2021 Cincinnati/Hamilton County Continuum of Care
Scoring Criteria for Prioritizing Projects

Please note that HUD has not yet released the 2021 CoC Competition NOFA. All dates, conditions and requirements listed in this document are subject to change pursuant to the terms of the NOFA as it is eventually released by HUD.

At this time, it is not known whether the NOFA will list "Tiers" of funding priorities as HUD has in the past and/or whether "Bonus" funding for new projects or particularly types of projects may be made available under the terms of the NOFA. Accordingly, the community reserves the right to revisit the details of this community process once the NOFA is released.

THRESHOLD REQUIREMENTS:

Newly Applying Projects:

Agencies may apply for new and/or bonus projects as allowed by HUD in the FY 2021 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 competitively ranked at the Community Prioritization Event. Newly applying projects will be placed collectively on the bottom of the Community Priority List, below all renewals, in order of the newly applying projects' voting placement resulting from the Community Prioritization Event. It is anticipated that all renewing projects will be accepted into the Community Application to HUD. Please note, however, that any project's inclusion in the application, whether renewal or new, does not guarantee that project's funding by HUD.

Renewal Projects:

In 2021, Renewal projects will be scored solely on performance data. In order to receive points, the project must be able to produce, from Clarity HMIS, a HUD Annual Performance Report (APR) and a Clarity Recidivism 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. Spending and coordinated entry data for the project will be gathered by STEH.

All projects:

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

    a. In general, renewal projects will compete during the scoring process for their relative rank on the Community Priority List based on project outcomes.

    b. 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 complete a scorecard and will be automatically included in the CoC application for renewal funding. In the event the HUD NOFA provides for Tiers 1 and 2, these projects will be placed collectively at the bottom of Tier 1 on the Community Priority List.

    c. All newly applying projects will be placed collectively at the bottom of the Community Priority List, prioritized in order of their voting placement at Community Prioritization Event.

    d. 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 the renewal priority list. Projects fitting this description will be required to present at the Community Prioritization Event for informational purposes only regarding progress on the project. (No projects applicable in 2021.)

    e. YHDP Project "KEYS" - KEYS will be scored and ranked as a renewal, but under particular conditions approved by the Clearinghouse due to the unique circumstances faced by youth clients. Those will be spelled out in particular under the section Scorecard Metrics below.

    f. 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 report, or data provided by Strategies to End Homelessness; HMIS reports will be run out of the community HMIS system, Clarity.

    g. Scoring Timeframes:

        1. APR outcomes – 7/1/2019 – 6/30/2020, 7/1/2020– 6/30/2021.   We will also run a third APR for spending/households which only measures through Q3 of FY19:   7/1/20 – 3/31/2021.
            a. Reports will be run out of Clarity based on information entered directly into Clarity and/or pulled over via API data exchange from the previous HMIS system, VESTA® and/or uploaded using the Data Import Tool for any agency using ETO.

        2. Recidivism Outcomes: Exits during 7/1/2017 – 6/30/2019.   Each of those exiting clients will then be tracked forward two years.
            a. Reports will be run out of Clarity Recidivism 2 report based on information pulled over via data exchange from the previous HMIS system, VESTA® and/or uploaded using the Data Import Tool for any agency using ETO.

        3. Coordinated Entry Successful Housing Match Rate - referrals made between 7/1/2019 – 6/30/2020 and from 7/1/2020 and as follows:
            a. All matches made by March 31, 2021 are included in the calculation, as well as households matched after that date but housed by June 30, 2021. Households matched after March 31, 2021 and not housed by June 30, 2021 are excluded from the universe.

b. Data will be provided by Coordinated Entry System via Strategies to End Homelessness.

4. Grant Management metrics will be scored on the period 07/01/2020 – 03/31/2021.

a. Data will be provided by Compliance Department Team at Strategies to End Homelessness.

CoC SCORECARD METRICS

A copy of the Complete Scoring Matrix is attached here as an Exhibit.

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.

    a) KEYS revisions to Metrics are as follows:
       i) Metric 1 – Housing Stability - Positive exits for the KEYS (youth) clients will include temporary exits to friends and family.
       ii) Metrics 2 and 3 – Increase in both total and earned income – Youth enrolled in school will be added to the numerator for universe of persons who met the measure.
       iii) Metric 6 - Length of Stay – KEYS will be excluded from this measure.
       iv) Metric 31 – Data Quality on timeliness of data entry – KEYS will be excluded from this measure.

2) Metric 9 – Utilization Rate has been reduced from 5 max points to 3 max points.

3) 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 may 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.

4) 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 and please see Metrics 14 and 15 specifically for revisions made this year as to how those points will be awarded.

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

6) 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.

7) The community is again scoring system effectiveness under the metrics named "exit rate" and "length of stay." 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 to permanent housing and total persons served.

8) For Metric 29, HMIS Data Quality re Personally Identifiable Information as defined by the APR, The YWCA will be scored on data quality for name and date of birth but not SSN, as it is prohibited from requesting SSN as a victims' services provider. This will also apply to the Y's contributions to the combined FHP SSO project as well as to KEYS scoring.

9) Metric 32 re CoC workgroup participation will again require participation in 80% of meetings. This is a return to pre-covid requirement for numbers of workgroup meetings attended in order to achieve points.

10) 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.

11) 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: 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.

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 typical automated process are as follows:

- The FHP SSO project is a combined effort of four different agencies and as such is always treated somewhat differently. The project APRs are pulled from each of the 4 participating agencies and combined. This scoring app accounts for this.
- This year KEYS will be scored. As this is also a combined effort of 5 different agencies, the project APRs will be pulled from each of the 5 participating agencies and combined. The scoring app accounts for this.
- The YWCA is not in HMIS for HUD mandated privacy reasons. STEH has an individual on the HMIS Team who does have access to the YWCA's separate VSP comparable data base. Accordingly, STEH will arrange for an export of the YWCA's APRs in excel format which STEH Planning Dept will then use to add to the computer application for population into the YWCA's automated scorecard.

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):

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. By Tuesday, July 6th, Jenn Steigerwald of STEH will provide agencies their Coordinated Entry detailed data for vetting matched to housed times and successful matches
3. Agencies have until Wednesday July 7th at 7:00 pm to complete end of grant-year data cleaning for their CoC-funded projects. After this time, no further data cleaning will be accepted.
4. Throughout the day of Thursday July 8th, STEH will have Clarity HMIS export the FY18 Full APRs for each project.
5. Each agency will be instructed to pull its own copies of those same FY18 Full 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.
6. Throughout the day of Friday July 9th, STEH will have Clarity HMIS export the FY19 Full APRs and the FY19 Q1-Q3 APRs for each project. KEYS RHY report for school attendance would be pulled this day as well.
7. Each agency will be instructed to pull its own copies of those same FY19 Full APR's and FY19 Q1-Q3 **on that same date** as a control comparison copy to be used to verify the accuracy of the automated scorecards for their projects. KEYS RHY report for school attendance would be pulled this day as well.
8. By Friday July 9 at 8:00 pm, STEH will email each agency a copy of the APRs it has pulled for its projects.
9. 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.
10. By Monday July 12th, projects are to have confirmed their Coordinated Entry data to STEH.
11. 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.
12. By Wednesday July 14th, @ 8:00 am, to the extent an 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 STEH at NOFAS@end-homelessness.org specifying the discrepancy.
13. By 11:59 pm on Monday, July 19th, STEH will have completed data entry on all scorecards.
14. By 11:59 pm on Monday, July 19th, 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.
15. 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.

16. By 5:00 pm Tuesday July 27th, 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 7th. 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.)

17. From Tuesday, July 27nd at 5:00 pm through Friday, July 30th, STEH will gather the total scores from all projects and rank the projects in descending order on the priority list.

18. By 5:00 pm Monday August 2nd, STEH will release the preliminary priority list of scored projects.

19. On Friday Augsut 6th, Registration closes for the Community Prioritization Event.

20. By 12:00 pm Monday August 9th - Community Prioritization Event powerpoint presentations are due from newly applying projects.
    a. Final presentations of newly applying projects must be submitted to STEH, via email to NOFAS@end-homelessness.org by noon.

21. By 5:00 pm Monday August 9th, agencies must have provided STEH the names of its two rankers for the Community Prioritization Event

22. 1:00 pm Friday August 13, 2021 – Community Prioritization Event

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COMMUNITY PRIORITIZATION EVENT

1- For 2021 only, renewal projects will not be required to present at the Community Prioritization Event. **Newly applying projects will be required to present**.

2- All newly applying projects will be placed collectively at the bottom of the Community Priority List, prioritized in order of their voting placement at Community Prioritization Event.

3- The Homeless Clearinghouse may decide to require additional projects to present at the meeting as particular circumstances may require.

4- Every CoC-funded agency and project newly applying is required to participate in the Community Prioritization Meeting.

5- This year, in light of the continued COVID-19 Health crisis and the continued need for physical distancing, STEH will again hold the event virtually via Microsoft Teams.
    a. STEH will make the virtual event joining instructions available publicly.
    b. The meeting is open to the public, but registration is strongly recommended in order to assist with attendance record-keeping, which is urged by HUD.

6- The virtual meeting will be interactive. Questioning of presenters will be available via video, audio or meeting chat.

7- There is no limitation on the number of persons from any agency, project or the public allowed to register to attend and participate in the virtual meeting.

8- Any person from any agency or a member of the public may ask questions of presenters.

9- Only persons shown as present in 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.

11. By Monday August 9th, each agencies will be required to inform STEH who it has designated as its two rankers for the Community Prioritization Event.

12. During the course of the Community Prioritization Event, STEH will request that any additional, eligible persons who wish to rank projects notify STEH via email.
   a. STEH will keep the identities of all rankers confidential.
   b. At the close of all presentations by the newly applying projects, STEH will email eligible rankers special sheets on which to record their rank votes.
   c. All rank sheets must be returned to STEH by the particular time designated after the close of Community Prioritization Event.   (Time of return deadline to be determined and announced that day depending on completion time of all presentations.)
   d. STEH will keep a record not only the identities but the returned ranking sheets.

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- The Preliminary Community Priority List of scored and non-scored renewal projects along with scored renewal projects' relative standing on both the individual metrics and overall score;

    2- A standardized project description of newly applying projects who will be presenting at the Community Prioritization Event to help prepare the community participants to fully understand and evaluate these new projects.

At the Community Prioritization Event, presentations will focus on:

    1- How the project meets a specific need in the community;
    2- How the project would contribute positively to HUD System Performance Measures (See link for additional info);
    3- Whether and how the project addresses HUD focus populations;
    4- Whether and how the project would improve our community application to HUD;
    5- Impact on ending homelessness;
    6- Agency participation in workgroups if applicable;
    7- Promotion of housing stability;
    8- Reduction of length of homeless episode;
    9- Support/enhancement of other programs;
    10- Uniqueness in system; and/or
    11- Housing first model.

Every CPE attendee will be trained on the ranking process during the Event. Please note again, persons 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>: How the project meets a specific need in the community; How the project would contribute positively to HUD System Performance Measures (See link for additional info); Whether and how the project addresses HUD focus populations; Whether and how the project would improve our community application to HUD; Impact on ending homelessness; Agency participation in workgroups if applicable; Promotion of housing stability; Reduction of length of homeless episode; Support/enhancement of other programs; Uniqueness in system; and/or 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 to STEH via email and ranks are averaged to determine the final Community Prioritization Event result for each project.   For this calendar 2021 scoring cyle, the newly applying projects will then be placed at the bottom of the Community Rank List in order of their final voting placement from the CPE.

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	

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 address the following:
- Best ensure that the HUD-required structural elements of the CoC remain in place;
- Best position the community for
    - The maximum amount of points in the CoC 2020 Application to HUD; and/or
    - The greatest likelihood of being awarded applicable bonus funds.