

# SAN JOAQUIN CONTINUUM OF CARE

## Project evaluation and ranking

July 2018

### INTRODUCTION

Annually, the U.S. Department of Housing and Urban Development (HUD) holds a national competition for Continuum of Care (CoC) Program funds. This competition brings funds into San Joaquin County to provide housing and services to individuals and families who are experiencing homelessness.

These Scoring Instructions have been developed to measure project performance and capacity using objective scoring criteria, including the HEARTH Performance Measures. These Instructions detail how the Application Committee of the CoC will evaluate project applications.

Project scores will be used to review projects that are submitted to HUD in the FY2018 CoC competition. However, in order to best serve our community by providing effective projects and capturing the maximum funds available, projects will be ranked according to HUD's priorities as established in the FY2018 Notice of Funding Availability (NOFA), as well as according to local priorities and need as evaluated and determined through the local Continuum of Care.

To gather the necessary information to properly consider each project, the Application Committee will use data from the San Joaquin County Homeless Management Information System (HMIS), Annual Performance Reports (APRs), and other sources, such as fiscal records. The source of the data reviewed is specified for each criterion.

### SCORING INSTRUCTIONS

Scoring Instructions are used to measure project performance and capacity using objective scoring criteria, including the HEARTH Performance Measures. Renewal and new projects will be scored according to two (2) subcategories:

- 1) Standard Renewals: renewing projects that have operated for a full 12-month period;
  - 2) New Projects: projects that have never been awarded CoC Program funds.
- All projects must be ranked and scored according to the criteria listed under the sections "THRESHOLD – all projects", "General" and "Programs (all applicants)".
  - The section "Program performance – renewals" only applies to renewal projects; new projects are not scored under this section.
  - The sections "ADDITIONAL THRESHOLD – new projects", "Program performance – new projects", and "Agency capacity – new projects" only applies to new projects; renewal projects are not scored under these sections.
  - Program performance scoring for renewal and new projects is program specific as indicated in each section: Rapid Re-housing (RRH) or Permanent Supportive Housing (PSH).
  - Both renewal and new applications must indicate whether the project is RRH or PSH and should be scored only on that criteria.

## **RANKING POLICIES**

These Ranking Policies are consistent with HUD's policy priorities as described in the FY2018 CoC Program Registration Notice, and also align with local priorities and needs:

### HUD priorities

- Ending homelessness for all persons
- Creating a systemic response to homelessness
- Strategically allocating and using resources
- Use a Housing First approach

### CoC priorities

- The CoC recognizes that HUD requires each CoC to maintain a functioning HMIS and the CoC has determined that continued support of the Continuum-wide HMIS is a critical component of all CoC and ESG funded projects. Based on that understanding, the CoC has determined as a matter of policy that the HMIS renewal project will be the top ranked project as long as basic threshold requirements are met.
- Renewal projects will be ranked in Tier 1 unless there are justifications for ranking the project lower, such as poor performance or a failure to meet HUD priorities or local needs.
- New projects will be ranked lower than renewal projects, unless the Review Committee determines the project meets both HUD priorities and local needs by improving the CoC's outcomes and reducing homelessness more effectively than a renewal project(s).

## **REALLOCATION**

For the FY2018 competition, new projects may be created through reallocation. A CoC may reallocate part or all of a renewal project's funding to create one or more new projects that meet both HUD priorities and local needs by improving the CoC's outcomes and reducing homelessness more effectively than the reallocated renewal project.

The reallocation of funds and/or project(s) may occur in the following circumstances:

- The applicant makes the determination to not submit an application for a renewal project;
- Due to poor performance or other justifications based on a failure to meet HUD priorities or local needs:
  - The Application Committee recommends that a renewal project is not submitted to HUD in the annual competition, and/or
  - The Application Committee recommends that a renewal project is submitted to HUD in the annual competition, but at a reduced funding request.

The Review Committee, using the Scoring Instructions and Ranking Policies, reviews and ranks projects and makes recommendations for reallocation. All recommendations by the Review Committee must be ratified by the CoC

The applicant of a project recommended for reallocation is notified, in writing, via email and letter. Notification must occur within the timeframe established by HUD, and no later than fifteen (15) days before the CoC Consolidation Application submission deadline to HUD.

**THRESHOLD CRITERIA**

Project applications will be reviewed to determine whether they meet eligibility thresholds; projects that do not meet the threshold criteria will not be scored. Applications will be rejected and not considered for review for any of the following reasons: (1) application materials are not received by the deadline, (2) the application is not consistent with the Consolidated Plan, (3) the agency has outstanding County or HUD monitoring, or Office of Inspector General (OIG) Audit finding(s) that are overdue or unsatisfactory, (4) the project does not comply with the requirements of the CoC interim rule (24 CFR part 578), including requirements to participate in the Coordinated Entry (CE) System and the San Joaquin County HMIS.

THRESHOLD – all projects	Pass/Fail
Applicant has valid 501(c)(3) status	
Application material received by deadline	
Application is consistent with the Consolidated Plan	
Applicant has no County, HUD, or OIG findings	
Project complies with 24 CFR part 578	
Application demonstrates required match/leverage	

General	Source	Points	
Annual audit	Application	Yes	2
		No	0
HMIS participation	HMIS	Yes	2
		No	0
Refused/unknown responses for HMIS universal data elements	HMIS	≤10%	2
		>10%	0
Missing responses for HMIS universal data elements	HMIS	≤1%	2
		>1%	0
CoC participation	CoC records	Yes	2
		No	0

Programs (all applicants)	Source	Points	
Program type	Application	PSH	4
		RRH	3
		Transitional	1
		SSO	0
Project serves one or more of the following: Chronic homeless Veterans Families with children Youth (under 25) Victims of domestic violence LGBTQ+	Application <i>(Applicants receive one point for each group served, up to a maximum of 6)</i>	Yes	6
		No	0
Support services request (percent of budget request)	Application	≤20%	4
		21% to 35%	2
		>35%	0

Does not require sobriety for program acceptance	Application	Yes, it does not	2
		No, it does	0
Does not require income for program acceptance	Application	Yes, it does not	2
		No, it does	0
Does not require agreement to accept services for program acceptance	Application	Yes, it does not	2
		No, it does	0
Does not requires applicant to be "housing ready" for program acceptance	Application	Yes, it does not	2
		No, it does	0
Accepts applicants directly from shelters or the streets	Application	Yes	2
		No	0
Project does not terminate participation for any reason not included in a lease agreement	Application	Yes, it does not	2
		No, it does	0

*Use the section below to score renewal projects only*

Program performance – renewals	Source	Points	
APR submitted on time	e-Snaps or Sage	Yes	2
		No	0
RRH - % of participants exiting to permanent housing	HMIS	≥80%	6
		≥75% to <80%	5
		≥70% to <75%	3
		≥65% to <70%	1
		<65%	0
PSH - % of participants who maintained or exited to PH	HMIS	≥90%	8
		≥85% to <90%	6
		≥80% to <85%	4
		≥75% to <80%	2
		<75%	0
RRH - % of persons 18 and older who increased total income at exit	HMIS	≥60%	6
		≥50% to <60%	4
		≥40% to <50%	2
		<40%	0
RRH - % of persons 18 and older who increased earned income at exit	HMIS	≥80%	6
		≥70% to <80%	4
		≥65% to <70%	2
		<65%	0
PSH - % or persons 18 and older who increased total income at exit	HMIS	≥40%	4
		≥30% to <40%	2
		<30%	0
PSH - % of persons 18 and older who increased earned income at exit	HMIS	≥20%	4
		≥10% to <20%	2
		<10%	0
Average % bed/unit utilization rate (last Wednesday January and April 2018)	HMIS	>95%	6
		90% to <95%	5
		85% to <90%	3
		80% to <85%	1
		<80%	0

*Use the section below to score new projects only*

ADDITIONAL THRESHOLD – new projects	Pass/Fail
The project is Permanent Supportive Housing and is dedicated solely to chronically homeless	
The project is Rapid Re-housing and is dedicated to households coming directly from the streets or shelters, or meeting the criteria of paragraph 4 of HUD’s definition of homeless	

Program performance – new projects	Source	Points	
RRH - % of participants who will exit to permanent housing	Application	≥80%	2
		≥70% to <80%	1
		<70%	0
RRH - % of participants who will be placed in PH within 30 days of entry to the project	Application	≥75%	2
		60% to <75%	1
		<60%	0
PSH - % of participants who will maintain or exit to PH	Application	≥90%	4
		85% to <90%	2
		80% to <85%	1
		<80%	0
RRH - % of persons 18 and older who will increase total income at exit	Application	≥60%	3
		50% to <60%	1
		<50%	0
PSH - % of persons 18 and older who will increase total income at exit	Application	≥80%	2
		70% to <80%	1
		<70%	0
RRH - % of persons 18 and older who will increase earned income at exit	Application	≥80%	2
		70% to <80%	1
		<70%	0
PSH - % of persons 18 and older who will increase earned income at exit	Application	≥20%	2
		≥10% to <20%	1
		<10%	0
Project will provide transportation assistance to clients to attend benefits appointments, employment training, etc.	Application	Yes	2
		No	0
Project will assist participants in applying for and maintaining mainstream benefits	Application	Yes	2
		No	0
Days from grant execution to house first participant	Application	<30	4
		31-60	2
		>60	0
Days from grant execution for project to be at capacity	Application	<90	4
		91 to 120	2
		>120	0

Agency capacity – new projects	Source	Points	
Currently operates at least one other federally funded project	Application	Yes	2
		No	1
Years of experience documenting homelessness according to HUD's definition	Application	≥3	2
		1-2	1
		<1	0
Years of experience documenting chronic homelessness according to CoC Interim Rule	Application	≥2	2
		1	1
		<1	0
Years of experience operating an RRH project	Application	≥2	2
		1	1
		<1	0
Currently operating an RRH project	Application	Yes	2
		No	0
Experience in successfully implementing a low barrier approach project	Application	Yes	2
		No	0
Experience in successfully implementing a housing first approach project	Application	Yes	2
		No	0
Experience in connecting participants to mainstream resources	Application	Yes	2
		No	0