890 526 978 584">3</td> <td data-bbox="978 526 1245 584">Average # of Days is in 21-40% of projects</td> </tr> <tr> <td data-bbox="890 584 978 643">2</td> <td data-bbox="978 584 1245 643">Average # of Days is in 41-60% of projects</td> </tr> <tr> <td data-bbox="890 643 978 701">1</td> <td data-bbox="978 643 1245 701">Average # of Days is in 61-80% of projects</td> </tr> <tr> <td data-bbox="890 701 978 764">0</td> <td data-bbox="978 701 1245 764">Average # of Days is in lowest fifth of projects</td> </tr> </tbody> </table>	Points	PH/TH	5	Average # of Days- top fifth of projects	3	Average # of Days is in 21-40% of projects	2	Average # of Days is in 41-60% of projects	1	Average # of Days is in 61-80% of projects	0	Average # of Days is in lowest fifth of projects	<p>Data Source: Fairfield County Coordinated Access Network (CAN) Data</p>	<ul style="list-style-type: none"> <li>• Projects will not be scored unless fully compliant with CAN policies and procedures and housing placement process.</li> <li>• Measured by time between Referral Date and Agency Response Date</li> <li>• All referrals scored, even those which are not accepted.</li> </ul>
Points	PH/TH																
5	Average # of Days- top fifth of projects																
3	Average # of Days is in 21-40% of projects																
2	Average # of Days is in 41-60% of projects																
1	Average # of Days is in 61-80% of projects																
0	Average # of Days is in lowest fifth of projects																

**2018 ODFC / CT – 503 CoC Renewal Project Scoring Standards**

FINAL: APPROVED 2018.06.25; REVISIONS 2018.07.03

#	Renewal Evaluation Criteria	2018 Benchmarks	Points	Notes	Calculation												
6.4	<p>LENGTH OF TIME FROM AGENCY REFERRAL ACCEPTANCE TO HOUSING PLACEMENT: Referral accepted by agency must be housed in a timely manner</p> <p><i>Note: Projects serving HIV/AIDS participants, DV projects, and TH projects may be exempt based upon review by the Funding Oversight Subcommittee..</i></p>	<p>Measures business days between date of agency referral acceptance and date when participant is housed.</p> <p>Project average number of days will be assessed in quintiles. Projects with the lowest average are in the top quintile. Projects with highest average are in the lowest quintile.</p>	<p>MAX POINTS = 5</p> <table border="1" data-bbox="890 451 1245 776"> <thead> <tr> <th>Points</th> <th>PH/TH</th> </tr> </thead> <tbody> <tr> <td>5</td> <td>Average # of Days- top fifth of projects</td> </tr> <tr> <td>3</td> <td>Average # of Days is in 21-40% of projects</td> </tr> <tr> <td>2</td> <td>Average # of Days is in 41-60% of projects</td> </tr> <tr> <td>1</td> <td>Average # of Days is in 61-80% of projects</td> </tr> <tr> <td>0</td> <td>Average # of Days is in lowest fifth of projects</td> </tr> </tbody> </table>	Points	PH/TH	5	Average # of Days- top fifth of projects	3	Average # of Days is in 21-40% of projects	2	Average # of Days is in 41-60% of projects	1	Average # of Days is in 61-80% of projects	0	Average # of Days is in lowest fifth of projects	<p>Data Source: Fairfield County Coordinated Access Network (CAN) Data and HMIS 2018 Renewal Project Summary Form</p>	<ul style="list-style-type: none"> <li>• Projects will not be scored unless fully compliant with CAN policies and procedures and housing placement process.</li> <li>• Use FC CAN data on accepted referrals</li> <li>• Measured by time between Referral Acceptance Date and Date Housed</li> </ul>
Points	PH/TH																
5	Average # of Days- top fifth of projects																
3	Average # of Days is in 21-40% of projects																
2	Average # of Days is in 41-60% of projects																
1	Average # of Days is in 61-80% of projects																
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**2018 ODFC / CT – 503 CoC Renewal Project Scoring Standards**

FINAL: APPROVED 2018.06.25; REVISIONS 2018.07.03

#	Renewal Evaluation Criteria	2018 Benchmarks	Points	Notes	Calculation												
6.5	<p>CAN REFERRAL DENIAL RATE: % of CAN referrals denied by agency for reasons that are not on list of acceptable denials</p> <p><i>Note: Projects serving HIV/AIDS participants, DV projects, and TH projects may be exempt based upon review by the Funding Oversight Subcommittee.</i></p>	0% of referrals denied	<p>MAX POINTS = 3</p> <table border="1"> <thead> <tr> <th>Points</th> <th>PH/TH</th> </tr> </thead> <tbody> <tr> <td>3</td> <td>0%</td> </tr> </tbody> </table>	Points	PH/TH	3	0%	Data Source: Fairfield County Coordinated Access Network (CAN) Data	<ul style="list-style-type: none"> <li>Projects will not be scored unless fully compliant with CAN policies and procedures and housing placement process.</li> <li>Use FC CAN data on accepted and denied referrals</li> <li>The following reasons will be considered acceptable reasons for a denied referral:                             <ul style="list-style-type: none"> <li>Criminal background that precludes placement in the specific housing location offered by project (ex: participant is on the sex offender registry and project is within proximity of school/park/etc., NOT simply the presence of a criminal background)</li> <li>Handicap accessibility (match was made without knowledge that client needed accessible unit or that the unit was not handicap accessible)</li> <li>Error was made by HPM (client didn't meet funder-required eligibility criteria, missing diagnosis, etc.)</li> </ul> </li> </ul>								
Points	PH/TH																
3	0%																
<b>7. COST EFFECTIVENESS CRITERIA – 8 POINTS</b>																	
7.1	<p>COST EFFECTIVENESS – COST PER UNIT/HOUSEHOLD SERVED: PSH - Average cost unit/household served RRH/TH - Average cost per household served</p>	<p>Project Average Household Cost to CoC Project Maximum Average Cost Ratio will be assessed in quintiles. Projects with the lowest cost ratios are in the top quintile. Projects with highest cost ratios are in the lowest quintile.</p>	<p>MAX POINTS = 4 Quintiles for scattered-site projects and site-based projects will be assessed separately.</p> <table border="1"> <thead> <tr> <th>Points</th> <th>PH/TH</th> </tr> </thead> <tbody> <tr> <td>4</td> <td>Project Cost Ratio in top fifth of projects</td> </tr> <tr> <td>3</td> <td>Project Cost Ratio in 21-40% of projects</td> </tr> <tr> <td>2</td> <td>Project Cost Ratio in 41-60% of projects</td> </tr> <tr> <td>1</td> <td>Project Cost Ratio in 61-80% of projects</td> </tr> <tr> <td>0</td> <td>Project Cost Ratio in lowest fifth of projects</td> </tr> </tbody> </table>	Points	PH/TH	4	Project Cost Ratio in top fifth of projects	3	Project Cost Ratio in 21-40% of projects	2	Project Cost Ratio in 41-60% of projects	1	Project Cost Ratio in 61-80% of projects	0	Project Cost Ratio in lowest fifth of projects	Data Source: 2018 GIW, 2017 Project Application budget/award, Renewal Project Summary Form, APR, Project Unit Count Form	<p>Calculation for Project Average per Household Cost: <u>Numerator</u>: GIW Total ARA Amount <u>Denominator</u>: # of units or households served (Project renewal Summary Form/Project Units Count Form)</p> <p>CoC Project Maximum Average Per Household Cost Allowed: <u>Numerator</u>: (# of households served x CoC services cost standard) + (# of housing units x FMR) <u>Denominator</u>: # of households served</p> <p>Project Average Household Cost to CoC Project Maximum Average Cost Ratio: <u>Numerator</u>: Project Average per Household Cost <u>Denominator</u>: Project Average Maximum Per Household Cost Allowed</p>
Points	PH/TH																
4	Project Cost Ratio in top fifth of projects																
3	Project Cost Ratio in 21-40% of projects																
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**2018 ODFC / CT – 503 CoC Renewal Project Scoring Standards**

FINAL: APPROVED 2018.06.25; REVISIONS 2018.07.03

#	Renewal Evaluation Criteria	2018 Benchmarks	Points	Notes	Calculation												
7.2	COST EFFECTIVENESS – COST PER POSITIVE EXIT: PSH - Average cost per household that remains or exits to Permanent Housing destination. RRH/TH - Average cost per exit to Permanent Housing destination.	Project Average Household Cost will be assessed in quintiles. Projects with the lowest average costs will be in the top quintile. Projects with highest average costs will be in the lowest quintile.	<p>MAX POINTS = 4</p> <p>Quintiles for scattered-site projects and site-based projects will be assessed separately.</p> <table border="1"> <thead> <tr> <th>Points</th> <th>PH/TH</th> </tr> </thead> <tbody> <tr> <td>4</td> <td>Project Average Cost in top fifth of projects</td> </tr> <tr> <td>3</td> <td>Project Average Cost in 21-40% of projects</td> </tr> <tr> <td>2</td> <td>Project Average Cost in 41-60% of projects</td> </tr> <tr> <td>1</td> <td>Project Average Cost in 61-80% of projects</td> </tr> <tr> <td>0</td> <td>Project Average Cost in lowest fifth of projects</td> </tr> </tbody> </table>	Points	PH/TH	4	Project Average Cost in top fifth of projects	3	Project Average Cost in 21-40% of projects	2	Project Average Cost in 41-60% of projects	1	Project Average Cost in 61-80% of projects	0	Project Average Cost in lowest fifth of projects	Data Source: 2018 GIW, 2017 Project Application budget/award, Renewal Project Summary Form, APR, Project Unit Count Form	<p>Calculation for PSH: <u>Numerator:</u> GIW Total ARA Amount <u>Denominator:</u> (APR Q1 Number Adult Stayers + Q23 Permanent Destinations Subtotal + Q24 Permanent Destinations Subtotal)</p> <p>Calculation for RRH/TH: <u>Numerator:</u> GIW Total ARA Amount <u>Denominator:</u> (APR Q23 Permanent Destinations Subtotal + Q24 Permanent Destinations Subtotal)</p>
Points	PH/TH																
4	Project Average Cost in top fifth of projects																
3	Project Average Cost in 21-40% of projects																
2	Project Average Cost in 41-60% of projects																
1	Project Average Cost in 61-80% of projects																
0	Project Average Cost in lowest fifth of projects																
<b>8. PENALTIES</b>																	
8.1	HUD MONITORING: Disposition of HUD Monitoring and Findings	No monitoring, no findings if monitored, or monitoring findings have been resolved within last 2 years.	<p>0 points: Within last 2 years, no monitoring, no findings if monitored, or monitoring findings have been resolved</p> <p>-5 points: Monitored within last 2 years and findings unresolved</p>	Source: Instructions in 2018 Renewal Project Summary Form. Provision of HUD Monitoring Report and Response to Findings over the past 2 years	Review of information provided in 2018 Renewal Project Summary Form regarding monitoring, along with any supplemental monitoring documents provided.												
8.2	LATE SUBMISSION OF REQUIRED DOCUMENTS: Late submission of documents for 2018 renewal project scoring process	Late submission to result in penalty	-2 points for each document up to a maximum of -10 points	Source: ODFC records on submission of 2018 Renewal Project Summary Form and required documents to CoC,	Funding Oversight Subcommittee to review list of projects that have submitted 2018 Renewal Project Summary Form and required documents late.												
<b>9. BONUS POINTS</b>																	

**2018 ODFC / CT – 503 CoC Renewal Project Scoring Standards**

FINAL: APPROVED 2018.06.25; REVISIONS 2018.07.03

#	Renewal Evaluation Criteria	2018 Benchmarks	Points	Notes	Calculation								
9.1	HUD HOUSING FIRST ASSESSMENT TOOL: a. Agency completes HUD Housing First Assessment Tool for project b. Agency completes the HF Assessment Tool Follow Up Form	a. Completed HF Assessment Submitted – Yes/No b. HF Improvement Plan Submitted – Yes/No	MAX POINTS = 4  a. HF Assessment Submitted <table border="1"> <tr> <th>Points</th> <th>PH/TH</th> </tr> <tr> <td>2</td> <td>Yes</td> </tr> </table> b. HF Improvement Plan Submitted <table border="1"> <tr> <th>Points</th> <th>PH/TH</th> </tr> <tr> <td>2</td> <td>Yes</td> </tr> </table>	Points	PH/TH	2	Yes	Points	PH/TH	2	Yes	Source: 2018 Renewal Project Summary Form; Housing First Assessment Tool; Housing First Assessment Tool Follow Up Form	Review of: 2018 Renewal Project Summary Form; Housing First Assessment Tool; Housing First Assessment Tool Follow Up Form HUD Housing First Assessment Tool can be found here: <a href="https://www.hudexchange.info/resource/5294/housing-first-assessment-tool/">https://www.hudexchange.info/resource/5294/housing-first-assessment-tool/</a>
Points	PH/TH												
2	Yes												
Points	PH/TH												
2	Yes												
<b>10. PROJECTS DEDICATED TO SERVING VICTIMS OF DOMESTIC VIOLENCE</b>													
10.1	POLICIES/PROTOCOLS/PROCEDURES IN PLACE TO IMPROVE CLIENT SAFETY: Projects serving survivors of domestic violence have policies, protocols and/or procedures in place at the project-level that are designed to improve the safety of their clients.	Yes/No	MAX POINTS = 4  <table border="1"> <tr> <th>Points</th> <th>PSH/RRH/TH</th> </tr> <tr> <td>4</td> <td>Yes</td> </tr> <tr> <td>0</td> <td>No</td> </tr> </table>	Points	PSH/RRH/TH	4	Yes	0	No	Data Source: Description provided in 2018 Renewal Project Summary Form; Documentation of policies, protocols or procedures.	Description of policies, protocols and/or procedures and documentation provided will be reviewed to determine whether the agency has established policies, protocols and/or procedures at the project level that improve client safety.		
Points	PSH/RRH/TH												
4	Yes												
0	No												
10.2	SAFETY PLANNING: Project staff works with individual clients (and their households) to develop a safety plan that is designed to improve and maintain the safety of the clients.	Yes/No	MAX POINTS = 4  <table border="1"> <tr> <th>Points</th> <th>PSH/RRH/TH</th> </tr> <tr> <td>4</td> <td>Yes</td> </tr> <tr> <td>0</td> <td>No</td> </tr> </table>	Points	PSH/RRH/TH	4	Yes	0	No	Data Source: Description provided in 2018 Renewal Project Summary Form; Documentation of policies, protocol or procedures.	Description of activities and documentation provided will be reviewed to determine whether there is an established project-level process to work with clients to develop a safety plan tailored to their circumstances and needs and that is designed to improve and maintain client safety.		
Points	PSH/RRH/TH												
4	Yes												
0	No												

<sup>1</sup> Homeless person includes those who were homeless prior to entering the institutional setting and stayed in the institution for less than 90 days and those who entered the program when the older HUD homeless regulations applied.

## **2018 ODFC / CT – 503 CoC Renewal Project Scoring Standards**

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### **The following policies apply to projects dedicated to serving those fleeing from Domestic Violence:**

- For DV projects, an APR data report will need to be run by the agency from their HMIS-equivalent data management system and submitted with the 2018 Renewal Project Summary Form. For DV programs unable to generate an APR through a database, a manually completed version of the APR tables used for scoring must be submitted.
- DV projects will be exempted from the following criteria:
  - All Data Quality criteria due to use of HMIS-equivalent data management system
  - Performance Outcomes criteria:
    - #3.6 Length of Stay – DV RRH/TH projects are exempted in order to serve participants longer, if necessary
    - #3.9 Returns to Homelessness – DV projects are exempted due to data restrictions put into place in order to maintain client confidentiality and safety.
  - Fairfield County CAN Compliance – may be exempted from all criteria for the CY17 time period upon review by the Funding Oversight Subcommittee.
- Only DV projects will be scored on Section 10 criteria, related to client safety and safety planning.

### **Tiebreakers:**

In the event that a tie occurs in the ranking score, the following CoC priority policies will be considered as tiebreaking criteria:

1. Total Data Quality score + Total Performance score + Total HUD Priorities score
2. Total Agency Compliance and Participation score + Total FCCAN Participation score
3. Total Grant Management score + Total Cost Effectiveness score

Grant #	Grant Number	Applicant Name	Project Name	Total ARA	Adjusted Score
CT0037	CT0037L1E031710	Catholic Charities of Fairfield County, Inc.	CT 0037 Conger Program Renewal 2018	\$185,152	64.05%
CT0096	CT0096L1E031710	Shelter for the Homeless, Inc.	CT0096 Berkeley House FY 19-20	\$94,031	68.69%
CT0044	CT0044L1E031710	Catholic Charities of Fairfield County, Inc.	CT0044 PHD Supportive Housing Renewal 2018	\$389,948	71.17%
CT0274	CT0274L1E031702	Liberation Programs, Inc.	CT0274 Cherry Homes PSH 1	\$125,088	71.17%
CT0105	CT0105L1E031710	Connecticut Department of Mental Health and Addiction Services	CT0105 Stamford Rental Assistance	\$237,933	71.43%
CT0085	CT0085L1E031710	Connecticut Department of Mental Health and Addiction Services	CT0085 Norwalk Rental Assistance	\$540,801	73.02%
CT0256	CT0256L1E031704	Shelter for the Homeless, Inc.	CT0256 Beacon III FY 19-20	\$110,314	73.74%
CT0273	CT0273L1E031702	Family and Children's Agency	CT0273 HUD Reallocation 3	\$77,767	74.29%
CT0050	CT0050L1E031710	Applied Behavioral Rehabilitation Institute, Inc.	CT0050 Waldorf House Supportive Housing Program	\$92,592	75.71%
CT0041	CT0041L1E031710	St. Vincent's Medical Center/SVBH- CRS	CT0041_SVMC_Bridgeport_2018	\$989,079	75.76%
CT0239	CT0239L1E031704	Alpha Home Inc.	CT 0239 Alpha Home, Inc. (Jessica Tandy Apartments)	\$122,496	76.97%
CT0035	CT0035L1E031710	Connecticut Department of Mental Health and Addiction Services	CT0035 Bridgeport Rental Assistance	\$1,553,100	77.37%
CT0033	CT0033L1E031710	Connecticut Department of Mental Health and Addiction Services	CT0033 Bridgeport Fairfield Apartments	\$164,436	77.38%
CT0226	CT0226L1E031705	United Way of Coastal Fairfield County	CT0226 Fairfield County Rapid Rehousing 2018	\$45,742	78.39%
CT0099	CT0099L1E031710	Inspirica, Inc.	CT0099 Family Transitional Living Program	\$392,895	78.53%
CT0079	CT0079L1E031709	Open Door Shelter	CT0079 129 South Main St.	\$50,418	80.00%
CT0254	CT0254L1E031603	Family and Children's Agency	CT0254 HUD Reallocation 1	\$26,572	80.00%
CT0267	CT0267L1E031703	Family and Children's Agency	CT0267 HUD Reallocation 2	\$53,237	80.00%
CT0143	CT0143L1E031709	Mid Fairfield AIDS Project, Inc.	CT0143 Independent Living Program 2 2018	\$53,147	80.67%
CT0083	CT0083L1E031710	St. Vincent's Medical Center/SVBH- CRS	CT0083_SVMC_Norwalk SHP_2018	\$326,982	82.83%
CT0047	CT0047L1E031710	Micah Housing, Inc.	CT0047 Hope Supportive Housing	\$161,533	84.00%
CT0178	CT0178L1E031706	Inspirica, Inc.	CT0178 Rose Park Apartments 1st and 2nd Floor	\$42,434	84.29%
CT0166	CT0166L1E031708	Inspirica, Inc.	CT0166 Rose Park Apartments	\$21,788	85.71%
CT0104	CT0104L1E031710	Connecticut Department of Mental Health and Addiction Services	CT0104 Stamford Atlantic Apartments	\$197,377	86.00%
CT0034	CT0034L1E031710	Connecticut Department of Mental Health and Addiction Services	CT0034 Bridgeport Crescent Apartments	\$179,731	86.93%
CT0084	CT0084L1E031710	Mid Fairfield AIDS Project, Inc.	CT0084 Independent Living Program 1 2018	\$135,855	87.12%
CT0100	CT0100L1E031710	Laurel House, Inc.	CT0100 Partners 2	\$122,197	87.57%
CT0081	CT0081L1E031709	Family and Children's Agency	CT0081 PILOTS I	\$192,080	87.88%
CT0244	CT0244L1E031704	Emerge, Inc.	CT0244 Emerge 1	\$46,256	88.75%
CT0103	CT0103L1E031710	Connecticut Department of Mental Health and Addiction Services	CT0103 Stamford Colony Apartments	\$198,280	90.43%
CT0101	CT0101L1E031710	Laurel House, Inc.	CT0101 Partners 3	\$21,528	92.42%
CT0048	CT0048L1E031711	The Connection, Inc	CT0048 Supportive Housing Fairfield County	\$146,700	100.00%
CT0285	CT0285L1E031702	Connecticut Department of Mental Health and Addiction Services	CT0285 ODFC PSH	\$1,700,479	Not Scored
CT0288	CT0288L1E031701	Connecticut Department of Housing	CT0288ODFC CAN-SSO 2017	\$293,006	Not Scored
CT0301	CT0301L1E031700	Connecticut Department of Housing	CT0301 ODFC RRH	\$605,515	Not Scored
CT0303	CT0303L1E031700	Connecticut Department of Housing	CT0303 ODFC 211 SSO	\$70,000	Not Scored
CT0032	CT0032L1E031708	Operation Hope of Fairfield, Inc.	CT0032 Seaview Hope 4 PSH	\$334,832	Not Scored
CT0082	CT0082L1E031710	United Way of Coastal Fairfield County	CT0082 - CT-503 HMIS FY 2018	\$163,791	Not Scored



**CT-503/Opening Doors of Fairfield County**  
**2018 Continuum of Care Renewal Project Evaluation: Project Performance Final Results**  
**August 28, 2018**

Notes:

-Abbreviations/Terms Used:

N/S = Not Scored - this is used for criteria for which there is no available data for scoring.

N/A = Not Applicable - this is used for criteria which are not applicable to the project as described in the Scoring Standards.

NC = Non-Compliant - this is used for projects that do not pass CAN compliance threshold.

No exits = Project had no exits during the review period.

No Entries = Project had no entries during the review period.

No Data = Data quality is not suitable for scoring.

Grant #	Code	Project Type	Project Component	Agency Name	Project Name	Personally Identifiable Information Overall Score	Income and Housing Data Quality-Destination	Income and Housing Data Quality-Income and Sources at Entry	Income and Housing Data Quality-Income and Sources at Annual Assessment	Income and Housing Data Quality-Income and Sources at Exit	Timeliness-Percent project entry records entered w/in specified benchmark	Timeliness-Percent project exit records entered w/in specified benchmark	CAN Referrals w/High Need	Increase Earned Income	Increase Other Income	Participants w/Any Income	Participants Connected to Mainstream Benefits	Participants Connected to Health Insurance	Length of Stay - RRH/TH	Exit to PH Destination	Housing Stability>Returns	Utilization Rate
						1.1	1.2.a	1.2.b	1.2.c	1.2.d	1.3.a	1.3.b	2.1	2.2	2.3	2.4	2.5	2.6	2.7	2.8	2.9	3.1
CT0032	32	PSH	PH	Operation Hope of Fairfield, Inc.	Hope 4	0.00%	0.00%	0.00%	0.00%	0.00%	100%	N/S	44%	13%	38%	100%	100%	100%	N/A	77%	0%	85%
CT0033	33	PSH	PH	Connecticut Department of Mental Health and Addiction Services	CT0033 Bridgeport Fairfield Apartments	0.00%	0.00%	0.00%	0.00%	0.00%	N/S	N/S	0%	6%	75%	81%	88%	94%	N/A	94%	0%	100%
CT0034	34	PSH	PH	Connecticut Department of Mental Health and Addiction Services	CT0034 Bridgeport Crescent Apartments	0.00%	0.00%	0.00%	0.00%	0.00%	100%	N/S	100%	11%	79%	89%	100%	95%	N/A	100%	0%	100%
CT0035	35	PSH	PH	Connecticut Department of Mental Health and Addiction Services	CT0035 Bridgeport Rental Assistance	1.72%	0.00%	0.00%	0.00%	0.00%	100%	50%	25%	23%	45%	74%	80%	96%	N/A	98%	0%	114%
CT0037	37	PSH	PH	Catholic Charities of Fairfield County, Inc.	Conger House Renewal 2017	0.00%	0.00%	0.00%	0.00%	0.00%	N/S	0%	17%	7%	21%	71%	71%	86%	N/A	88%	0%	N/S
CT0041	41	PSH	PH	St. Vincent's Medical Center/SVBH- CRS	SVMC-Bridgeport SHP 2017	0.00%	0.00%	0.00%	0.00%	0.00%	N/S	N/S	42%	10%	74%	96%	100%	100%	N/A	99%	0%	95%
CT0044	44	PSH	PH	Catholic Charities of Fairfield County, Inc.	PHD Supportive Housing Renewal 2017	0.00%	0.00%	0.00%	0.00%	0.00%	N/S	33%	0%	26%	30%	74%	48%	91%	N/A	100%	0%	100%
CT0047	47	PSH	PH	Micah Housing, Inc.	Hope Supportive Housing	0.00%	0.00%	0.00%	0.00%	0.00%	100%	100%	67%	45%	36%	91%	100%	100%	N/A	100%	0%	86%
CT0048	48	PSH	PH	The Connection	Supportive Housing Program Fairfield	0.00%	no exits	0.00%	11.11%	no exits	100%	0%	67%	22%	78%	100%	100%	100%	N/A	no exits	N/S	114%
CT0050	50	PSH	PH	Applied Behavioral Rehabilitation Institute, Inc.	Waldorf House Supportive Housing Program	0.00%	no exits	0.00%	0.00%	no exits	N/S	N/S	0%	11%	33%	100%	67%	100%	N/A	no exits	N/S	100%
CT0079	79	PSH	PH	Open Door Shelter	129 South Main St.	0.00%	no exits	0.00%	0.00%	no exits	N/S	N/S	100%	0%	86%	86%	86%	100%	N/A	no exits	N/S	100%
CT0081	81	PSH	PH	Family and Children's Agency	PILOTS I	0.00%	0.00%	0.00%	0.00%	0.00%	N/S	N/S	0%	0%	73%	82%	100%	100%	N/A	100%	0%	109%
CT0083	83	PSH	PH	St. Vincent's Medical Center/SVBH- CRS	SVMC- Norwalk SHP 2017	0.00%	0.00%	0.00%	0.00%	0.00%	N/S	N/S	100%	13%	65%	100%	96%	96%	N/A	100%	0%	97%
CT0084	84	PSH	PH	Mid Fairfield AIDS Project, Inc.	Independent Living Program 1 2017	0.00%	0.00%	0.00%	0.00%	0.00%	N/S	0%	0%	38%	38%	100%	62%	100%	N/A	100%	0%	146%
CT0085	85	PSH	PH	Connecticut Department of Mental Health and Addiction Services	CT0085 Norwalk Rental Assistance	0.00%	0.00%	0.00%	0.00%	0.00%	40%	N/S	29%	10%	45%	83%	72%	100%	N/A	100%	10%	116%
CT0096	96	PSH	PH	Shelter for the Homeless, Inc. (Pacific House)	Berkeley House FY18-19	0.00%	0.00%	0.00%	0.00%	0.00%	N/S	N/S	25%	50%	50%	100%	100%	100%	N/A	100%	33%	93%
CT0099	99	TH	TH	Inspirica, Inc.	Family Transitional Living Program (CT0099L1E031609)	0.00%	0.00%	0.00%	0.00%	0.00%	87%	N/S	20%	30%	31%	77%	86%	99%	91%	83%	0%	110%
CT0100	100	PSH	PH	Laurel House, Inc.	Partners 2 FY17	0.00%	no exits	0.00%	16.67%	no exits	N/S	0%	100%	83%	50%	100%	100%	100%	N/A	no exits	N/S	120%
CT0101	101	PSH	PH	Laurel House, Inc.	Partners 3 FY17	0.00%	no exits	0.00%	0.00%	no exits	N/S	N/S	N/S	100%	100%	100%	100%	100%	N/A	no exits	N/S	100%
CT0103	103	PSH	PH	Connecticut Department of Mental Health and Addiction Services	CT0103 Stamford Colony Apartments	0.00%	0.00%	0.00%	0.00%	0.00%	N/S	N/S	20%	13%	80%	93%	100%	100%	N/A	100%	0%	114%
CT0104	104	PSH	PH	Connecticut Department of Mental Health and Addiction Services	CT0104 Stamford Atlantic Apartments	0.00%	0.00%	0.00%	0.00%	0.00%	100%	100%	43%	13%	63%	69%	88%	94%	N/A	100%	0%	113%
CT0105	105	PSH	PH	Connecticut Department of Mental Health and Addiction Services	CT0105 Stamford Rental Assistance	0.00%	0.00%	0.00%	0.00%	0.00%	N/S	100%	25%	15%	54%	77%	62%	92%	N/A	100%	0%	91%
CT0143	143	PSH	PH	Mid Fairfield AIDS Project, Inc.	Independent Living Program 2 2017	9.09%	no exits	0.00%	0.00%	no exits	100%	0%	0%	38%	0%	75%	63%	67%	N/A	no exits	0%	130%
CT0166	166	PSH	PH	Inspirica, Inc.	Rose Park Apartments (CT0166L1E031607)	0.00%	no exits	0.00%	0.00%	no exits	N/S	N/S	0%	0%	50%	100%	100%	100%	N/A	no exits	N/S	200%
CT0178	178	PSH	PH	Inspirica, Inc.	Rose Park Apartments 1st and 2nd Floor (CT0178L1E031605)	0.00%	no exits	0.00%	0.00%	no exits	N/S	N/S	0%	50%	0%	100%	100%	100%	N/A	no exits	N/S	100%
CT0226	226	RRH	PH	United Way of Coastal Fairfield County	Fairfield County Rapid Rehousing 2017	0.00%	0.00%	0.00%	0.00%	0.00%	0%	N/S	40%	50%	11%	50%	50%	78%	40%	100%	0%	118%
CT0239	239	PSH	PH	Alpha Home Inc. (Central Connecticut Coast YMCA)	Alpha Home, Inc. (Jessica Tandy Apartments)	0.00%	0.00%	0.00%	12.50%	0.00%	N/S	N/S	0%	40%	40%	90%	100%	100%	N/A	91%	33%	100%
CT0244	244	PSH	PH	Emerge, Inc.	Emerge 1	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	100%	100%	100%	100%	100%	N/A	100%	0%	100%
CT0254	254	PSH	PH	Family and Children's Agency	HUD Reallocation #1	0.00%	no exits	0.00%	0.00%	no exits	N/S	N/S	50%	0%	0%	0%	100%	100%	N/A	no exits	N/S	100%
CT0256	256	PSH	PH	Shelter for the Homeless, Inc. (Pacific House)	Beacon III FY18-19	0.00%	0.00%	0.00%	0.00%	0.00%	N/S	N/S	0%	33%	67%	100%	100%	100%	N/A	100%	0%	94%
CT0267	267	PSH	PH	Family and Children's Agency	FCA HUD Reallocation #2	0.00%	no exits	0.00%	0.00%	no exits	N/S	N/S	33%	0%	0%	33%	100%	100%	N/A	no exits	N/S	100%
CT0273	273	PSH	PH	Family and Children's Agency	FCA HUD Reallocation #3v2	0.00%	no exits	0.00%	0.00%	no exits	N/S	N/S	25%	0%	50%	75%	100%	100%	N/A	no exits	N/S	100%
CT0274	274	PSH	PH	Liberation Programs, Inc.	Cherry Homes PSH 1	0.00%	0.00%	0.00%	0.00%	0.00%	0%	N/S	40%	0%	60%	80%	60%	100%	N/A	100%	0%	100%
CT0285	285	PSH	PH	Connecticut Department of Mental Health and Addiction Services	CT0285 ODFC DMHAS 2015	Project Not Scored in 2018																

**CT-503/Opening Doors of Fairfield County**  
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No exits = Project had no exits during the review period.

No Entries = Project had no entries during the review period.

No Data = Data quality is not suitable for scoring.

Grant #	Code	Project Type	Project Component	Agency Name	Project Name	3.2	3.3	3.4	3.5	4.1	4.2	4.3	4.4	4.5	4.6	4.7.a	4.7.b	4.8	5.1	5.2	6.1	6.2	6.3	6.4
CT0032	32	PSH	PH	Operation Hope of Fairfield, Inc.	Hope 4	100%	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Yes	Yes	2.5	28.3
CT0033	33	PSH	PH	Connecticut Department of Mental Health and Addiction Services	CT0033 Bridgeport Fairfield Apartments	N/S	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Yes	Yes	No Data	No Data
CT0034	34	PSH	PH	Connecticut Department of Mental Health and Addiction Services	CT0034 Bridgeport Crescent Apartments	86%	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Yes	Yes	1	4
CT0035	35	PSH	PH	Connecticut Department of Mental Health and Addiction Services	CT0035 Bridgeport Rental Assistance	92%	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Yes	Yes	5.5	N/S
CT0037	37	PSH	PH	Catholic Charities of Fairfield County, Inc.	Conger House Renewal 2017	100%	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N/A	N/A	N/A	N/A
CT0041	41	PSH	PH	St. Vincent's Medical Center/SVBH- CRS	SVMC-Bridgeport SHP 2017	98%	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Yes	Yes	33	60.2
CT0044	44	PSH	PH	Catholic Charities of Fairfield County, Inc.	PHD Supportive Housing Renewal 2017	97%	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	No Entries	No Entries	No Entries	No Entries
CT0047	47	PSH	PH	Micah Housing, Inc.	Hope Supportive Housing	100%	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Yes	Yes	15	19
CT0048	48	PSH	PH	The Connection	Supportive Housing Program Fairfield	100%	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	No Entries	No Entries	No Entries	No Entries
CT0050	50	PSH	PH	Applied Behavioral Rehabilitation Institute, Inc.	Waldorf House Supportive Housing Program	100%	Y	Y	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	No Entries	No Entries	No Entries	No Entries
CT0079	79	PSH	PH	Open Door Shelter	129 South Main St.	100%	N	Y	N	Y	Y	Y	Y	Y	N	N	N	N	Y	Y	No Entries	No Entries	No Entries	No Entries
CT0081	81	PSH	PH	Family and Children's Agency	PILOTS I	80%	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Yes	Yes	0	2.3
CT0083	83	PSH	PH	St. Vincent's Medical Center/SVBH- CRS	SVMC- Norwalk SHP 2017	100%	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Yes	Yes	11	16.5
CT0084	84	PSH	PH	Mid Fairfield AIDS Project, Inc.	Independent Living Program 1 2017	100%	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N/A	N/A	N/A	N/A
CT0085	85	PSH	PH	Connecticut Department of Mental Health and Addiction Services	CT0085 Norwalk Rental Assistance	89%	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Yes	Yes	1.8	N/S
CT0096	96	PSH	PH	Shelter for the Homeless, Inc. (Pacific House)	Berkeley House FY18-19	100%	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	NC	NC	NC	NC
CT0099	99	TH	TH	Inspirica, Inc.	Family Transitional Living Program (CT0099L1E031609)	100%	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N/A	N/A	N/A	N/A	N/A
CT0100	100	PSH	PH	Laurel House, Inc.	Partners 2 FY17	97%	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Yes	Yes	14	2
CT0101	101	PSH	PH	Laurel House, Inc.	Partners 3 FY17	96%	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	No Entries	No Entries	No Entries	No Entries
CT0103	103	PSH	PH	Connecticut Department of Mental Health and Addiction Services	CT0103 Stamford Colony Apartments	N/S	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Yes	Yes	0.3	11.7
CT0104	104	PSH	PH	Connecticut Department of Mental Health and Addiction Services	CT0104 Stamford Atlantic Apartments	100%	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Yes	Yes	0.8	3
CT0105	105	PSH	PH	Connecticut Department of Mental Health and Addiction Services	CT0105 Stamford Rental Assistance	87%	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Yes	Yes	7.7	N/S
CT0143	143	PSH	PH	Mid Fairfield AIDS Project, Inc.	Independent Living Program 2 2017	100%	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N/A	N/A	N/A	N/A
CT0166	166	PSH	PH	Inspirica, Inc.	Rose Park Apartments (CT0166L1E031607)	100%	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	No Entries	No Entries	No Entries	No Entries
CT0178	178	PSH	PH	Inspirica, Inc.	Rose Park Apartments 1st and 2nd Floor (CT0178L1E031605)	100%	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	No Entries	No Entries	No Entries	No Entries
CT0226	226	RRH	PH	United Way of Coastal Fairfield County	Fairfield County Rapid Rehousing 2017	100%	Y	Y	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N/A	Yes	Yes	0	45.6
CT0239	239	PSH	PH	Alpha Home Inc. (Central Connecticut Coast YMCA)	Alpha Home, Inc. (Jessica Tandy Apartments)	100%	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Yes	Yes	No Data	No Data
CT0244	244	PSH	PH	Emerge, Inc.	Emerge 1	100%	Y	Y	N/S	Y	Y	Y	Y	Y	N	N	N	Y	Y	Y	N/A	N/A	N/A	N/A
CT0254	254	PSH	PH	Family and Children's Agency	HUD Reallocation #1	95%	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	No Entries	No Entries	No Entries	No Entries
CT0256	256	PSH	PH	Shelter for the Homeless, Inc. (Pacific House)	Beacon III FY18-19	100%	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	NC	NC	NC	NC
CT0267	267	PSH	PH	Family and Children's Agency	FCA HUD Reallocation #2	100%	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	No Entries	No Entries	No Entries	No Entries
CT0273	273	PSH	PH	Family and Children's Agency	FCA HUD Reallocation #3v2	92%	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	No Entries	No Entries	No Entries	No Entries
CT0274	274	PSH	PH	Liberation Programs, Inc.	Cherry Homes PSH 1	100%	N	Y	N	Y	Y	N	N	Y	N	N	N	N	Y	Y	N/S	N/S	N/S	N/S
CT0285	285	PSH	PH	Connecticut Department of Mental Health and Addiction Services	CT0285 ODFC DMHAS 2015																			

**CT-503/Opening Doors of Fairfield County**  
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Grant #	Code	Project Type	Project Component	Agency Name	Project Name	CAN Referral Denial Rate	Cost Effectiveness - Unit/HH Cost	Cost Effectiveness - Cost Per Positive Exit	HUD Monitoring	Late Submission of Docs	HUD Housing First Assessment- Completed Tool	HUD Housing First Assessment- Submitted Form	DV ONLY: Policies/Protocols/Procedures in Place to Improve Client Safety	DV ONLY: Safety Planning
						6.5	7.1	7.2	8.1	8.2	9.1.a	9.1.b	10.1	10.2
CT0032	32	PSH	PH	Operation Hope of Fairfield, Inc.	Hope 4	0%	100%	100%	N	N	Y	Y	N/A	N/A
CT0033	33	PSH	PH	Connecticut Department of Mental Health and Addiction Services	CT0033 Bridgeport Fairfield Apartments	0%	67%	67%	N	N	Y	Y	N/A	N/A
CT0034	34	PSH	PH	Connecticut Department of Mental Health and Addiction Services	CT0034 Bridgeport Crescent Apartments	0%	64%	61%	N	N	Y	Y	N/A	N/A
CT0035	35	PSH	PH	Connecticut Department of Mental Health and Addiction Services	CT0035 Bridgeport Rental Assistance	0%	70%	67%	N	N	Y	Y	N/A	N/A
CT0037	37	PSH	PH	Catholic Charities of Fairfield County, Inc.	Conger House Renewal 2017	N/A	73%	69%	N	N	Y	N	N/A	N/A
CT0041	41	PSH	PH	St. Vincent's Medical Center/SVBH- CRS	SVMC-Bridgeport SHP 2017	0%	98%	95%	N	N	Y	Y	N/A	N/A
CT0044	44	PSH	PH	Catholic Charities of Fairfield County, Inc.	PHD Supportive Housing Renewal 2017	No Entries	102%	102%	Y	N	Y	N	N/A	N/A
CT0047	47	PSH	PH	Micah Housing, Inc.	Hope Supportive Housing	0%	82%	75%	N	N	Y	Y	N/A	N/A
CT0048	48	PSH	PH	The Connection	Supportive Housing Program Fairfield	No Entries	60%	68%	N	N	Y	Y	N/A	N/A
CT0050	50	PSH	PH	Applied Behavioral Rehabilitation Institute, Inc.	Waldorf House Supportive Housing Program	No Entries	65%	65%	N	N	Y	Y	N/A	N/A
CT0079	79	PSH	PH	Open Door Shelter	129 South Main St.	No Entries	36%	36%	N	N	Y	Y	N/A	N/A
CT0081	81	PSH	PH	Family and Children's Agency	PILOTS I	0%	67%	58%	N	N	Y	Y	N/A	N/A
CT0083	83	PSH	PH	St. Vincent's Medical Center/SVBH- CRS	SVMC- Norwalk SHP 2017	0%	101%	97%	N	N	Y	Y	N/A	N/A
CT0084	84	PSH	PH	Mid Fairfield AIDS Project, Inc.	Independent Living Program 1 2017	N/A	80%	43%	N	N	Y	Y	N/A	N/A
CT0085	85	PSH	PH	Connecticut Department of Mental Health and Addiction Services	CT0085 Norwalk Rental Assistance	0%	59%	73%	N	N	Y	Y	N/A	N/A
CT0096	96	PSH	PH	Shelter for the Homeless, Inc. (Pacific House)	Berkeley House FY18-19	NC	67%	67%	N	N	Y	Y	N/A	N/A
CT0099	99	TH	TH	Inspirica, Inc.	Family Transitional Living Program (CT0099L1E031609)	N/A	69%	32%	N	N	Y	Y	N/A	N/A
CT0100	100	PSH	PH	Laurel House, Inc.	Partners 2 FY17	0%	101%	86%	N	N	Y	Y	N/A	N/A
CT0101	101	PSH	PH	Laurel House, Inc.	Partners 3 FY17	No Entries	96%	96%	N	N	Y	Y	N/A	N/A
CT0103	103	PSH	PH	Connecticut Department of Mental Health and Addiction Services	CT0103 Stamford Colony Apartments	0%	66%	66%	N	N	Y	Y	N/A	N/A
CT0104	104	PSH	PH	Connecticut Department of Mental Health and Addiction Services	CT0104 Stamford Atlantic Apartments	0%	70%	52%	N	N	Y	Y	N/A	N/A
CT0105	105	PSH	PH	Connecticut Department of Mental Health and Addiction Services	CT0105 Stamford Rental Assistance	0%	66%	92%	N	N	Y	Y	N/A	N/A
CT0143	143	PSH	PH	Mid Fairfield AIDS Project, Inc.	Independent Living Program 2 2017	N/A	47%	16%	N	N	Y	Y	N/A	N/A
CT0166	166	PSH	PH	Inspirica, Inc.	Rose Park Apartments (CT0166L1E031607)	No Entries	69%	69%	N	N	Y	Y	N/A	N/A
CT0178	178	PSH	PH	Inspirica, Inc.	Rose Park Apartments 1st and 2nd Floor (CT0178L1E031605)	No Entries	73%	73%	N	N	Y	Y	N/A	N/A
CT0226	226	RRH	PH	United Way of Coastal Fairfield County	Fairfield County Rapid Rehousing 2017	0%	17%	17%	N	N	Y	Y	N/A	N/A
CT0239	239	PSH	PH	Alpha Home Inc. (Central Connecticut Coast YMCA)	Alpha Home, Inc. (Jessica Tandy Apartments)	0%	100%	100%	N	N	Y	Y	N/A	N/A
CT0244	244	PSH	PH	Emerge, Inc.	Emerge 1	N/A	76%	45%	N	N	N	N	Y	Y
CT0254	254	PSH	PH	Family and Children's Agency	HUD Reallocation #1	No Entries	76%	76%	N	N	Y	Y	N/A	N/A
CT0256	256	PSH	PH	Shelter for the Homeless, Inc. (Pacific House)	Beacon III FY18-19	NC	73%	73%	N	N	Y	Y	N/A	N/A
CT0267	267	PSH	PH	Family and Children's Agency	FCA HUD Reallocation #2	No Entries	79%	79%	N	N	Y	Y	N/A	N/A
CT0273	273	PSH	PH	Family and Children's Agency	FCA HUD Reallocation #3v2	No Entries	87%	87%	N	N	Y	Y	N/A	N/A
CT0274	274	PSH	PH	Liberation Programs, Inc.	Cherry Homes PSH 1	N/S	45%	45%	N	N	Y	Y	N/A	N/A
CT0285	285	PSH	PH	Connecticut Department of Mental Health and Addiction Services	CT0285 ODFC DMHAS 2015									

**CT-503/Opening Doors of Fairfield County**  
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**Scoring explanation:**

-Projects are scored on a 100-point scale. However, not all projects were able to be scored on all criteria. Criteria for which agencies cannot be scored are removed from the project's base score. The number of points the project is eligible for is shown in the "Adjusted Base" column.

-The number of points the project earned are shown in the "Total Points" column.

-The project's "score" is shown in the "Adjusted Score" column. The formula used is: Total Points / Adjusted Base = Adjusted Score

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Threshold = Criteria that is threshold and not scored for any project.

Grant #	Project Type	Project Component	Agency Name	Project Name	Adjusted Score	Total Points	Adjusted Base	Personally Identifiable Information Overall Score	Income and Housing Data Quality-Destination	Income and Housing Data Quality-Income and Sources at Entry	Income and Housing Data Quality-Income and Sources at Annual Assessment	Income and Housing Data Quality-Income and Sources at Exit	Timeliness-Percent project entry records entered w/in specified benchmark	Timeliness-Percent project exit records entered w/in specified benchmark	CAN Referrals w/High Need	Increase Earned Income	Increase Other Income	Participants w/Any Income	Participants Connected to Mainstream Benefits	Participants Connected to Health Insurance	Length of Stay - RRH/TH
								1.1	1.2.a	1.2.b	1.2.c	1.2.d	1.3.a	1.3.b	2.1	2.2	2.3	2.4	2.5	2.6	2.7
CT0032	PSH	PH	Operation Hope of Fairfield, Inc.	Hope 4	70.9%	70.5	99.5	1	0.5	0.5	0.5	0.5	0.50	N/S	2	0	2	4	4	2	N/A
CT0033	PSH	PH	Connecticut Department of Mental Health and Addiction Services	CT0033 Bridgeport Fairfield Apartments	77.4%	65	84	1	0.5	0.5	0.5	0.5	N/S	N/S	0	0	4	2	2	2	N/A
CT0034	PSH	PH	Connecticut Department of Mental Health and Addiction Services	CT0034 Bridgeport Crescent Apartments	86.9%	86.5	99.5	1	0.5	0.5	0.5	0.5	0.50	N/S	4	0	4	2	4	2	N/A
CT0035	PSH	PH	Connecticut Department of Mental Health and Addiction Services	CT0035 Bridgeport Rental Assistance	77.4%	73.5	95	1	0.5	0.5	0.5	0.5	0.50	0.00	0	2	2	1	2	2	N/A
CT0037	PSH	PH	Catholic Charities of Fairfield County, Inc.	Conger House Renewal 2017	64.1%	49	76.5	1	0.5	0.5	0.5	0.5	N/S	0.00	0	0	0	1	0	0	N/A
CT0041	PSH	PH	St. Vincent's Medical Center/SVBH- CRS	SVMC-Bridgeport SHP 2017	75.8%	75	99	1	0.5	0.5	0.5	0.5	N/S	N/S	2	0	4	4	4	2	N/A
CT0044	PSH	PH	Catholic Charities of Fairfield County, Inc.	PHD Supportive Housing Renewal 2017	71.2%	58	81.5	1	0.5	0.5	0.5	0.5	N/S	0.00	0	4	0	1	0	2	N/A
CT0047	PSH	PH	Micah Housing, Inc.	Hope Supportive Housing	84.0%	84	100	1	0.5	0.5	0.5	0.5	0.50	0.50	4	4	2	4	4	2	N/A
CT0048	PSH	PH	The Connection	Supportive Housing Program Fairfield	100.0%	71	71	1	N/S	0.5	0	N/S	0.50	0.00	4	2	4	4	4	2	N/A
CT0050	PSH	PH	Applied Behavioral Rehabilitation Institute, Inc.	Waldorf House Supportive Housing Program	75.7%	53	70	1	N/S	0.5	0.5	N/S	N/S	N/S	0	0	0	4	0	2	N/A
CT0079	PSH	PH	Open Door Shelter	129 South Main St.	80.0%	56	70	1	N/S	0.5	0.5	N/S	N/S	N/S	4	0	4	2	2	2	N/A
CT0081	PSH	PH	Family and Children's Agency	PILOTS I	87.9%	87	99	1	0.5	0.5	0.5	0.5	N/S	N/S	0	0	4	2	4	2	N/A
CT0083	PSH	PH	St. Vincent's Medical Center/SVBH- CRS	SVMC- Norwalk SHP 2017	82.8%	82	99	1	0.5	0.5	0.5	0.5	N/S	N/S	4	0	4	4	4	2	N/A
CT0084	PSH	PH	Mid Fairfield AIDS Project, Inc.	Independent Living Program 1 2017	87.1%	71	81.5	1	0.5	0.5	0.5	0.5	N/S	0.00	0	4	2	4	0	2	N/A
CT0085	PSH	PH	Connecticut Department of Mental Health and Addiction Services	CT0085 Norwalk Rental Assistance	73.0%	69	94.5	1	0.5	0.5	0.5	0.5	0.00	N/S	0	0	2	2	0	2	N/A
CT0096	PSH	PH	Shelter for the Homeless, Inc. (Pacific House)	Berkeley House FY18-19	68.7%	68	99	1	0.5	0.5	0.5	0.5	N/S	N/S	0	4	4	4	4	2	N/A
CT0099	TH	TH	Inspirica, Inc.	Family Transitional Living Program (CT0099L1E031609)	78.5%	64	81.5	1	0.5	0.5	0.5	0.5	0.00	N/S	2	0	2	1	2	2	5
CT0100	PSH	PH	Laurel House, Inc.	Partners 2 FY17	87.6%	77.5	88.5	1	N/S	0.5	0	N/S	N/S	0.00	4	4	4	4	4	2	N/A
CT0101	PSH	PH	Laurel House, Inc.	Partners 3 FY17	92.4%	61	66	1	N/S	0.5	0.5	N/S	N/S	N/S	N/S	4	4	4	4	2	N/A
CT0103	PSH	PH	Connecticut Department of Mental Health and Addiction Services	CT0103 Stamford Colony Apartments	90.4%	85	94	1	0.5	0.5	0.5	0.5	N/S	N/S	0	0	4	4	4	2	N/A
CT0104	PSH	PH	Connecticut Department of Mental Health and Addiction Services	CT0104 Stamford Atlantic Apartments	86.0%	86	100	1	0.5	0.5	0.5	0.5	0.50	0.50	2	0	4	0	2	2	N/A
CT0105	PSH	PH	Connecticut Department of Mental Health and Addiction Services	CT0105 Stamford Rental Assistance	71.4%	67.5	94.5	1	0.5	0.5	0.5	0.5	N/S	0.50	0	2	4	1	0	2	N/A
CT0143	PSH	PH	Mid Fairfield AIDS Project, Inc.	Independent Living Program 2 2017	80.7%	60.5	75	0	N/S	0.5	0.5	N/S	0.50	0.00	0	4	0	1	0	0	N/A
CT0166	PSH	PH	Inspirica, Inc.	Rose Park Apartments (CT0166L1E031607)	85.7%	60	70	1	N/S	0.5	0.5	N/S	N/S	N/S	0	0	4	4	4	2	N/A
CT0178	PSH	PH	Inspirica, Inc.	Rose Park Apartments 1st and 2nd Floor (CT0178L1E031605)	84.3%	59	70	1	N/S	0.5	0.5	N/S	N/S	N/S	0	4	0	4	4	2	N/A
CT0226	RRH	PH	United Way of Coastal Fairfield County	Fairfield County Rapid Rehousing 2017	78.4%	78	99.5	1	0.5	0.5	0.5	0.5	0.00	N/S	4	4	0	0	0	0	0
CT0239	PSH	PH	Alpha Home Inc. (Central Connecticut Coast YMCA)	Alpha Home, Inc. (Jessica Tandy Apartments)	77.0%	68.5	89	1	0.5	0.5	0	0.5	N/S	N/S	0	4	2	4	4	2	N/A
CT0244	PSH	PH	Emerge, Inc.	Emerge 1	88.8%	71	80	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	4	4	4	4	2	N/A
CT0254	PSH	PH	Family and Children's Agency	HUD Reallocation #1	80.0%	56	70	1	N/S	0.5	0.5	N/S	N/S	N/S	4	0	0	0	4	2	N/A
CT0256	PSH	PH	Shelter for the Homeless, Inc. (Pacific House)	Beacon III FY18-19	73.7%	73	99	1	0.5	0.5	0.5	0.5	N/S	N/S	0	4	4	4	4	2	N/A
CT0267	PSH	PH	Family and Children's Agency	FCA HUD Reallocation #2	80.0%	56	70	1	N/S	0.5	0.5	N/S	N/S	N/S	2	0	0	0	4	2	N/A
CT0273	PSH	PH	Family and Children's Agency	FCA HUD Reallocation #3v2	74.3%	52	70	1	N/S	0.5	0.5	N/S	N/S	N/S	0	0	4	1	4	2	N/A
CT0274	PSH	PH	Liberation Programs, Inc.	Cherry Homes PSH 1	71.2%	58	81.5	1	0.5	0.5	0.5	0.5	0.00	N/S	2	0	4	2	0	2	N/A
CT0285	PSH	PH	Connecticut Department of Mental Health and Addiction Services	CT0285 ODFC DMHAS 2015	Project Not Scored in 2018																

**CT-503/Opening Doors of Fairfield County**  
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N/A = Not Applicable - this is used for criteria which are not applicable to the project as described in the Scoring Standards.

Threshold = Criteria that is threshold and not scored for any project.

Grant #	Project Type	Project Component	Agency Name	Project Name	Exit to PH Destination	Housing Stability>Returns	Utilization Rate	Funds Recaptured by HUD	Drawdown Rates	Compliance w/HUD Requirements	Timely APR Submission	Discharge/Appeals Policy	Client Data Confidentiality Policy	Equal Access Rule Policy	CoC Committee	PIT Participation	CAN Participation	Quarterly Monitoring Participation	Quarterly Monitoring-Timely Submission	SOAR Certification/Participation	Housing First	PSH Inventory Dedicated Chronic- PSH	Vacancies Reported
					2.8	2.9	3.1	3.2	3.3	3.4	3.5	4.1	4.2	4.3	4.4	4.5	4.6	4.7.a	4.7.b	4.8	5.1	5.2	6.1
CT0032	PSH	PH	Operation Hope of Fairfield, Inc.	Hope 4	0	4	0	5	3	1	2	1	1	1	1	1	2	2	2	1	5	5	Threshold
CT0033	PSH	PH	Connecticut Department of Mental Health and Addiction Services	CT0033 Bridgeport Fairfield Apartments	0	4	5	N/S	3	1	2	1	1	1	1	2	2	2	1	5	5	Threshold	
CT0034	PSH	PH	Connecticut Department of Mental Health and Addiction Services	CT0034 Bridgeport Crescent Apartments	6	4	5	0	3	1	2	1	1	1	1	2	2	2	1	5	5	Threshold	
CT0035	PSH	PH	Connecticut Department of Mental Health and Addiction Services	CT0035 Bridgeport Rental Assistance	3	4	5	0	3	1	2	1	1	1	1	2	2	2	1	5	5	Threshold	
CT0037	PSH	PH	Catholic Charities of Fairfield County, Inc.	Conger House Renewal 2017	0	4	N/S	5	3	1	2	1	1	1	1	2	2	2	1	5	5	Threshold	
CT0041	PSH	PH	St. Vincent's Medical Center/SVBH- CRS	SVMC-Bridgeport SHP 2017	3	4	3	3	3	1	2	1	1	1	1	2	2	2	1	5	5	Threshold	
CT0044	PSH	PH	Catholic Charities of Fairfield County, Inc.	PHD Supportive Housing Renewal 2017	6	4	5	3	3	1	2	1	1	1	1	2	2	2	1	5	5	Threshold	
CT0047	PSH	PH	Micah Housing, Inc.	Hope Supportive Housing	6	4	0	5	3	1	2	1	1	1	1	2	2	2	1	5	5	Threshold	
CT0048	PSH	PH	The Connection	Supportive Housing Program Fairfield	N/S	N/S	5	5	3	1	2	1	1	1	1	2	2	2	1	5	5	Threshold	
CT0050	PSH	PH	Applied Behavioral Rehabilitation Institute, Inc.	Waldorf House Supportive Housing Program	N/S	N/S	5	5	3	1	0	1	1	1	1	2	2	2	1	5	5	Threshold	
CT0079	PSH	PH	Open Door Shelter	129 South Main St.	N/S	N/S	5	5	0	1	0	1	1	1	1	0	0	2	0	5	5	Threshold	
CT0081	PSH	PH	Family and Children's Agency	PILOTS I	6	4	5	0	3	1	2	1	1	1	1	2	2	2	1	5	5	Threshold	
CT0083	PSH	PH	St. Vincent's Medical Center/SVBH- CRS	SVMC- Norwalk SHP 2017	6	4	3	5	3	1	2	1	1	1	1	2	2	2	1	5	5	Threshold	
CT0084	PSH	PH	Mid Fairfield AIDS Project, Inc.	Independent Living Program 1 2017	6	4	5	5	3	1	2	1	1	1	1	2	2	2	1	5	5	Threshold	
CT0085	PSH	PH	Connecticut Department of Mental Health and Addiction Services	CT0085 Norwalk Rental Assistance	6	0	5	0	3	1	2	1	1	1	1	2	2	2	1	5	5	Threshold	
CT0096	PSH	PH	Shelter for the Homeless, Inc. (Pacific House)	Berkeley House FY18-19	6	0	0	5	3	1	2	1	1	1	1	2	2	2	1	5	5	Threshold	
CT0099	TH	TH	Inspirica, Inc.	Family Transitional Living Program (CT0099L1E031609)	0	4	5	5	3	1	2	1	1	1	1	2	2	2	1	5	N/A	Threshold	
CT0100	PSH	PH	Laurel House, Inc.	Partners 2 FY17	N/S	N/S	5	3	3	1	2	1	1	1	1	2	2	2	1	5	5	Threshold	
CT0101	PSH	PH	Laurel House, Inc.	Partners 3 FY17	N/S	N/S	5	3	3	1	2	1	1	1	1	2	2	2	1	5	5	Threshold	
CT0103	PSH	PH	Connecticut Department of Mental Health and Addiction Services	CT0103 Stamford Colony Apartments	6	4	5	N/S	3	1	2	1	1	1	1	2	2	2	1	5	5	Threshold	
CT0104	PSH	PH	Connecticut Department of Mental Health and Addiction Services	CT0104 Stamford Atlantic Apartments	6	4	5	5	3	1	2	1	1	1	1	2	2	2	1	5	5	Threshold	
CT0105	PSH	PH	Connecticut Department of Mental Health and Addiction Services	CT0105 Stamford Rental Assistance	6	4	0	0	3	1	2	1	1	1	1	2	2	2	1	5	5	Threshold	
CT0143	PSH	PH	Mid Fairfield AIDS Project, Inc.	Independent Living Program 2 2017	N/S	4	5	5	3	1	2	1	1	1	1	2	2	2	1	5	5	Threshold	
CT0166	PSH	PH	Inspirica, Inc.	Rose Park Apartments (CT0166L1E031607)	N/S	N/S	5	5	3	1	2	1	1	1	1	2	2	2	1	5	5	Threshold	
CT0178	PSH	PH	Inspirica, Inc.	Rose Park Apartments 1st and 2nd Floor (CT0178L1E031605)	N/S	N/S	5	5	3	1	2	1	1	1	1	2	2	2	1	5	5	Threshold	
CT0226	RRH	PH	United Way of Coastal Fairfield County	Fairfield County Rapid Rehousing 2017	6	4	5	5	3	1	0	1	1	1	1	2	2	2	1	5	N/A	Threshold	
CT0239	PSH	PH	Alpha Home Inc. (Central Connecticut Coast YMCA)	Alpha Home, Inc. (Jessica Tandy Apartments)	0	0	5	5	3	1	2	1	1	1	1	2	2	2	1	5	5	Threshold	
CT0244	PSH	PH	Emerge, Inc.	Emerge 1	6	4	5	5	3	1	N/S	1	1	1	1	0	0	2	1	5	5	Threshold	
CT0254	PSH	PH	Family and Children's Agency	HUD Reallocation #1	N/S	N/S	5	3	3	1	2	1	1	1	1	2	2	2	1	5	5	Threshold	
CT0256	PSH	PH	Shelter for the Homeless, Inc. (Pacific House)	Beacon III FY18-19	6	4	0	5	3	1	2	1	1	1	1	2	2	2	1	5	5	Threshold	
CT0267	PSH	PH	Family and Children's Agency	FCA HUD Reallocation #2	N/S	N/S	5	5	3	1	2	1	1	1	1	2	2	2	1	5	5	Threshold	
CT0273	PSH	PH	Family and Children's Agency	FCA HUD Reallocation #3v2	N/S	N/S	5	0	3	1	2	1	1	1	1	2	2	2	1	5	5	Threshold	
CT0274	PSH	PH	Liberation Programs, Inc.	Cherry Homes PSH 1	6	4	5	5	0	1	0	1	1	0	0	1	0	0	0	5	5	Threshold	
CT0285	PSH	PH	Connecticut Department of Mental Health and Addiction Services	CT0285 ODFC DMHAS 2015																			



**CT-503/Opening Doors of Fairfield County**  
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N/A = Not Applicable - this is used for criteria which are not applicable to the project as described in the Scoring Standards.

Threshold = Criteria that is threshold and not scored for any project.

Grant #	Project Type	Project Component	Agency Name	Project Name	Participant Eligibility	Length of Time from CAN Referral to Agency Response	Length of Time from Agency Response to Housing Placement	CAN Referral Denial Rate	Cost Effectiveness - Unit/HH Cost	Cost Effectiveness - Cost Per Positive Exit	HUD Monitoring	Late Submission of Docs	HUD Housing First Assessment- Completed Tool	HUD Housing First Assessment- Submitted Form	DV ONLY: Policies/Protocols/Procedures in Place to Improve Client Safety	DV ONLY: Safety Planning
					6.2	6.3	6.4	6.5	7.1	7.2	8.1	8.2	9.1.a	9.1.b	10.1	10.2
CT0032	PSH	PH	Operation Hope of Fairfield, Inc.	Hope 4	5	2	2	3	0	0	0	0	2	2	N/A	N/A
CT0033	PSH	PH	Connecticut Department of Mental Health and Addiction Services	CT0033 Bridgeport Fairfield Apartments	5	N/S	N/S	3	2	1	0	0	2	2	N/A	N/A
CT0034	PSH	PH	Connecticut Department of Mental Health and Addiction Services	CT0034 Bridgeport Crescent Apartments	5	3	3	3	4	2	0	0	2	2	N/A	N/A
CT0035	PSH	PH	Connecticut Department of Mental Health and Addiction Services	CT0035 Bridgeport Rental Assistance	5	2	N/S	3	3	4	0	0	2	2	N/A	N/A
CT0037	PSH	PH	Catholic Charities of Fairfield County, Inc.	Conger House Renewal 2017	N/A	N/A	N/A	N/A	3	3	0	0	2	0	N/A	N/A
CT0041	PSH	PH	St. Vincent's Medical Center/SVBH- CRS	SVMC-Bridgeport SHP 2017	5	0	1	3	1	1	0	0	2	2	N/A	N/A
CT0044	PSH	PH	Catholic Charities of Fairfield County, Inc.	PHD Supportive Housing Renewal 2017	N/S	N/S	N/S	N/S	0	0	0	0	2	0	N/A	N/A
CT0047	PSH	PH	Micah Housing, Inc.	Hope Supportive Housing	5	0	2	3	1	2	0	0	2	2	N/A	N/A
CT0048	PSH	PH	The Connection	Supportive Housing Program Fairfield	N/S	N/S	N/S	N/S	4	3	0	0	2	2	N/A	N/A
CT0050	PSH	PH	Applied Behavioral Rehabilitation Institute, Inc.	Waldorf House Supportive Housing Program	N/S	N/S	N/S	N/S	3	2	0	0	2	2	N/A	N/A
CT0079	PSH	PH	Open Door Shelter	129 South Main St.	N/S	N/S	N/S	N/S	4	4	0	0	2	2	N/A	N/A
CT0081	PSH	PH	Family and Children's Agency	PILOTS I	5	5	5	3	3	4	0	0	2	2	N/A	N/A
CT0083	PSH	PH	St. Vincent's Medical Center/SVBH- CRS	SVMC- Norwalk SHP 2017	5	1	2	3	0	0	0	0	2	2	N/A	N/A
CT0084	PSH	PH	Mid Fairfield AIDS Project, Inc.	Independent Living Program 1 2017	N/A	N/A	N/A	N/A	0	4	0	0	2	2	N/A	N/A
CT0085	PSH	PH	Connecticut Department of Mental Health and Addiction Services	CT0085 Norwalk Rental Assistance	5	2	N/S	3	4	3	0	0	2	2	N/A	N/A
CT0096	PSH	PH	Shelter for the Homeless, Inc. (Pacific House)	Berkeley House FY18-19	0	0	0	0	3	1	0	0	2	2	N/A	N/A
CT0099	TH	TH	Inspirica, Inc.	Family Transitional Living Program (CT0099L1E031609)	N/A	N/A	N/A	N/A	2	4	0	0	2	2	N/A	N/A
CT0100	PSH	PH	Laurel House, Inc.	Partners 2 FY17	5	0	5	3	0	1	0	0	2	2	N/A	N/A
CT0101	PSH	PH	Laurel House, Inc.	Partners 3 FY17	N/S	N/S	N/S	N/S	1	0	0	0	2	2	N/A	N/A
CT0103	PSH	PH	Connecticut Department of Mental Health and Addiction Services	CT0103 Stamford Colony Apartments	5	5	3	3	3	2	0	0	2	2	N/A	N/A
CT0104	PSH	PH	Connecticut Department of Mental Health and Addiction Services	CT0104 Stamford Atlantic Apartments	5	3	5	3	1	3	0	0	2	2	N/A	N/A
CT0105	PSH	PH	Connecticut Department of Mental Health and Addiction Services	CT0105 Stamford Rental Assistance	5	1	N/S	3	3	1	0	0	2	2	N/A	N/A
CT0143	PSH	PH	Mid Fairfield AIDS Project, Inc.	Independent Living Program 2 2017	N/A	N/A	N/A	N/A	4	4	0	0	2	2	N/A	N/A
CT0166	PSH	PH	Inspirica, Inc.	Rose Park Apartments (CT0166L1E031607)	N/S	N/S	N/S	N/S	1	1	0	0	2	2	N/A	N/A
CT0178	PSH	PH	Inspirica, Inc.	Rose Park Apartments 1st and 2nd Floor (CT0178L1E031605)	N/S	N/S	N/S	N/S	1	0	0	0	2	2	N/A	N/A
CT0226	RRH	PH	United Way of Coastal Fairfield County	Fairfield County Rapid Rehousing 2017	5	5	1	3	4	4	0	0	2	2	N/A	N/A
CT0239	PSH	PH	Alpha Home Inc. (Central Connecticut Coast YMCA)	Alpha Home, Inc. (Jessica Tandy Apartments)	5	N/S	N/S	3	0	0	0	0	2	2	N/A	N/A
CT0244	PSH	PH	Emerge, Inc.	Emerge 1	N/A	N/A	N/A	N/A	0	3	0	0	0	0	4	4
CT0254	PSH	PH	Family and Children's Agency	HUD Reallocation #1	N/S	N/S	N/S	N/S	2	2	0	0	2	2	N/A	N/A
CT0256	PSH	PH	Shelter for the Homeless, Inc. (Pacific House)	Beacon III FY18-19	0	0	0	0	2	3	0	0	2	2	N/A	N/A
CT0267	PSH	PH	Family and Children's Agency	FCA HUD Reallocation #2	N/S	N/S	N/S	N/S	2	2	0	0	2	2	N/A	N/A
CT0273	PSH	PH	Family and Children's Agency	FCA HUD Reallocation #3v2	N/S	N/S	N/S	N/S	1	1	0	0	2	2	N/A	N/A
CT0274	PSH	PH	Liberation Programs, Inc.	Cherry Homes PSH 1	N/S	N/S	N/S	N/S	4	3	0	0	2	2	N/A	N/A
CT0285	PSH	PH	Connecticut Department of Mental Health and Addiction Services	CT0285 ODFC DMHAS 2015												



## Opening Doors of Fairfield County Announcement

This Preliminary Application has been released by **Opening Doors of Fairfield County (ODFC)/CT-503** to solicit proposals for the provision of new projects for permanent housing and services for **the following sub-populations**: single adults, families, young adults and parenting youth.

### I. Funding Announcement:

ODFC/CT-503 plans to apply for funding under the FY 2018 HUD Continuum of Care Notice of Funding Availability (CoC NOFA) to create new programming within the jurisdiction which includes three sub-regions: greater Bridgeport, greater Norwalk and Stamford-Greenwich. This includes the following cities and towns: Bridgeport, Brookfield, Darien, Easton, Fairfield, Greenwich, Monroe, Newtown, New Canaan, New Fairfield, Norwalk, Redding, Ridgefield, Sherman, Stamford, Stratford, Trumbull, Weston, Westport and Wilton.

ODFC competes annually with other communities nationally to secure federal funds through the U.S. Department of Housing and Urban Development's (HUD) Continuum of Care (CoC) program in efforts to end homelessness. CT-503 is seeking project applications from organizations located in the ODFC jurisdiction for inclusion in the CoC's 2018 application for HUD CoC funds under the bonus funding component. (Selected applicants will be included as sub-recipients in the HUD submission.) In FY 2017 CT-503 was awarded \$605,000 for new permanent housing under the bonus round as part of the 2017 CoC competition. **For FY 2018 the CoC is eligible to apply for \$614,312 under the CoC's 2018 application and has determined bonus funds will be prioritized to permanent housing (RRH and PSH) and related services.** In addition to the expected funding level for bonus funds, additional funds may be available based on potential reallocation of low performing HUD funded projects. More information will be available regarding increased funds once the FY 2018 renewal project evaluation scores are released.

ODFC has prioritized FY2018 bonus funding to the following types of new projects:

- New permanent housing projects to create units to serve families and youth and single adults, **prioritized for RRH by the FC-CAN.**
- New permanent housing projects to create units dedicated to chronically homeless individuals and families, including youth/young adults experiencing chronic homelessness, **prioritized for permanent supportive housing (PSH) by the FC-CAN.** (Chronic homelessness is defined in an appendix to this document.)

The CoC also seeks applications that will not create new units but will provide additional services to participants in one or more existing permanent housing projects to fill critical gaps as identified by the FC-CAN/ODFC Housing First Teams as follows:

- New PSH service projects for participants in one or more existing PSH projects. Services funded through this RFP must serve 100 percent chronically homeless individuals and families, including youth/young adults experiencing chronic homelessness. Case management ratios to be determined by ODFC Housing First Teams. Households will be prioritized for PSH by the FC-CAN.
- New rapid rehousing (RRH) service projects for participants in one or more permanent housing projects that provide rapid rehousing for individuals and families, including youth and parenting youth. Case management ratios to be determined by the ODFC Housing First Teams. Households will be prioritized for RRH by the FC-CAN.

**→ Participants in all ODFC/CT-503 HUD funded projects will be identified and prioritized by the use of the region's common assessment tool, the VI-SPDAT and through the By Name List (BNL) maintained by the Fairfield County Coordinated Access Network (FC-CAN). Households will be case conferenced and referred via regional Housing Placement meetings which occur bi-weekly in each of the ODFC sub-regions across the FC-CAN. Projects will be managed via a progressive engagement<sup>1</sup> model and Housing First Teams will determine case load ratios.**

**Please Note:**

*In addition to this RFP CT-503 will release an additional "Domestic Violence (DV) FY 2018 Bonus RFP." Language in the FY 2018 NOFA cites that the FY2018 HUD Appropriations Act provides up to \$50 million for "rapid re-housing projects and supportive service projects providing coordinated entry and for eligible activities that the Secretary determines are critical in order to assist survivors of domestic violence, dating violence, and stalking." In the FY2018 CoC Program Competition, CoCs will be able to apply for a DV Bonus for PH-RRH projects, Joint TH and PH-RRH component projects, and SSO projects for coordinated entry (SSO-CE). A CoC may apply for up to 10 percent of its Preliminary Pro Rata Need (PPRN), or a minimum of \$50,000, whichever is greater, or a maximum of \$5 million, whichever is less, to create up to three DV Bonus projects. CoCs may only submit one project of each project type to be funded through the DV Bonus.*

*More information on this funding opportunity will be forthcoming as information is released by HUD.*

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1. Progressive Engagement (PE) is a person centered, individualized approach to helping households end their homelessness by providing small amounts of assistance, tailored to their most critical need, with a focus on quickly resolving the housing crisis. Within PE, participants start with light touch of services, which may include diversion, shelter, housing or minimal



financial assistance and/or connection to mainstream services. A PE approach starts with a less intensive intervention, and adds intensifying supports as needed to ensure stabilization. If service needs increase, staff may offer more intensive case management or, ultimately, refer the participants to a more service enriched and/or longer lasting housing option.

## **II. Purpose and Goal of the ODFC Permanent Housing and Service Projects:**

### **A. Prioritization:**

→ All program participants must be referred from the universe of the Fairfield County CAN and Department of Housing By Name List (BNL). The FC-CAN Housing Matching/Placements committees will take into consideration a variety of factors when determining what housing and assistance might best allow a household to maintain stable housing, such as the following:

- Length of homeless history,
- Presence of a disability,
- The number of household members,
- The amount of income,
- Employability,
- Housing history,
- Assessment score (including VI-SPDAT or VI equivalent),
- Frequent utilization of emergency healthcare services,
- Justice involvement,
- Whether someone is experiencing unsheltered homelessness,
- Safety concerns and
- Other factors when determining the best resources for referral

### **B. Rapid Rehousing (RRH)**

- Project Description:

The ODFC RRH projects will provide rental assistance, housing relocation and stabilization services to help households who are experiencing homelessness move as quickly as possible into permanent housing to achieve housing stability. A goal for ODFC's RRH is for households to exit shelter or the streets and enter permanent housing within 30 days.

- Eligible Program Participants:

Eligible participants are literally homeless households and households fleeing or attempting to flee domestic violence as defined in Category 4 of the HUD definition of homeless. A "family" is defined as one or two adults with at least one dependent child under the age of 18. This includes a homeless single adult or couple who is reuniting with a dependent child upon entry into permanent housing.

- Target Population:

The Rapid Rehousing project will be targeted to the following populations:

- A portion of the funding will be directed to individuals and families with a head of household aged 25 or older. Prioritization to be based on assessed vulnerability.
- A portion of the funding will be directed to youth (including parenting youth), with a head of household between the ages of 18 and 24. Prioritization to be based on assessed vulnerability.
- All clients to be assessed via the VI-SPDAT (Vulnerability Index Service Prioritization Decision Assistance Tool) or the F-SPDAT (Family Service Prioritization Decision Assistance Tool) or the TAY-VI-SPDAT (Transition Age Youth-Vulnerability Index)
- Persons in transitional housing **are not eligible**, even if they met the criteria described above prior to entering the transitional housing program.

### **C. Permanent Supportive Housing (PSH):**

- Project Description:

The ODFC PSH project will provide rental assistance and use a combination of housing location (relocation as appropriate) and stabilization services to help households who are experiencing chronic homelessness move as quickly as possible into permanent housing to achieve housing stability. A goal for ODFC's PSH project is for households to exit shelter or the streets and enter permanent housing within 30 days applying a Critical Time Intervention approach (detailed later in this RFP).

- Eligible Program Participants:

- Eligible participants are chronically homeless households as currently defined by HUD:

- A “homeless individual with a disability,” as defined in section 401(9) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11360(9)), who:

- i. Lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and
- ii. Has been homeless and living as described in paragraph (a)(i) continuously for at least 12 months or on at least four separate occasions in the last 3 years, as long as the combined occasions equal at least 12 months and each break in homelessness separating the occasions included at least 7 consecutive nights of not living as described in paragraph (a)(i). Stays in institutional care facilities for fewer than 90 days will not constitute as a break in homelessness, but rather such stays are included in the 12-month total, as long as the individual was living or residing in a place not meant for human habitation, a safe haven, or an emergency shelter immediately before entering an institutional care facility;
- iii. An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days and met all of the criteria in paragraph (a) of this definition, before entering the facility;
- iv. A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraph (a) or (b), including a family whose composition has fluctuated while the head of household has been homeless.

- Target Population:

- The Permanent Supportive Housing applicant must agree to serve chronically homeless households in accordance to the order of priority established by Notice CPD-16-11:

<https://www.hudexchange.info/resources/documents/notice-cpd-16-11-prioritizing-persons-experiencing-chronic-homelessness-and-other-vulnerable-homeless-persons-in-psh.pdf>

- All participants will be identified and prioritized by the use of the region’s common assessment tool, the VI-SPDAT, HUD orders of priority and through the By Name List (BNL) maintained by the FC-CAN and any other FC-CAN applicable criteria. Households will be case conferenced and referred via regional Housing Placement meetings which occur bi-weekly in each of the ODFC sub-regions across the FC-CAN.
- Persons in transitional housing **are not eligible**, even if they met the criteria described above prior to entering the transitional housing program.

## **D. Case Management Services:**

### **Staffing and Service Expectations**

The contractor must provide a minimum level of staffing and service activities to ensure that the ODFC permanent housing projects are implemented appropriately. **The minimum staffing level and service activities assume that there will be at least (1) sub-recipient for the ODFC region OR up to three total sub-recipients for the ODFC region.** Funds will be apportioned in a manner that will maximize the use of resources to serve as many households as possible. Leveraged services and resources from activities already in place via other funds or staff in place within an organization will be considered during scoring of proposals.

### **Support Services Model for Implementation:**

Providers are expected to implement and deliver services under a Progressive Engagement strategy to help households end their homelessness as rapidly as possible, despite barriers, with minimal financial and support resources. More information on Progressive Engagement can be found [here](#).

Case management services will be delivered under a Critical Time Intervention (CTI) approach:

- CTI is a time-limited evidence-based practice that mobilizes support for vulnerable individuals through phases of time, limited transition periods. The approach facilitates community integration and continuity of care by ensuring that a person has a network of community and support systems tied to these critical periods of transition.
- Components of the model include: home visits, collaborative assessments, connecting case management with exiting supports, introducing new supports, offering support and advice as needed to client and caregivers.
- More information on CTI can be found [here](#).

## **E. Rental Assistance:**

- Rental assistance programs may be tenant-based (TBRA) or project-based (PBRA), depending upon the component type. Rental assistance may be used for units owned by the applicant organization. These must be units newly designated to serve homeless people and ready for occupancy no later than 12 months after the award of funds, approximately September 2019.
- Rental assistance may be short-term for up to 3 months, medium-term for 3 to 12 months (this type of assistance qualifies under the RRH component) or long-term for more than 12

months (primarily used for the PSH component). The length of assistance depends upon the component type under which the cost is funded. Recipients must serve a minimum of the number of program participants identified in the funding application to HUD.

### III. Applicants:

ODFC is seeking proposals from eligible 501(c)(3) nonprofit organizations to provide permanent housing and stabilization services, as necessary, to assist single adult households, families and youth/young adults and parenting youth who are living in shelters or in places not meant for human habitation (for example, living on the street or in a car) to move as quickly as possible into permanent housing with the goal of achieving housing stability. Services will be provided within a specified sub-region of the CoC.

- Applicants from the three sub-regions within the CT-503 jurisdiction (greater Bridgeport, greater Norwalk, and Stamford-Greenwich) are encouraged to apply, including providers that do not currently receive CT-503 CoC funds. Sub-recipient contracts will be assigned to each of the 3 sub-regions, with a maximum of one per sub-region. **Collaborations among providers are required and will be given additional points when scored by the ODFC Funding Oversight Subcommittee<sup>2</sup>.** One collaborative regional application to serve the entire FC-CAN is acceptable. Only one application to be scored from each sub-recipient applicant.

#### Minimum Qualifications of Applicants:

To be considered as a sub-recipient under this contract, respondents must have the following minimum qualifications:

- a. A minimum of three (3) years demonstrated experience providing housing placement, relocation and/or stabilization services to individuals, families and/or youth experiencing homelessness or individuals, families and/or youth at imminent risk of homelessness within the ODFC region.
- b. Ability to rapidly move participants into permanent housing with short-to medium-term financial assistance.
- c. Ability to provide developmentally appropriate case management and services.
- d. Capability of serving multicultural, multilingual populations.
- e. Established partnerships and/or collaborations with housing resources in the ODFC region or sub-region area specified in the respondent's proposal as a sub-recipient. Proposals that illustrate strong collaboration among providers to be given priority.
- f. ODFC reserves the right to reject the submission of any respondent in default of any current or prior contract with either HUD or with DOH.
- g. For proposals from providers with plans to serve youth:

1. Ability to provide developmentally appropriate case management and services.
2. LGBTQ Competency
3. Experience around human trafficking

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2. Scoring criteria will directly correlate to the application questions presented by this RFP.

- h. For proposals from providers with plans to serve those fleeing domestic violence, dating violence, sexual assault, stalking or other dangerous situations:
  1. Ability to maintain database comparable to HMIS to provide the CoC with aggregate project level outcomes
  2. Project must be designed to provide safe housing to survivors and their families
  3. Program will be required to meet the safety needs of survivors and their families using [trauma-informed](#) practices and [Housing First](#) orientation, low barrier approach
- i. Evidence of strong collaboration with and participation in the Fairfield County CAN
- j. Non-CoC providers are encouraged to apply to participate in new funding.

#### IV. Project Requirements:

- **Housing Coordination.** The sub-recipient will provide housing location services to households identified and prioritized via the Fairfield County Housing BNL and recommended for rapid rehousing or permanent supportive housing as an appropriate housing intervention. Sub-recipients **do not** have flexibility in identifying clients independently.
- **Sustainability Coordination and Case Management Services.** The Sub-recipient is to provide housing sustainability support. Sustainability coordination services will include assistance in increasing income through work or benefits or both, access to long-term housing subsidies and other opportunities, establishing and/or expanding family and community supports, and assistance in increasing access to mainstream services. RRH sustainability coordination services may be provided for up to one (1) year but will depend on the assessed needs of the client (both the duration and the level of intervention to be determined uniquely for each client) and the client desire to remain engaged in services. Leveraged funding may support the role of sustainability coordination and this will be considered when scoring applications.

- **Adherence to CT-503 Housing First Principles:** It is expected that services will be provided in accordance to the CT-503 Housing First Principles (provided as an Appendix to this RFP).
- **Program management/quality assurance oversight.** It is expected that this role will be leveraged through other staff already in place within the sub-contractual staffing structure and is a requirement under this funding.

## V. Funding

ODFC will apply for new funds through the annual HUD CoC NOFA to expand existing projects and increase the number of households each project serves. ODFC will make efforts to combine projects under the expansion option<sup>3</sup>, where possible, to increase the total number of available units and to ensure that resources are allocated efficiently toward service units that increase case management capacity to serve an increased number of households. HUD has clarified that the component type for the existing project and the new expansion project must be identical (e.g., an existing PSH project may only apply for a PSH expansion, an existing RRH project may only apply for a RRH expansion); funds cannot be used to fund an expansion that replaces other renewable funding sources.

Applicants seeking funding for an expansion project should complete the relevant section of this application (this includes applicants who have not been funded via CoC funds previously). Applications for new PSH and RRH projects that will not create new units but will provide additional services to participants in one or more existing PSH or RRH projects must be submitted as expansion projects. Applications for expansion can be submitted regardless of whether or not the applicant has an existing CoC renewal project, so this does not preclude applicants who have not been previously funded by the CoC from applying.

- Eligible activities/projects for the Funds:
  - All projects must be Permanent Supportive Housing or Rapid Re-Housing
  - Projects can request funds for:
    - PSH: Rental assistance (tenant-based, project-based) or operating funds, supportive services, admin
    - RRH: Rental assistance (tenant-based only), supportive services, admin
    - Support Services: New permanent housing projects that will not create new units but will provide additional services to participants in one or more existing PSH or RRH projects. PSH funds must be dedicated to serving chronically homeless individuals and families, including youth/young adults experiencing chronic homelessness, as defined in the appendix of this RFP.

## A. Budget Breakdown

### 1) Supportive Service Contracts:

ODFC has established a standard formula on the cost of service based on CTI/Progressive Engagement at a weighted<sup>4</sup> caseload of 20 clients and a maximum cost per case manager at \$60,000. The CoC recommends that applicants respond to this RFP using the budget template below for all programs and clients:

- 
3. **Expansion.** The process by which a renewal project applicant submits a new project application to expand its current operations by adding units, beds, persons served, services provided to existing program participants
  
  4. **Weighted case load.** Average based on number of cases handled monthly, breakdown of client needs based on assessment of needs, case manager time allocation to each household broken down by different activities and relationship between time allocation, case load levels, activity types and difficulty

Ave. Staff FTE Salary	\$	42,000	
Ave. Benefits (25%)	\$	10,500	
Ave. Mileage, phone & computer	\$	2,500	
Ave. Total Direct costs	\$	55,000	
Weighted Case Load		20	
Ave. months clients receive services*		12	
Weighted Ave. Case Load per year		20.00	
Ave. Service funding per client	\$	2,100	
Ave RRH rental payment per client	\$	6,306	
Ave. Total cost per client	\$	8,406	

### 2) Administrative Costs

ODFC has established a maximum administrative cost for bonus funding. Administrative costs may not exceed 6% of the costs on the total amount requested for all other budget line items. Administrative line item will be managed by the HUD grantee (DOH or DMHAS depending on the project component). Sub-recipients determined by this RFP are not eligible for administrative income.



**APPLICATION For:**

**FY 2018 ODFC Housing and Services Program**

- **Please address all items in the Application**
- **A responsive proposal must describe** how the respondent will work *collaboratively* throughout the ODFC region with community partners and other RRH subcontractors, to perform the activities required by this RFP.

**1) Agency Name.**

Contact Information:

- Name:
- Phone Number:
- E-mail Address:
- Address of principal place of business

**2) Regional Catchment Area.** Identify the sub-region and cities and towns where ODFC-Permanent Housing and/or services will be provided:

**Sub-region(s):**

**Cities and Towns:**

**3) Target Population.** What is the target population(s) for your proposed program – indicate all that apply:

Single Adults

Families with adult head of household

Single Young Adults (18 to 24 years old)

Families with Young Adult head of household (18 to 24 years old)

**4) Community Need.** Provide documentation to support the need for housing and/or services for the proposed target population within the catchment area specified above.

**5) Service Delivery Plan.** Describe in detail the activities that will be provided under the proposed program. This should include: a description of services to be provided, collaborations in providing services, the number of households you intend to serve, client-to-staff ratio and other relevant details about program implementation.

**6) Service Capacity.** Describe your agency's capacity to carry out the services described. In particular include: an assurance that services will be available no later than September 1, 2019 and the experience of the applicant and partners over the past three (3) years in the specified sub-region, emphasizing experience with 1) housing relocation and stabilization services and 2) community collaboration specific to housing and/or homelessness. Include the current number of clients served, client-to-staff ratio, funding source(s), and successes. Include a summary of how your organization participates in the FC- CAN.

**7) References.** Provide three (3) specific programmatic references for the sub-recipient.

**8) Data Collection.** Sub-recipients are required to participate in CT HMIS – does your organization currently participate?

**\*For domestic violence providers: please identify an alternative process of client-level data collection.\***

**9) Match Funds.** HUD will require a 25% match for this project, which can be in-kind or cash match. Provide the source of the 25% match and explain how ODFC- RRH /PSH or services may be used to leverage other funding.

**10) Provide details for budget below related to this project.**

Sub-recipient Agency Name	
Sub-recipient FTE / case manager salary for the ODFC Project =	
Ave Benefits Cost =	
Average other costs (mileage, computer, phone) =	
Total Direct Costs =	
Total Weighted Caseload per FTE case manager =	

**11) If this is an expansion project, please indicate:**

a. Is this project seeking expansion funds to replace other funding sources?

YES  No (Note: use of expansion funds to replace other renewable sources is not permitted)

b. **Component Type of the existing project:**  PSH  RRH

c. **Component Type of the expansion project:**  PSH  RRH (component types of the existing and expansion projects must be identical)

d. **Grant # of the eligible renewal project that is requesting expansion (if applicable):** \_\_\_\_\_

e. **Non-CoC funding source of existing project (applicable only for projects applying to expand a non-CoC project):**

\_\_\_\_\_

**12) Point in Time (PIT) Project Capacity (applicable to projects proposing to add units and/or increase the # of households served):**

	<i>PIT Capacity - Existing Project</i>	<i>PIT Capacity – New Project</i>	<i>Total PIT Capacity – Existing Project + New Project</i>
# of Units			
# of Beds			
# of Households Served			
# of People Served			

**13) Interested Applicants can respond to this RFP as sub-recipient to CT Department of Housing or DMHAS (TBD) to provide housing, support services or both.**





Opening Doors of Fairfield County Funding Announcement

**Date of Release:** July 27, 2018 **Deadline for Response:** August 10, 2018

**Send questions and pre-applications to:** [pralston@cceh.org](mailto:pralston@cceh.org)

This Preliminary Application has been released by **Opening Doors of Fairfield County (ODFC)/CT-503** to solicit proposals for the provision of new projects for permanent housing and services for **survivors of domestic violence, dating violence, sexual assault, stalking and human trafficking.**

**I. Background CT 503 FY 2018 CoC NOFA Competition - DV Bonus:**

Each year Opening Doors Fairfield County (ODFC) CoC competes with other CoCs across the country to secure federal funds to help end homelessness through the U.S. Department of Housing and Urban Development's (HUD) Continuum of Care (CoC) program. In general, CoC funding is principally accessed through renewal funding and such project applications to HUD are part of the annual HUD-NOFA (Notice of Funding Availability). In order to access new funding, HUD offers an additional component as part of the NOFA, considered as bonus project funding, which is awarded based on the strength of strategies identified in the narrative sections of the NOFA, as well as on performance on HUD measurements and compliance on currently funded projects.

This year, in addition to the standard funding awarded through this process, the FY18 HUD Appropriations Act has made up to \$50 million available nationally to fund Domestic Violence Bonus projects (DV Bonus); ODFC/CT 503 is eligible to apply for up to \$367,494 in project funding. ODFC will seek DV Bonus applications for a project dedicated to serve survivors of domestic violence, dating violence, stalking, and human trafficking for inclusion in the CoC's 2018 application for HUD CoC funds and will award at least one entity to serve as sub-recipient. A sub-recipient may designate additional sub-recipients as service providers as part of a collaborative application for the DV Bonus project.

**A. General Information:**

- ODFC encourages responses from applicants that have not previously received CoC funds, as well as from applicants that are currently receiving or have received CoC funds in the past. The CoC provides technical assistance to ensure that the process is accessible to all eligible applicants, including those who have not received CoC funds in prior competitions. Following the project selection process, ODFC staff and ODFC's CoC consultant will assist applicants with guidance and instructions on how to submit into the HUD application platform.
- ODFC has prioritized FY2018 DV Bonus funding to the following project type: **Permanent Housing – Rapid Rehousing (RRH) and Services.**
- ODFC will submit one project for bonus funding under the DV Bonus for the RRH component. This project will be a new, standalone project.
- Sub-recipient applicants for DV Bonus project can request funds for:
  - **Supportive Services and**
  - **Housing Location**
- The CoC will determine how the rental assistance portion of the DV Bonus will operate based on experience of the applicants, with a goal to fully integrate FY 2018 RRH projects, including the DV Bonus, into normal operations of the CoC with existing resources and operations.
- The CoC will follow the process currently in place for other bonus funding. As such, applications submitted to the CoC in response to the DV Bonus RFP will be reviewed by CoC's funding decision-making bodies: the ODFC Funding Oversight Subcommittee and the non-conflicted members of the ODFC Coordinating Council.

The CoC reserves the option of engaging a domestic violence expert to participate in the decision-making process for this funding opportunity.

- DV Bonus project must follow Fairfield County Coordinated Access Network (FC CAN) practices and will be required to participate in the CAN. Each sub-recipient will work with the CAN to accept appropriate referrals from the prioritized list managed by the FC CAN. Appropriate referrals include those who are residing in emergency shelter or a location not meant for human habitation AND qualify under the domestic violence criteria in paragraph (4) of the HUD definition of homelessness, including persons fleeing or attempting to flee human trafficking.
- Applicants will be required to create a record for DV survivors without compromising client confidentiality that is compatible with the by name housing registries maintained by/through the statewide Homeless Management Information System (HMIS).

**B. Eligibility of project participants for DV Bonus RRH project:**

- Projects funded through this RFP may serve only individuals and/or families, including unaccompanied youth, who are residing in emergency shelter or a location not meant

for human habitation AND qualify under the domestic violence criteria in paragraph (4) of the HUD definition of homelessness, including persons fleeing or attempting to flee human trafficking:

- The DV Bonus is available to a participant who meets the definition of [24 CFR 578.3 HUD Interim Rule](#) paragraph (4) who is fleeing, attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions.
- The language from the FY 2018 HUD Appropriations Act also includes those who are survivors of domestic violence, dating violence, and stalking as eligible to be served by projects funded through the DV Bonus. (The CoC is waiting for additional information from HUD in regards to the criterion for “survivors” to determine the length of time a person is considered at risk.)
- Persons who are fleeing or attempting to flee human trafficking are eligible to be served by projects funded through the DV Bonus.

## **II. Project Description:**

The ODFC RRH projects will provide rental assistance, housing relocation and stabilization services to help households who are experiencing homelessness move as quickly as possible into permanent housing to achieve housing stability. A goal for ODFC’s RRH is for households to exit shelter or the streets and enter permanent housing within 30 days.

### **A. Eligible Program Participants:**

Eligible participants are literally homeless households and households fleeing or attempting to flee domestic violence as defined in Category 4 of the HUD definition of homeless. A “family” is defined as one or two adults with at least one dependent child under the age of 18. This includes a homeless single adult or couple who is reuniting with a dependent child upon entry into permanent housing.

### **Target Population:**

- The Rapid Rehousing project will be targeted to the following populations:
  - Individuals and families with a head of household aged 25 or older. Prioritization to be based on assessed vulnerability.
  - Youth (including parenting youth), with a head of household between the ages of 18 and 24. Prioritization to be based on assessed vulnerability.



CT 503 HUD 2018 DV Bonus RRH projects may serve only individuals and/or families, including unaccompanied youth, who meet the following criteria:

- Residing in a place not meant for human habitation (i.e., unsheltered and living, for example, on the streets, in a park, or on public transportation); **OR**
- Residing in an emergency shelter; **AND**
- Qualify under the domestic violence criteria in paragraph (4) of the HUD definition of homelessness, including persons fleeing or attempting to flee human trafficking (see Appendix)
- Individuals coming from an institution where they have resided for 90 days **or** less **AND** have entered the institution from the streets or emergency shelter maintain their homeless status during that time.
- Persons in transitional housing **are not eligible** for new RRH projects funded through this RFP.

#### **B. Prioritization:**

All program participants must be referred from the universe of the Fairfield County CAN and Department of Housing by name list (BNL). The FC CAN Housing Matching/Placements committees will take into consideration a variety of factors when determining what housing and assistance might best allow a household to maintain stable housing, such as the following:

- Length of homeless history,
- Presence of a disability,
- The number of household members,
- The amount of income,
- Employability,
- Housing history,
- Assessment score (including VI-SPDAT or VI equivalent),
- Frequent utilization of emergency healthcare services,
- Justice involvement,
- Whether someone is experiencing unsheltered homelessness,
- Safety concerns and

- Other factors determined by risk assessment conducted by DV provider including:
  - Lethality Assessment
  - Danger Assessment
  - Criminal Justice System Assessment
  - Safety Planning
    - All clients to be identified and prioritized via the use of the region's common assessment tool, VI-SPDAT (Vulnerability Index Service Prioritization Decision Assistance Tool) or the F-SPDAT (Family Service Prioritization Decision Assistance Tool) or the TAY-VI-SPDAT (Transition Age Youth-Vulnerability Index). HUD orders of priority and a by-name list (BNL) de-identified based on statewide protocol in place for DV victims will be followed for the DV Bonus project, as appropriate, based on safety protocol planning.
    - Households will be case conferenced and referred via regional Housing Placement meetings which occur bi-weekly in each of the ODFC sub-regions across the FC-CAN.

### III. Applicants:

ODFC is seeking proposals from eligible 501(c) (3) nonprofit organizations to provide permanent housing and stabilization services, as necessary, to assist single adult households, families and youth/young adults and parenting youth who are living in shelters or in places not meant for human habitation (for example, living on the street or in a car) to move as quickly as possible into permanent housing with the goal of achieving housing stability.

Applicants must have a plan for **rapid implementation** of the program: the project narrative must document how, and when, the project will be ready to begin housing the first program participant, when the project will achieve full occupancy, and a detailed plan for how the project will ensure timely implementation.

Project must be located within the following cities and towns: Bridgeport, Brookfield, Darien, Easton, Fairfield, Greenwich, Monroe, Newtown, New Canaan, New Fairfield, Norwalk, Redding, Ridgefield, Sherman, Stamford, Stratford, Trumbull, Weston, Westport and Wilton.

**Collaboration among providers is required.** One collaborative regional application to serve the entire FC-CAN is acceptable. Only one application will be submitted to HUD as part of the FY2018 NOFA.

Applicants must have experience in operating a successful **Housing First** program. Program design must meet the policies adopted to operate a Housing First project as adopted by CT 503.

**A. Minimum Qualifications of Applicants:**

To be considered as a sub-recipient service provider under this contract, respondents must have the following minimum qualifications:

- a. Expertise in serving tenants with safety concerns related to domestic violence, dating violence, sexual assault, stalking or human trafficking.
  1. Ability to maintain a database comparable to HMIS in order to provide the CoC with aggregate project-level outcomes
  2. Project must be designed to provide safe housing to survivors and their families
  3. Program will be required to meet the safety needs of survivors and their families using [trauma-informed](#) practices and [Housing First](#) orientation, and low-barrier approach
- b. A minimum of three (3) years demonstrated experience providing housing placement, relocation and/or stabilization services to individuals, families and/or youth experiencing homelessness or individuals, families and/or youth at imminent risk of homelessness within the ODFC region.
- c. Ability to rapidly move participants into permanent housing with short-to medium-term financial assistance.
- d. Ability to provide developmentally appropriate case management and services.
- e. Capability of serving multicultural, multilingual populations.
- f. Established partnerships and/or collaborations with housing resources in the ODFC region or sub-region area specified in the respondent's proposal. Proposals that illustrate strong collaboration among providers to be given priority.
- g. ODFC reserves the right to reject the submission of any respondent in default of any current or prior contract with either HUD or with DOH.
- h. For proposals from providers with plans to serve youth:
  1. Ability to provide developmentally appropriate case management and services.
  2. LGBTQ Competency
  3. Experience around human trafficking

**IV. Project Requirements:**

- **Housing Coordination.** Service providers designated by the sub-recipient will provide housing location services to households identified and prioritized via the Fairfield County Housing BNL and recommended for rapid rehousing as an appropriate housing intervention. Sub-recipients do not have flexibility in identifying clients independently.
- **Sustainability Coordination and Case Management Services.** Sub-recipient and those designated by the sub-recipient as service providers will provide housing sustainability support. Sustainability coordination services will include assistance in increasing income through work or benefits or both, access to long-term housing subsidies and other opportunities, establishing and/or expanding family and community supports, and assistance in increasing access to mainstream services. RRH sustainability coordination services may be provided for up to one (1) year but will depend on the assessed needs of the client (both the duration and the level of intervention to be determined uniquely for each client) and the client desire to remain engaged in services. Leveraged funding may support the role of sustainability coordination and this will be considered when scoring applications.
- **Adherence to CT 503 Housing First Principles:** It is expected that services will be provided in accordance to the CT 503 Housing First Principles (provided as an Appendix to this RFP).
- **Program management/quality assurance oversight.** It is expected that this role will be leveraged through other staff already in place within the sub-contractual staffing structure and is a requirement under this funding.

## V. Funding

### A. Eligible activities/projects for the Funds

- All projects must be Rapid Re-Housing
- Projects can request funds for:
  - RRH: housing location coordination, supportive services
  - The ODFC Funding Oversight Committee has determined that the HUD grantee (recipient) is the CT Department of Housing. Applicants are eligible to apply to participate in the DV Bonus project as sub-recipients.

### B. Administrative Costs

ODFC has established a maximum administrative cost for bonus funding. Administrative costs may not exceed 6% of the costs on the total amount requested for all other budget line items. Administrative line item will be managed by the HUD grantee (DOH for the PH-RRH component). Sub-recipients determined by this RFP are not eligible for administrative income.

**APPLICATION For:**

**FY 2018 CT 503/ODFC DV Bonus Project**

- **Please address all items in the Application**
- **A responsive proposal must describe** how the respondent will work *collaboratively* throughout the ODFC region with community partners and other RRH subcontractors, to perform the activities required by this RFP.

**1) Agency Name.**

Contact Information:

- Name:
- Phone Number:
- E-mail Address:
- Address of principal place of business:

**2) Regional Catchment Area.** Identify the sub-region and cities and towns where ODFC-Permanent Housing and/or services will be provided:

**Sub-region(s):**

**Cities and Towns:**

**3) Target Population.** What is the target population(s) for your proposed program – indicate all that apply:

- Single Adults
- Families with adult head of household
- Single Young Adults (18 to 24 years old)
- Families with Young Adult head of household (18 to 24 years old)

**4) Community Need.** Provide documentation to support the need for housing and/or services for the proposed target population within the catchment area specified above.

**5) Service Delivery Plan.** Describe in detail the activities that will be provided under the proposed program. This should include: a description of services to be provided, collaborations in providing services, the number of households you intend to serve, client-to-staff ratio and other relevant details about program implementation.

**6) Service Capacity.** Describe your agency's capacity to carry out the services described. In particular include: an assurance that services will be available no later than September 1, 2019 and the experience of the applicant and partners over the past three (3) years in the specified sub-region, emphasizing experience with 1) housing relocation and stabilization services and 2) community collaboration specific to housing and/or homelessness. Include the current number of clients served, client-to-staff ratio, funding source(s), and successes. Include a summary of how your organization participates in the FC CAN.

**7) References.** Provide three (3) specific programmatic references for the sub-recipient.

**8) Data Collection.** Sub-recipients are required to participate in CT HMIS – does your organization currently participate?

**\*For domestic violence providers: please identify an alternative process of client-level data collection.\***

**9) Match Funds.** HUD will require a 25% match for this project, which can be in-kind or cash match. Provide the source of the 25% match and explain how ODFC- RRH /PSH or services may be used to leverage other funding.

**10) Provide details for budget below related to this project.**

Sub-recipient Agency Name	
Sub-recipient FTE / case manager salary for the ODFC Project =	
Average Benefits Cost =	
Average other costs (mileage, computer, phone) =	
Total Direct Costs =	
Total Weighted Caseload per FTE case manager =	

RFP Appendix Attached

# opening FAIRFIELD COUNTY doors

## Funding Announcement

Date of RFP Release: **8/8/18**      Deadline for Submission: **8/14/18**

All inquiries and applications to: Pam Ralston [pralston@cceh.org](mailto:pralston@cceh.org)

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This Preliminary Application has been released by **Opening Doors of Fairfield County (ODFC)/CT-503** to solicit proposals for the provision of a new Permanent Supportive Housing (PSH) project for the following sub-population: **single adults**.

### I. Funding Announcement:

- ODFC/CT-503 seeks a sub-recipient applicant to assume operations of an existing PSH project, located in Bridgeport, CT. Organization must be located within the ODFC/CT 503 jurisdiction and must operate this project that currently serves 16 households in the Bridgeport area. CT 503 jurisdiction includes: Bridgeport, Brookfield, Darien, Easton, Fairfield, Greenwich, Monroe, Newtown, New Canaan, New Fairfield, Norwalk, Redding, Ridgefield, Sherman, Stamford, Stratford, Trumbull, Weston, Westport and Wilton.
- Funds for this opportunity have been sourced through a voluntary reallocation by an existing HUD-CoC grantee. The project has been operating in good standing since 1997. The CT Department of Housing has agreed to sponsor this project as HUD grantee.

### A. Background:

- ODFC competes annually with other communities nationally to secure federal funds through the U.S. Department of Housing and Urban Development's (HUD) Continuum of Care (CoC) program in efforts to end homelessness.
- HUD's policy and program priorities focus resources to: 1) End homelessness for all persons; 2) Create a systemic response to homelessness; 3) Strategically allocate and use resources; and 4) Use a Housing First approach. All applicants are encouraged to read the Federal FY2018 CoC Program NOFA available online at <https://www.hudexchange.info/resources/documents/FY-2018-CoC-Program-Competition-NOFA.pdf>
- ODFC has prioritized all CoC permanent supportive housing projects to serve the most vulnerable as assessed by the VI-SPDAT, the CoC's common assessment tool, and length of time homeless. All PSH beds are dedicated to serve individuals experiencing chronic homelessness, and such households are **prioritized for permanent supportive housing (PSH) by the FC-CAN**. (Chronic homelessness is defined in an appendix to this document.)



- The budget proposed for this project is: **\$176,032.00**. Funding is limited to: rental assistance, supportive services and administrative costs. This project currently serves 16 single households in a congregate setting. The configuration is as follows:
  - **Project is considered a 1 unit with four bedrooms**
  - **6 units with two bedrooms**
- **scattered site project, however, all 7 units are located in the same building**

## II. Purpose and Goal of the ODFC Permanent Housing Rental Assistance and Service Project

### A. Prioritization

Participants in all ODFC/CT-503 HUD funded projects will be identified and prioritized by the use of the region's common assessment tool, the VI-SPDAT, and through the By Name List (BNL) maintained by the Fairfield County Coordinated Access Network (FC-CAN). The FC-CAN Housing Matching/Placements committees will take into consideration a variety of factors when determining what housing and assistance might best allow a household to maintain stable housing, such as the following:

- Length of homeless history,
- Presence of a disability,
- The number of household members,
- The amount of income,
- Employability,
- Housing history,
- Assessment score (including VI-SPDAT or VI equivalent),
- Frequent utilization of emergency healthcare services,
- Justice involvement,
- Whether someone is experiencing unsheltered homelessness,
- Safety concerns and
- Other factors when determining the best resources for referral

### B. Permanent Supportive Housing (PSH)

- Project Description:  
The ODFC PSH project will provide rental assistance and use a combination of housing location (as appropriate) and stabilization services to help households who are experiencing chronic homelessness move as quickly as possible into permanent housing to achieve housing stability. A goal for ODFC's PSH project is for households to exit shelter or the streets and enter permanent housing within 30 days applying a Critical Time Intervention approach (detailed later in this RFP).

- Eligible Program Participants:
  - Eligible participants are chronically homeless households as currently defined by HUD:  
A “homeless individual with a disability,” as defined in section 401(9) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11360(9)), who:
    - i. Lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and
    - ii. Has been homeless and living as described in paragraph (a)(i) continuously for at least 12 months or on at least four separate occasions in the last 3 years, as long as the combined occasions equal at least 12 months and each break in homelessness separating the occasions included at least 7 consecutive nights of not living as described in paragraph (a)(i). Stays in institutional care facilities for fewer than 90 days will not constitute as a break in homelessness, but rather such stays are included in the 12-month total, as long as the individual was living or residing in a place not meant for human habitation, a safe haven, or an emergency shelter immediately before entering an institutional care facility;
    - iii. An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days and met all of the criteria in paragraph (a) of this definition, before entering the facility;
    - iv. A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraph (a) or (b), including a family whose composition has fluctuated while the head of household has been homeless.
  
- Target Population:
  - The project currently serves 16 households in a congregate setting permanent supportive housing project. The CoC envisions that the applicant will serve at least the current number of residents.
  - The applicant must agree to serve chronically homeless households in accordance to the order of priority established by Notice CPD-16-11: <https://www.hudexchange.info/resources/documents/notice-cpd-16-11-prioritizing-persons-experiencing-chronic-homelessness-and-other-vulnerable-homeless-persons-in-psh.pdf>

- All participants will be identified and prioritized by the use of the region’s common assessment tool, the VI-SPDAT, HUD orders of priority and through the By Name List (BNL) maintained by the FC-CAN and any other FC-CAN applicable criteria. Households will be case conferenced and referred via regional Housing Placement meetings which occur bi-weekly in each of the ODFC sub-regions across the FC-CAN.
- Persons in transitional housing **are not eligible**, even if they met the criteria described above prior to entering the transitional housing program.

### C. Case Management Services

#### Staffing and Service Expectations:

The contractor must provide a minimum level of staffing and service activities to ensure that this ODFC permanent housing project is implemented appropriately. Funds will be apportioned in a manner that will maximize the use of resources to serve as many households as possible. Leveraged services and resources from activities already in place via other funds or staff in place within an organization will be considered during scoring of proposals.

#### Support Services Model for Implementation:

Providers are expected to implement and deliver services under a Progressive Engagement strategy to help households end their homelessness as rapidly as possible, despite barriers, with minimal financial and support resources. More information on Progressive Engagement can be found [here](#).

Case management services will be delivered under a Critical Time Intervention (CTI) approach:

- CTI is a time-limited evidence-based practice that mobilizes support for vulnerable individuals through phases of time, limited transition periods. The approach facilitates community integration and continuity of care by ensuring that a person has a network of community and support systems tied to these critical periods of transition.
- Components of the model include: home visits, collaborative assessments, connecting case management with exiting supports, introducing new supports, offering support and advice as needed to client and caregivers.
- More information on CTI can be found [here](#).

### D. Rental Assistance

- Rental assistance programs may be tenant-based (TBRA) or project-based (PBRA). Rental assistance may be used for units owned by the applicant organization. These must be units newly designated to serve homeless people and ready for

occupancy immediately upon the award of funds, approximately September 2019, to ensure that existing residents do not return to homelessness.

- Rental assistance is to be considered long-term (for more than 12 months). Recipients must serve a minimum of the number of program participants identified in the funding application to HUD.

### III. Applicants

ODFC is seeking proposals from eligible 501(c)(3) nonprofit organizations to provide permanent housing and stabilization services, as necessary, to assist single adult households who are living in shelters or in places not meant for human habitation (for example, living on the street or in a car) to move as quickly as possible into permanent housing with the goal of achieving housing stability. Case management services will be provided onsite and as appropriate for the unique assessed needs of each individual.

#### Minimum Qualifications of Applicants:

To be considered as an applicant under this contract, respondents must have the following minimum qualifications:

- a. A minimum of three (3) years demonstrated experience providing housing placement, relocation and/or stabilization services to individuals, families and/or youth experiencing homelessness or individuals, families and/or youth at imminent risk of homelessness within the ODFC region.
- b. Ability to rapidly move participants into permanent housing with long term financial assistance.
- c. Ability to provide developmentally appropriate case management and services.
- d. Capability of serving multicultural, multilingual populations.
- e. Established partnerships and/or collaborations with housing resources in the ODFC region or sub-region area specified in the respondent's proposal.
- f. ODFC reserves the right to reject the submission of any respondent in default of any current or prior contract with either HUD or with DOH.
- g. For proposals from providers with plans to include those fleeing domestic violence, dating violence, sexual assault, stalking or other dangerous situations:
  1. Ability to maintain database comparable to HMIS to provide the CoC with aggregate project level outcomes
  2. Project must be designed to provide safe housing to survivors and their families
  3. Program will be required to meet the safety needs of survivors using [trauma-informed](#) practices and [Housing First](#) orientation, low barrier approach
- h. Evidence of strong collaboration with and participation in the Fairfield County CAN

- i. Non-CoC providers are encouraged to apply to participate in new funding.

#### IV. Project Requirements

- **Sustainability Coordination and Case Management Services.** The applicant is expected to provide housing sustainability support. Sustainability coordination services will include assistance in increasing income through work or benefits or both, access to other long-term housing subsidies and other opportunities, establishing and/or expanding family and community supports, and assistance in increasing access to mainstream services.
- **Adherence to CT-503 Housing First Principles:** It is expected that services will be provided in accordance to the CT-503 Housing First Principles (provided as an Appendix to this RFP).
- **Program management/quality assurance oversight.** It is expected that this role will be implemented within the staffing structure and is a requirement under this funding.

#### V. Funding

ODFC will submit this application as a new project through the annual HUD CoC NOFA to ensure the existing project is renewed under a newly identified grantee. ODFC will make efforts to look for opportunities to maximize the available budget of this project by increasing the total number of households served and ensure that resources are allocated efficiently toward an increased number of units if advisable.

If applicants seek funding to expand an existing project the applicant should complete the relevant section of this application (this includes applicants who have not been funded via CoC funds previously). Applications for expansion can be submitted regardless of whether or not the applicant has an existing CoC renewal project, so this does not preclude applicants who have not been previously funded by the CoC from applying.

- Eligible activities/projects for the Funds:
  - The project must be Permanent Supportive Housing
  - Applicants can request funds for:
    - PSH: Rental assistance (tenant-based, project-based), supportive services, admin
    - PSH funds must be dedicated to serving chronically homeless individuals experiencing chronic homelessness, as defined in the appendix of this RFP.

**APPLICATION For:  
FY 2018 ODFC Housing and Services Program**

- **Please address all items in the Application**
- **A responsive proposal must describe** how the respondent will operate this project to maintain the housing of current residents.
- **Response will also address how the applicant will collaborate with ODFC and** community partners to perform the activities required by this RFP.

**1) Agency Name.**

Contact Information:

- Name:
- Phone Number:
- E-mail Address:
- Address of principal place of business

**2) Regional Catchment Area.** The project is located in the greater Bridgeport catchment area and will continue to operate in that area.

**3) Target Population.** Project must continue to serve 100% chronic, single adults.

**4) Service Delivery Plan.** Describe in detail the activities that will be provided under the proposed program. This should include: a description of services to be provided, collaborations in providing services, the number of households you intend to serve if greater than 16, client-to-staff ratio and other relevant details about program implementation.

**5) Service Capacity.** Describe your agency's capacity to carry out the services described. In particular include: an assurance that services will be available no later than September 1, 2019 and the experience of the applicant and partners over the past three (3) years in the specified sub-region, emphasizing experience with 1) housing relocation and stabilization services and 2) community collaboration specific to housing and/or homelessness. Include the current number of clients served, client-to-staff ratio, funding source(s), and successes. Include a summary of how your organization participates in the FC-CAN.

**6) References.** Provide three (3) specific programmatic references for the applicant

**7) Data Collection.** Applicants are required to participate in CT HMIS – does your organization currently participate?

**\*For domestic violence providers: please identify an alternative process of client-level data collection.\***

**8) Match Funds.** HUD will require a 25% match for this project, which can be in-kind or cash match. Provide the source of the 25% match and explain how ODFC- RRH /PSH or services may be used to leverage other funding.

**9) Provide details for budget below related to this project.**

Applicant Agency Name	
Applicant FTE / case manager salary for the ODFC Project =	
Ave Benefits Cost =	
Average other costs (mileage, computer, phone) =	
Total Direct Costs =	
Total Caseload per FTE case manager =	

**10) If this is an expansion project, please indicate:**

- a. Is this project seeking expansion funds to replace other funding sources?  
 YES       No (Note: use of expansion funds to replace other renewable sources is not permitted)
  
- b. **Component Type of the existing and expansion projects must be permanent supportive housing (component types must be identical.**
  
- c. **Grant # of the eligible renewal project that is requesting expansion (if applicable): \_\_\_\_\_**

**11) Assessment of Client Satisfaction.** Identify and describe the applicant’s process for assessing client satisfaction (surveys, etc.). Summarize feedback by number and percent of returned surveys, summary of concerns expressed by clients, etc. Provide a brief description of proposed sub-recipient’s follow-up actions or plans regarding concerns expressed by clients.

**INSTRUCTIONS FOR APPLICATION SUBMISSION:**

**Proposal Timeline:**

RFP Release	August 8, 2018
Deadline for responses/applications	August 14, 2018 at 3:00 PM

**All applications must be submitted in Word format to:**

[openingdoorsoffairfieldcounty@gmail.com](mailto:openingdoorsoffairfieldcounty@gmail.com)

**Attention: Pamela Ralston**



## **ODFC FY 2018 New Project Scorecard**

**1. The pre-application meet threshold if agrees to:**

- Operate in accordance with Housing First
- Participate in Coordinated Entry
- Enter data into HMIS (or for DV, a comparable data base)
- Participate in the CoC
- (For DV: document safety planning)

**2. Project Description: up to 16 total points**

**A. Demonstration of need = 0 to 5 points**

- 0 points if need not described
- 3 points if narrative but no data, or data does not support the need for this project
- 5 points if applicant describes need and provides supporting data

**B. Target population is aligned with CoC goals (chronic, veterans, families and youth, DV) = 1 point**

- 0 points if these populations not targeted
- 1 point if project targets chronic, veterans, families or youth

**C. Experience with housing first = 0 to 2 points**

- 0 points if not described
- 1 point if somewhat described
- 2 points if applicant indicates low/no barriers to entry and that reviewer believes the applicant has needed experience

**D. Experience with project component type and/or target population = 0 to 2 points**

- a) If PSH: experience with chronic
- b) If RRH or TH/RRH: experience rapidly rehousing
- c) If youth: demonstrates sufficient youth experience
  - 0 points if not described
  - 1 point if somewhat described
  - 2 points if reviewer believes the applicant has needed experience
- d) (If DV: demonstrates the safety needs of the target population)

**E. Client-centered and culturally competent services = 0 to 2 points**

- 0 points if not described
- 1 point if somewhat described
- 2 points if organization's policies, training, or other relevant experience described

**F. Strategic partnerships with community providers = 0 to 2 points**

- 0 points if not described
- 1 point if somewhat described
- 2 points if partners named and nature of partnership described

**G. Case management approach and ratio: = 0 to 2 points**

- Case management approach is reasonable based on population being served and geography size/distance = 0 to 2 points

- Shows an understanding of housing locator services = 0 to 1point

**3. Organizational capacity = 2 points**

- 0 points if organization does not appear to have capacity
- 1 point if capacity somewhat described
- 2 points if it is clear that the organization has capacity to operate the project based on HUD and CoC requirements

**4. Is project cost effective? = n/a**

- Total housing costs are equal to or less than Fair Market Rents = 1 point
- Compare each project's service costs to each other = 1 point if less than new project average

**5. Past performance = 3 points**

- Current Grantees: FY2016 and/or FY2017 performance related outcomes are strong
- Applicants who are not current/former CoC grantees = 0 – 3 points if describe performance outcomes from other points

**Total points available = 21**