# COC COMPETITION FY24: PROJECT SCORING TOOL

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# Overview

- CoC Project Scoring Tool was sent via email to the entire CoC membership on 2/22/24. The deadline was extended until 4/22/24. The Board approved the final tool on 5/7/24.

- The purpose of the tool is to evaluate and rank projects. The CoC is required to use objective, performance-based scoring criteria and selection priorities to determine the extent to which each project addresses HUD's policy priorities.

- The tool lays out the criteria and points possible.
  - ICA created a supplemental guide to help explain data obtained from HMIS. *See Guide*
  - The Balance of State CoC will create a supplemental guide to further explain data not obtained from HMIS.

- This slide deck will highlight each component of the tool and explain the why and how.

# CoC Competition FY23 Debriefing

- **Points were lost in 1B, 1C, 1E, 2A, and 2B because the CoC could not demonstrate:**
  - Collaboration with Tribal Nations and LGBTQ+ organizations
  - Mandatory trainings provided for CoC & ESG recipients, uniform anti-discrimination policy
  - Formal partnerships with youth education & early childhood partners
  - Involvement of survivors with a range of lived expertise in development of CoC-wide policy & programs
  - Involvement of persons from different races and ethnicities participate in review, selection and ranking process
  - 85% or more transitional housing beds within in the CoC are in HMIS (only 59% are)
  - Involvement of youth and youth-serving organizations in the PIT

| Scoring Category | Max Score | BoS Score | Points Lost |
|---|---|---|---|
| 1B. Coordination and Engagement – inclusive structure and participation | 5 | 4.25 | 0.75 |
| 1C. Coordination and Engagement – Coordination with Federal, State, Local, Private, and Other Organizations | 29 | 27.5 | 1.5 |
| 1D. Coordination and Engagement – Coordination with Federal, State, Local, Private, and Other Organizations – Continued | 51 | 42 | 9.0 |
| 1E. Project Capacity, Review, and Ranking – Local Competition | 27 | 26 | 1.0 |
| 2A. Homeless Management Information System (HMIS) – Implementation | 9 | 8 | 1.0 |
| 2B. Point-in-Time (PIT) Count | 5 | 4 | 1.0 |
| 2C. System Performance | 60 | 34 | 26.0 |
| 3A. Coordination with Housing and Healthcare | 14 | 14 | 0 |
| **Total CoC Application Score** | 200 | 159.75 | |

Highest score    185.5
Median score    151.5

- **1D – we lost 9 points**
  - To receive 9 points, a CoC must show an increase in the number of rapid re-housing beds as reported in the Housing Inventory Chart (HIC) or longitudinal data from HMIS. These are RRH beds available to all populations and all funding sources.
  - In 2021, we had 973 beds. In 2022, we had 743 beds. In 2023, we had 631 beds.

- **2C – we lost 26 points**
  - Reduction in the Number of First Time homeless (-1 pt)
  - Length of Time Homeless (-4 pts)
  - Exits to Permanent Housing/Retention (-9 pts)
  - Returns to Homelessness (-0 pts)
  - Increase employment & non-employment cash income (-4 pts)
  - Reducing the Number of People Experiencing Homelessness (-8 pts)

# Project Scoring Tool FY24: Overview

| | | |
|---|---|---|
| Board Policy Decisions | Draft Timeline & Point Totals by Section and by Criteria | Timely Submission – includes Action Plan 2023 |
| Program Performance Operations | Program Performance Measures | System Performance Measures |
| Population | Coordinated Entry | Point-in-Time |
| | Equity | Tiebreaker |

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# Board Policy Decisions

## Tier 1 projects

- HMIS, SSO-CE, SSO-CE DV
- New projects created with reallocated relinquished funds & first-time renewals

## BONUS projects

- Projects that include HUD priorities (i.e. healthcare leverage and housing leverage) will be placed at the top of Tier 2.
- Projects that do not include HUD priorities will be placed at the bottom of Tier 2.

# Threshold Decisions

All projects scoring 70% of higher on the Scoring Tool (in the 1st round) and is in good standing with HUD and the Balance of State CoC automatically is eligible to submit a renewal project application.

If a project falls below 70% three consecutive grant years (i.e. 2022, 2023, 2024), the CoC reserves the right to involuntarily reallocate the entire grant.

If a project falls below 70%, the agency is required to submit a "**Decision Form**" to the CoC Director.

The Decision Form includes 3 options: relinquish the grant, reallocate the grant, or request reconsideration (ask the CoC permission to submit project application).

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# Reconsideration Form

- Scoring Tool
  - List the areas the project lost points
  - provide a detailed explanation for each area, and
  - describe what the agency has done to address the issue
- Explain the impact of the project
  - how does it support the mission of ending homelessness,
  - how is the project the most efficient and effective use of funds,
  - how the need in the community was determined, and
  - why the project should not be reallocated into a different project type
- Explain the changes to the project
  - what changes have been made,
  - how those changes will impact the score
- Explain past performance issues and steps to correct them
- Explain agency's compliance with:
  - housing first,
  - coordinated entry, and
  - committee attendance
- Attach supplemental evidence to support statements made within the form

- If Reconsideration is granted, the agency will be allowed to submit a renewal project application within the conditions outlined by the CoC.
  - Examples included: required TA, reduction in funds within a budget line item, and take certain trainings.

- If a project fell under threshold during the FY23 Competition and again in FY24 Competition, the project must request an **Exemption -** in writing and outlining steps taken to resolve the issues identified in FY23 CoC Competition and the previous Reconsideration process.
  - If the project is in good standing with HUD, the CoC, and making improvements in coordination with CoC staff recommendations, the project will be allowed to submit a renewal project application.
  - If the project is not in good standing with HUD, the CoC, or has not made the improvements recommended by the Board or CoC staff , the project will be required to complete the Decision Form.

# Additional Conditions

- If an agency spent less than 75% of their grant, the agency must submit an explanation and plan to address/make changes.
  - 2 years in a row - the amount unspent will be involuntarily reallocated.

- If an agency's unit utilization is less than 80%, the agency must submit an explanation and plan to address/make changes.
  - 2 years in a row – the funding will be involuntarily reallocated and budget adjusted.

**Exempt in 2024**

# Action Plan 2023 Scoring

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## Goal 1 – required (4 points possible)

- Turned in progress report on time (+1)
- Turned in final report on time (+1)
- Hosted coC staff at coalition meeting for Race/Ethnicity presentation (+1)
- Took an action step on the information presented (+1)
- BONUS 2 pts – available to coalitions that frequently met, imbedded DEI into work plan, created an impact or improvement to the system

## Goal 2 – coalition choice (4 points possible)

- Turned in progress report on time (+1)
- Turned in final report on time (+1)
- Took one action step toward working on the identified component (+1)
- Made ongoing changes, adopted strategies, created more continual or consistent progress toward achieving goal (+1)
- BONUS 2 pts – available to coalitions that frequently met, imbedded the goal into work plan, created an impact or improvement to the system

# HMIS Data

- The WI-500 NOFO Project Scoring Report is used to evaluate CoC funded projects. This report can only be generated by your HMIS System Administrator and is available upon request.

- There are 13 different tables or "tiles" in the report. Each tile examples data related to a section in the Project Scoring Tool.
  - Section 4: Question 2 – Unit Utilization Annual Average
  - Section 4: Question 3 – Data Completeness
  - Section 4: Question 5 – Housing First – Exits to Non-Homeless Situations
  - Section 4: Question 6 – Exits for Non-Housing 1st Reasons
  - Section 5: Question 1 & 2 – Increased Earned and non-earned income
  - Section 5: Question 3 – Non-Cash Benefits
  - Section 5: Question 4 – Health Insurance
  - Section 6: Question 1 – Reoccurrence Rate within 2 years
  - Section 6: Question 2a & c – PSH/RRH Length of Time Homeless
  - Section 6: Question 2b – TH Length of Time Homeless
  - Section 6: Question 3a – PH (non-RRH) Exits to or Remaining in PH
  - Section 6: Question 3b – RRH/TH Exits to Permanent Housing
  - Section 7 – Population

# Non-HMIS Data

- Explanation for metrics not generated out of HMIS is found within the Scoring Tool

- This includes:
  - Section 4: Question 1 – Effective Use of Federal Funds
  - Section 4: Question 4 – eLOCCS Drawdown Rate
  - Section 4: Question 7 – Housing First monitoring assessment: Access to housing
  - Section 4: Question 8 – Housing First monitoring assessment: Participant input
  - Section 4: Question 9 – Housing First monitoring assessment: Leasing/Rental Assistance
  - Section 4: Question 10 – Housing First monitoring assessment: Services
  - Section 8: Question 1 – Coordinated Entry Findings
  - Section 8: Question 2 – Coordinated Entry follow-up
  - Section 8: Question 3 – Coordinated Entry referrals
  - Section 8: Bonus – Coordianted Entry participation
  - Section 9: Question 1 – Non-Participation by CoC funded agency (Jan PIT)
  - Section 9: Question 2 – Late Submission of PIT data (Jan)
  - Section 9: Question 3 – Non-Participation by CoC funded agency (July PIT)
  - Section 9: Question 4 – Late Submission of PIT data (July)
  - Section 10: Question 1 – Equity: data and evidence
  - Section 10: Question 2 – Equity: overrepresentation
  - Section 10: Question 3 – Equity: barriers
  - Section 10: Question 4 – Equity: eliminating barriers
  - Section 10: Question 5 – Equity: measure progress
  - Section 11: Tiebreaker

# Program Performance Operations

## Section 4: Question 1 – Effective Use of Federal Funds

- This data comes directly from the project's most recently submitted APR. Total award minus total amount spent.
- New and first year renewals are exempt from this scoring and receive full points.

## Section 4: Question 4 – ELOCCS Drawdown Rates

- This data comes from the HUD Field Office. Each project's grant year is laid out in 12 months and divided into quarters. Staff review whether a drawdown occurred during each quarter.
- If an agency cannot access eLOCCS due to contractual issues or a delay on HUD's end, the agency is responsible to provide evidence of this situation. If sufficient documentation is provided, the project will be exempt from this scoring and receive full points.

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- **Section 4: Question 2 – Unit Utilization and Annual Average (HMIS)**
  - Unit Utilization is calculated by dividing "Total Unit Inventory for Reporting Period" by "Total Housed Days in Project During the Reporting Period."
  - Additional report to review - APR

- **Section 4: Question 3 – Data Completeness (HMIS)**
  - The errors are based on the number of occurrences where a data element was not completed.
  - Unanswered, or if one of the following is selected: doesn't know, prefer not to answer, data not collected, partial information, or no exit interview completed
  - Additional reports to review – APR and Program Data Review

ABC Agency proposed in their Rapid Re-Housing grant application that they would house 4 households (4 units). During FY2023 (10/1/2022 through 9/30/2023) they served 4 single adult households. 3 of the households moved into permanent housing, while 1 household exited the program without securing housing.

| | Housing Move-In Date | Exit Date | Days Housed in the Reporting Period |
|---|---|---|---|
| Household #1 | 8/1/2022 | 6/1/2023 | 243 |
| Household #2 | 1/1/2023 | | 273 |
| Household #3 | 9/1/2023 | | 30 |
| Household #4 | N/A | 8/1/2023 | 0 |
| | | **Total Housed Days in Project** | 546 |

**Total Unit Inventory = 1,460**
*(4 units x 365 days)*

$$\frac{546}{1,460} = \text{37\% Unit Utilization}$$

The data element "Date of Birth" is collected one time on the Client Profile. If this data elements was left unanswered for a client, the error count would equal 1.

The data element "Income" is collected at Project Start, Status Update/Annual Assessment, and Project Exit. If the "Income" data element was left unanswered on the Project Start Screen, on two Status Update Assessment screens, and on the Project Exit screen for a client, the error count would equal 4 for that one client (because it is missing at 4 different data collection stages).

# Housing First

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## Section 4: Question 5 - Housing First Non-Homeless Situations (HMIS)

- Percent is calculated by dividing the number of clients in the "Clients Exiting Non-Homeless Situations" column by the number of clients in the "Total Clients Exiting" column.
- Homeless Situations include: emergency shelter, including hotel/motel paid with emergency voucher, Host Home shelter; place not meant for habitation; and Safe Haven
- Additional Report to Review – APR

## Section 4: Question 6 - Housing First Reason for Exit (HMIS)

- Percent is calculated based on the response to the question "Reason for Exit" on the Program Exit screen
- Non-Housing First Reasons for Exit include: nonpayment of rent, non-compliance with program rules, and eviction-other than nonpayment of rent
- Additional Report to Review – BoS Reason for Exit Summary Report

# Housing First

Section 4: Questions #7 – 10 come from the Housing First Monitoring Assessment. This tool is used during all desk and in-person monitorings. The criterion reviewed are:

- Access to housing
- Participant input
- Leasing/rental assistance
- Services

There is a 5-point scale used for each criterion.

- Fully Compliant – no changes necessary; documents and practices are housing first
- Mostly Compliant – 1 or 2 minor changes, wording to update but practices are solid
- Somewhat Compliant – 1 or 2 practices need to change; more staff training recommended
- Somewhat Non-Compliant – agency has significant changes to be made in documents and practice; more staff training required
- Non-Compliant - rules, documents, practices are not housing first

# Housing First Monitoring Assessment

| | |
|---|---|
| **Access to housing** | Low barrier at entry, client-centered intake process, compliance with equal access policy |
| **Participant Input** | Staff are educating participants on housing first and tenants are informed of their rights and responsibilities<br>Agencies and staff are creating formal opportunities for participant input and feedback about the project |
| **Leasing/Rental assistance** | Housing is permanent, demonstrate participant choice in unit selection, full tenant rights<br>Eviction avoidance |
| **Services** | Participant choice in services; client-centered planning, case plan development and goals<br>Services continually offered and up to 6 months after exit<br>Staff are trained in effective strategies (i.e. harm reduction, motivational interviewing, trauma-informed care, strengths-based) |

# Program Performance Measures (HMIS)

- **Section 5: Question 1 & 2 – increase earned and non-earned income (HMIS)**
  - Data is reviewed for Heads of Household and adults (age 18+) who have either been enrolled in the program for 365 days or longer (Annual Assessment screen) or exited the program during the reporting period (Exit screen).
  - Heads of Household and adults who have been enrolled for less than 365 days and have not yet exited the program as of the reporting period end date will not be included in the data.
  - Additional Reports to Review – APR and COLA Update Report

- **Section 5: Question 3 – non-cash benefits (HMIS)**
  - Data is reviewed for Heads of Household and adults (age 18+) who were actively enrolled in a program during the reporting period and how many are receiving non-cash benefits.
  - Additional Reports to Review - APR

- **Section 5: Question 4 – health insurance (HMIS)**
  - Data is reviewed for all clients (adult and children) who were actively enrolled in a program during the reporting period.
  - Additional Reports to Review - APR

# System Performance Measures: Reoccurrence (HMIS)

- **Section 6: Question 1 – Reoccurrence Rate within 2 years**
  - Exit Clients – if we are looking at the period 10/1/22 – 9/30/23, the report will calculate the number of clients who exited during the period of 10/1/20 – 9/30/21
  - Permanent Destination – the clients that exited must have gone to a permanent destination to trigger the report. These include:
    - Rental by client with or without an ongoing housing subsidy
    - Staying or living with friends or family, permanent tenure
    - Owned by client with or without an ongoing housing subsidy
  - Returns – a client is considered to have returned to homelessness if they have been enrolled into one of the following project types in HMIS:
    - Street Outreach
    - Emergency Shelter
    - Safe Haven
    - Transitional Housing
    - Rapid Rehousing, Permanent Supportive Housing, and Permanent housing providers
  - Additional Report to Review – Program Recidivism

# System Performance Measure: Length of Time Homeless (HMIS)

- **Section 6: Question 2a & c – Length of Time Homeless (PSH and RRH) - HMIS**
  - Data is collected on the number of clients actively enrolled, how many have a Housing Move-In Date, and how many moved into housing within 90 days.
  - Housing Move-in Date can occur at any time (before or after the reporting period)
  - Data may not match APR. APR only looks at clients who have a Housing Move-in Date before the end of the reporting period. The NOFO report looks at any clients who have active enrollments during the reporting period and have a Housing Move-in Date.
  - Additional Reports to Review – Program Roster

- **Section 6: Question 2b – Length of Time Homeless (TH) – HMIS**
  - Data is determined by subtracting the client's Project Start Date from the client's Project Exit Date.  If a client has not been exited, the client's length of stay is calculated by subtracting the Project Start Date from the Reporting Period End Date.
  - Data may not match APR. APR looks at client's length of stay through the end of the reporting period. The NOFO considers a client's entire length of state, even if they have been exited after the reporting period end date.
  - Additional Reports to Review – APR

# System Performance Measure: Exits to Permanent Housing (HMIS)

- **Section 6: Question 3a – Permanent Housing (non-RRH) exits to or remaining in Permanent Housing**
  - # clients exited/retained – count of clients who had a Housing Move-in Date in their enrollment and were still active or exited during the reporting period.
    - Note: excludes clients exiting to hospital or other residential non-psychiatric facility, long-term care facility or nursing home, or deceased
  - # clients exited to permanent destinations/retained PH – count of clients who had a Housing Move-in-Date in their enrollment and were still active or exited during the reporting period to a permanent destination
  - % successful exits/retention – calculated by dividing the #clients who exited to permanent by the number of clients who exited.
  - Additional Reports to Review – APR

- **Section 6: Question 3b – RRH/TH exits to permanent housing**
  - Same as above, except the data is focused only on exits (no retention)

## Population – Revised metric (HMIS)

- The HMIS report evaluates the data from the client's Project Entry screen to determine if they meet the criteria "needs/vulnerabilities." Fore ach of the criteria that a client meets, they score 1 point.

- Example: 19 clients were served in a RRH program. 2 of them meet the criteria for all 7 needs/vulnerabilities. 2 out of the 19 is 11% of clients served have all 7 needs/vulnerabilities

- Additional Reports to Review – WI-NOFO Project Scoring Companion Report

- Chronicity
- Fleeing Domestic Violence
- Entry from Place Not Meant for Habitation
- No Income at Entry
- Disabling Condition of Mental Health, Substance Use Disorder, or Developmental Disability
- Disability – 2 or more of the above listed conditions (Mental Health, Substance Use Disorder, or Developmental Disability)
- Disability – Mental Health, Substance Use Disorder, or Developmental Disability that is cooccurring with a Physical Disability, HIV/AIDs or a Chronic Health Condition.

# Coordinated Entry

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## Section 8: Question 1 – Findings

- This data comes from desk or in person monitorings.

## Section 8: Question 2 – Follow Ups

- This data comes from a review of HMIS, Non-HMIS, and prevention prioritization lists. A date is set when the review will occur. SSO staff receive notice 3-7 days in advance.
- The percentage comes from the number of expired follow-ups divided by total number of referrals.

## Section 8: Question 3 – Accurate Referrals

- This data comes from a review of HMIS and non-HMIS. Is there missing information – assessment score, months homeless, DV fleeing, DV start date, number of times attempted? Is someone marked "not homeless" showing up on the homeless prioritization list. A date is set when the review will occur. SSO staff receive notice 3-7 days in advance.
- Each item missing is 1 error.  The percentage comes from the total number of errors divided by total number of referrals.

## BONUS – Other System Of Care Agencies (OSOC)

- This data comes from the SSO Compliance Tracker report that all SSOs are expected to update on a regular basis.  A date is set when the review will occur. SSO Staff receive notice 3-7 days in advance.
- It is just a count of agencies that either refer to the prioritization list or are using the list to fill project openings and are not required to by a funding source or grant.

**Note: the Coordinated Entry System Specialist reviews #2 & 3 throughout the year. SSOs are asked to check weekly.**

# Point-in-Time

**Section 9: Question 1 & 3**

Non-Participation by CoC funded agency in overnight Street Count during the January or July PIT

- This information comes directly from the Post-PIT survey completed by each PIT lead for each coalition.
- Participation in the overnight count is required for each CoC funded agency, including YHDP, HMIS, and SSO. It is required of lead agencies and sub-recipients. It is required of the Balance of State staff as well.
- Failure to participate penalty is assessed to the agency in question.

**Section 9: Question 2 & 4**

Late submission of Final Deadline for January or July PIT data

- This information comes from the CoC staff finalizing PIT data. A "Final Deadline" is sent out to all PIT leads.
- If data is not complete, it does not match, there are issues with the Non-HMIS chart, Deduplication chart, PIT data, and/or the Housing Inventory Chart (HIC) after that "Final Deadline," the penalty is assessed to all CoC funded agencies within the coalition.

# Equity

- Section 10 is a new criterion this year.

- Each CoC-funded agency will be provided instructions and asked to submit a response. The response will be scored by CoC staff and points will be awarded as follows:
  - The explanation must include data, along with sources or evidence (+2)
  - The explanation must identify specific races/ethnicities that are over-represented in the local coalition, including percentages (+2)
  - The explanation must identify specific barriers faced by program participants identifying as the specific races/ethnicities over-represented in the local coalition. For full points, the explanation must include how the barriers were identified. (+4)
  - The explanation must describe in detail the steps that have or will be taken to eliminate the identified barrier(s). (+4)
  - The explanation must include how the elimination of the barrier will be measured. (+2)

# Tiebreaker

- If two or more projects have the same score, then the agency with the lower cost per successful outcome will be ranked higher.

- Successful outcomes for all projects (except PSH) is exiting to permanent housing. For PSH, it includes remaining in permanent housing.

- To calculate the amount, the total HUD grant award amount is divided by the number of successful outcomes.

- For example:
  - a non-PSH project gets $100,000. 25 households had successful exits to permanent housing. The cost per successful outcome is $4,000. (100,000 divided by 25)
  - a PSH project gets $100,000. 5 households successfully exited to permanent housing. 4 households remained in PSH. The cost per successful outcome is $11,111. (100,000 divided by 9)

**FY24 Competition – Next Steps**

- Expand understanding of housing leverage
- Expand understanding of healthcare leverage
- Project Application Training – June 25th 10-noon
- Reach out to your HMIS System Administrator and review your data!
- Work with your SSO to ensure coordinated entry follow ups and referrals are complete and accurate
- Clarify with CoC funded agencies within your coalition the requirement and importance of PIT participation in January and July

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# Questions?