

CoC Review, Score, and Ranking Procedures
IL-516

Notice to Citizens and Organizations in Macon, Illinois

Date: July 15, 2016

The U.S. Department of Housing and Urban Development (HUD) issues funding opportunities for homeless projects annually. This notice is posted pursuant to the "Notice of Funding Availability (NOFA) for the Fiscal Year (FY) 2016 Continuum of Care Program Competition" (FR-6000-N-25).¹

HUD requires local Continuum of Care to rank all projects in priority order. This applies to new project applications and to renewal project applications. This notice details the process for reviewing, scoring, and ranking projects.

New Projects

The Governing Board of the Macon County Continuum of Care Homeless Council requests letters of intent for new Permanent Supportive Housing projects for Chronically Homeless persons, and new Rapid Re-Housing projects for families and individuals. These are the only types of new projects that will be considered by HUD in this funding cycle. If your agency is interested in submitting a letter of intent please follow the guidelines outlined below:

Please submit a letter of intent and include the following information:

1. Type of project
2. Requested funding amount for one year
3. Target population
4. Project synopsis (maximum one page)

Letters of intent are due Friday, July 22, 2016 by 5:00 pm. Please submit letters of intent to the following e-mail address: dswitzer@doveinc.org.

The request for letters of intent does not commit the Governing Board to accept all letters of intent, submit an application, or pay any costs incurred in the preparation of the response. Non-HUD funded agencies are encouraged to apply. Notification letters of acceptance or denial will be sent within 30 days of the submittal deadline.

New projects will be ranked and scored along with renewal projects. New projects will be reviewed based on the following objective criteria:

- Estimated project performance measures
- Severity of needs and vulnerabilities of project participants
- Type of project
- No or few barriers to participation
- Housing First

¹ For complete information about this competition, including the entire Notice of Funding Availability, please go to <https://www.hudexchange.info/e-snaps/fy-2016-coc-program-nofa-coc-program-competition/>

Renewal Projects

Renewal projects will be reviewed based on the following objective criteria:

- Project performance measures
- Monitoring results
- Severity of needs and vulnerabilities of project participants
- Type of project
- No or few barriers to participation
- Housing First

Scoring and Ranking Process

The specific objective ranking criteria and scoring rubric begins on the following page, and it was posted August 16, 2016.

1. Review, scoring, and ranking will be conducted by the Review and Ranking Committee of the Homeless Council.
2. All projects included in the CoC application will be ranked in order of priority.
3. Final project rankings must be approved by the Governing Board.
4. Minutes of the meeting(s) where projects are reviewed, scored, and ranked will be posted on this website and available for public review at the offices of Dove Homeward Bound, 788 E. Clay St., Decatur IL 62521.

Persons with questions about this notice should send them by email to this address: dswitzer@doveinc.org.

Project Ranking System Guide

Macon County, Illinois Continuum of Care (IL-516)

Introduction

CoC IL-516 utilized a well-defined set of objective criteria to review, score, and rank projects in the FY2016 CoC Competition. The criteria are balanced, using four major factors:

- Performance Outcome Criteria (14 maximum points, 21% of score)
 - Length of homelessness
 - Retention in, or exits to permanent housing
 - Increases in cash income

- Monitoring Criteria (18 maximum points, 27% of score)
 - Participant eligibility
 - Utilization
 - Drawdowns and recapture
 - HMIS data quality

- Priority Population Criteria (26 maximum points, 39% of score)
 - Youth
 - Families with children
 - Chronically homeless
 - Veterans
 - Low or no income
 - Serious and persistent mental illness and/or substance use disorders
 - Criminal history

- Best Practice Criteria (10 maximum points, 15% of score)
 - Housing First compliance
 - Project type

The remainder of this guide contains the process, the scoring system and a description of each element and how the score is computed.

Process

The CoC appointed a **Review & Ranking Committee**, consisting of well-qualified people who had no affiliation with any CoC funded program. Among them are a college professor, a consultant, and a formerly homeless ex-client who is now in graduate school. Minutes of every meeting are posted on the website of the Collaborative Applicant.

The committee created a **Scoring System** with a scale, using criteria suggested from HUD documents and local research. Among the HUD documents are ones concerning the System Performance Measures, the FY2016 NOFA, the CoC Application instructions, and the debriefing summary from the FY2015 competition.

For **data sources**, the committee used APRs, customized HMIS reports, and CoC applications. Because HUD has delayed submission of APRs during the introduction of new APR formatting, the HMIS lead generated faux APRs using both the old and new HUD formatting for each project. To make things even fairer, we used the same year – July 1, 2015 to June 30, 2016 – for each faux APR.

No subjective data were permitted. The committee devised a scale for each criteria, and rated each project for every criteria.

Scoring System

We use a 68-point scale. The table below shows the criteria across the top, with individual projects listed on the left side.

Factor		Length of Stay	Retention or exits to PH	Increases in income	Utilization	Drawdowns	Recapture	HMIS usage	HMIS data quality	Priority Population Points	Housing First compliance	Project type	TOTAL SCORE	RANKING
Maximum Score		4	5	5	5	3	-5	5	5	26	5	5	68	
DHA	CH LEASING 07												0	
	DECATUR COC RENTAL												0	
DOVE, INC.	TRANSITIONAL HOUSING LEASING												0	
	PERMANENT HOUSING LEASING												0	
	HL LEASING 10												0	
	CH LEASING 13												0	
	DECATUR RAPID RE-HOUSING												0	
	DECATUR RAPID RE-HOUSING 15												0	
	HOMeward BOUND SSO												0	
	MACON COUNTY HMIS												0	
	HMIS EXPANSION												0	
													0	
													0	

Performance Outcome Criteria

- 4 points – Length of Stay

How scored: The Review and Ranking Committee creates a scale based on length of homelessness. This is the same measurement used in the HUD System Performance Measure metric 1.2

The data are found in the APR (new APR Q22a1, old APR Q27), or by running the HUD System Performance Measures in HMIS for the specified 12-month period ended June 30, 2016.

- 5 points – Exits to / retention of permanent housing

How scored: The Review and Ranking Committee creates a scale based on:

- For SSO and Transitional Housing projects: exits to permanent housing
- For Permanent Housing projects: Retention in housing plus exits to other permanent housing

These data are found in the APR (new APR Q23a, old APR Q29a1 and Q29a2), or by running the HUD System Performance Measures in HMIS for the specified 12-month period ended June 30, 2016. The Review and Ranking Committee divides the number of clients who exited to and/or retained permanent housing by the total number of clients.

- 5 points – Increases in Income

How scored: The Review and Ranking Committee creates a scale based on retention or gains in earned income and other cash income. This is the same measurement used in the HUD System Performance Measure by combining metrics 4.3 and 4.6.

The data are found in the APR (new APR Q19a3, old APR Q24b3), or by running the HUD System Performance Measures in HMIS for the specified 12-month period ended June 30, 2016.. The Review and Ranking Committee divides the number of adults who retained or gained cash income (from employment and non-employment sources) by the total number of adults.

Monitoring Criteria

- 5 points – Utilization

How scored: The Review and Ranking Committee creates a scale based on utilization rates.

We use a customized HMIS report that divides the average number of participants by the number of beds in HIC inventory (or slots, for the SSO project).

- 3 points – Drawdowns

How scored: The Review and Ranking Committee creates a scale based on regular drawdowns during the most recent project year.

The data are found in the LOCCS system, to which the HMIS Lead has access. The HMIS Lead creates a custom report showing percentage of grant award funds drawn down quarterly.

- Up to -5 points –Recapture

How scored: The Review and Ranking Committee can deduct up to 5 points for returning unspent grant funds at the end of the most recent project year.

The data are found in the LOCCS system, to which the HMIS Lead has access. The HMIS Lead creates a custom report showing percentage of funds unspent at the end of the grant term.

- 5 points – HMIS Data Usage

How scored: The Review and Ranking Committee creates a scale based on data usage.

The HMIS Lead generates a custom report showing the frequency with which HMIS client records are updated for each project.

- 5 points – HMIS Data Quality

How scored: The Review and Ranking Committee creates a scale based on data quality, i.e., the percentage of unduplicated client records with null or missing values and the percentage of "Client Doesn't Know" or "Client Refused" during the time period from July 1, 2015 to June 30, 2016.

The data are found in the APR (new APR Q 5A, old APR Q7).

Priority Population Criteria

- Up to 23 points – Targeted Populations

How scored: The Review and Ranking Committee awards points for any project targeting the following priority populations:

- Youth – 2 points
- Domestic violence – 4 points
- Families with children – 3 points
- Chronically homeless – 4 points
- Veterans – 2 points
- Persons with serious and persistent mental illness and/or substance use disorders – 5 points
- Persons with criminal histories – 3 points

The data are found in the Project Application sections 3B-1 and 5B.

- 3 points – Exclusive Targeting

How scored: The Review and Ranking Committee awards 3 points to any project that is the only project in the CoC that targets any one of the priority populations listed above.

The data are found in the Project Application sections 3B-1 and 5B.

Best Practice Criteria

- 5 points – Housing First Compliance

How scored: The Review and Ranking Committee creates a scale based on the ranges of responses to the Housing First item in the Project Application section 3B-3 and the checklist contained in the Appendix.

The data are found in the Project Application and in the Housing First checklist.

- 5 points – Project Type

How scored: The Review and Ranking Committee awards points based on the type of project based on the following scale:

- Rapid Re-Housing – 5 points
- Permanent Supportive Housing – 5 points
- HMIS – 5 points
- Coordinated Assessment – 5 points
- Transitional Housing – 0 points
- Transitional Housing for DV – 5 points

The data are found in the Project Application.

Housing First Checklist

Applicant: _____

Project: _____

Quick Screen: Is It a Housing First Project?

1. *Are applicants required to have income prior to admission?*
Yes No

2. *Are applicants required to be "clean and sober" or "treatment compliant" prior to admission?*
Yes No

3. *(Permanent housing only) Are tenants able to be evicted for not following through on their services and/or treatment plan?*
Yes No

If the answer to any of the above questions is Yes, the program is not Housing First, and no points will be awarded in this category.

If you answered No to the above questions, please check the boxes in the next two sections to indicate those that are your current practices:

Core Elements:

- Admission/tenant screening and selection practices promote the acceptance of applicants regardless of their sobriety or use of substances, completion of treatment, and participation in services.

- Tenant selection plan includes a prioritization of eligible tenants based on severity of need, duration/chronicity of homelessness, vulnerability, and high utilization of crisis services.

- Applicants are not rejected on the basis of poor credit or financial history, poor or lack of rental history, minor criminal convictions, or behaviors that indicate a lack of "housing readiness."

- Housing accepts referrals directly from coordinated assessment system or other organizations frequented by vulnerable people experiencing homelessness.

- Supportive services emphasize engagement and problem-solving over therapeutic goals. Services plans are highly tenant-driven without predetermined goals. Participation in services or program compliance is not a condition of permanent supportive housing tenancy

- Use of alcohol or drugs in and of itself (without other lease violations) is not considered a reason for eviction.

Advanced Elements:

- Tenants are given reasonable flexibility in paying their tenant share of rent (after subsidy) on time and offered special payment arrangements (e.g. a payment plan) for rent arrears and/or assistance with financial management (including representative payee arrangements).
- Case managers/service coordinators are trained in and actively employ evidence-based practices for client/tenant engagement such as trauma-informed care, motivational interviewing and client-centered counseling.
- Services are informed by a harm reduction philosophy that recognizes that drug and alcohol use and addiction are a part of tenants' lives, where tenants are engaged in non-judgmental communication regarding drug and alcohol use, and where tenants are offered education regarding how to avoid risky behaviors and engage in safer practices.
- Building and apartment unit includes special physical features that accommodate disabilities, reduce harm, and promote health among tenants. These may include elevators, stove-tops with automatic shut-offs, wall-mounted emergency pull-cords, ADA wheelchair compliant showers, etc.

(Adapted from US Interagency Council on Homelessness)