# BoS CoC 2019
# Renewal Project Ranking Criteria

## Ranking Criteria:  HMIS Data Quality

Category:  Miscellaneous          Points:  6          Source:  HMIS

**Instructions:**

Run the '[HUD-225] HMIS Data Quality Report' from HMIS

Average the error rate for each of these values (13 total):

> Q3 Universal Data Elements Tab:
> > Veteran Status (3.7)
> > Project Start Date (3.10)
> > Relationship to Head of Household (3.15)
> > Client Location (3.16)
> > Disabling Condition (3.8)
>
> Q4 Income and Housing Data Tab:
> > Destination (3.12)
> > Income and Sources (4.2) at Start
> > Income and Sources (4.2) at Annual Assessment
> > Income and Sources (4.2) at Exit
> > Non-Cash Benefits (4.3) at Start
> > Non-Cash Benefits (4.3) at Annual Assessment
> > Non-Cash Benefits (4.3) at Exit
>
> Q5 Chronic Homelessness Tab:
> > Total

This average error rate (figure is a percent) is the data quality score.

**Scoring:**

Subtract the average error rate from 100 and keep the figure as a percent.  For example, if the average error rate was 4%, subtract from 100 to get 96%.

Multiply the total possible points (6) by this new figure.  In the example above, multiply 6 by 96% to get a total of 5.76 points for this criterion.

## Ranking Criteria:  APR Submission on Time

Category:  Miscellaneous          Points:  2               Source:  APR data from Sage

**Instructions:**

HUD requires CoC recipients to submit Annual Performance Reports (APR) within 90 calendar days from the end of their grant operating year. HUD also requires all CoC recipients to submit data in **Sage** HMIS Reporting Repository

To check compliance for 90 calendar days:

- Log on to Sage and find "Reports" and "LISTS" at the bottom of the first screen.
- Click on "Grants and Submissions at an Entity".
- Choose the agency you want to find from the provided drop-down list.
- View the program – usually the most recent year available.
- Find the grant number associated with program report and click on the purple highlighted color.
- See "Submission Status" at the top of the Submission Launchpad and click VIEW.
- Check the **date first submitted** to the **end date of the operating year** end date.
- If it is 90 calendar days or less, they are in compliance (for example, grant ended 7/1/16 and the report was FIRST submitted 90 days or less from that date).
- If it is 90 days calendar days or more from the grant end date before a report is submitted, they are out of compliance.

**Scoring:**

If the most recently submitted APR was submitted 90 days or less from the last day of the grant, the project received the full two points.  If the most recently submitted APR was submitted more than 90 days from the end of the grant, the project received zero points.


## Ranking Criteria:  Whether the Project is the Only CoC Program Grant in the County

Category:  Miscellaneous          Points:  4          Source:  Housing Inventory Chart / CoC Applications

**Instructions:**

Review the Housing Inventory Chart to see if other CoC program grant(s) exist in the same county. Review the most recent CoC application question 3B 'Project Description' to determine if a project has services in more than one county.

Counties with active CoC program grants not listed on the Housing Inventory Chart, since they are capital projects, are listed below:

Cowlitz County – Lower Columbia Community Action Council – PSH for the CH
Okanogan County – Okanogan Behavioral HealthCare – Supportive Therapeutic Housing
Chelan and Douglas Counties – Women's Resource Center – Parkside Place (I and II)

**Scoring:**

If a project is the only CoC program grant(s) providing services in a county, then it receives four points. If another CoC program grant(s) is providing services in the same county, it receives zero points.

## Ranking Criteria: Utilization of Funds

Category:  Miscellaneous          Points:  8                    Source:  APR data from Sage

**Instructions:**

To check the percent of funds spent using SAGE HMIS Reporting Repository:

- Log on to Sage and find "Reports" and "LISTS" at the bottom of the first screen.
- Click on "Grants and Submissions at an Entity".
- Choose the agency you want to find from the provided drop-down list.
- Find the agency program you want to view and the latest year entered.
- Find the grant number associated with the program report and click on the purple highlighted color.
- See "Imported Grant Information" at the top of the Submission Launchpad and click VIEW.
- Take eSNAPS Amount Awarded TOTAL in purple and then take LOCCS financial information TOTAL DISBURSED BY DATE SHOWN ABOVE (the amount the agency has pulled from its grant) and divide it from eSNAPS total to show the percentage used. (ie. eSNAPS Amount exp. $204,351 and LOCCS disbursed $202,202 translates to 99 percent).
- Collect two years of data for the renewals. To do this, review the two most recently submitted APRs. If an APR was not submitted for one of these two years, go back to the next most recent year when an APR was submitted.
- For new projects within the last two years, only use their most recent grant year, even if it is a partial year, since their first year of funding utilization is when they are implementing their project and the fund usage is likely to be artificially low. To calculate fund usage for a partial year, ask the project to send us the total grant amount received for the year and LOCCs data of year spent to date (last drawdown) so we can use that to pro rate usage for the financial portion of the competition ranking.

**Scoring:**

The percent of funds spent in a year is translated into points based on the table below.  Projects will receive a point value for year one and a point value for their percent of funds spent in year two.  New projects within the last two years will use their most recent percent of funds spent point value for both years, even if this is a partial year.  These two point values are then averaged to obtain a final point value, 0-8, that is assigned to each project.

| Percent of Funds Spent | Points |
|---|---|
| 95%-100% | 8 |
| 85%-95% | 7 |
| 75%-85% | 6 |
| 65%-75% | 5 |
| 55%-65% | 4 |
| 45%-55% | 3 |
| 35%-45% | 2 |
| 0%-35% | 1 |
| 0% | 0 |

## Ranking Criteria:  Housing Stability

Category:  Performance Outcomes          Points:  20               Source:  HMIS

**Instructions:**

Run the 'HUD System Performance Measures' report from HMIS for the project.  Go to performance measure 7.  Find their percent of successful exits for the previous FY and the current FY.  Some projects will have this information under metric 7b.1 and other projects will have this information listed in metric 7b.2, depending on the project type.  Average the percent of successful exits for the previous FY and the current FY.  (Only average these two percentage figures.  Do not sum the universes and successful exits between the two years.)  All household members are included in this measure.

**Scoring:**

The renewal project with the highest rate of successful exits in the CoC will receive the full 20 points.  That project's success rate will also set the curve for all other projects.  For example, if the most successful project has a 90% success rate, then every other project's success rate will be divided by 90% and multiplied by 20.  If another project's housing stability success rate is 80%, then divide 80%/90% and multiply by 20 for a total of 17.78 points.

## Ranking Criteria:  Non-Cash Resources

Category:  Performance Outcomes          Points:  4               Source:  HMIS

**Instructions:**

Run the Looker report '2018 CoC Competition Income'.  Find the column 'Update/Exit Screen Non-Cash Benefit from Any Source'. Count the number of program participants 18 and older who are listed as 'Yes'.  These are the number of adults with non-cash income at exit or latest status update in HMIS.  Then count the number of participants 18 and older who have a 'No' response in the same column.

Divide the number of 'Yes' responses by the sum of the 'Yes' and 'No' responses to get the percentage of adults with non-cash resources, as recorded in HMIS, either at program exit or latest status update.

**Scoring:**

The renewal project with the highest rate of non-cash resources in the CoC will receive all 4 points. That project's success rate will also set the curve for all other projects.  For example, if the most successful project has a 95% success rate, then every other project's success rate will be divided by 95% and multiplied by 4.  If another project's non-cash success rate is 90%, then divide 90%/95% and multiply by 4 for a total of 3.79 points.

## Ranking Criteria:  Employment Income Increase

Category:  Performance Outcomes          Points:  8                    Source:  HMIS

**Instructions:**

Run the 'HUD System Performance Measure' Report from HMIS for each project.  Average the following four percentages, found on the report:

- Metric 4.1 – Change in earned income for adult system stayers:
    - Previous FY: Percentage of adults who increased earned income
    - Current FY: Percentage of adults who increased earned income

- Metric 4.4 – Change in earned income for adult system leavers:
    - Previous FY: Percentage of adults who increased earned income
    - Current FY: Percentage of adults who increased earned income

You will get a single percentage after averaging those four figures that you will use for the score.  Do not manually calculate a percent by totaling the numbers of adults who increased or decreased income compared to the total number of adults who stayed or left the program.

**Scoring:**

The renewal project with the highest rate of increase in employment in the CoC will receive all 8 points. That project's success rate will also set the curve for all other projects.  For example, if the most successful project has a 55% success rate, then every other project's success rate will be divided by 55% and multiplied by 8.  If another project's employment success rate is 35%, then divide 35%/55% and multiply by 8 for a total of 5.09 points.

## Ranking Criteria:  Other Income Increase

Category:  Performance Outcomes          Points:  8          Source:  HMIS

**Instructions:**

Run the 'HUD System Performance Measure' Report from HMIS for each project.  Average the following four percentages, found on the report:

- Metric 4.2 – Change in non-employment cash income for adult system stayers:
    - Previous FY: Percentage of adults who increased non-employment cash income
    - Current FY: Percentage of adults who increased non-employment cash income

- Metric 4.5 – Change in non-employment cash income for adult system leavers:
    - Previous FY: Percentage of adults who increased non-employment cash income
    - Current FY: Percentage of adults who increased non-employment cash income

You will get a single percentage after averaging those four figures that you will use for the score.  Do not manually calculate a percent by totaling the numbers of adults who increased or decreased income compared to the total number of adults who stayed or left the program.

**Scoring:**

The renewal project with the highest rate of increase in non-employment cash income in the CoC will receive all 8 points. That project's success rate will also set the curve for all other projects.  For example, if the most successful project has a 55% success rate, then every other project's success rate will be divided by 55% and multiplied by 8.  If another project's other income success rate is 35%, then divide 35%/55% and multiply by 8 for a total of 5.09 points.


## Ranking Criteria:  Improved Safety → Only for Victim Service Providers

Category:  Performance Outcomes          Points:  4          Source:  InfoNet

**Instructions:**

This measure only applies to victim service providers.  We use the HUD definition of victim service providers: "a private nonprofit organization whose primary mission is to provide direct services to victims of domestic violence."

Review agency mission statements to determine if an organization meets the definition above.  If an agency is a victim service provider, request information from InfoNet related to improved safety of program participants.  Collect information related to whether or not the head of household reports feeling safer, six months after program enrollment.  Compare the number of head of households that say yes to the total number of head of households in the project over the reporting period and calculate the percentage that increased safety.

**Scoring:**

This percentage of increased safety is translated into points based on the table below.

| Percent of Increased Safety | Points |
|---|---|
| 90%-100% | 4 |
| 75%-90% | 3 |
| 50%-75% | 2 |
| 0%-50% | 1 |
| 0% | 0 |

## Ranking Criteria:  Disabling Condition

Category:  Vulnerability          Points:  10          Source:  HMIS

**Instructions:**

Run the Looker report '2018 CoC Competition Demographics'.  Count the number of program participants 18 and older who are listed with 'Yes' in **any** of the following columns:

- Entry Screen Mental Health Longterm
- Entry Screen Physical Longterm
- Entry Screen Substance Abuse Longterm
- Entry Screen Disabling Condition
- Entry Screen Chronic Health Longterm
- Entry Screen Developmental Independence (signifying developmental disability that impacts ability to live independently)

This captures all the adults who had a disabling condition, that is expected to be ongoing and impacts one's ability to live independently (requires change to report), in HMIS at program entry.

Divide the number of adults with at least one disabling condition by the total number of adults in the program.  This is the percent of adults with a disabling condition.

**Scoring:**

The renewal project with the highest rate of adults served with a disabling condition in the CoC will receive all 10 points. That project's success rate will also set the curve for all other projects.  For example, if the most successful project has a 100% success rate, then every other project's success rate will be divided by 100% and multiplied by 10.  If another project's rate was 95%, then divide 95%/100% and multiply by 10 for a total of 9.5 points.

## Ranking Criteria:  Chronically Homeless

Category:  Vulnerability          Points:  10          Source:  HMIS / CoC Applications

**Instructions:**

Check the project's two most recently submitted CoC Project Applications in e-Snaps.  If the project was 100% dedicated to serving chronically homeless (DedicatedPlus does not count) in both applications, then the project automatically gets the full 10 points.

If a project was not 100% Dedicated in each of the last two years, use HMIS to determine their points. Run the Looker report '2018 CoC Competition Demographics'.  Count the number of heads of households who are listed as 'Entry Screen Chronic Homeless at Project Start (Yes / No)' in column E. These are the number of households, measured by head of household, who are chronically homeless at project entry.  Divide this number by the total number of households in the report period to determine the percent of households who are chronically homeless.

**Scoring:**

The renewal project with the highest rate of chronically homeless households served in the CoC, based on HMIS data, will receive all 10 points. That project's success rate will also set the curve for all other projects.  For example, if the most successful project has a 100% rate, then every other project's success rate will be divided by 100% and multiplied by 10.  If another project's rate was 45%, then divide 45%/100% and multiply by 10 for a total of 4.5 points.


## Ranking Criteria:  Families with Children or Unaccompanied Youth

Category:  Vulnerability          Points:  10          Source:  HMIS

**Instructions:**

Run the Looker report '2018 CoC Competition Demographics'.

Count the number of persons with a household enrollment type of 'Household with Children' in column 'Enrollments Household Type'.

Count the number of persons with a household enrollment type of 'Household with only Children' in column 'Enrollments Household Type'.

Among the people with a household enrollment type of 'Household without children' in that same column, count the number of persons in a household where everyone in the household is at least 18 but younger than 25.

Add these three numbers together and divide it by the number of people in the program in the reporting period.  This is the percentage of people in a family with children or in an unaccompanied youth household.

**Scoring:**

The renewal project with the highest rate of serving families and unaccompanied youth in the CoC will receive all 10 points. That project's success rate will also set the curve for all other projects. For example, if the most successful project has a 100% rate, then every other project's success rate will be divided by 100% and multiplied by 10. If another project's rate was 75%, then divide 75%/100% and multiply by 10 for a total of 7.5 points.

## Ranking Criteria:  Unsheltered or Persons Fleeing DV

Category:  Vulnerability          Points:  10                Source:  HMIS

**Instructions:**

Run the Looker report '2018 CoC Competition Demographics'. Count the number of adults who are coming from a 'Place not meant for habitation' in column 'Entry Screen Type of Residence'.

Of the adults not coming from a 'Place not meant for habitation', count the number that are 'Yes' to column 'Entry Screen Currently Fleeing Domestic Violence'.

Add these two numbers together to get the total number of adults who were unsheltered or fleeing DV at the time of program entry.  Divide this number by the total number of adults in the program to get the rate of unsheltered/fleeing DV in the reporting period.

**Scoring:**

The renewal project with the highest rate of serving adults who are unsheltered or fleeing DV in the CoC will receive all 10 points. That project's success rate will also set the curve for all other projects.  For example, if the most successful project has a 90% success rate, then every other project's success rate will be divided by 90% and multiplied by 10.  If another project's rate was 60%, then divide 60%/90% and multiply by 10 for a total of 6.7 points.