

PROCESS FOR REVIEWING, SCORING AND RANKING

The North Shore Continuum of Care (NSCoC) Ranking and Review Committee is a committee of non-funded NSCoC members appointed annually to make strategic decisions for the NSCoC throughout the year. In that capacity, they:

1. Provide input into the Ranking and Review tool to be used in reviewing projects.
2. Complete the review and ranking of all project applications to be submitted for funding in response to HUD's annual CoC NOFA.
3. Make recommendations to the Board regarding individual project applications to be submitted in response to HUD's NOFA as well as the Project Priority Listing.

The full membership of the NSCoC was invited to attend a meeting held on June 26, 2018 to provide input to the Ranking and Review Committee regarding the content of the Ranking and Review tool for the FY18 NOFA competition. Interested parties convened again on a conference call July 02, 2018 to continue discussions. The NSCoC Ranking and Review Committee then met on July 09, 2018 to update the Ranking and Review policy for FY18 and to develop the tool to be used in the FY18 Competition. The Ranking and Review Committee met again on July 12, 2018 to continue developing the policy and tool. A draft of each of these was remitted to the full membership via email on July 13, 2018, in advance of the July 18, 2018. They were invited to share comments prior to the July 18 meeting and during the meeting. With input from this meeting, the Ranking and Review Committee met once more on July 30, 2018 to develop a final tool which was presented to the full NSCoC membership for approval.

SCORING INSTRUCTIONS

The NSCoC developed these Scoring Instructions as part of the Ranking and Review Tool, which were approved by the NSCoC on August 15th, 2018. The intent of this tool is to measure project performance and capacity using objective scoring criteria, including the HEARTH System Performance Measures, use of Housing First and low barrier entry, past performance, domestic violence evaluation and severity of needs and vulnerabilities experienced by program participants.

In order to be considered, all projects must pass HUD Threshold Criteria: 1) Applicants must be eligible, (p. 33 of NOFA), 2) Applicants must meet project eligibility thresholds (p. 33 of NOFA), 3) Applicants must meet project quality thresholds (p. 35 of NOFA), and 4) Renewal projects must meet project renewal thresholds (p. 39 of NOFA).

Projects must also pass NSCoC Threshold Criteria: 1) applications were received by the deadline, 2) the project is consistent with the Plan to End Homelessness and the Consolidated Plan covering the NSCoC geographic region, (3) the applicant does not have any outstanding HUD monitoring and/or OIG Audit findings, and (4) the project complies with the requirements of the CoC interim rule (24 CFR part 578), including, but not limited to accepting referrals from the NSCoC Coordinated Entry (CE) system and participating in the NSCoC Homeless Management Information System (HMIS). New applicants that do not currently participate in CE or HMIS must indicate they will should their application(s) be awarded.

THRESHOLD CRITERIA

All project applications will be reviewed to determine whether they meet the following thresholds. Those that do not will not be included for ranking.

THRESHOLD CRITERIA (ALL PROJECTS)	Pass/Fail
Project is eligible.	
Project complies with Applicants must meet project eligibility thresholds as defined in the FY18 NOFA	
Project meets project quality thresholds as defined in the FY18 NOFA	
Renewal projects must meet project renewal thresholds as defined in the FY18 NOFA	
Application materials were received by the deadline.	
Project is consistent with the Plan to End Homelessness and the Consolidated Plan	
No outstanding HUD monitoring or OIG Audit findings.	
Project complies with the requirements of the CoC Interim Rule (24 CFR part 578), including but not limited to: <ol style="list-style-type: none"> 1) The project fills, or will fill, all vacancies from the NSCoC CE System in accordance with the NSCoC CE Policies. 2) The project participates, or will participate, in the NSCoC HMIS. 	

EVALUATION METHOD

Project applications will be categorized as either Standard Renewal or New. All project applications will be evaluated and scored using the criteria in these Instructions. The NSCoC Ranking Committee will also consider the priorities and information contained in the FY2018 NOFA in its review. Projects will be ranked according to the percentage of points received.

Standard Renewals: Standard Renewals are renewing projects that have operated for a full 12-month period. These projects will be evaluated using project performance data from the most recently submitted Annual Performance Report (APR) and other objective data gathered from HMIS and other sources, such as the NSCoC Attendance report.

New Projects: New projects are projects that have never been awarded CoC Program funds. These projects will be evaluated and scored using HUD's scoring criteria, guidance, and NSCoC-defined priorities. They may include projects from applicants who have never received funding from the NSCoC, those who received funding in the past, but not in the FY17 round of funding, and applicants who are also pursuing renewal funding.

Project Approach

PROJECT APPROACH (ALL PROJECTS) Projects can receive up to 10 points, but there will be no partial points awarded. These scores are based upon the project application and narrative description of Housing First and low barrier entry.	
Low-Barrier and Housing First <i>Maximum Points: 10</i>	
The project follows a Low-Barrier approach, meaning the project does not screen out participants based on any of the following criteria: <ul style="list-style-type: none"> - Having too little or no income - Active or history of substance abuse - Having a criminal record with exceptions for state-mandated restrictions - Having an eviction record - History of domestic violence (e.g., lack of protective order, period of separation from abuser, or law enforcement involvement) 	5
The project follows a Housing First approach, meaning the project does not terminate participants from the program for any of the following reasons: <ul style="list-style-type: none"> - Failure to participate in supportive services - Failure to make progress on a service plan - Loss of income or failure to improve income - Being a victim of domestic violence - Any other activity not covered in a lease agreement 	5

*Projects will be scored according to the **percentage** of points received.

Standard Renewal

PROJECT PERFORMANCE			
Housing Stability	Source	Maximum Points: 8	
% of participants who maintained or exited to PH	APR	≥80%	6
		75% to 79.99%	5
		70% to 74.99%	3
		65% to 69.99%	1
		≤64.99%	0
% of participants who were placed in PH within 90 days of entry into project	APR	≥75%	2
		60% to 74.99%	1
		≤59.99%	0
% of participants who were placed in PH within 24 months of entry into project	APR	≥75%	2
		60% to 74.99%	1
		≤59.99%	0
Total Income (including Mainstream Benefits)	Source	Maximum Points: 8	
% of persons age 18 and older who <i>maintained or increased</i> their total income (from all sources) as of the end of the operating year or program exit	APR	≥80%	8
		70% to 79.99%	6
		≤69.99%	0
Earned Income	Source	Maximum Points: 4	
% of persons age 18 through 61 who <i>increased</i> their earned income (i.e., employment income) as of the end of the operating year or program exit	APR	≥70%	4
		62% to 69.99%	2
		≤61.99%	0
% of persons age 18 through 61 who <i>maintained</i> their earned income (i.e., employment income) as of the end of the operating year or program exit	APR	≥20%	4
		12% to 19.99%	2
		≤11.99%	0

Utilization Rate		Source	Maximum Points: 6	
% unit utilization rate report June 01-August 15, 2018	HMIS	≥95%	6	
		90% to 94.99%	5	
		85% to 89.99%	3	
		80% to 84.99%	1	
		≤79.99%	0	
Expenditures		Source	Maximum Points: 6	
Total % spend down (unspent funds are recaptured by HUD)	Most recent APR	≥95%	6	
		90% to 94.99%	5	
		85% to 89.99%	3	
		80% to 84.99%	1	
		≤79.99%	0	
DATA				
Timeliness		Source	Maximum Points: 12	
Annual Performance Report (APR) submitted on time			4	
Project-Level: average # of days to enter data from program intake and exit.	HMIS	≤7	4	
		8 to 14	2	
		≥15	0	
Agency-Level (for all Agency projects in HMIS): average # of days to enter CY2017 data from program intake and exit.	HMIS	≤7	4	
		8 to 14	2	
		≥15	0	
Completeness		Source	Maximum Points: 5	
APR Q7 % Refused/Unknown responses for Universal Data Elements	HMIS	≤9%	2	
		≥10%	0	
APR Q7 % Missing responses for Universal Data Elements	HMIS	≤1%	3	
		≥2%	0	

COST EFFECTIVENESS			
Budget	Source	Maximum Points: 4	
% Supportive Services Costs Requested in FY2018	Appl	≤20%	4
		21% to 35%	2
		≥36%	0
OTHER			
Drawdowns	Source	Maximum Points: 4	
HUD quarterly eLOCCS or LOCCS draws	LOCCS		4
Housing First Implementation	Source	Maximum Points 5	
This tool measures the extent to which the applicant is implementing Housing First. This tool measures on a rating scale of 0-216.	Housing First Standards Assessment Tool	176-216	5
		132-175	4
		88-131	3
		44-87	2
		0-43	1
Chronically Homeless Dedicated Beds	Source	Maximum Points: 4	
All projects: % of Beds that are dedicated to chronically homeless in FY2018 .	Appl	90-100%	4
		≤89%	0
Specific Population Focus	Source	Maximum Points: 5	
Project has existing special capacity (in its facilities, program designs, tools, outreach or methodologies) to serve one or more of the following subpopulations. 1 point for each subpopulation: <ul style="list-style-type: none"> - Chronically homeless individuals and/or families, - Veterans, - Families with children, - Youth (under age 25), and/or - Victims of domestic violence. 	Appl	1 point per subpopulation up to 5	0-5

If a project has insufficient data to score a criterion, the project will receive the averaged points for that criterion.

BONUS			
	Source	Maximum Points: 4	
Demonstration of creative use of Program Income to create housing or additional supportive services.	Application		2
Attended at least 80% of monthly CoC meetings	CoC minutes		2

Project Approach Points:	10
Project Performance Points:	32
Data Points:	17
Cost Effectiveness Points:	4
Other Points:	13
Bonus Points	4
Standard Renewal Points:	80

New Project

ADDITIONAL THRESHOLD CRITERIA FOR NEW PROJECTS

ADDITIONAL THRESHOLD CRITERIA (NEW PROJECTS)			Pass/Fail
The project is Permanent Supportive Housing Dedicated PLUS or has 100% of beds dedicated to serving chronically homeless; Rapid Rehousing for homeless individuals and families including unaccompanied youth; joint TH and PH-RRH which meet the criteria defined at V.B.3.(c) of the FY18 NOFA; or a project specifically designed to meet the needs of those who are homeless victims of domestic violence including PH-RRH, or joint TH and PH-RRH.			
PROJECTED OUTCOMES			
Housing Stability	Source	Maximum Points: 4	
% of participants who will exit to PH	Appl	≥80%	2
		70% to 79.99%	1
		≤69.99%	0
% of participants who will be placed in PH within 90 days of entry into project	Appl	≥75%	2
		60% to 74.99%	1
		≤59.99%	0
Total Income (including Mainstream Benefits)	Source	Maximum Points: 4	
% of persons age 18 and older who <i>will increase</i> their total income (from all sources) as of the end of the operating year or program exit	Appl	≥80%	4
		70% to 79.99%	2
		≤69.99%	0
% of persons age 18 and older who will <i>maintain</i> their total income (from all sources) as of the end of the operating year or program exit	Appl	≥80%	4
		70% to 79.99%	2
		≤69.99%	0

Earned Income		Source	Maximum Points: 2	
% of persons age 18 through 61 who will <i>increase</i> their earned income (i.e., employment income) as of the end of the operating year or program exit	Appl	≥70%	2	
		62% to 69.99%	1	
		≤61.99%	0	
% of persons age 18 through 61 who will <i>maintain</i> their earned income (i.e., employment income) as of the end of the operating year or program exit	Appl	≥20%	2	
		12% to 19.99%	1	
		≤11.99%	0	
DATA				
HMIS Capacity		Source	Maximum Points: 4	
Agency level (for all agency projects in HMIS): average # of days to enter data from program intake and exit.	HMIS	≤7	4	
		8-14	2	
		≥15	0	
For applicants who have not previously participated in HMIS - Agency has a Workplace Information Security Policy.	WISP Policy	Yes	4	
		No	0	
COST EFFECTIVENESS				
Budget		Source	Maximum Points: 4	
% Supportive Services Costs Requested in FY2018	Appl	≤20%	4	
		21% to 35%	2	
		≥36%	0	
OTHER				
Mainstream Services		Source	Maximum Points: 6	
Project will provide transportation assistance to clients to attend mainstream benefit appointments, employment training, or jobs	Appl		2	
Project will demonstrate collaboration with other agencies to assist clients in obtaining other services.	Appl		2	
Project will follow-up with participants at least annually to ensure mainstream benefits are received and renewed	Appl		2	

Specific Population Focus		Source	Maximum Points: 5	
Project has existing special capacity (in its facilities, program designs, tools, outreach or methodologies) to serve one or more of the following subpopulations. 1 point for each subpopulation: - Chronically homeless individuals and/or families, - Veterans, - Families with children, - Youth (under age 25), and/or - Victims of domestic violence.		Appl	1 point per subpopulation up to 5	0-5
PROJECT MILESTONES				
Projects		Source	Maximum Points: 6	
First Participant Housed: Days from grant execution to house first participant		Appl	≤30	4
			31-60	2
			≥61	0
Project at Capacity: Days from grant execution for project to be at capacity		Appl	<90	2
			91 to 120	1
			≥121	0
AGENCY CAPACITY and EXPERIENCE				
Federal Funds		Source	Maximum Points: 2	
Currently operating ≥1 other federally funded projects		Appl		2
Financial Management Capacity		Source	Maximum Points: 2	
Agency has capacity to submit monthly cost reimbursement invoices and to meet program expenses in advance of reimbursement		Appl		2
Homeless Documentation		Source	Maximum Points: 4	
Agency's years of experience with documenting homelessness according to HUD's Defining "Homeless" Rule		Appl	≥3	2
			1 to 2	1
			<1	0

Chronic Homeless Documentation	Source	Maximum Points:	2
Currently operating ≥ 1 project serving chronically homeless households	Appl	≥ 2	2
		1	1
		< 1	0
RRH: Agency Experience Operating RRH	Source	Maximum Points:	2
Currently operating ≥ 1 rapid rehousing project	Appl	≥ 2	2
		1	1
		< 1	0
Low-Barrier and Housing First Experience	Source	Maximum Points:	5
Applicant demonstrates low barrier and housing first (or comparable housing model) implementation experience.	Appl and additional narrative		5

Project Approach Points:	10
Projected Outcomes Points:	10
Data Points:	4
Cost Effectiveness Points:	4
Other Points:	11
Project Milestones Points	6
Agency Capacity and Experience Points	17
New Project Points*	62

*Projects will be scored according to the **percentage** of points received.