

**Somerville-Arlington CoC (MA-517)**  
**2019 Project Scoring and Ranking Tool**

*Adopted by the CoC at the August 20, 2019, 2019 Meeting*

This tool is based upon the Rating Process and Ranking Policy adopted by the Somerville-Arlington CoC (S-A CoC) at the August 20, 2019 meeting. The S-A CoC Review, Rating and Ranking Committee is a committee of non-funded S-A CoC members appointed annually to make strategic recommendations to the S-A CoC related to how system and project performance should calculate into ranking decisions for Consolidated funding applications.

Specific responsibilities include:

- To provide input into the Ranking and Review tool to be used in reviewing projects.
- To complete the review and ranking of all project applications to be submitted for funding in response to HUD’s annual CoC NOFA.
- To make recommendations to the Board regarding individual project applications to be submitted in the FY19 S-A CoC response to the HUD NOFA as well as the Project Priority Listing.

**Scoring Instructions**

The S-A CoC developed these Scoring Instructions as part of the Ranking and Review Tool, which was approved by CoC on August 20, 2019. 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. This tool measures the rate at which participants maintain PH, and in the course of the coming merger, we will begin to evaluate the number of participants who move from PSH to PH.

In order to be considered for inclusion in the S-A CoC HUD NOFA response, 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. 34 of NOFA), and 4) Renewal projects must meet project renewal thresholds (p. 40 of NOFA).

Projects must also pass S-A CoC Threshold Criteria: 1) applications were received by the deadline, 2) the project is consistent with the Consolidated Plan covering the S-A CoC 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 S-A CoC Coordinated Entry (CE) system and participating in the S-A CoC Homeless Management Information System (HMIS). New applicants that do not currently participate in CE or HMIS must indicate they will if their application(s) is/are 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.

<b>THRESHOLD CRITERIA (ALL PROJECTS)</b>	<b>Pass/Fail</b>
Project is eligible.	
Applicants must meet project eligibility thresholds as defined in the FY19 NOFA.	
Project meets project quality thresholds as defined in the FY19 NOFA.	
Renewal projects must meet project renewal thresholds as defined in the FY19 NOFA.	

THRESHOLD CRITERIA -- continued.	Pass/Fail
Application materials were received by the posted deadline.	
Project is consistent with 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"> <li>1) The project fills or will fill, all vacancies from the S-A CoC CE System in accordance with the S-A CoC CE Policies.</li> <li>2) The project participates or will participate in, the S-A CoC HMIS.</li> </ol>	

**Evaluation Method**

Project applications will be categorized as either Standard Renewal, First Time Renewal or New. All project applications will be evaluated and scored using the criteria in these Instructions. The S-A CoC Ranking Committee will also consider the priorities and information contained in the FY2019 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 S-A CoC Attendance report.

*First Time Renewals:* First Time Renewals are those that were awarded funding in FY2018, but have not yet completed a full 12-month period of operation. These projects will be evaluated using the same scoring methodology as New Projects.

*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 S-A CoC-defined priorities. They may include projects from applicants who have never received funding from the S-A CoC, those who received funding in the past, but not in the FY18 round of funding, and applicants who are also pursuing renewal funding.

**Project Approach (All Projects)**

<b>PROJECT APPROACH – Projects can receive 0, 5 or 10 points. There will be no partial points awarded. These scores are based upon Section 3 in the project application.</b>	
<b>Low-Barrier and Housing First <i>Maximum Points: 10</i></b>	
The project follows a Low-Barrier approach, meaning the project <i>does not</i> screen out participants based on any of the following criteria: <ul style="list-style-type: none"> <li>- Having too little or no income</li> <li>- Active or history of substance abuse</li> <li>- Having a criminal record with exceptions for state-mandated restrictions</li> <li>- Having an eviction record</li> <li>- History of domestic violence (e.g., lack of protective order, period of separation from abuser, or law enforcement involvement)</li> </ul>	5

PROJECT APPROACH – continued	
<b>Low-Barrier and Housing First <i>Maximum Points: 10</i></b>	
<p>The project follows a Housing First approach, meaning the project <b><i>does not</i></b> terminate participants from the program for any of the following reasons:</p> <ul style="list-style-type: none"> <li>- Failure to participate in supportive services</li> <li>- Failure to make progress on a service plan</li> <li>- Loss of income or failure to improve income</li> <li>- Being a victim of domestic violence</li> <li>- Any other activity not covered in a lease agreement</li> </ul>	5

## Standard Renewal Projects

PROJECT PERFORMANCE			
Housing Stability	Source	Maximum Points: 8	
PSH in PH projects: % of participants who exited to or maintained PH; PSH in TH: % of participants who exited to positive outcomes	APR Q23a and 23b	≥80%	8
		75% to 79.99%	6
		70% to 74.99%	4
		65% to 69.99%	2
		≤64.99%	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 (including cash income and non-cash benefits) as of the end of the operating year or program exit	APR Q19 and Q20	≥80%	8
		70% to 79.99%	6
		≤69.99%	0
Utilization Rate	Source	Maximum Points: 10	
Unit utilization rate Average of number of persons served on the last Wednesday of Jan, Apr, Jul, Oct, divided by number of beds	HMIS or APR Q02	≥95%	10
		90% to 94.99%	8
		85% to 89.99%	6
		80% to 84.99%	4
		≤79.99%	0
DATA			
Timeliness	Source	Maximum Points: 8	
Annual Performance Report (APR) submitted on time			4
Project-Level: Average # of days to enter data from program intake and exit.	APR Q06e	≤6	4
		≤10	2
		≥11	0
Completeness	Source	Maximum Points: 5	
% Error Rate Refused/Unknown responses for Universal Data Elements – any element	APR Q06a	≤9%	2
		≥10%	0
% Error Rate for Universal Data Elements	APR Q06b	≤5%	3
		≥6%	0
COST EFFECTIVENESS			
Expenditures	Source	Maximum Points: 10	
Total % spend down (unspent funds are recaptured by HUD)	APR Q28	≥95%	10
		90% to 94.99%	8
		85% to 89.99%	6
		80% to 84.99%	4
		≤79.99%	2

<b>Standard Renewal Projects – continued</b>			
<b>OTHER</b>			
<b>Drawdowns</b>	<b>Source</b>	<b>Maximum Points: 4</b>	
HUD quarterly drawdowns in eLOCCS	eLOCCS report		4
<b>Coordinated Entry Participation</b>	<b>Source</b>	<b>Maximum Points: 5</b>	
Level of participation as reported in the APR	APR Q07a	95-100%	5
		80-94%	4
		79% or less	3
<b>Chronically Homeless Dedicated Beds</b>	<b>Source</b>	<b>Maximum Points: 5</b>	
All projects: % of Beds that are dedicated to chronically homeless in FY2019.	Application	90-100%	5
		≤89%	4
<b>Specific Population Focus</b>	<b>Source</b>	<b>Maximum Points: 5</b>	
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"> <li>- Chronically homeless individuals and/or families,</li> <li>- Veterans,</li> <li>- Families with children,</li> <li>- Youth (under age 25), and/or</li> <li>- Victims of domestic violence.</li> </ul>	Application Q3	1 point per subpopulation (up to 5)	

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

<b>BONUS</b>			
	<b>Source</b>	<b>Maximum Points: 4</b>	
Attended at least 75% of monthly CoC meetings	CoC attendance records		4

<b>Project Approach Points:</b>	<b>10</b>
<b>Project Performance Points:</b>	<b>26</b>
<b>Data Points:</b>	<b>13</b>
<b>Cost-Effectiveness Points:</b>	<b>10</b>
<b>Other Points:</b>	<b>19</b>
<b>Bonus Points</b>	<b>4</b>
<b>*Standard Renewal Points:</b>	<b>82</b>

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

## 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		
Participants will be assisted to obtain and remain in permanent housing	Application	Yes	4	
		No	0	
Total income including Mainstream Benefits	Source	Maximum Points: 8		
Transportation assistance to clients to attend mainstream benefit appointments, employment training, or jobs.	Application	Yes	4	
		No	0	
Regular follow-ups with participants to ensure mainstream benefits are received and renewed	Application	Yes	4	
		No	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	
Applicant agrees to participate in HMIS	Application	Yes	4	
		No	0	
COST EFFECTIVENESS				
Budget	Source	Maximum Points: 4		
The project provides evidence of match	Application	Yes	4	
		Nos	0	
OTHER				
Collaboration	Source	Maximum Points: 4		
Project will demonstrate collaboration with other agencies to assist clients in obtaining other services.	Application		4	
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"> <li>- Chronically homeless individuals and/or families,</li> <li>- Veterans,</li> <li>- Families with children,</li> <li>- Youth (under age 25), and/or</li> <li>- Victims of domestic violence.</li> </ul>	Application	1 point per subpopulation up to 5	0-5	

<b>New Projects -- continued</b>			
<b>PROJECT MILESTONES</b>			
<b>Projects</b>	<b>Source</b>	<b>Maximum Points: 6</b>	
<b>First Participant Housed:</b> Days from grant execution to house first participant	Application	≤30	4
		31-60	2
		≥61	0
<b>Project at Capacity:</b> Days from grant execution for project to be at capacity	Application	<90	2
		91 to 120	1
		≥121	0
<b>AGENCY CAPACITY and EXPERIENCE</b>			
<b>Federal Funds</b>	<b>Source</b>	<b>Maximum Points: 2</b>	
Currently operating ≥1 other federally funded projects	Application		2
<b>Financial Management Capacity</b>	<b>Source</b>	<b>Maximum Points: 2</b>	
Agency has capacity to submit monthly cost reimbursement invoices and to meet program expenses in advance of reimbursement	Application		2
<b>Homeless Documentation</b>	<b>Source</b>	<b>Maximum Points: 4</b>	
Agency's years of experience with documenting homelessness according to HUD's Defining "Homeless" Rule	Application	≥3	4
		1 to 2	2
		<1	0
<b>Chronic Homeless Documentation</b>	<b>Source</b>	<b>Maximum Points: 2</b>	
Currently operating ≥1 project serving chronically homeless households	Application	≥2	2
		1	1
		<1	0
<b>Low-Barrier and Housing First Experience</b>	<b>Source</b>	<b>Maximum Points: 5</b>	
Applicant demonstrates low barrier and housing first (or comparable housing model) implementation experience.	Application		5

<b>Project Approach Points:</b>	<b>10</b>
<b>Projected Outcomes Points:</b>	<b>12</b>
<b>Data Points:</b>	<b>4</b>
<b>Cost-Effectiveness Points:</b>	<b>4</b>
<b>Other Points:</b>	<b>9</b>
<b>Project Milestones Points</b>	<b>6</b>
<b>Agency Capacity and Experience Points</b>	<b>15</b>
<b>New Project Points*</b>	<b>60</b>

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