Westchester County Continuum of Care Partnership for the Homeless
Monthly Meeting Minutes

CoC Project Ranking Meeting #1 – Project Ranking Formula
July 31st, 2019

Attendees: **Annette Peters-Ruvolo (Co-Chair), Karl Bertrand (Co-Chair), Dahlia Austin, Ruthanne Becker (phone), Barbara Bento-Fleming, Nadine Burns-Lyons (phone), Jim Coughlin, Elissa Ramos, Freda Macon (phone), Alba Guevara, Cynthia Knox, May Krukiel (phone), Doreen Lockwood, Maria McGinty, Allison McSpedon, Anthony Sabia, Yoav Spiegel, Craig Wong, Jeff Worden, Walt Ritz, Seth Berman, Michele Landry, Joe Kenner**

Topic #1:	Discussion:
Announcements/Updates	- Meeting commenced at 9:35am - Vote on monthly meeting minutes from July 17, 2019 - Dahlia Austin motioned to approve the meeting minutes, Cynthia seconded, all were in favor, zero opposed - CoC FY19 NOFA meeting #2 to finalize project rankings has been rescheduled for Friday, August 2nd @10:00am 112 East Post Rd. Room number TBD

Topic #2:	Discussion:
CoC 2019 Ranking and Review Process	- Proposed changes to this year's CoC 2019 rank and review process are highlighted in blue (see handout) - Tier 1 vs Tier 2 discussion. Tier 2 is what HUD may not fully fund first (if HUD cannot fund everything) - Discussion of low barrier scoring requirement how it would influence the project applications for NOFA - Proposed change: Including a new ranking category in this year's ranking process to determine cost effectiveness- The amount of funds recaptured by HUD. This would be scored from 0 to 5 points (based on the % funds grant spent x 5 points). Total possible points per project is 85. - Proposed change: Bonus projects to be ranked below renewals – as bottom project of Tier 2. - Proposed change: Changing project rankings for first-time renewal projects, without performance data available being placed in bottom spot in tier 1 when they were previously placed in the top of tier 2 - Cynthia motioned for project criteria to be adopted as written - Dahlia motioned for the CoC Board not to decide on the rankings of new projects (projects that do not have performance data available) until the CoC Board is able to see the CoC project ranking of existing projects - Dahlia's motion was passed with a 35- 10 vote
Follow-up	- Annette will send excerpt to providers from NOFA on HUD guidance regarding the "low barrier" requirements - Yoav will e-mail CoC Project Ranking results to providers tomorrow (8/1/19)

Meeting was adjourned at 10:53am.
Respectfully submitted: Annette Peters-Ruvolo & Jeffrey Worden   **Date:** 07/31/2019
Next Meeting:
Date: 8/2/19
Time 10:00am
Location: DCMH, 112 East Post Rd, Room TBD

WESTCHESTER COUNTY CONTINUUM OF CARE: 2019 RANK AND REVIEW PROCESS

Adopted by the Board of the Westchester County Continuum of Care on July 31, 2019

Summary

HUD's Continuum of Care (CoC) homeless assistance program provides over $18,000,000 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 2019 Westchester CoC Project Ranking will be scored on an 85 point scale with the following breakdown:

Criteria	Source	Points
Factors related to System Performance		
Exits to Permanent Housing	SysPM 7b	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
Project Performance factors		
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 (% eligible participants x 5 points)
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
Amount of funds recaptured by HUD	LOCCS and Project Application	0 to 5 points scored (% funds grant spent x 5 points)
Project Characteristics		
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: • Youth • Victims of domestic violence • Families with children • Persons experiencing chronic homelessness • Veterans • Current or past substance use • Lesbian, Gay, Bisexual, Transgender, Questioning (LGBTQ) status • Significant health or behavioral health challenges or functional impairments
Project Component	Project Application	10 points for PSH or RHH; 5 points for TH; 0 points for SSO (except Coordinated Entry)
Low Barrier	Project Application	5 points for Low Barrier
Participation in Coordinated Entry	HMIS and CoC attendance records	3 points if all project entries since 7/1/18 are CE referrals

		2 points for provider attendance at most CERC meetings
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.

First time renewal projects, without performance data available are placed in bottom spot in Tier 1.

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 CoC Bonus (for CoC's that demonstrate that the CoC ranks projects based on how they improve system performance). A separate RFP will be issued by the CoC to determine subrecipients to design and submit Project Applications to HUD for the CoC Bonus.

Bonus projects will be ranked below renewals.

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 below renewals, except if funds are reallocated into an expansion of an existing renewal in which case the expansion project will be ranked just below the project it is expanding.

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