

# CoC Project Review, Scoring & Ranking Procedures

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# CoC Project Review, Scoring & Ranking Procedures

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## I. Purpose of this Document

CoC Projects are reviewed, scored and ranked to ensure Spokane's Continuum of Care is strategically allocating resources across funding sources in a way that aligns with Spokane's Homeless Plan goals and The Federal Plan Home Together goals of ending homelessness. The purpose of this document is to detail the procedures for reviewing, scoring and ranking CoC Project applications prior to renewal.

## II. Application Process

All renewal contracts are required to complete a separate renewal application. Agencies receiving multiple grants through the Continuum of Care (CoC) Program will be required to submit individual renewal applications for each grant. Projects will be ranked using two components: (1) Project accessibility & services provided and (2) Project Performance Report. Applications will be scored (100 points possible) and ranked by members of the Continuum of Care (CoC) Board Funding & RFP Committee comprised of non CoC-funded community members. Renewal applicants will be notified via writing whether their project was rejected, ranked, or reallocated.

## III. CoC Project Review Procedure

The review process will be split into two components, reviewing three factors. The first component, the Staff Review, encompasses the barriers to entry and housing first philosophy of each project and is worth 45% of the project score. The second component, CoC Project Performance measures, will be reviewed by the CoC Funding & RFP Committee, and is worth 55% of the project score.

### A. Staff Review

Component One: Barriers to Project entry and Housing First Philosophy (45% of total score). Projects are asked to review *Housing First Assessment* questions and provide backup documentation to staff explaining how they are putting these strategies into practice. Staff will review the application and backup documentation provided to determine if the project will receive points for each strategy. Questions are weighted equally for each project type (i.e. PSH, PH-RRH, TH, SSO).

### B. CoC RFP & Evaluation Committee Review

Component Two: Project Performance (55% of total score).

The following information will be provided for each project to the CoC Funding & RFP Committee for review. Committee members will score the overall performance of the project. Performance data will be pulled from HMIS for the reporting period of 5/1/2020 – 4/30/2021 to

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ensure that the data is as current as possible, and the period of performance is consistent between all projects reviewed.

### **Supportive Services Only Projects-**

#### Project Performance:

Number of Households Served

Number of Households Served/Projected Households Served

Average # of Days Until Engagement

% of Households exiting to a permanent housing destination

% of Households who successfully exit from street outreach (street outreach typed projects only)

% of Households that exit to temporary & some institutional destinations (street outreach typed projects only)

Extent to which persons who exit homelessness to PH return to homelessness within 2 years

#### Financial Management:

Sub-recipient Award Amount

% of budget expended at CoC18 grant close out

% of budget expended at CoC19 grant to date

Costs per household served

Invoices Submitted on Time

Invoices Held for Compliance

#### Data Timeliness

Data Submitted

Data Submitted on Time

### **Supportive Services Only Projects- Coordinated Entry –**

#### Project Performance:

Number of Households Served

Number of Households Served/Projected Households Served

Average Number of Days to Referral Acceptance

Exits to Permanent Destinations

Local Measure: Percentage of successful referral outcomes

#### Financial Management:

Sub-recipient Award Amount

% of budget expended at CoC18 grant close out

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% of budget expended at CoC19 grant to date

Costs per household served

Invoices Submitted on Time

Invoices Held for Compliance

## Data Timeliness

Data Submitted

Data Submitted on Time

## **Transitional Housing Projects-**

### Project Performance:

Average Utilization Rate

Number of Households Served

Number of Households Served/Projected Households Served Average Length of Time Homeless in Days

% of Households exiting to a permanent housing destination

% of Households exiting with income (adult leavers)

Extent to which persons who exit homelessness to PH return to homelessness within 2 years

### Financial Management:

Sub-recipient Award Amount

% of budget expended at CoC18 grant close out

% of budget expended at CoC19 grant to date

Costs per household served

Invoices Submitted on Time

Invoices Held for Compliance

## Data Timeliness

Data Submitted

Data Submitted on Time

## **Permanent Housing**

### **Rapid Re Housing Projects-**

#### Project Performance:

Number of Households Served

Number of Households Served/Projected Households Served Average Number of Days Until Housing Placement

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% of Households exiting to a permanent destination

% of Households exiting with increased income (adult leavers)

Percentage of Households Exiting to Permanent Destinations Who Return to the System Within 2 Years

### Financial Management:

Sub-recipient Award Amount

% of budget expended at CoC18 grant close out

% of budget expended at CoC19 grant to date

Costs per household served

Invoices Submitted on Time

Invoices Held for Compliance

### Data Timeliness

Data Submitted

Data Submitted on Time

### **Permanent Supportive Housing Projects-**

#### Project Performance:

Utilization Rate

Number of Households Served

Number of Households Served/Projected Households Served% of Households exiting to or retaining permanent housing

% of Households exiting with increased income

% of Households with Increased Income at Annual Assessment

% of Households Exiting to Permanent Destinations Who Return to the system Within 2 Years

#### Financial Management:

Sub-recipient Award Amount

% of budget expended at CoC18 grant close out

% of budget expended at CoC19 grant to date

Costs per household served

Invoices Submitted on Time

Invoices Held for Compliance

#### Data Timeliness

Data Submitted

Data Submitted on Time

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## **IV. Project Scoring and Ranking Procedure**

### **A. Scoring Procedure**

The CoC Program Renewal Application encompasses the Housing First component is worth 45% of total score, the Project Performance Scoring is worth 55% of the total score.

Three staff members score the CoC Program Renewal Application for the barriers to entry and housing first model by the strategy listed. Each housing first and low barrier strategy is scored at 0%, 50% or 100%. Zero points are awarded for any strategy where the box is not checked, indicating that the project does not implement this practice OR for a box that was checked where there was no supporting documentation or contradictory supporting documentation. Fifty percent of the points are awarded for a box that is checked where supporting documentation is provided but does not clearly show how the statement is being implemented. One hundred percent of the points are awarded for a checked box and clear supporting documentation is provided showing how the strategy is being implemented.

Committee members are provided the project performance and financial management data listed above in Section III-B. Staff will provide the data and color code the performance measures to indicate how close the project is to meeting HUD's goals of project performance. Committee members will score the performance measures between 0-55.

### **B. Ranking Procedure**

The average staff score is added to the average of the committee members' scores to get the overall score of the project. Projects are then ranked by the combined score for the initial ranking, not considering the re-allocated or bonus projects.

## **V. Reallocation Process**

The committee reviews the ranking and recommends projects for reallocation based on timeliness of submitted application, if the project is low barrier and practicing a housing first model, and project performance measures. Any reallocation recommendations are to be approved first by the CoC Board.

## **VI. Appeal Process**

Projects that are recommended for reallocation are notified by letter on a date to be determined and given the details on how to appeal the decision of the reallocation. Below is the appeal language each reallocated project will be given, ensuring each applicant had the necessary information to appeal the decision:

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Project applicants that attempted to participate in the CoC planning process for FY 2021 funds in the geographic area in which they operate, that believe they were denied the right to participate in a reasonable manner may appeal the CoC's decision not to include their project application in the CoC Priority Listing for FY 2021 funds. In order to appeal, the project applicant must have submitted a Solo Application for funding to HUD, in e-snaps by the application submission deadline per the FY 2021 Continuum of Care Program Notice of Funding Availability released by the Department of Housing and Urban Development.