

2020 Cincinnati/Hamilton County Continuum of Care Scoring Criteria for Prioritizing Projects

<i>THRESHOLD REQUIREMENTS:</i>

Newly Applying Projects:

Agencies may apply for new and/or bonus projects as allowed by HUD in the FY 2020 CoC Program Registration Notice

Housing Focus: A minimum of 75% of funds in housing budget lines (leasing, rental assistance, or operating). Projects applying for new and/or bonus funding will not be “scored” from performance data, but will be required to present and be ranked at the Community Prioritization Event.

Renewal Projects:

In general, renewal projects will be scored on performance data. In order to receive points, the project must be able to produce, from HMIS, a HUD Annual Performance Report (APR) and a Universal Recidivism by Exit Destination report for the most recently completed operating year. Additional documents required to complete the scoring criteria include a completed Housing First/Low Barrier Questionnaire, match documentation letters from the most recently ended grant term, and the agency’s most recent single audit statement.

All projects:

Match: All statutory match requirements must be met. [This is currently 25% of the grant, excluding leasing funds.]

SPECIAL NOTES:

- a. Renewal projects which have just been approved by HUD and are still in their initial one year grant term and/or those which are operating but do not yet have a full year of data will not participate or compete in the ranking process, will not complete a scorecard and will be automatically included in the CoC application for renewal funding at the bottom of Tier 1.
- b. Renewal projects which are still under construction and not yet operating will not complete a scorecard and will be automatically included in the CoC application for renewal funding at the bottom of Tier 1. Projects fitting this description will be required to present at the Community Prioritization Event for informational purposes only regarding progress on the project.
- c. YHDP Project “KEYS” - Due to its unique and complex nature, KEYS will not be scored or compete in this cycle but will be ranked in Tier 1 as automatically renewed by our Community. KEYS will be required to present at the Community Prioritization Event in order to share the purpose of the project and discuss progress on outcomes goals.
- d. All other renewal projects will be ranked based on project outcomes.
- e. Unless otherwise indicated in a given metric, outcomes will be based on a two-year average using either the Annual Performance Report (APR) or the Clarity Recidivism 2.0 report, or data provided by Strategies to End Homelessness; HMIS reports will be run out of the community HMIS system, Clarity.

i. Scoring Timeframes:

1. APR outcomes – 7/1/2018 – 6/30/2019, 7/1/2019– 3/31/2020
 - a. Reports will be run out of Clarity based on information entered directly into Clarity and/or pulled over via data exchange from the previous HMIS system, VESTA®
2. Recidivism Outcomes: 7/1/2016 – 6/30/2017 & 7/1/2017 – 3/31/2018
 - a. Reports will be run out of Clarity Recidivism 2.0 report based on information pulled over via data exchange from the previous HMIS system, VESTA®
3. Coordinated Entry – referrals made between 7/1/2018 – 6/30/2019 and 7/1/2019 – 03/31/2020
 - a. Data will be provided by Coordinated Entry System via Strategies to End Homelessness.
4. Grant Management and HMIS information will be scored on the period 07/01/2019 – 03/31/2020.
 - a. Data will be provided by Compliance Department and HMIS Team at Strategies to End Homelessness.

<i>CoC SCORECARD METRICS</i>

- 1) For Metrics 1-9, 12, and 17- 31, projects will be given proportional scores, or scored “on a curve” from 0 points to the max available per metric, based on the project’s outcome in that metric.
- 2) Metric 10 is the Housing First Questionnaire and is worth a total of 8 points; each question answered "no" or "n/a" will be awarded 1/3 pts. Strategies to End Homelessness will review all responses for accuracy based on Monitoring and Coordinated Entry evidence. If a discrepancy is found, STEH may send Housing First Questionnaire back to the agency for revision.
- 3) Metrics 11 and 13-16 in the Grant Management section are essentially yes/no questions and points are awarded accordingly. Please see the explanations within those metrics for the points available in each.
- 4) Cost effectiveness is a measure again this year. The data analyst at Strategies to End Homelessness has researched and developed a mathematical formula to predict an expected average cost per person for the community, factored for type of housing project. Each project’s own cost per person is then measured against the expected community average for the appropriate housing type. Points are awarded based on whether and to what degree the project’s average cost is below or above the expected community average.
- 5) This year, the community is scoring system effectiveness under the metric names “exit rate” and “length of stay.” The measure was introduced last year but was not scored for points. This information is intended to help calculate projects’ efficiency in moving clients through the CoC system. For RRH, this is data on average length of stay. For PSH, this data will be a ratio of total number of exits and total persons served.
- 6) Because various project types (site based v scattered, RRH v PSH v SSO, etc) all have different numbers of maximum points available, all projects' final rank scores will be expressed as percentages of the overall total points available to that project.

- 7) In the unlikely event of an overall tie between projects, the project with the highest score in “Section A - Project Performance” will be awarded the higher rank, continuing down through each section (B-F) as needed.

Note: Metrics 11 and 12 will be calculated on accurate project billings submitted to STEH no later than April 10, 2020 at 12pm.

Note: Newly applying projects and Renewal Projects fitting the following descriptions will not Complete a CoC Scorecard: Renewal projects newly approved by HUD and in their initial grant term; renewal projects under construction and not yet operating; renewal projects without a full year of data; the KEYS project.

AUTOMATED SCORING PROCESS

STEH is the HMIS Lead and Administrator and therefore has direct access to Clarity, the official HMIS of the CoC. Aaron Flicker, Data Analyst at STEH has built a computer application, the code for which is programmed to automatically pull APR information from excel spreadsheets exported by Clarity. These excel sheets are exported for each CoC funded project and that APR information then populates into the CoC Approved Score Card spreadsheets.

The unique projects which are exceptions to the automated process are as follows:

- THE FHP Project is always treated somewhat differently, because the APRs are pulled from 4 different agencies and combined by hand. This project’s score will continue to be compiled by hand for this reason.
- The YWCA is not in HMIS. Because STEH does not have access to VSP comparable data base for HUD mandated privacy reasons, the YWCA’s APRs cannot be pulled by the app. The YWCA will have to export its own APRs in excel format and send them to Mr. Flicker. Thereafter that APR data can be added to the computer application for population into the automated scorecard.
- OTRCH’s East Clifton Homes and Carrie’s Place projects have been combined into one unified grant. It is requested that East Clifton/Carrie’s Place work with Mr. Flicker to assure the scorecard is completed correctly.

The automated process would proceed as follows (with some flexibility depending on the dates the HUD NOFA states as the HUD CoC Program Competition Application deadline):

Beginning mid-May, STEH will begin an extra messaging effort to encourage all CoC funded agencies to be reviewing and cleaning their Clarity HMIS data on their CoC-funded projects. While STEH always encourages agencies to do so, it will be especially important in the lead up to scoring.

1. Throughout the month of June, agencies are expected to be actively reviewing and cleaning as much of their data as possible prior to the end of the grant year.
2. Agencies have until Wednesday July 8th at 8:00 am to complete end of grant-year data cleaning for their CoC-funded projects. After this time, no further data cleaning will be accepted.

3. Throughout the day of Wednesday July 8th, but after 9:00 am, Mr. Flicker/STEH will have Clarity HMIS export the APRs for the appropriate time-frames for each project.
4. Each agency will be instructed to pull its own copies of those same APR's **on that same date** as a control comparison copy to be used to verify the accuracy of the automated scorecards for their projects.
5. By Thursday July 9 at 8:00 am, STEH will email each agency a copy of the APRs it has pulled for its projects.
6. The computer application at STEH will then begin pulling the scoring data from those Clarity-exported Excel-formatted APRs and populating that information into the automated scoring spreadsheet for each project.
7. The grant management, coordinated entry and HMIS scoring data will be provided by STEH as it was last year and those scores will be added into each project's scoresheet at STEH.
8. By Monday July 13th, @ 8:00 am, to the extent the agency finds material discrepancies between the two sets of APRs (those pulled by STEH and those pulled by the agency, the agency is to email Amy Stewart (astewart@end-homelessness.org) specifying the discrepancy.
9. By 11:59 pm on Wednesday, July 15th, STEH will have completed data entry on all scorecards.
10. By 11:59 pm on Wednesday, July 15th, STEH will have provided each agency a copy of the official scorecard for each of its projects as populated with the appropriate APR and scoring information along with supporting documentation of the Grant Management and Coordinated Entry scores if they have not already received them.
11. The agencies must then verify the data and calculations in their projects' scorecards.
 - a. To the extent an agency finds discrepancies its projects' scorecards, the agency must note them and point them out to STEH upon return of your scorecards to STEH. Discrepancies will be reviewed in accordance with this CoC Scoring Criteria Document.
12. By 5:00 pm Wednesday July 22, the agencies must have returned to STEH the verified scorecards for all of their projects along with an authorized verification document signed by their HMIS Lead as well as their executive director.
 - a. The scorecard verification will state not only that the data and calculations in the scorecard are accurate but that the agency consents to having that data used in the community ranking process.
 - b. As stated above, the agencies will have been expected to clean their data by July 8th. Alleged errors and/or discrepancies which will be considered after that point will be only those related to the automated app or scoring sheet itself. (For example, if for some reason, the app has incorrectly transmitted figures from the APR, digits were somehow transposed, or if there appears to be a mathematical error in calculating scores from raw data.)
13. From Wednesday, July 22nd at 5:00 pm until Friday, July 24th, STEH will gather the total scores from all projects, rank the projects in descending order, and calculate which projects fall in the bottom 15%.

14. By 5:00 pm Friday July 24th, STEH will notify the projects which have fallen in the bottom 15% that they will be required to present at the Community Prioritization Event (CPE).
15. By 11:59 Pm Monday July 27th, STEH will publish the preliminary priority list including both the top 85% of projects as well as the bottom 15% of projects who will be required to present.
16. On Friday July 31st, Registration closes for in-person attendance at the Community Prioritization Event.
17. 12:00 pm Monday August 3rd - FY20 Community Prioritization Event powerpoint presentations due.
 - a. Final presentations must be submitted to STEH, via email to Amy Stewart at astewart@end-homelessness.org by noon.
18. 1:00 pm Friday August 7, 2020 – Community Prioritization Event

<i>COMMUNITY PRIORITIZATION EVENT</i>

- 1- Projects required to present at the Community Prioritization Event Meeting include:
 - a. The **bottom 15%** of competing renewal projects (rounded up),
 - b. All newly-applying competing projects
 - c. All renewing projects already approved and under construction but not yet operating
 - d. KEYS will present as a non-competing renewed project
- 2- All *competing* projects required to present at the Community Prioritization Event Meeting will be re-prioritized solely based on the results of community ranking (**their pre-score will not affect final ranking**) and they will then be placed in respective order below the other competing projects in the prioritization list in the order of their ranking resulting from the Community Prioritization Event. (Non-competing renewals will be placed at the bottom of Tier 1 and thus may rank below some of the projects required to present.)
- 3- The Homeless Clearinghouse may decide to require additional projects to present at the meeting. These projects will be re-ranked in the same manner as the bottom 15% of projects.
- 4- Every CoC-funded agency is required to participate in the Community Prioritization Meeting.
- 5- This year, in light of the COVID-19 Health crisis and the continued need for physical distancing, STEH will simultaneously hold the event virtually with an optional in person component.
 - a. STEH will make the virtual event joining instructions available publicly.
 - b. Registration will be required to attend in person. The in person component is scheduled to be held at the United Way on Reading Road. The event venue typically holds 74 persons, but physical distancing will likely require a smaller number of in-person attendees. See STEH website to register.
- 6- The virtual meeting will be held via MicroSoft Teams platform. Virtual questioning of presenters will be available via video, audio or meeting chat. Questions from registrants attending in-person will be submitted through the virtual event platform as well.

- 7- For agencies with projects to be ranked, no more than 2 staff members will be allotted registration spots for seats at the in-person venue, with unlimited registration slots for the virtual meeting.
- 8- Any person from any agency or a member of the public may ask questions of presenters.
- 9- Only persons present at the in-person venue and/or shown on the virtual participant list as having attended the online event during the agency presentation portion of the meeting may rank projects.
- 10- Subject to number 9, the following persons will be allowed to rank projects:
 - a. A person from a government-funded or private-grant-funded agency, which agency receives funds for the purpose of providing services to individuals who have experienced or who are currently experiencing homelessness.
 - i. Each agency will have a limit of no more than two persons ranking who are currently affiliated with that agency.
 - b. Any person 18 years of age or older who is currently experiencing or who has experienced homelessness.
 - i. An agency will not be required to prioritize staff over current or former residents/participants if such residents/participants voluntarily choose to attend and wish to vote.
 - c. A person may not rank a given project under the following circumstances:
 - i. Employed by or currently receiving services from the agency requesting funding and/or an agency that will receive funding from the project (i.e. partnerships or collaborations)
 - ii. On the Board of Directors of the agency requesting funds
 - iii. Not present to hear the presentation. NOTE: The expectation is that a person ranking is to be present (in-person or virtually) for all agency presentations given during the prioritization event. Ranking sheets will be provided once all presentations are complete.
 - d. Agencies will be required to inform STEH who it has designated as its two rankers so that STEH can track the rank sheets as they are returned via email.

New Projects: New Projects will be required to present at the Community Prioritization Meeting, and will be ranked separately from Renewals. The Homeless Clearinghouse will ultimately determine the position of new projects in the final prioritization list, while maintaining the ranked order of all new projects as a result of the Community Prioritization Meeting.

<i>RANKING PROCESS</i>

Prior to the Community Prioritization Event, the **following information will be made available online** for attendees and other community members to the best extent practicable:

- 1- All relevant data regarding pre-scored metrics including specific scores for all projects and their relative standing on both the individual metrics and overall score;
- 2- A standardized project description with statistical and descriptive data *selected by the Homeless Clearinghouse* to prepare the attendees to fully understand and evaluate the information that is presented at the Community Prioritization Event.

At the Community Prioritization Event, presentations will focus on:

- 1- An explanation of metrics on which the project scored poorly;
- 2- Detailed strategy of how the agency plans to address these issues going forward;
- 3- How the project meets a specific need in the community;
- 4- How the project contributes positively to HUD System Performance Measures ([See link for additional info](#)); and
- 5- Cost Effectiveness.

Every attendee will be trained on the ranking process on the day of the event, which training will be included in the web-conference as well. Please note again, persons registered to attend at the in-person venue and/or those shown on the participant list of the virtual meeting as having participated during the agency presentation portion of the event will be considered eligible to rank, assuming they meet other eligibility criteria listed above.

After each project presentation, each person ranking is to complete a summary sheet *for his/her own use* that will not be required to be shared with anyone else. (See Figure 1) These summary sheets are helpful to assist the person ranking in remembering and ordering the priority of each project as the presentations are made during the Community Prioritization Event.

Figure 1:

Project Name: Pre-fill	\$ requested: pre-fill	Rank:
Type: Pre-fill		
<u>Key Elements to consider:</u> Pre-score/past performance, cost effectiveness, impact on ending homelessness, need/extent of problem , participation in workgroups, promotes housing stability, reduces length of homeless episode, supports/enhances other programs, uniqueness in system, housing first model		
Program Strengths		Program Weaknesses

After the project presentations, each person ranking –

- i. Compiles the ranking sheets in order with the highest priority on top and the others following in top-down order of priority; then
- ii. Numbers the ranking sheets in the box provided, assigning the highest priority number 1 and continuing until all are numbered.

Each person ranking completes a ranking sheet which designates a ranking for each project by copying the numbers from the summary sheets. (See *Figure 2*) These ranking sheets are then submitted and ranks are averaged to determine the final Community Prioritization Event result for each project.

Figure 2:

Project Final Ranking Sheet

Project Name	Rank	Project Name	Rank
Project A		Project F	
Project B		Project G	
Project C		Project H	
Project D		Project I	
Project E		Project J	

DETERMINING THE FINAL PRIORITY LISTING

The Cincinnati/Hamilton County Continuum of Care Board, locally known as the Homeless Clearinghouse, has final decision-making power to make any changes to the final prioritization list in order to best position the community for the maximum amount of points in the CoC 2020 Application to HUD.