PROCESS FOR REVIEWING, SCORING AND RANKING

The Lynn Continuum of Care (LCoC) Ranking and Review Committee is a committee of non-funded LCoC members appointed annually to make strategic decisions for the LCoC throughout the year. In that capacity, they:

1. Provide input into the Ranking and Review tool to be used in reviewing projects.
2. Complete the review and ranking of all project applications to be submitted for funding in response to HUD's annual CoC NOFA.
3. Make recommendations to the full CoC regarding individual project applications to be submitted in response to HUD's NOFA and included in the Project Priority Listing.

The Ranking and Review Committee met with new and renewal projects on August 06, 2018. At this time, applicants presented the projects for which they are seeking funding. Renewal applicants reviewed progress and notable milestones reached and new applicants provided an overview of the new project(s), goals and objectives, as well as organizational capacity.

The full membership of the LCoC was invited to attend a meeting held on June 26, 2018 to provide input to the Ranking and Review Committee regarding the content of the Ranking and Review tool for the FY18 NOFA competition. Interested parties convened again on a conference call July 02, 2018 to continue discussions.

SCORING INSTRUCTIONS

The LCoC developed these Scoring Instructions as part of the Ranking and Review Tool, which were approved by the LCoC on August 09, 2018. 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.

In order to be considered, 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. 35 of NOFA), and 4) Renewal projects must meet project renewal thresholds (p. 39 of NOFA).

Projects must also pass LCoC Threshold Criteria: 1) applications were received by the deadline, 2) the project is consistent with the Plan to End Homelessness and the Consolidated Plan covering the LCoC geographic area, (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 LCoC Coordinated Entry (CE) system and participating in the LCoC Homeless Management Information System (HMIS). New applicants that do not currently participate in CE or HMIS must indicate they will should their application(s) be 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.

THRESHOLD CRITERIA (ALL PROJECTS)	Pass/Fail
Project is eligible.	
Project complies with Applicants must meet project eligibility thresholds as defined in the FY18 NOFA	
Project meets project quality thresholds as defined in the FY18 NOFA	
Renewal projects must meet project renewal thresholds as defined in the FY18 NOFA	
Application materials were received by the deadline.	
Project is consistent with the Plan to End Homelessness and 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: 1) The project fills, or will fill, vacancies from the LCoC CE System in accordance with the LCoC CE Policies. 2) The project participates, or will participate, in the LCoC HMIS.	

EVALUATION METHOD

Project applications will be categorized as either Standard Renewal or New. All project applications will be evaluated and scored using the criteria in these Instructions. The LCoC Ranking Committee will also consider the priorities and information contained in the FY2018 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 LCoC Attendance report.

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 LCoC-defined priorities. They may include projects from applicants who have never received funding from the LCoC, those who received funding in the past, but not in the FY17 round of funding and applicants who are also pursuing renewal funding.

Project Approach

PROJECT APPROACH (ALL PROJECTS) Projects can receive up to 10 points, but there will be no partial points awarded. These scores are based upon the project application and narrative description of Housing First and low barrier entry.	
Low-Barrier and Housing First *Maximum Points: 10*	
The project follows a Low-Barrier approach, meaning the project ***does not*** screen out participants based on any of the following criteria: - Having too little or no income - Active or history of substance abuse - Having a criminal record with exceptions for state-mandated restrictions - Having an eviction record - History of domestic violence (e.g., lack of protective order, period of separation from abuser, or law enforcement involvement)	5
The project follows a Housing First approach, meaning the project ***does not*** terminate participants from the program for any of the following reasons: - Failure to participate in supportive services - Failure to make progress on a service plan - Loss of income or failure to improve income - Being a victim of domestic violence - Any other activity not covered in a lease agreement	5

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

Standard Renewal

PROJECT PERFORMANCE			
Housing Stability	**Source**	***Maximum Points: 10***	
% of participants who maintained or exited to PH	APR	≥80%	6
		75% to 79.99%	5
		70% to 74.99%	3
		65% to 69.99%	1
		≤64.99%	0
% of participants who were placed in PH within **90 days** of entry into project	APR	≥75%	2
		60% to 74.99%	1
		≤59.99%	0
% of participants who were placed in PH within **24 months** of entry into project	APR	≥75%	2
		60% to 74.99%	1
		≤59.99%	0
Total Income (including Mainstream Benefits)	**Source**	***Maximum Points: 8***	
% of persons age 18 and older who *maintained or increased* their total income (from all sources) as of the end of the operating year or program exit	APR	≥80%	8
		70% to 79.99%	6
		≤69.99%	0
Earned Income	**Source**	***Maximum Points: 8***	
% of persons age 18 through 61 who *increased* their earned income (i.e., employment income) as of the end of the operating year or program exit	APR	≥70%	4
		62% to 69.99%	2
		≤61.99%	0
% of persons age 18 through 61 who *maintained* their earned income (i.e., employment income) as of the end of the operating year or program exit	APR	≥20%	4
		12% to 19.99%	2
		≤11.99%	0

Utilization Rate	Source	Maximum Points: 10	
Average % unit utilization rate (last Wednesday in January, April, July, and October)	APR	≥95%	6
		90% to 94.99%	5
		85% to 89.99%	3
		80% to 84.99%	1
		≤79.99%	0
Average % unit utilization rate (last Wednesday in January and April 2018)	CY2018 HMIS	≥95%	4
		90% to 94.99%	3
		85% to 89.99%	2
		80% to 84.99%	1
		≤79.99%	0
Expenditures		**Maximum Points: 6**	
Total % spend down (unspent funds are recaptured by HUD)	Most recent APR	≥95%	6
		90% to 94.99%	5
		85% to 89.99%	3
		80% to 84.99%	1
		≤79.99%	0
DATA			
Timeliness	Source	**Maximum Points: 12**	
Annual Performance Report (APR) submitted on time			4
Project-Level: average # of days to enter data from program intake and exit.	HMIS	≤7	4
		8 to 14	2
		≥15	0
Agency-Level (for all Agency projects in HMIS): average # of days to enter CY2017 data from program intake and exit.	HMIS	≤7	4
		8 to 14	2
		≥15	0

Completeness	Source	Maximum Points: 5	
APR Q7 % Refused/Unknown responses for Universal Data Elements	HMIS	≤9%	2
		≥10%	0
APR Q7 % Missing responses for Universal Data Elements	HMIS	≤1%	3
		≥2%	0

COST EFFECTIVENESS			

Budget	Source	Maximum Points: 4	
% Supportive Services Costs Requested in **FY2018**	Appl	≤20%	4
		21% to 35%	2
		≥36%	0

OTHER			

Drawdowns	Source	Maximum Points: 4	
HUD quarterly eLOCCS or LOCCS draws	LOCCS		4

Mainstream Services	Source	Maximum Points: 6	
Project will provide transportation assistance to clients to attend mainstream benefit appointments, employment training, or jobs	Appl		2
Project will demonstrate collaboration with other agencies to assist clients in obtaining other services.	Appl		2
Project will follow-up with participants at least annually to ensure mainstream benefits are received and renewed	Appl		2

Chronically Homeless Dedicated Beds	Source	Maximum Points: 4	
All projects: % of Beds that are dedicated to chronically homeless in **FY2018**.	Appl	90-100%	4
		≤89%	0

Specific Population Focus	Source	Maximum Points:	5
Project has existing special capacity (in its facilities, program designs, tools, outreach or methodologies) to serve two (2) or more of the following subpopulations: - **Chronically homeless individuals and/or families**, - **Veterans**, - **Families with children**, - **Youth (under age 25)**, and/or - **Victims of domestic violence.** -	Appl	Yes No	5 0

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

BONUS			
	Source	Maximum Points: 4	
Demonstration of creative use of Program Income to create housing	Application		2
Attended at least 80% of monthly CoC meetings	CoC minutes		2

Project Approach Points:	*10*
Project Performance Points:	*42*
Data Points:	*17*
Cost Effectiveness Points:	*4*
Other Points:	*19*
Bonus Points	*4*
Standard Renewal Points:	*96*

New Project

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*	
% of participants who will exit to PH	Appl	≥80%	2
		70% to 79.99%	1
		≤69.99%	0
% of participants who will be placed in PH within **90 days** of entry into project	Appl	≥75%	2
		60% to 74.99%	1
		≤59.99%	0
Total Income (including Mainstream Benefits)	Source	*Maximum Points: 8*	
% of persons age 18 and older who *will increase* their total income (from all sources) as of the end of the operating year or program exit	Appl	≥80%	4
		70% to 79.99%	2
		≤69.99%	0
% of persons age 18 and older who will *maintain* their total income (from all sources) as of the end of the operating year or program exit	Appl	≥80%	4
		70% to 79.99%	2
		≤69.99%	0
Earned Income	Source	*Maximum Points: 4*	
% of persons age 18 through 61 who will *increase* their earned income (i.e., employment income) as of the end of the operating year or program exit	Appl	≥70%	2
		62% to 69.99%	1
		≤61.99%	0

% of persons age 18 through 61 who will *maintain* their earned income (i.e., employment income) as of the end of the operating year or program exit	Appl	≥20%	2
		12% to 19.99%	1
		≤11.99%	0

DATA

Timeliness	**Source**	**Maximum Points: 4**	
Agency-Level (for all Agency projects in HMIS): average # of days to enter data from program intake and exit. *For Agencies that were not required to participate in HMIS in CY2017, the Agency will receive the averaged points for this criterion.	HMIS	≤7	4
		8 to 14	2
		≥15	0

COST EFFECTIVENESS

Budget	**Source**	**Maximum Points: 4**	
% Supportive Services Costs Requested in **FY2018**	Appl	≤20%	4
		21% to 35%	2
		≥36%	0

OTHER

Mainstream Services	**Source**	**Maximum Points: 6**	
Project will provide transportation assistance to clients to attend mainstream benefit appointments, employment training, or jobs	Appl		2
Project will demonstrate collaboration with other agencies to assist clients in obtaining other services.	Appl		2
Project will follow-up with participants at least annually to ensure mainstream benefits are received and renewed	Appl		2

Specific Population Focus	Source	Maximum Points: 5	
Project will have special capacity (in its facilities, program designs, tools, outreach or methodologies) to serve two (2) or more of the following subpopulations: - **Chronically homeless individuals and/or families**, - **Veterans**, - **Families with children**, - **Youth (under age 25)**, and/or - **Victims of domestic violence.**	Appl	Yes	5
		No	0
PROJECT MILESTONES			
Projects	Source	Maximum Points: 6	
First Participant Housed: Days from grant execution to house first participant	Appl	≤30	4
		31-60	2
		≥61	0
Project at Capacity: Days from grant execution for project to be at capacity	Appl	<90	2
		91 to 120	1
		≥121	0
AGENCY CAPACITY and EXPERIENCE			
Federal Funds	Source	Maximum Points: 2	
Currently operating ≥1 other federally funded projects	Appl		2
Financial Management Capacity	Source	Maximum Points: 2	
Agency has capacity to submit monthly cost reimbursement invoices and to meet program expenses in advance of reimbursement	Appl		2

Homeless Documentation	Source	Maximum Points: 4	
Agency's years of experience with documenting homelessness according to HUD's Defining "Homeless" Rule	Appl	≥3	2
		1 to 2	1
		<1	0
PSH: Chronic Homeless Documentation	**Source**	**Maximum Points:**	**2**
Currently operating ≥1 project serving chronically homeless households	Appl	≥2	2
		1	1
		<1	0
RRH: Agency Experience Operating RRH	**Source**	**Maximum Points:**	**2**
Currently operating ≥1 rapid rehousing project	Appl	≥2	2
		1	1
		<1	0
Low-Barrier and Housing First Experience	**Source**	**Maximum Points:**	**5**
Applicant demonstrates low barrier and housing first implementation experience	Appl and narrative		5

Project Approach Points:	*10*
Projected Outcomes Points:	*16*
Data Points:	*4*
Cost Effectiveness Points:	*4*
Other Points:	*11*
Projected Milestones Points	*6*
Agency Capacity and Experience Points	*13*
New Project Points*	*64*

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