

CAM Transition Application Review

Frequently Asked Questions (FAQ)

Purpose: This document was designed to accompany the recommendation of the CAM Transition Application Review Committee based upon questions that have arisen about the CAM Application and Review process.

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Request For Qualifications (RFQ) Process

1. Q: What were the RFQ application options for responding to the RFQ?

A: Applicants could respond to the RFQ as follows (text in italics taken from the RFQ):

"All Services" Applications:

- *Applicants that are submitting an application for all four components (A, B, C, and D) of the CAM services must submit an application in which the applicant agency will be responsible for service A: CAM Lead agency and Administration.*
- *The other components of the application (services B, C, and D) may be provided either by the applicant agency, a subrecipient(s), or a combination thereof.*

Because all four components of the RFQ will be considered separately, "All Services" Applicants will be given the option on how they want to present their application. "All Services" applicants can indicate if they would be willing to allow the RFQ Review Committee to substitute any component of their application in the event a different "Select Services Only" applicant was scored higher in the provision of the same services. OR "All Services" Applicants can opt to only be considered as one all-in application where they are seeking only to be considered if all four components of CAM services are selected by the RFQ Review Committee.

There are no scoring preferences or deficits within the CAM RFQ to favor either "All Applicant" consideration preference. Each of the four components will be scored independently within their component category.

The City of Detroit applied as an "All Services" application and opted to not allow any substitution for any of the four CAM services proposed (A, B, C, and D).

"Select Services Only" Applications

- *Applicants may submit an application for anyone, two, or three of the four services listed below.*

- *If selected for funding, “Select Services Only” applicants applying for services B, C, and/or D will become the subrecipient of the CAM Lead Agency (that agency selected to provide service A) that will serve as the fiduciary of the HUD COC SSO-CE grant and subcontract with your agency.*

HAND’s application was a “Select Services Only” application for CAM Service A (Lead Agency activities).

2. Q: How many reviewers typically review CoC applications?

A: The CoC’s “Detroit CoC Funding Application Review and Ranking Process”, as it relates to New Project Review, states “Every application will be reviewed by at least three reviewers”. This is the policy that is upheld during the review for new CoC project applications. Each application is reviewed by at least three reviewers.

3. Q: How many people participated on the CAM RFQ review committee?

A: On April 5, 2023, the CAM Transition Team approved a CAM RFQ review committee comprised of seven individuals. Prior to the start of the review process (before all applications were received) one of these individuals was recused from the process due to a conflict. Following the CAM RFQ review committee orientation meeting, one reviewer was excused from the review process due to scheduling conflicts. Therefore, there were five individuals who reviewed the applications. Of these five, one individual read and commented on the applications but did not do a full scoring of the applications.

4. Q: How many reviewers reviewed each CAM application?

A: Each application was reviewed by each member of the CAM RFQ review committee. As noted in the answer above, five people on the CAM RFQ review committee read both applications, and four of those five scored the applications. This is in alignment with the CoC’s policy of each application being reviewed by at least three people.

5. Q: What is a “scoring threshold”? What does this represent?

A: The number of points each question was worth was stated in the application. Members of the review team were instructed to score the applicant’s response to the question based on the total number of points that question was worth. A higher score represents a response to a question that better aligns with the requirements of the RFQ and will better meet the needs of the community. A “scoring threshold” is the minimum percentage of points an application needed to have earned to be considered for funding. The scoring threshold for the CAM RFQ was set at 70%.

6. Q: What does the RQF say about the threshold?

A: Page 29 of the RFQ states: “Applications receiving an overall score of less than 70% will not be given further consideration”. This is consistent with the CoC application review and evaluation process that has been in place for years.

7. Q: What are the options that agencies have that do not meet threshold requirements?

A: Our precedence is when an agency does not meet threshold, they are no longer considered for project funding. The only projects that may submit an appeal if they fall below threshold are renewal projects.

8. Q: What does the CoC policy say about appeals to applications?

A: The CAM RFQ does not discuss an appeal process. For CoC funding rounds, the appeals process only applies to agencies applying for renewal funding, in that they may appeal parts of the score they received on their renewal application. The CoC does not have an appeal process for new project applications.

[RFQ Outcome](#)

1. Q: How many applications were received?

A: Two applications were received.

2. Q: What were the submitted RFQ applications for?

A: The City of Detroit applied as an “All Services” application and opted to not allow any substitution for any of the four CAM services proposed (A, B, C, and D). HAND’s application was a “Select Services Only” application for CAM Service A (Lead Agency activities).

Please reference question one from the [Request For Qualifications \(RFQ\) Process](#) section above for more details about the RFQ Application options.

3. Q: What were the scores for each application?

A: The four individual CAM Service Components (A, B, C and D) were reviewed and averaged separately as denoted within the RFQ . The City of Detroit had an overall application score of 977.8 out of 1440 total possible points for an "all services" application. This translates to a 67.87% threshold score for their application - below the 70% threshold stated in the RFQ. HAND scored 240.38 out of 300 total possible points for the “Select Services Only” application for CAM Service A. This translates to an 80.13% score for their application- above the 70% threshold stated in the RFQ. Referencing Component A only, the City of Detroit scored 199.38 out of 300 possible points, which translates to an 66.46% score for this component of their application- below the 70% threshold stated in the RFQ.

Please reference the recommendation document from the RFQ review committee for further details on scores.

Please reference question one from the [Request For Qualifications \(RFQ\) Process](#) section above for more details about the RFQ Application options.

4. Q: What was the recommendation from the RFQ review committee?

A: The RFQ review committee recommendation was as follows (text in italics taken from the Recommendation Report):

Select HAND as the CAM Lead Agency and allow the CAM transition process to develop an alternative method for identifying the CAM services providers. Thus, we recommend that HAND be designated as the CAM Lead Agency (A).

Please reference the recommendation document from the RFQ review committee for further details on the recommendation rationale.

5. Q: Does the report from the RFQ review committee include who was on the review committee?

A: In April, the CAM Transition Team approved the review team. The approved individuals were: Amanda Carlisle (Washtenaw Housing Alliance), Candace Morgan (CoC Board/COTS), Donna Price (CoC board/DAG), Jasmine Lewis (CSH), Vanessa Samuelson (McGregor Fund), and ReGina Hentz (CoC board/DAG). Erica George (Cass Community) was also approved by the CAM Transition Team to be on the CAM RFQ review committee but was recused from the process prior to the submission of the applications due to a conflict of interest.

6. Q: Is it possible to see the scores of each application by individual reviewer?

A: The CoC does not have precedence to share scores broken out by individual reviewer.

Next Steps

1. Q: What are the next steps for moving the RFQ review committee's recommendation forward?

A: Since the recommendation was approved by the CAM Transition Team May 12, it will be brought to the CoC General Membership to be voted on May 25th.

2. Q: What is the CoC General Membership being asked to vote on?

A: The membership will be voting on whether to approve the RFQ review committee's recommendation that HAND be designated as the CAM Lead Agency (A). The membership will vote with the options of yes, no, or abstain.

3. Q: Were there major themes for points being taken away that could be addressed?

A: There may be. The CoC does have a precedent to provide more detailed feedback to applications not selected for funding. This feedback is provided after the final decisions are made on which applications will be selected for funding and is provided to an applicant agency to help them improve their application in a future funding round. In a typical CoC application process, HAND staff provides this feedback to applicant agencies. For this CAM RFQ, such detailed feedback would need to come from the CAM RFQ committee, if they have the capacity to provide such feedback, after the final decision has been made on the new CAM Lead Agency.

4. Q: How do we ensure that the CAM functions of access (phone and in person) and back office are maintained?

A: As stated in the RFQ regarding CAM Lead Agency responsibilities (text in italics taken from the RFQ):

CAM Lead Agency and Administration: CAM Lead Agency is responsible for facilitating coordination of all CAM partner agencies. Serve as the fiduciary of HUD COC SSO-CE funds. Coordinates and reviews feedback from CAM users and providers. Responsible for monitoring and evaluation of subrecipients, HUD CAM reporting, CoC CAM reporting, and CAM funding development.

It is expected that that the new CAM Lead Agency will uphold the responsibilities once they are identified.

As stated in the RFQ Review Committee Recommendation regarding next steps (text in italics taken from the Recommendation Report:

- *The CoC Membership can proceed with conducting a vote to accept the CAM Lead Agency recommendation as required in the Detroit CoC Governance Charter at its regularly scheduled meeting as early as May 16 or at the projected May 25 meeting.*
- *The new and outgoing CAM Lead Agencies can proceed with contract transfers from Southwest Counseling to HAND to assure funding transfers within the transition timeline.*
- *The CoC's work in the past five months provides the CAM Transition Team and HAND with many well developed and vetted materials to conduct targeted negotiations or procurement processes to secure the balance of CAM services.*
- *The service delivery strategy for Access In Person services developed by the City of Detroit is an excellent starting point for this component of CAM.*