

---

# WESTCHESTER COUNTY CONTINUUM OF CARE: 2018 RANK AND REVIEW PROCESS

---

Adopted by the Board of the Westchester County Continuum of Care on July 18, 2018

## **Summary**

HUD's Continuum of Care (CoC) homeless assistance program provides over \$17,000,000 of funding per year for homeless services in Westchester County which provides housing for over 900 homeless and formerly homeless households. HUD awards homeless assistance grants through an annual application process known as the CoC Program Competition.

The Westchester Continuum of Care (WC CoC) coordinates the implementation of a housing and service system within Westchester County that meets the needs of the homeless individuals (including unaccompanied youth) and families. The Westchester CoC also, in consultation with the Collaborative Applicant, develops a process to respond to the HUD CoC Program Competition.

In order for WC CoC to prioritize programs that are most effectively serving the community at the local level, the community has implemented a Rank and Review Process for new and renewal projects. This process uses objective criteria and (where available) past performance to gain knowledge of project effectiveness within the full CoC system.

**Multiple factors related to System Performance are used in the ranking** including Exits to Permanent Housing, Exits to Homelessness, Length of Stay in PH, Increased Total Income, and Increased Earned Income.

**The process includes a specific method for evaluating projects submitted by victim service providers (if necessary).**

The CoC evaluates each renewal CoC project using objective data gathered from:

- HMIS APR report for the previous 12 months.
- HMIS System Performance (SysPM) report for the previous 12 months.
- LOCCS financial data
- SAGE APR timeliness information
- Previous Project Application submitted to HUD

## Scoring

The 2018 Westchester CoC Project Ranking will be scored on an 85 point scale with the following breakdown:

Criteria	Source	Points
<b>Factors related to System Performance</b>		
Exits to Permanent Housing	SysPM 7b.2	0 to 10 points scored relative to other projects
Exits to Homelessness	APR Q23	0 to 5 points scored relative to other projects
Increased participant earned income	SysPM 4.1	0 to 5 points scored relative to other projects
Increased participant total income	SysPM 4.3	0 to 5 points scored relative to other projects
<b>Project Performance factors</b>		
Housing Utilization Rate	APR Q7b and Q8b	0 to 10 points scored relative to other projects
Length of Stay	APR Q22b	0 to 5 points scored relative to other projects
Participant Eligibility	CoC monitoring visit	0 to 5 points scored relative to other projects
HMIS Data Quality	APR Q6	0 to 5 points scored relative to other projects (data element error rate 5% or above Q6a, Q6b, Q6c)
APR timeliness	SAGE	1 point per on time APR due in last two funding periods
Cost effectiveness	LOCCS and Project Application	0 to 5 points scored relative to other projects (total budget/ # of households served)
<b>Project Characteristics</b>		
Project serves a specialized population services or serves a population with severe needs	Project Application	5 points for serving one or more of the following: <ul style="list-style-type: none"> <li>● Youth</li> <li>● Victims of domestic violence</li> <li>● Families with children</li> <li>● Persons experiencing chronic homelessness</li> <li>● Veterans</li> <li>● Current or past substance use</li> <li>● Lesbian, Gay, Bisexual, Transgender, Questioning (LGBTQ) status</li> <li>● Significant health or behavioral health challenges or functional impairments</li> </ul>
Project Component	Project Application	10 points for PSH or RHH; 5 points for TH; 0 points for SSO (except Coordinated Entry)
Housing First	Project Application	5 points for Housing First

Participation in Coordinated Entry	HMIS and CoC attendance records	3 points if all project entries since 12/11/17 are CE referrals 2 points for attendance at most CERC meetings [recipient and subrecipient]
CoC Board attendance	CoC attendance records	3 points for attendance at most CoC Board meetings [recipient and subrecipient]

**Note: Domestic Violence services providers may self-report their data (from a comparable database) to respond to performance criteria since they do not participate in the Westchester CoC HMIS.**

Projects are scored on performance criteria relative to other projects with the same component, with the highest performing project receiving full points on that measure, the worst performing project receiving 0 points, and all other projects receiving a score proportional to their performance between the worst and the best.

e.g. if the best performing project has a utilization rate of 100% (5 points), and the worst performing project has a utilization rate of 50% (0 points), then a project with 65% utilization rate would receive 1.5 points and a project with a 90% utilization rate would receive 4 points.

**Project Ranking**

Using the above scoring matrix, all projects seeking funding are scored and placed in numerical order, referred to as the “ranking”. Ranking places an applicant in either Tier 1 or Tier 2 based on the criteria established by HUD in the NOFA and CoC priorities.

The HMIS and Westchester Coordinated Entry projects are not scored, but automatically ranked #1 and #2 because they provide funding necessary for the functioning of the entire CoC.

The project ranking is first shared with the Continuum of Care Board. The Board reviews the process and all scoring in order to adopt the ranking. Projects that fall into the bottom of the ranking, Tier 2, are contacted and notified of their ranking.

**Bonus Projects**

This year, HUD has made bonus funds available through the Domestic Violence Bonus and “regular” bonus (for CoC’s that demonstrate that the CoC actively reviews performance of existing CoC Program-funded projects to determine the viability of reallocating to create new high performing projects). A separate RFP will be issued by the CoC to determine subrecipients to design and submit Project Applications to HUD for the DV Bonus and “regular” Bonus.

Bonus projects will be ranked **XX**.

### *Reallocation*

Reallocation is the process by which the CoC shifts funds, in whole or in part, from existing eligible renewal grants to new projects that can better address prioritized community need(s). Reallocating funds is one of the most important tools by which communities can make strategic improvements to their homelessness system. The CoC can decide to repurpose a project that is underperforming or may be more appropriately funded from other sources to fill that need. Criteria to assess performance or underperformance will include scoring/rank and review results, participation in Coordinated Entry, participation in the local CoC, and participation within HMIS. CoC funded agencies may also voluntarily propose to reallocate CoC funds. Additionally, if a project consistently demonstrates unsatisfactory project performance outcomes and fails to make significant changes to improve its performance, that project may be recommended for reallocation.

If funds are reallocated, any resulting new projects will be ranked **XX**.