



FY2019 CoC Project Rubric

Renewal Projects

Each Renewal Project that applied for Fiscal Year (FY) 2019 Continuum of Care (CoC) Funds was scored based off the following rubric criteria. The rubric for Renewal and New projects were provided to applicants during the application process to provide as much transparency to the scoring process as possible. Under each rubric criterion, please find an explanation on where the data can be found for individual programs as well as how the goal was determined. Each rubric criterion is used in the HUD Project Ranking and Rating Tool provided on the HUD website. The Ranking and Rating Tool reduces errors in scoring and allows project scoring, rating and ranking to be consistent.

On average, participants spend XX days from project entry to residential move-in (RRH)	
PPCoC Goal is 50 Days or Lower	
Number of Days	Points Awarded
50 or Lower	20
51-55	15
56-60	10
61-65	5
66 or Higher	0

This criterion is specifically for Rapid Rehousing (RRH) projects. The answer to this criterion can be found in the Annual Performance Report (APR) question 22c. The PPCoC System Performance Metric average amount of days from project entry to residential move-in for RRH is 59 days. Full points were awarded to projects which are

achieving residential move-in before 50 days. The HUD ranking and rating tool recommended that this be 15 days or lower. The PPCoC Goal was adjusted to be in line with local system performance.

On average, participants spend XX days from project entry to residential move-in (PSH)	
PPCoC Goal is 225 days or Lower	
Number of Days	Points Awarded
225 or Lower	20
226-235	15
236-245	10
246-255	5
256 or Higher	0

This criterion is specifically for Permanent Supportive Housing (PSH) projects. The answer to this criterion can be found in the APR question 22c. The PPCoC System Performance Metric average amount of days from project entry to residential move-in for PSH is 245 days. Full points were awarded to projects which are achieving residential move-in before 225 days. The HUD ranking and rating tool recommended that this be 15 days or lower. The PPCoC Goal was adjusted to be in line with local system performance.

On average, participants stay in project XX days (TH)	
PPCoC Goal is 180 days or Lower	
Number of Days	Points Awarded
180 or Lower	20
181-190	15
191-200	10
201-210	5
211 or Higher	0

This criterion is specifically for Transitional Housing (TH) projects. The answer to this criterion can be found in the Annual Performance Report (APR) question 22c. The PPCoC System Performance Metric average amount of days from project entry to residential move-in for TH is 180 days. Full points were awarded to projects which are

achieving residential move-in before 180 days. The HUD ranking and rating tool recommended that this be 180 days or lower.

Percent of participants who move to permanent housing RRH	
PPCoC Goal is 90% or Higher	
%	Points Awarded
90 or Higher	25
80 to 89	20
70 to 79	15
69 to 60	10
59 to 50	5
49 and lower	0

This criterion is specifically for RRH projects. The answer to this criterion can be found in the APR question 23a and 23b. The average percent of participants moving to permanent housing is 91% for projects receiving HUD CoC funding. Full points were awarded to projects which are achieving 90% or greater, participants moving to permanent housing. The HUD ranking and rating tool recommended that this percentage be 90% or higher.

Percent of participants who remain in or move to permanent housing PSH	
PPCoC Goal is 90% or Higher	
%	Points Awarded
90 or Higher	25
80 to 89	20
70 to 79	15
69 to 60	10
59 to 50	5
49 and lower	0

This criterion is specifically for PSH projects. The answer to this criterion can be found in the APR questions 7, 23a, and 23b. To calculate this number, subtract leavers to all destinations (APR questions 23a and 23b) from total number of participants (APR question 7). Add leavers to permanent housing destinations (APR questions 23a and 23b). Add stayers and leavers to permanent housing destinations and divide by the number of total participants. The average percent of participants moving to or staying in permanent housing is 84% for projects receiving HUD CoC funding. Full points were awarded to projects which are achieving 90% or participants moving to permanent housing. The HUD ranking and rating tool recommended that this percentage be 90% or higher.

Percent of participants who move to permanent housing TH	
PPCoC Goal is 90% or Higher	
%	Points Awarded
90 or Higher	25
80 to 89	20
70 to 79	15
69 to 60	10
59 to 50	5
49 and lower	0

This criterion is specifically for TH projects. The answer to this criterion can be found in the APR question 23a and 23b. The average percent of participants moving to permanent housing is 75% for projects receiving HUD CoC funding. Full points were awarded to projects which are achieving 90% or participants moving to permanent housing. The HUD ranking and rating tool recommended that this percentage be 90% or higher.

Percent of participants return to homelessness within 12 months of exit to permanent housing	
PPCoC Goal is 15% or Lower	
%	Points Awarded
15 or Lower	15
16-19	7.5
20 or Higher	0

This criterion is for all renewal projects. The answer to this criterion is found using the system-wide performance metrics report to determine who experienced a return to homelessness within 12 months of exit to permanent housing. After determining these individuals, they were cross-referenced to determine whether they were participants in CoC programs. The HUD ranking and rating tool recommended that this percentage be 15% or lower.

Percent of participants with new or increased earned income for project stayers	
%	Points Awarded
PPCoC Goal is 5% or Higher	
6 or Higher	2.5
3 to 5	1.5
2 or Lower	0

This criterion is for all renewal projects. The answer to this criterion is found in the APR question 19a1. The PPCoC System Performance Metric average percentage of increase is 3%. Full points were awarded to projects which are achieving an increase of 5% or higher. The HUD ranking and rating tool recommended that this percentage be 8% or higher. The PPCoC Goal was adjusted to be in line with local system performance.

Percent of participants with new or increased non-employment income for project stayers	
PPCoC Goal is 10% or Higher	
%	Points Awarded
10 or Higher	2.5
5 to 9	1.5
4 and Lower	0

This criterion is for all renewal projects. The answer to this criterion is found in the APR question 19a1. The PPCoC System Performance Metric average percentage of increase is 13%. Full points were awarded to projects which are achieving an increase of 10% or higher. The HUD ranking and rating tool recommended that this percentage be 10% or higher.

Percent of participants with new or increased earned income for project leavers	
PPCoC Goal is 8% or Higher	
%	Points Awarded
8 or Higher	2.5
4 to 7	1.5
3 or Lower	0

This criterion is for all renewal projects. The answer to this criterion is found in the APR question 19a2. The PPCoC System Performance Metric average percentage of increase is 37%. The recommended HUD goal in the rating and ranking tool is 8%. Full points were awarded to projects which are achieving an increase of 8% or higher. The HUD ranking and rating tool recommended that this percentage be 8% or higher.

Percent of participants with new or increased non-employment income for project leavers	
PPCoC Goal is 10% or Higher	
%	Points Awarded
10 or Higher	2.5
5 to 9	1.5
4 and Lower	0

This criterion is for all renewal projects. The answer to this criterion is found in the APR question 19a2. The PPCoC System Performance Metric average percentage of increase is 11%. Full points were awarded to projects which are achieving an increase of 10% or higher. The HUD ranking and rating tool recommended that this percentage be 10% or higher.

Percent of entries to project from CE referral (or alternative system for DV projects)	
PPCoC Goal is 95% or Higher	
%	Points Awarded
95 or Higher	10

90 to 94	5
89 or Lower	0

This criterion is for all renewal projects. The answer to this criterion is pulled from data collected by Community Health Partnership's Coordinated Entry Administrator. The recommended HUD goal on the rating and ranking tool is 95% or higher for project entries from CE referral.

CoC Assessment of fidelity to Housing First from CoC monitoring or review of project policies and procedures	
PPCoC Goal is Yes	
Yes/No	Points Awarded
Yes	10
No	0

This criterion is for all renewal and new projects. The answer to this criterion was self-assessed by each project applicant by using the Housing First Assessment Tool posted on the HUD website. The Housing First Assessment Tool was submitted by applicants as a portion of the required local CoC application process. Full points were awarded to all projects which scored in the green on the Report Summary tab.

The next series of questions are narrative. The table outlines how many points each narrative answer will earn based off the answer given.

Describe the number of units proposed for FY 2019 and estimated cost per household for one year. How many people did your project serve last year with your awarded CoC funds?	
Criteria	Points Awarded (15 Max)
Narrative clearly answers each part of question.	2.5
Estimated cost per household is within CoC Project average cost per household for type of housing	2.5
Number of households proposed is more than or equal to previous project year	5
Number of people served is more than or equal to proposed number from previous year	5
Total Points	15

Describe how your housing meets the needs of the population you are serving. Include type of housing, location, supportive services provided). Describe how clients will be assisted in obtaining benefits and resources (e.g. Medicaid, SNAP, TANF, SSI/ SSDI, VA benefits, transportation, employment resources, etc.)	
Criteria	Points Awarded (10 Max)
Narrative clearly answers each part of question.	2.5
Narrative describes methods for assisting clients in obtaining benefits (example: in person, phone call)	2.5
Narrative describes how barriers are overcome for clients to obtain benefits (example: transportation, identification verification)	2.5
Narrative describes clear examples of how organization helps clients obtain different benefits/resources	2.5
Total Points	10

Describe how your organization uses a Housing First approach. Include 1) eligibility criteria 2) process for accepting new clients 3) process and criteria for exiting clients. Demonstrate that there are no preconditions to entry regardless of current or past substance use, income, criminal records (with exceptions of restrictions imposed by federal, state, or local law or ordinance), marital status, familial status, self-disclosed or perceived sexual orientation, gender identity, or gender expression. Demonstrate the project has a process to address situations that may jeopardize housing or project assistance to ensure that project participation is terminated in only the most severe cases.	
Criteria	Points Awarded (15 Max)
Narrative clearly answers each part of question.	2.5
Narrative outlines process and criteria for entering and exiting clients. Process follows Housing First Principles.	5
Narrative describes that there are no preconditions. If preconditions exist, narrative explains what they are and why they exist. Any exceptions of restrictions imposed by federal, state, or local law or ordinance are clearly identified.	5
Narrative describes examples of cases where project participation would be terminated.	2.5

Total Points	15
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Describe your organization's strategies on ensuring project participants remain housed (remain in program, exit to permanent housing destination, preventing participant from returning to homelessness).	
Criteria	Points Awarded (10 Max)
Narrative clearly answers each part of question.	2.5
Narrative provides description of actions, processes or procedures in place to keep participants housed	2.5
Narrative provides techniques or incentives used to prevent participants from returning to homelessness	2.5
Narrative provides description of actions, processes, or procedures in place to exit participants to permanent housing destination.	2.5
Total Points	10

Describe how your project has built capacity over the years (such as increased units, increased number of people served, addition of supportive services).	
Criteria	Points Awarded (15 Max)
Narrative clearly answers each part of question.	2.5
Narrative states that overall capacity has stayed the same or increased since project's first year	2.5
Narrative states that number of beds and/or people served has stayed the same or increased since previous project year	5
Narrative states that the addition of supportive services has stayed the same or increased since previous project year	5
Total Points	15

Describe your organization's plan to assist clients to rapidly secure and maintain permanent housing that is safe, affordable, accessible, and acceptable to their needs.	
Criteria	Points Awarded (10 Max)
Narrative clearly answers each part of question.	2.5
Narrative describes actions, policies or procedures in place to rapidly secure and maintain permanent housing	2.5
Narrative describes actions, policies or procedures in place to ensure safe, affordable, accessible and acceptable housing	5
Total Points	10

Describe how clients will be assisted to increase employment and/or income and to maximize their ability to live independently.	
Criteria	Points Awarded (10 Max)
Narrative clearly answers each part of question.	2.5
Narrative describes actions, policies, or procedures on how clients are assisted in increasing employment/income	2.5
Narrative describes actions, policies, or procedures on how clients are assisted in maximizing their ability to live independently	2.5
Narrative gives examples of success of clients in program regarding income increase and independent living	2.5
Total Points	10

Describe your process to effectively utilize federal funding including HUD grants and other public funding. Include satisfactory drawdowns and performance for existing grants as evidenced by timely drawdowns, timely resolution of monitoring findings, and timely submission of required reporting on existing grants.	
Criteria	Points Awarded (10 Max)
Narrative clearly answers each part of question.	2.5
Narrative directly refers to action, policy or procedures on utilizing funds	2.5
Narrative provides examples or evidence of staying the same or improvement in satisfactory and timely drawdown	2.5
Narrative provides information and remediation (if applicable) when submissions are not performed on time	2.5
Total Points	10

During the Final Ranking and Prioritization committee meeting, the committee reviewed financial documentation of each project. It became clear that organizations are not consistently drawing down all awarded funds. Because of this, the committee decided to add the following rating criteria to reward organizations who are drawing down all awarded funds.

Percent of funds spent on most recently completed CoC Grant	
CoC Goal is 98% or Higher	
%	Points Awarded
98 or Higher	5
97.9 or Lower	0

New Projects

Each New Project that applied for FY 2019 CoC Funds was scored based off the following rubric criteria. The rubrics for Renewal and New projects were provided to applicants during the application process to provide as much transparency to the scoring process as possible. Under each rubric criterion, please find an explanation on where the data can be found for individual programs as well as how the goal was determined.

CoC Assessment of fidelity to Housing First from CoC monitoring or review of project policies and procedures	
CoC Goal is Yes	
Yes/No	Points Awarded
Yes	10
No	0

This criterion is for all renewal and new projects. The answer to this criterion was self-assessed by each project by using the Housing First Assessment Tool posted on the HUD website. The Housing First Assessment Tool was submitted by projects as a portion of the required local CoC application process. Full points were awarded to all projects which scored in the green on the Report Summary tab.

The next series of questions are narrative. The table outlines how many points each narrative answer will earn based off the answer given.

Describe the number of units proposed for FY 2019 and estimated cost per household for one year.	
Criteria	Points Awarded (10 Max)
Narrative clearly answers each part of question.	2.5
Estimated cost per household is within CoC Project average cost per household for type of housing	7.5
Total Points	10

Describe how your housing will meet the needs of the population you are serving. Include type of housing, location, supportive services provided). Describe how clients will be assisted in obtaining benefits and resources (e.g. Medicaid, SNAP, TANF, SSI/ SSDI, VA benefits, transportation, employment resources, etc.)	
Criteria	Points Awarded (10 Max)
Narrative clearly answers each part of question.	2.5
Narrative describes methods for assisting clients in obtaining benefits (example: in person, phone call)	2.5
Narrative describes how barriers are overcome for clients to obtain benefits (example: transportation, identification verification)	2.5
Narrative describes clear examples of how organizations help clients obtain different benefits/resources	2.5
Total Points	10

Describe how your organization uses a Housing First approach. Include 1) eligibility criteria 2) process for accepting new clients 3) process and criteria for exiting clients. Demonstrate that there are no preconditions to entry regardless of current or past substance use, income, criminal records (with exceptions of restrictions imposed by federal, state, or local law or ordinance), marital status, familial status, self-disclosed or perceived sexual orientation, gender identity, or gender expression. Demonstrate the project has a process to address situations that may jeopardize housing or project assistance to ensure that project participation is terminated in only the most severe cases.	
Criteria	Points Awarded (15 Max)
Narrative clearly answers each part of question.	2.5
Narrative outlines process and criteria for entering and exiting clients. Process follows Housing First Principles.	5
Narrative describes that there are no preconditions. If preconditions exist, narrative explains what they are and why they exist. Any exceptions of restrictions imposed by federal, state, or local law or ordinance are clearly identified.	5
Narrative describes examples of cases where project participation would be terminated.	2.5
Total Points	15

Describe your organization’s strategies on ensuring project participants remain housed (remain in program, exit to permanent housing destination, preventing participant from returning to homelessness).	
Criteria	Points Awarded (10 Max)
Narrative clearly answers each part of question.	2.5
Narrative provides description of actions, processes, or procedures in place to keep participants housed	2.5
Narrative provides techniques or incentives used to prevent participants from returning to homelessness	2.5
Narrative provides description of actions, processes, or procedures in place to exit participants to permanent housing destination.	2.5
Total Points	10

Describe your organization’s plan for rapid implementation of the program. Document for the project will be ready to begin housing the first program participant. Provide a detailed schedule of proposed activities for 60 days, 120 days, and 180 days after grant award.	
Criteria	Points Awarded (15 Max)
Narrative clearly answers each part of question.	2.5
Narrative incorporates policies and procedures in organization's plan for implementation	2.5
Narrative specifies the point at which funds will begin to be utilized	5
Narrative describes a way of ensuring implementation will stay on track	5
Total Points	15

Describe your organization's plan to assist clients to rapidly secure and maintain permanent housing that is safe, affordable, accessible, and acceptable to their needs.	
Criteria	Points Awarded (10 Max)
Narrative clearly answers each part of question.	2.5
Narrative describes actions, policies or procedures in place to rapidly secure and maintain PH	2.5
Narrative describes actions, policies or procedures in place to ensure safe, affordable, accessible and acceptable housing	2.5
Narrative describes a plan that will house participants in the same amount of time or faster than current project is performing	2.5
Total Points	10

Describe how clients will be assisted to increase employment and/or income and to maximize their ability to live independently.	
Criteria	Points Awarded (10 Max)
Narrative clearly answers each part of question.	2.5
Narrative describes actions, policies, or procedures on how clients are assisted in increasing employment/income	2.5
Narrative describes actions, policies, or procedures on how clients are assisted in maximizing their ability to live independently	2.5
Narrative gives examples of success of clients in program regarding income increase and independent living	2.5
Total Points	10

Describe your process to effectively utilize federal funding including HUD grants and other public funding. Include satisfactory drawdowns and performance for existing grants as evidenced by timely drawdowns, timely resolution of monitoring findings, and timely submission of required reporting on existing grants.

Criteria	Points Awarded (10 Max)
Narrative clearly answers each part of question.	2.5
Narrative directly refers to action, policy or procedures on utilizing funds	2.5
Narrative provides examples or evidence of staying the same or improvement in satisfactory and timely drawdown	2.5
Narrative provides information and remediation (if applicable) when submissions are not performed on time	2.5
Total Points	10