



Summit County Continuum of Care (SCCoC)

Each person is a branch of strength within the community. Strong branches make a strong community!

2019 Review and Ranking Criteria - Continuum of Care Applications

Applicant Organization _____

Project _____

Date _____ Points _____

All Agencies MUST adhere to these Pre-requisites before applying for renewal or new projects:

- MUST serve Category 1 Homeless population
- MUST be Housing First
- MUST receive referrals from Central Intake
- MUST input data into HMIS
- MUST serve one of these populations: Chronically Homeless, Youth, Veterans, Households with Children

Application Review	Score:
<p>A. HMIS compliance: HUD has been emphasizing that data quality has critical importance. New project-level HUD CoC APRs have data quality sections embedded, and in addition to that, CoC's are now required to submit system-level HUD Data Quality Reports once a year. The following sections are what you will be scored on:</p> <ul style="list-style-type: none"> (1) Q.2. Personally Identifiable Information (2) Q.3. Universal Data Elements (3) Q.4 Income and Housing Data Quality (4) Q.5. Chronic Homelessness (5) Q.6 Timeliness <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Section 1-4) 2pts. = if error rate is 0-2% 1 pts. = if error rate is 2-5% 0 pts. = if error rate is over 5%</p> <p>Section 5) 2 pts. = 98% or < 0 pts. = 97.9% or ></p> </div> <p>SOURCE: HMIS Data Quality Reports</p>	<p>10 Point section, each item is worth 2 points. Sections 1-4 will look at the error rate for each item, some sections may require taking an average of the total items. Section 5 will look at the count of entry records, you will add 0 days + 1-3 days and divide by the total count of entry records.</p> <p><u>How Scores are calculated</u></p> <p>Points will be scored monthly. After all monthly scores have been finalized, we will take an average of the monthly scores. That average score is what will be applied to the ranking and review scoresheet.</p> <p>(DV providers use a comparable database that is based on data submitted into APR)</p>

a collaboration of agencies working together for the homeless



<p>B. Unit Utilization: PIT Actual Unit Utilization on last Wednesday of the Month.</p> <p>SOURCE: APR (Q.02 average of 4 months)</p>	<p>10 pts. = above 95% 8 pts. = 90% - 94.9% 6 pts. = 85% - 89.9% 4 pts. = 81% - 84.9% 2 pts. = 76% - 80.9% 0 pts. = Below 76%</p>
<p>C. Exit Destination: Indicator- Exits to or Retention of Permanent Housing</p> <p>PH- % of participants who did not leave and % of participants who left and moved to PH destination. (Stayers and Leavers)</p> <p>Calculation for PH: Number of participants who moved to PH upon exit + the number of participants who remained in PSH project / number of participants served by the PSH project x 100.</p> <p>TH- % of participants who left TH and went to PH (Leavers)</p> <p>RRH- % of participants who left RRH and went to PH (Leavers)</p> <p>SOURCE: (Q22a1, Q23a, & Q23b)</p>	<p><u>Permanent Supportive Housing Programs Only:</u></p> <p>15 pts. = 90% or more of all participants in PH projects 10 pts. = 89.9% to 80% of all participants in PH projects 0 pts. = below 80 % of all participants in PH projects NO EXITS = 15 pts</p> <p><u>Transitional Housing & RRH Programs Only:</u></p> <p>15 pts. = 90% or more participants who left TH/RRH moved to PH 10 pts. = 89.9% to 80% participants who left TH/RRH moved to PH 0 pts. = below 80% of participants who left TH/RRH moved to PH</p>
<p>D. Cash Benefits: Government Assistance, earned income from employment, and/or other cash income (maintained or increased) (leavers only)</p> <p>% participants with 1+ source of cash benefits at exit</p> <p>SOURCE: APR (Q.19a2)</p>	<p>5 pts. = 30% or higher maintained or increased cash benefits</p>
<p>E. Non-Cash Benefits: Mainstream Resources and Health Insurance (maintained or increased) (leavers only)</p> <p>% participants with 1+ source of cash benefits at latest status or exit</p> <p>SOURCE: APR (Q.20b)</p>	<p>5 pts. = 7% or higher non-cash benefits at exit 0 pts. = 6.9% or lower non-cash benefits at exit</p>
<p>F. For Domestic Violence Service Providers Only: Domestic Violence service providers utilize evidence-based and trauma-informed practices in their methods of services and service delivery. DV providers use a comparable database to track project outcomes and system performance measures. DV projects are ranked and reviewed based on performance like all other CoC projects.</p>	<p>No points associated</p> <p>Yes or No</p>
<p>G. Continuum/Coalition participation: Level of involvement in Continuum/Coalition committees and programming (This is also a requirement to receive letters of support from the CoC)</p> <p>SOURCE: CoC meeting log (CoC MATRIX & Spreadsheet)</p>	<p>10 pts. = Attended more than 90% of meetings 0 pts. = Attended less than 90% of meetings</p>



HUD's Homeless Policy Priorities and Program Highlights

A. Policy Priorities. This section provides additional context regarding the selection criteria found in Section VII.B of this NOFA and is included here to help applicants better understand how the selection criteria support the goal of ending homelessness:

- 1. Ending homelessness for all persons.** To end homelessness, CoCs should identify, engage, and effectively serve all persons experiencing homelessness. CoCs should measure their performance based on local data that consider the challenges faced by all subpopulations experiencing homelessness in the geographic area (e.g., veterans, youth, families, or those experiencing chronic homelessness). CoCs should have a comprehensive outreach strategy in place to identify and continuously engage all unsheltered individuals and families. Additionally, CoCs should use local data to determine the characteristics of individuals and families with the highest needs and long experiences of unsheltered homelessness to develop housing and supportive services tailored to their needs. Finally, CoCs should use the reallocation process to create new projects that improve their overall performance and better respond to their needs.
- 2. Creating a systemic response to homelessness.** CoCs should be using system performance measures such as the average length of homeless episodes, rates of return to homelessness, and rates of exit to permanent housing destinations to determine how effectively they are serving people experiencing homelessness. Additionally, CoCs should use their Coordinated Entry process to promote participant choice, coordinate homeless assistance and mainstream housing and services to ensure people experiencing homelessness receive assistance quickly, and make homelessness assistance open, inclusive, and transparent.
- 3. Strategically allocating and using resources.** Using cost, performance, and outcome data, CoCs should improve how resources are utilized to end homelessness. CoCs should review project quality, performance, and cost effectiveness. HUD also encourages CoCs to maximize the use of mainstream and other community-based resources when serving persons experiencing homelessness. CoCs should also work to develop partnerships to help CoC Program participants sustainably exit permanent supportive housing, such as through partnerships with Public Housing Authorities (PHAs) and other government, faith-based, and nonprofit resources specializing in areas such as treating mental illness, treating substance abuse, job training, life skills, or similar activities, including those that help CoC Program participants, whenever possible, reach recovery, self-sufficiency, and independence. Finally, CoCs should review all projects eligible for renewal in FY 2019 to determine their effectiveness in serving people experiencing homelessness, including cost effectiveness.
- 4. Using an Evidence-Based Approach.** CoCs should prioritize projects that employ strong use of data and evidence, including the cost-effectiveness and impact of homelessness programs on positive housing outcomes, recovery, self-sufficiency, and reducing homelessness. Examples of measures that CoCs may use to evaluate projects include, but are not limited to: rates of positive housing outcomes, such as reduced length of time homeless and reduced rates of return to homelessness; improvements in employment and income; and improvements in overall well-being, such as improvements in mental health, physical health, connections to family, and safety.
- 5. Increasing employment.** Employment provides people experiencing homelessness with income to afford housing. Employment also improves recovery outcomes for individuals with mental illness or addiction. CoCs and CoC-funded projects should work with local employment agencies and employers to prioritize training and employment opportunities for people experiencing homelessness. CoC's should also promote partnerships with public and private organizations that promote employment.
- 6. Providing Flexibility for Housing First with Service Participation Requirements.** The traditional Housing First approach has two basic parts: First, individuals are rapidly placed and stabilized in permanent housing without any preconditions regarding income, work effort, sobriety or any other factor. Second, once in housing, individuals never face requirements to participate in services as a condition of retaining their housing. The first part, placement into permanent housing without preconditions, is an important priority to ensure that federal funds are allocated to providers that serve the most vulnerable homeless individuals. This NOFA maintains the commitment to unconditional acceptance of individuals into housing, especially for people with a high degree of vulnerability. At the same time, allowing service participation requirements once a person has been stably housed may promote important outcomes (e.g., employment, increased income, reduced substance use, and strengthened social connection), so this NOFA also provides communities and programs with flexibility, without penalty, to use service participation requirements



Summit County Continuum of Care

Ranking & Review Criteria

Ranking & Review Committee Policies & Procedures:

Ranking & Review Committee is comprised of non-funded CoC members, individuals knowledgeable about homelessness and housing, and are representatives of the relevant sectors, subpopulations, and geographic areas. All members must be free of conflict of interest. The committee shall not exceed 13 members. The committee Chair shall be a non-voting Executive Board member and will be appointed by the CoC Steering Committee annually.

The role of the Ranking & Review Committee:

The Ranking and Review Committee is charged with evaluating the performance of CoC funded programs and overseeing the ranking and review process for the annual CoC funding cycle.

There are three (3) primary responsibilities of the Ranking and Review Committee:

- 1) Review all applications for funding: New projects, renewal projects, and proposed reallocation.
- 2) Evaluate and assess the proposal in light of the Continuum's existing needs and gaps, as well as the funding HUD will make available.
- 3) Rank all projects. The committee reviews the procedure and all scoring tools in order to adopt the ranking process. Once ranking has been completed the committee will review and send to the Board for approval.

The Review & Ranking Committee meets on a bi-monthly basis.

All eligible new and renewal applications will be reviewed and ranked by the Summit County Continuum of Care Review and Ranking Committee. After the review process is complete, the Committee then ranks, from highest to lowest, all projects into two tiers: Tier 1 and Tier 2. Ranking is completed using the CoC approved scoring Tool. All projects within Tier 1 shall be funded while projects in Tier 2 shall be funded in order of performance (highest to lowest), based on the amount of funding that is awarded by HUD. Funding is not guaranteed for Tier 2 projects. After final review, applications are ranked and presented to the Continuum of Care Board of Directors for final approval. Emphasis will be placed on Permanent Supportive Housing and Rapid Re-Housing as they target sub-populations served. If approved, the application will be submitted to HUD for funding under the Continuum of Care NOFA.

Scores for each application will be based on HUD's FY 2019 NOFA and the 2019 Summit County Continuum of Care Review and Ranking Criteria of Renewal and New Applications.

The scoring tool used by the Review & Ranking Committee was developed using HUD guidelines for performance ranking and were approved by the Continuum of Care Steering Committee and CoC Review and Ranking Committee. The Review & Ranking committee will use the scoring tool to assess the performance of the 2019 new and renewal projects based on the following performance measures:



Renewal Projects:

- HUD monitoring findings
- HUD APRs for performance results
- CoC monitoring findings
- Timely Expenditure of grant funds
- CoC membership involvement
- HMIS participation involvement and participation

New Projects:

- Meeting local priority to end homelessness
- HUD monitoring findings (If applicable)
- HUD APRs for performance results (If applicable)
- CoC monitoring findings (If applicable)
- Project readiness
- Timely Expenditure of grant funds (If applicable)
- Applicant experience
- Applicant-organization capacity
- CoC membership involvement
- HMIS involvement and participation (If applicable)
- Match funds committed to project
- Leverage funds committed to project
- Cost effectiveness
- Other priorities, to be determined by the CoC (based on NOFA priorities)
- Board priorities

Appeals

- The application of any applicant agency which:
 - a) is unranked, or b) receives less funding than they applied for may appeal
- Applicants that have been found not to meet the threshold requirements are not eligible for an appeal

Applicants may appeal if they can:

- Prove their score is not reflective of the application information provided; or
- Describe bias or unfairness in the process, which warrants the appeal

All notices of appeal must be based on the information submitted by the application due date. No new or additional information will be considered. Omissions to the application cannot be appealed.

The decision of the Appeal Committee will be final.



The Appeal Committee

- The Appeal Committee will be made up of three (3) voting members of the Review and Ranking Committee and three (3) CoC Board members as identified in the Governance Charter

The Appeal Process

- Any and all appeals must be received in writing within three (3) business days of the notification of ranking to projects. The written appeal can be scanned & e-mailed to Mar-quetta Boddie – mboddie@summitcoc.org
- The notice of appeal must include a written statement specifying in detail the grounds asserted for the appeal and must be signed by an individual authorized to represent the sponsor agency (i.e., Executive Director)
- The notice of appeal is limited to one single spaced page in 12-point font
- The appeal must include a copy of the application and all accompanying materials submitted to the Review & Ranking Committee; no additional information can be submitted
- All valid appeals will be read, reviewed, and evaluated by the Appeal Committee
- The Appeal Committee will meet to deliberate based on the following:
 - Applicants will be invited to make a 10-minute statement regarding the appeal
 - The Committee will review the rankings made by the Review & Ranking Committee only on the basis of the submitted project application, the one page appeal, any statements made during the appeal process, and the material used by the Review & Ranking Committee; no new information can be submitted by the applicant or reviewed by the Appeal Committee
 - The decision of the Appeal Committee must be supported by a simple majority vote
 - The decision of the Appeal Committee will be final