Summit County Continuum of Care (SCCoC)
a collaboration of agencies working together for the homeless

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

2024 Review and Ranking Criteria Tool - Continuum of Care Applications

Agency Name: _____

Project Name: _____ **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

Application Review	Score:
A. HMIS DQR Data: HUD has been emphasizing that data quality has critical importance. New project-level HUD SCCoC APRs have data quality sections embedded, and in addition to that, SCCoC'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: (1) Q.2. HMIS or Q6a. SAGE Personally Identifiable Information (2) Q.3. HMIS or Q6b. SAGE Universal Data Elements (3) Q.4 HMIS or Q6c SAGE Income and Housing Data Quality (4) Q.5. HMIS or Q6d. SAGE Chronic Homelessness (5) Q.6 HMIS or Q6e. SAGE Timeliness **SOURCE: HMIS Data Quality Reports** * PSH Projects with "Historic Data" will be given an additional 2 points (up to the total of 10 points) during scoring. **Section 1-4) 2pts. =** if error rate is 0%-2% **1 pt. =** if error rate is 3-5% **0 pts. =** if error rate is over 5% **Section 5) 2 pts. =** 98% or < **0 pts. =** 97.9% or > DV Providers are scored using the same data quality metrics and they utilize comparable database to collect data on DV clients.	**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. **How Scores are calculated** 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. DQR's are scored from June 1st - May 31st.

B. Unit Utilization: PIT Actual Unit Utilization on last Wednesday of every Month**.** **SOURCE: APR (Q.02 average of 4 quarters)** DV Providers are scored using the same metrics and they utilize comparable database to collect data on DV clients.	**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%

C. Exit Destination: Indicator- Exits to or Retention of Permanent Housing
 	
Calculation for PH: Number of participants who had a positive PH exit destination / total number of participants who exited the program.
 	
SOURCE: (Q23c) (Calculation Provided)
DV Providers are scored using the same metrics and they utilize comparable database to collect data on DV clients and complete a APR.
	Permanent Supportive Housing Programs Only:
	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
	
	Transitional Housing & RRH Programs Only:
	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

D. Cash Benefits: Government Assistance, earned income from employment, and/or other cash income (maintained or increased) (adult leavers only)
        % Participants with 1+ source of cash benefits at exit
 	
SOURCE: APR (Q.19a2)
DV Providers are scored using the same metrics and they utilize comparable database to collect data on DV clients and complete a APR.
	10 pts. = 30% or higher maintained
	        or increased cash benefits

E. Non-Cash Benefits: Mainstream Resources (maintained or increased) (adult leavers only)
        % Participants with 1+ source of non-cash benefits at latest status or exit
 	
SOURCE: APR (Q.20b)
DV Providers are scored using the same metrics and they utilize comparable database to collect data on DV clients and complete a APR.
	10 pts. = 70% or higher non-cash
	        benefits at exit
	0 pts. = 69% or lower non-cash
	        benefits at exit

F. Health Insurance Benefits: Health Insurance (maintained or increased) (All leavers)
        % Participants with 1 or more source of health insurance
        at latest status or exit
 	
SOURCE: APR (Q.05a, Q21)
DV Providers are scored using the same metrics and they utilize comparable database to collect data on DV clients and complete a APR.
	10 pts. = 70% or higher health ins
	        benefits at exit
	0 pts. = 69% or lower health ins
	        benefits at exit

G. Meeting Attendance: Level of involvement in Continuum/Coalition committees and programming
 	
SOURCE: SCCoC meeting log (SCCoC MATRIX & Spreadsheet)
DV Providers are scored using the same metrics and they utilize a comparable database to collect data on DV clients and complete a APR.
	10 pts. = Attended more than 90%
	        of meetings
	0 pts. = Attended less than 90% of
	        Meetings
	
	Meeting Attendance is scored from June 1st – May 31st.

H. Timeliness of Document Submission: Requested documents are expected to be submitted in a timely fashion. Each document is worth 5 points and will be deducted for late submission.	**6 pts.** = Total Possible Points **2pts.** = ARP's **2 pts.** = Budget/LOI/Pre-App for R&R **2 pts.** = Annual Packet

SOURCE: Annual Packet & Spreadsheet **DV Providers are scored using the same metrics and they utilize comparable database to collect data on DV clients and complete a APR.**	
I. Project uses Housing First practices **SOURCE: (HUD Housing First Tool & Central Intake Referral Tool) Attachment for Housing First Violations** **DV Providers are scored using the same metrics and they utilize comparable database to collect data on DV clients and complete a APR.**	**10 pts.** = Yes **0 pts.** = No
J. FY 2021-2022 Unspent Funds – **less than 5% of unspent funds.** Excludes S+C, Rental assistance, and New Agencies until one full grant cycle is complete. **SOURCE: HUD and APR (Q.28)** **DV Providers are scored using the same metrics and they utilize comparable database to collect data on DV clients and complete a APR.**	**5 pts.** = No **0 pts.** = Yes
K. FY 2022-2023 Unspent Funds – **less than 5% of unspent funds**. Excludes S+C, Rental assistance, and New Agencies until one full grant cycle is complete. **SOURCE: HUD and APR (Q.28)** **DV Providers are scored using the same metrics and they utilize comparable database to collect data on DV clients and complete a APR.**	**5 pts.** = No **0 pts.** = Yes
L. Length of Stay – average length of stay (Leavers Only) **SOURCE: (Q.22b)** **DV Providers are scored using the same metrics and they utilize comparable database to collect data on DV clients and complete a APR.**	***Rapid Re-Housing Programs Only:*** **5 pts.** = 6 months or fewer **3 pts.** = 7 months - 9 months **1 pt.** = 10 months - 12 months **0 pts.** = 13 months or greater ***Permanent Supportive Housing Programs Only:*** **5 pts.** = 13 months or greater **3 pts.** = 10 months - 12 months **1 pt.** = 7 months - 9 months **0 pts.** = 6 months or fewer ***RRH Youth Housing Programs Only:*** **5 pts.** = 12 months or fewer **3 pts.** = 13 months - 17 months **1 pt.** = 18 months - 23 months **0 pts.** = 24 months or greater ***ALL TH/RRH Programs Only:*** **5 pts.** = 6 months or fewer **3 pts.** = 7 months - 9 months **1 pt.** = 10 months - 12 months **0 pts.** = 13 months or greater
M. Cost Effectiveness – Annual cost per exit to or retained in Permanent Housing (total project cost excluding admin/total participants served who exited to PH or retained PH). Adjust number based on COL & FMR increases annually. **SOURCE: (Q.05a, Q.28)**	***Cost per Exit or Retention to PH:*** **5 pts.** = less than or equal to $10,000 **2 pts.** = $10,001 – $14,000 **0 pts.** = greater than or equal to $14,001

DV Providers are scored using the same metrics and they utilize comparable database to collect data on DV clients and complete a APR.	
N. Recidivism – The number of program participants who exited from PSH, RRH, TH-RRH and returned to homelessness in a **24-month period**. **SOURCE: System Performance Measures 2 (HMIS Report)** **DV Providers are scored using the same metrics and they utilize comparable database to collect data on DV clients and complete a APR.**	**5 pts.** = 5% Or less returns to homelessness **2 pts.** = 5%-8% Returns to homelessness **0 pts.** = 8% Or higher returns to Homelessness
O. Racial Equity Assessment– In 2022 Racial Equity assessment was conducted by all partner agencies to assess the organization's need for and capacity to incorporate a racial equity lens into the planning, decision making and overall management of its work and the organization itself. Trainings attended for DEI, Implicit Bias, and Equal Access**.** Board membership includes a member with lived experience of homelessness and diversity. **SOURCE: FY22 HUD Racial Equity Assessment Tool & HMIS FY23 Racial Equity Reports & CE Referral Report/Prioritization Report**	***Agency, Leadership, Governance, and Policies 10 Pts. Total*** **Pts. 5** = Reviewed internal policies and procedures with an equity lens and has a plan for developing and implementing equitable policies that do not impose undue barriers ***Program Participation Outcomes*** **Pts. 5** = Reviewed program participant outcomes with an equity lens, including the disaggregation of data by race, ethnicity, gender identity, and/or age

TOTAL SCORE: _____/126

CoC NOFO priorities (from HUD CoC NOFO) This will change based on the NOFO.

1. Ending homelessness for all people. 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 longest experiences of 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 with Public Housing Authorities (PHAs) to work toward helping CoC Program participants exit permanent supportive housing through Housing Choice Vouchers and other available options. Finally, CoCs should review all projects eligible for renewal to determine their effectiveness in serving people experiencing homelessness, including cost effectiveness.

4. Use a Housing First approach. Housing First prioritizes rapid placement and stabilization in permanent housing and does not have service participation requirements or preconditions. CoC Program funded projects should help individuals and families move quickly into permanent housing, and the CoC should measure and help projects reduce the length of time people experience homelessness. Additionally, CoCs should engage landlords and property owners, remove barriers to entry, and adopt client-centered service method.

NEEDS UPDATED
Summit County Continuum of Care
Review & Ranking Criteria Policy

Review & Ranking Committee Policies & Procedures:

The **Ranking & Review Committee** is composed of no more than ten (10) non-funded individual SCCoC members knowledgeable about homelessness and representative of relevant sectors, subpopulations, and geographic areas. The committee Chair shall be a member of the Board. The committee's duties shall include but not be limited to the following:

1) Review all applications for funding including new projects, renewal projects, and proposed reallocation.
2) Evaluate and assess proposals considering SCCoC's existing needs, as well as the funding HUD shall make available.
3) Develop and maintain scoring tools including processes for ranking, rank all projects, presentations and provide notification and review of scores to individual agencies; and,
4) Make recommendations to the board regarding yearly priorities for funding.
5) Report on activities to the Board.

The Review & Ranking Committee meets monthly.

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 CoC Board for final approval. If approved, the application will be submitted to HUD for funding under the continuum of Care NOFO.

Scores for each application cycle will be based on priorities set by HUD in the NOFO and the Summit County Continuum of Care Review and Ranking Criteria.

The scoring tool used by the Review & Ranking Committee is developed using HUD guidelines for performance ranking and are approved by the CoC Board. The Review & Ranking committee will use the scoring tool to assess the performance of all new and renewal projects based on but not limited to 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
- Ratio of requested housing funds
- Other priorities, to be determined by the CoC (based on NOFO priorities)
- Leadership Council (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

• Appeals cannot be based upon the judgment of the Review & Ranking Committee

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

• 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 panel will review the rankings made by the Review & Ranking Committee only based on 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 Panel must be supported by a simple majority vote.
- The decision of the Appeal Committee will be final.