

WI Balance of State CoC: Project Scoring Tool 2023

CoC Project Scoring Tool – Purpose:

The CoC Competition requires the CoC to evaluate and rank projects. The CoC is required to use objective, performance-based scoring criteria and selection priorities to determine the extent to which each project addresses HUD’s policy priorities. According to HUD, “CoCs should reallocate funds to new projects whenever reallocation would improve outcomes and reduce homelessness and consider how much each project spends to serve and house an individual/family as compared to other projects serving similar populations.”

The CoC Project Scoring Tool lays out the criteria and points possible. Each project receives a total score. Those scores are placed on one Tier, with those projects having the most points going on top and those with the least number of points going on the bottom. The top scoring projects are those that are ending homelessness, have high performance indicators, and address HUD’s policy priorities.

Clarification about Tier 1 and Tier 2:

The separation of the one Tier into two Tiers occurs when HUD provides the limit, or the floor. This represents the total amount of funding that can be on Tier 1 with the rest going on Tier 2. That limit has been 94% of our CoC’s annual renewal demand (ARD). The ARD is the total amount of funds it would take to fund all the current projects again. With 94% as a limit on Tier 1, that means 6% of the ARD must be on Tier 2. Even if all projects scored 90% on the CoC Project Scoring Tool, 6% of the funds will still be on Tier 2. If our ARD is \$10 million, then \$600,000 of project money must be on Tier 2.

CoC Project Scoring Tool – Process:

All CoC-funded housing projects will be ranked using the WI Balance of State CoC Project Scoring Tool. The scoring criteria is based on performance, both operations and project level. The information and data used to complete the evaluation tool includes: CoC project annual performance report (APR) submitted in SAGE, ICA generated HMIS reports, and CoC project applications. The maximum possible number of points a project can earn is 192 points.

SECTION 1

Final Board Policy Decisions

- (1) HMIS grant will be placed on Tier 1, at the bottom of the scorable projects.
- (2) SSO-CE and SSO-CE DV grant will be placed on Tier 1, after the HMIS grant.
- (3) New projects created with reallocated relinquished funds and first time renewals will be placed after the renewable new projects on Tier 1.
- (4) BONUS projects that include the HUD priorities (i.e. partnership with health care, other housing funds) that are identified in the NOFO will be placed at the top of Tier 2. These HUD priorities lead to bonus points or additional scoring advantage for the CoC. BONUS projects that do not include the HUD priorities will be placed at the bottom of Tier 2.

- (5) To be used in scoring, the APR submission must be accepted by HUD in SAGE. If there is an issue, confirmed by the HUD Milwaukee Field Office, the agency must notify the CoC Director. Limited, case-by-case, exceptions may be made.
- (6) Any renewable (non-new) project will be scored using the CoC Project Scoring Tool. All projects scoring 70% or higher and in good standing with HUD and the Balance of State CoC will automatically be eligible to submit a Project Application. If a project falls below threshold 3 consecutive grant years (i.e. 2021, 2022, 2023), the CoC reserves the right to involuntarily reallocate the entire grant.
- Any renewable (non-new) project falling below 70% must submit a Decision Form to the CoC Director. The Decision Form includes: relinquish the grant funds, reallocate the grant funds, or request reconsideration.
 - If a project fell under threshold during the FY2022 CoC Competition, the project must request an Exemption. This must be done in writing and outlining the steps taken to resolve the issues identified in the FY2022 CoC Competition and request for reconsideration process.
 - If the project is in good standing with HUD, the Balance of State CoC, and making improvements in coordination with the Board and/or BOS Staff recommendations, the project will be allowed to submit a Project Application.
 - If the project is not in good standing with HUD, or the Balance of State CoC, or has not made the improvements recommend by the Board or BOS Staff, the project will be required to complete the Decision Form.
- (7) If an agency spent less than 75% of their grant (1st year grant exempt), the agency must submit an explanation and plan to address or make changes to prevent it from happening again. If the agency has spent less than 75% of their grant after 2 years, the amount unspent will be involuntarily reallocated.
- (8) If any agency's unit utilization is less than 80%, the agency must submit an explanation and plan to address or make changes to prevent it from happening again. If an agency has a unit utilization less than 80% after 2 grant years, the funding will be involuntarily reallocated, and budget adjusted.

SECTION 2

Draft Timeline

If the NOFO is released and the competition begins in July and is due mid-October, then the a similar timeline will be followed. A final timeline will be posted on the website and sent out in email at the beginning of the competition.

July 1	Competition begins
August 15	Draft Scoring Tool results posted on website
August 31	Deadline for APR submissions in SAGE for use in scoring
September 1	Threshold determination and notice to projects
September 15	Projects under threshold decision deadline
September 16	2 nd Draft Scoring Tool results posted on website

September 30	Bonus and new project application deadline
October 1	Final Scoring Tool results posted on website
October 8	Deadline to appeal scoring tool results, request permission to reallocate

Point Totals by Section

Section	Total Points Possible	Percentage of the Total
Section 3 – Timely Submission	8	4.2%
Section 4 – Program Performance Operations	50	26.0%
Section 5 – Program Performance Measures	32	16.7%
Section 6 – System Performance Measures	40	20.8%
Section 7 – Population	32	16.7%
Section 8 – Coordinated Entry	30	15.6%
TOTAL	192	100%

Points by Criteria

Section	Total Points Possible	Percentage of the Total	HUD requirement
Objective Criteria -eloccs (5), unit utilization (5), use of funds (5) -perf: data complete (5), housing first (25) -pop: chronicity (8), disability (8), no income (8), unsheltered (8)	77	40.1%	At least 33%
System Performance -housing stability, exit & retention (10) -increase income & non-earned (16) -reoccurrence (10) -LOTH by project type (20) -Exits to permanent housing, housing first (5)	61	31.8%	At least 20%
Other -action plans (8), non-cash benefits (8), health insurance (8), coordinated entry (30)	54	28.1%	none
TOTAL	192	100%	

SECTION 3 – Timely Submission (8 points possible)

Criteria	0 points	-2 points
HUD APR submitted on time in SAGE Submission of APR ending in 2022 (2023) if available	On time	Late
Turned in Board requested information for the purposes of the Collaborative Application on time & complete	*	Late Incomplete
Turned in Project Application for review on time	On time	Late

Criteria	8 pts	6 pts	4 pts	2 points	1 point	0 points
Action Plan Progress	Coalition set goals, fully met goals, and created new goals	Coalition set goals, fully met some goal(s) and made progress on other goal(s), and created new goal(s) or expanded clearly on original unmet goals	Coalition set goals, did not meet any goal(s) but provided explanation as to why, is continuing to work on these, and has set other goal(s) and/or expanded on the unmet ones	Coalition set goals, did not meet any goal(s), provided minimal explanation, and does not plan to continue addressing these goal(s), has set a new goal(s)	Coalition set goals, did not meet any goal(s), did not provide any explanation, or identify a reason, has set new goal(s)	Coalition did not set goals and/or has not set new goal(s)

As stated on page 1, once the NOFA drops and competition officially begins, a final timeline will be posted to the website and sent out in email. A set deadline will be included for any project that wishes to submit a new APR in SAGE. The most recently submitted APR in SAGE and accepted by HUD will be used for scoring purposes.

Action Plan Progress – determined by scores received for Action Plan 3 (was due 5/22) and 4 (was due 11/22), averaged together.

SECTION 4 – Program Performance Operations (50 points possible)

	Criteria	5 points	4 points	3 points	2 points	1 point
1	Effective Use of Federal Funds	Spent 95 - 100% of grant	Spent 90 – 94.9% of grant	Spent 85 – 89.0% of grant	80-84.9%	N/A
2	Unit Utilization – annual average	96-100%	90-95%	80-89%	75-79%	N/A
3	Data Completeness: Don't Know, Missing, Refused	0% - 1.0%	1.1% - 2%	2.1% - 3%	3.1% - 4%	Greater than 4.1%
4	eLOCCS Drawdown Rates	Once per quarter	N/A	N/A	N/A	N/A

Exceptions:

- New and first year renewals shall be exempt from scoring in the category of “Effective Use of Federal Funds” and “Unit Utilization” and will receive full points for each of those criteria.
- If an agency cannot access eLOCCS due to contractual issues with HUD, the agency is responsible to provide evidence of this situation to the Balance of State. If sufficient proof is provided, the agency will be exempt from the category of “eLOCCS Drawdown Rates” and receive full points for eLOCCS Drawdown Rates criteria.

	Criteria	5 points	4 points	3 points	2 points	1 point
5	Housing First: Non-Homeless Situations	95-100% of exits were non-homeless destinations	90-94% of exits were non-homeless destinations	80-89% of exits were non-homeless destinations	70-79% of exits were non-homeless destinations	69% or less of exits were non-homeless destinations
6	Housing First: Reason for Exit	95-100% of the reasons for exit met criteria	90-94% of the reasons for exit met criteria	80-89% of the reasons for exit met criteria	70-79% of the reasons for exit met criteria	69% or less of the reasons for exit met criteria
7	Housing First Monitoring Assessment: Access to Housing	Fully Compliant	Mostly Compliant	Somewhat Compliant	Somewhat non-compliant	Mostly Non-Compliant

8	Housing First Monitoring Assessment: Participant Input	Fully Compliant	Mostly Compliant	Somewhat Compliant	Somewhat non-compliant	Mostly Non-Compliant
9	Housing First Monitoring Assessment: Leasing/Rental Assistance	Fully Compliant	Mostly Compliant	Somewhat Compliant	Somewhat non-compliant	Mostly Non-Compliant
10	Housing First Monitoring Assessment: Services	Fully Compliant	Mostly Compliant	Somewhat Compliant	Somewhat non-compliant	Mostly Non-Compliant

HMIS Report (ran by ICA)

- Housing First is predicated on belief that people should be re-housed when possible and all efforts should be made to prevent the return into homelessness.
 - Exits to homelessness: if a household was exited from a CoC project into a non-homeless situation
 - Reasons for Exit: if a household was exited for reasons other than non-payment of rent, non-compliance with program rules, or disagreement with rules/persons (these are considered not in line with housing first). The criteria would include reasons other than those listed above.

Housing First Assessment – this tool will be used during all desk and in-person monitorings. Points will be awarded based on the results of the project’s most recent monitoring results.

- This 5-point scale will be used for each criterion on the housing first assessment tool:
 - Fully Compliant
 - Mostly Compliant
 - 1-2 minor changes needed
 - wording in documents need to be updated but in practice agency and staff are practicing housing first
 - Somewhat Compliant
 - 1-2 practices may need to be changed
 - documents need to be updated to be housing first
 - more staff training recommended
 - Somewhat Non-compliant
 - Agency has significant changes to be made to documents and practice
 - More agency and staff training required
 - Mostly Non-Compliant

- Rules, documents, and practices are not housing first
- The criteria within the housing first assessment will include the following:
 - Access to housing
 - Projects are low barrier at entry. Households are not denied for access within the housing first guidelines
 - Participant-centered intake process
 - Compliant with equal access policy
 - Participant input
 - Staff are educating participants on housing first and tenants are informed of their full rights and responsibilities as a tenant
 - Agencies and staff are creating formal opportunities for participant input and feedback about the project.
 - Leasing/rental assistance
 - Housing is considered permanent
 - Participant choice in unit selection
 - Full tenant rights, including but not limited to no clauses that would be different than any other tenant; tenants are educated on their lease and rights as a tenant; eviction avoidance
 - Services
 - Participant choice in services
 - Participant-centered planning, case plan development, goals
 - Services continually offered even in if temporary change in housing status (short stay in institution)
 - Services offered up to 6 months beyond exit
 - Effective services are offered, and staff are trained in effective strategies known to increase stability and form trusting relationship (harm reduction, motivational interviewing, trauma-informed approaches, strengths-based)

SECTION 5 – Program Performance Measures (32 points possible)

	PSH Criteria	8 points	6 points	3 points	0 points
1 a	HUD Goal: Increase Earned Income	54% or higher	35 – 53%	20 – 34%	19% or less
2	HUD Goal: Increase Non-employment Income	65% or higher	50 – 64%	35 – 49%	34% or less
3	HUD Goal: Non-Cash Benefits	65% or higher	50 – 64%	35 – 49%	34% or less
4	HUD Goal: Health Insurance	65% or higher	50 – 64%	35 – 49%	34% or less

	TH & RRH Criteria	8 points	6 points	3 points	0 points
1 b	HUD Goal: Increase Earned Income	30% or higher	20 - 29%	10 – 19%	9% or less
2	HUD Goal: Increase Non-employment Income	65% or higher	50 – 64%	35 – 49%	34% or less

3	HUD Goal: Non-Cash Benefits	65% or higher	50 – 64%	35 – 49%	34% or less
4	HUD Goal: Health Insurance	65% or higher	50 – 64%	35 – 49%	34% or less

SECTION 6 – System Performance Measures (40 points possible)

	Criteria	10 pts	8 pts	6 pts	4 pts	0 point
1	Reoccurrence Rate (SPM) <i>This looks at what happens after an exit to a permanent destination.</i>	0 - 5%	5.1 – 10%	10.1 – 15%	15.1% - 20%	20.1% +

EXCEPTION:

For Reoccurrence Rate (SPM): If a project had no exits, the project will receive 3 points. If a project had 1 or 2 participants exit, the project will receive a minimum of 3 points. If a project had 3 or 4 participants exit, the project will receive a minimum of 2 points.

NOTE:

The report parameters will match the number of months required by HUD (ie. 6 mo, 12 mo, 18 mo, 24 mo)

	Project Type Criteria	10 pts	5 pts	0 points
2a	Length of Time Homeless (PSH) #1	55% or more of clients had 90 days or less between project entry and move-in date	45 – 54.9% or more of clients had 90 days or less between project entry and move-in date	Less than 44.9% of clients had 90 days or less between project entry and move-in date
	Length of Time Homeless (PSH) #2	65% of clients or more had a project entry and a move-in date	45-64.9% of clients or more had a project entry and a move-in date	Less than 44.9% of clients had a project entry and a move-in date
2b	Length of Time Homeless (TH) #1	50% or more of clients were in the project for 12 months or less	N/A	Less than 50% of clients were in the project for 12 months or less

	Length of Time Homeless (TH) #2	25% or more of clients were in the project for 12 months or less	N/A	Less than 25% of clients were in the project for 12 months or less
2c	Length of Time Homeless (RRH) #1	55% or more of clients had 90 days or less between project entry and move-in date	45 – 54.9% or more of clients had 90 days or less between project entry and move-in date	Less than 44.9% of clients had 90 days or less between project entry and move-in date
	Length of Time Homeless (RRH) #2	65% of clients or more had a project entry and a move-in date	45-64.9% of clients or more had a project entry and a move-in date	Less than 44.9% of clients had a project entry and a move-in date
3a	Exits to Permanent Housing (PSH: Exits to PH or remaining in PSH)	90% or higher	70 – 89%	69% or less
3b	Exits to Permanent Housing (RRH/TH)	80% or higher	60 – 79%	59% or less

SECTION 7 – Population (32 points possible)

	PSH Criteria	8 points	6 points	4 points	2 points	0 points
1	Chronic Homeless (new)	75% +	50-74%	25-49%	10-24%	9% or less
2	Stayers & leavers with 1 or more disabilities	50% +	35 - 50%	20 - 34%	10 - 19%	9% or less
3	Entries from Place Not Meant for Human Habitation	50% +	35 - 50%	20 - 34%	10 - 19%	9% or less
4	No income at entry	50% +	35 - 50%	20 - 34%	10 - 19%	9% or less

	TH Criteria	8 points	6 points	4 points	2 points	0 points
1	Chronic Homeless (new)	50% +	35 - 50%	20 - 34%	10 - 19%	9% or less
2	Stayers & leavers with 1 or more disabilities	50% +	35 - 50%	20 - 34%	10 - 19%	9% or less
3	Entries from Place Not Meant for Human Habitation	25% +	20-24%	10-19%	1-9%	0%
4	No income at entry	25% +	20-24%	10-19%	1-9%	0%

	RRH Criteria	8 points	6 points	4 points	2 points	0 points
1	Chronic Homeless (new)	25% +	20-24%	10-19%	1-9%	0%
2	Clients with 1 or more disability (new)	25% +	20-24%	10-19%	1-9%	0%
3	Entries from Place Not Meant for Human Habitation	25% +	20-24%	10-19%	1-9%	0%
4	No income at entry	25% +	20-24%	10-19%	1-9%	0%

Exceptions:

- Chronic Homeless (new): A process shall be established by which a project can demonstrate that at the time of a project opening, there were no chronic homeless persons on the coordinated entry list. If so, the project would be exempt and receive full points.

SECTION 8 - Coordinated Entry (30 points possible)

Criteria	10 points	8 points	6 points	0 points
Findings issued at most recent coordinated entry monitoring	None	Yes, but the findings were resolved within 30 days	Yes, findings were resolved within 31 – 60 days	Yes, findings were resolved 61+ days
Timely coordinated entry follow-up	95% of agency follow-ups are completed (not expired)	90-94% of agency follow-ups are completed (not expired)	80-89% of agency follow-ups are completed (not expired)	79% or less of agency follow-ups are completed (not expired)
Coordinated entry referrals accurately completed	95% of agency referral data is complete and accurate	90-94% of agency referral data is complete and accurate	80-89% of agency referral data is complete and accurate	79% of agency referral data is complete and accurate

Notes:

- Coordinated entry follow-ups are required within 30 days of a coordinated entry referral. Expired follow-ups are those follow-ups not made within the 30 day time frame.
- Coordinated entry referrals are required to be complete and accurate. A referral is incomplete or inaccurate if the data negatively impacts a client's prioritization. This includes missing length of time homeless, missing disability information, missing DV status, etc.

BONUS:

A project can receive up to 6 points for their coalition's use of coordinated entry.

	BONUS Criteria	6 points	4 points	2 points	0 points
1	A coalition demonstrates that agencies (not required to use CE) are referring people to the prioritization list and/or using the prioritization list to fill project openings.	3 or more agencies or projects	2 agencies or projects	1 agency or projects	0 agencies or projects

Examples of agencies that are not required to use CE include:

- Tenant Based Rental Assistance (TBRA), HPP Prevention projects, HPP Rapid re-housing projects, Mainstream vouchers, and other housing programs that do not use CoC or ESG funds.
- HUD-VASH, WDVA VORP, and other veteran specific programs
- police departments, school districts, public housing authorities, human services, workforce resource, hospitals, other systems of care
- emergency shelters or motel voucher programs that do not receive ESG funds or are not otherwise required to use coordinated entry

SECTION 9 – Point-in-Time (penalty points only)

Criteria	Subtract
Non-Participation by COC Funded agency in overnight Street Count during the January PIT – penalty applies to the agency only.	10 points
Late submission of Final Deadline for January PIT data – this will be applied to the entire local continua.	10 points
Non-Participation by COC Funded agency in overnight Street Count during the July PIT – penalty applies to the agency only.	10 points
Late submission of Final Deadline for July PIT data – this will be applied to the entire local continua.	10 points

SECTION 10 - Tiebreaker

Once the total number of points are calculated, the number of points earned will be divided by the total possible points for that project type. The resulting percentage will be placed in descending order, highest at top and lowest at bottom. If there is a tie between projects, a tiebreaker score will be used.

The tiebreaker score will be based on cost effectiveness. The total HUD grant award amount will be divided by the number of successful outcomes. Successful outcome for all projects (other than PSH) is exiting to permanent housing. Successful outcome for PSH includes exits to permanent housing and remaining in permanent housing.

Example

A non-PSH project gets \$100,000 grant. 25 households successfully went to permanent housing. The cost per successful outcome is: \$4,000.

A PSH project gets \$100,000 grant. 5 households successfully went to permanent housing. 4 households remain in permanent housing. The cost per successful outcome is: \$11,111.