Annual Project Evaluation Guidance

2024

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I. Introduction

Each year the U.S. Department of Housing and Urban Development (HUD) releases a Notice of Funding Opportunity (NOFO) detailing the requirements for Continuums of Care (CoCs) to apply for Program funding. In response to performance related requirements, the New York City (NYC) CoC conducts an annual performance evaluation for all HUD CoC-funded projects to inform the project ranking used in the NOFO application.

The 2024 Evaluation has been modified from past years due to the ongoing NYC HMIS transition to a new Data Warehouse. The purpose of the 2024 Evaluation will be primarily to rank projects; however, the NYC CoC will continue to develop annual evaluation process and metrics and review project performance quarterly.

For the first time this year, RRH projects are being evaluated based on RRH-specifically designed metrics. Therefore, scores for RRH and TH/PSH may differ in 2024. Additional instructions and guidance will be given to the Independent Review Team (IRT) in order to conduct the ranking of projects for the upcoming 2024 Notice of Funding Opportunity (NOFO). Note – we will continue to develop/refine our evaluation metrics in concert with our Performance Committees and CoC stakeholders.

II. Timeline

- **Thursday, May 30**
  - Evaluation Information Session; presentation posted on NYC CoC Website
  - PDF of **Local Priorities Survey (LPS)** and *SurveyMonkey* **Link** posted on NYC CoC Website
  - *SurveyMonkey* Link to complete LPS emailed to all projects
  - 2024 Evaluation Guidance posted on NYC CoC Website

- **Friday, June 7**
  - HMIS results for all projects posted on NYC CoC Website (by Grant ID)

- **Friday, June 14**
  - LPS due in SurveyMonkey no later than 11:59pm

- **Tuesday, July 9**
  - Final Results posted on NYC CoC Website (by Grant ID)

III. Evaluation Overview

- 70 Percent of the 2024 Evaluation Score is based on HMIS Performance.

  - For **TH and PSH Projects** - the HMIS score from the 2022 and 2023 Annual Evaluations will be averaged. Projects performing equal to or worse in 2023 than 2022 will get a straight average. Projects performing better in 2023 will have their score weighted more to their 2023 score.

  - For **RRH projects** - the HMIS score is based on several HMIS metrics based on the organization's APR for the most recent federal fiscal year (10/1/2022 – 09/30/2023). Metrics are detailed below.

  - For **TH-RRH projects** - the HMIS score will be based on the performance of the RRH project component only using the same RRH metrics detailed below.

  - **New / Year 1 Projects** that started 10/1/2022 or later will not be included in the 2024 Evaluation (i.e., SNOFO, YHDP, CoC Regular 2022 NOFO).

- 30 Percent of 2024 Score Based on Local Priority Survey (LPS).

  - **All projects** (except new / first year projects) will respond to an online Local Priorities Survey (LPS) about their project during the most recent contract year that ended in 2023.

REMINDER NOTES/Additional Points of Interest:

- There is no HMIS Tool for the 2024 Evaluation.

- PSH & TH projects are not being evaluated on the most recent Federal Fiscal Year (FFY) (10/1/2022 – 9/30/2023). PSH & TH projects only evaluated for the first time in 2023 will just use the 2023 result.

- RRH projects are being evaluated on the most recent Federal Fiscal Year (FFY) (10/1/2022 – 9/30/2023) on metrics derived from the standard HUD APR. APRs were already collected by the HMIS team from providers.

- Percent HMIS Score and Percent LPS may be adjusted as needed to differentiate projects for ranking purposes.

- There are no appeals for the 2024 Evaluation.

o   The NYC CoC may need to follow-up with individual projects to request additional documentation and/or background detail and context.

IV. Evaluation Specifics – HMIS

The final HMIS score from the 2022 and 2023 Annual Evaluations will be averaged for TH and PSH Projects.

PSH & TH Projects Example

Example	Grant ID	HMIS 2022	HMIS 2023	HMIS 2024 Adjusted Score
#1	NY1111	70	80	77
#2	NY2222	80	80	80
#3	NY3333	80	70	75

Example # 1: HMIS score improved in 2023, so a weighted average is applied as follows -

((2022 Score x 30) + (2023 Score x 70)) / 100 = 77

Example # 2: HMIS score remained the same in 2022 and 2023, so a straight average is used-

((2022 Score) + (2023 Score)) / 2 = 80

Example # 3: HMIS score decreased in 2023, so a straight average is used -

((2022 Score) + (2023 Score)) / 2 = 75

RRH Metrics (New for 2024 Evaluation!)

RRH Metric	Measurement	Weight	APR calculations
Exits to Permanent Housing	Percent of persons exiting who exited (excluding death/transfers) to permanent destinations	50	Q23c Total persons exiting to Permanent Situations / (Q23c Total persons – Q23 Total persons exiting to excluded destinations)
Placements	Percent of persons served longer than 30 days who are placed in housing.	10	Q22c Total persons moved into housing / Q5 Total persons served – Q22a Total persons with length of participation 0-30 days
Rapid Placements	Percent of persons who moved-in between 8 and 90 days of total moved-in. (Projects should not be enrolling clients the same day they are moving into housing.)	5	Q22c Total persons length of participation (8-14) + (15-21) + (22-30) + (31-60) + (61-90 days) / Q22c Total persons moved into housing
Exits to Non-Homeless Destinations	Percent of persons exiting who exited (excluding death/transfers) to non-homeless destinations (anywhere but unsheltered or emergency shelters)	5	1 – (Q23c Total persons exiting to Homeless Situations / (Q23c Total persons – Q23 Total persons exiting that excluded them from the calculation))
Maintaining or Increasing Income	Percent of adults with entry and subsequent annual or exit assessments who maintained or increased their earned/cash or other income	5	Q19a1 Total adults retained and same + retained and increased + gained earned and other income between entry and annual assessment + Q19a2 Total adults retained and same + retained and increased + gained earned and other income between entry and exit / Q18 Total adults staying or exiting – adults not yet required to have annual assessment
Data Quality	Percent of records without errors or missing info for the following fields divided by the number of persons served. (NOTE – PII excludes SSN as many clients are migrants/DV and do not have/cannot share SSNs.)	20	1 – (Q6a Total errors for name, date of birth, race, gender + Q6b Total errors for start date, relationship to HoH, disabling condition + Q6c exit destination, income at entry, annual, and exit assessment / Q5a Total persons)
Utilization	Percent of households served relative to amount ESNAPS amount (does not exceed 100%)	5	Q5a Total persons / Total persons project stated they will serve in ESNAPS application
TOTAL		100	

RRH Projects Example

HMIS Grant ID	Total Persons Exiting	Metric 1 - % Exiting to Permanent Housing	Metric 2 - % Moved-In of Those Served > 30 Days	Metric 3 - % Moved-In Between 8 and 90 Days	Metric 4 - % Exiting to Non-Homeless Destinations	Metric 5 - % Increasing or Maintaining Any Income	Metric 6 - % Data Quality	Metric 7 - % ESNAPS Target Number Served	TOTAL HMIS score	NOTES
		50	**10**	**5**	**5**	**5**	**20**	**5**	**100**	**Metric Weight**
NY0000	46	98%	97%	54%	100%	36%	99%	100%	93%	
NY9999	190	95%	62%	19%	100%	49%	97%	100%	86%	
NY6666	18	72%	83%	66%	100%	55%	75%	100%	75%	

Example NY0000:

((Metric 1 x 50 weight) + (Metric 2 x 10 weight) + (Metric 3 x 5 weight) + (Metric 4 x 5 weight) + (Metric 5 x 5 weight) + (Metric 6 x 20 weight) + (Metric 7 x 5 weight)) / 1.00

(98x50 + 97x10 + 54x5 + 100x5 + 36x5 + 99x20 + 100x5) / 100 = 93

V. Evaluation Specifics – Local Priorities Survey (LPS)

Providers participating in the evaluation must complete a NYC CoC Local Priorities Survey (LPS) for each CoC-funded project, which measures performance on local NYC priority metrics. (So, 1 project = 1 LPS. 5 projects = 5 unique LPS submissions, one for each project.) Any duplicate or updated LPS submissions will not be scored.

The LPS is based on the most recently completed <u>contract</u> period (and extension period if applicable). <u>For the 2024 Evaluation, providers should use a contract that ended in Calendar Year 2023</u>.

A link to the LPS in *SurveyMonkey* is posted online, at the CoC website (https://www.nyc.gov/site/nyccoc/providers/annual-evaluation.page).

SurveyMonkey Tips

- We recommend downloading a hard copy of the LPS from our website, and reviewing it prior to entering responses. You may wish to enter your responses into the hardcopy first, which might make answering the LPS in *SurveyMonkey* easier/quicker. Doing so can also be useful for your organization's record-keeping, since copies of LPS submissions cannot be provided.

- It should take 15-30 minutes to complete the LPS in *SurveyMonkey*.

- It is not possible to save work and return to the LPS later for completion/submission in *Survey Monkey*. So, allocate time to complete the LPS in a single-sitting.

Spend-Down

Fully drawing down on funds by the conclusion of a contract year is a HUD requirement and projects are expected to make roughly equal drawdowns at least quarterly. Evaluation points for drawdowns are based on a scale. Funds not spent by the end of a contract period are recaptured by HUD and could signal that the contract is too large and needs to be right-sized. Projects that have been unable to draw-down their funds due to experiencing technical issues with LOCCS must notify the HUD Field Office and the NYC CoC immediately.

The CoC will access drawdown information located in SAGE and spending-reports provided to us by the HUD Field Office. Spend-Down points are calculated as follows:

Total Spend-Down (0-9 points):
- 85% - 1 point
- 87% - 2 points
- 89% - 3 points
- 91% - 4 points
- 93% - 5 points
- 95% - 6 points
- 97% - 7 points
- 99% - 8 points
- 100 % - 9 points

VI. Tie-Breaking Methodology

PSH/TH projects with identical overall scores will be ranked based on comparing projects on their performance on the specific metrics listed below, in order of importance:

1. Spend down of HUD funds
2. Rental Assistance or Leasing contracts > contracts without Rental Assistance or Leasing
3. Higher average score from the Evaluation over the last three years

RRH projects with identical overall scores will be ranked based on comparing projects on their performance on the specific metrics listed below, in order of importance:
1. Metric 1 - % Exiting to PH
2. Metric 3 - % Moved-In Between 8 and 90 Days
3. Metric 2 - % Moved in of those served > 30 Days
4. Metric 4 - % Exiting to Non-Homeless Destinations
5. Metric 5 - % Increasing or Maintaining Any Income
6. Metric 6 - % Data Quality

As noted above, Scores for RRH and TH/PSH will not be comparable in 2024. Additional instructions and guidance will be given to the Independent Review Team (IRT) in order to conduct the ranking of projects for the upcoming 2024 Notice of Funding Opportunity (NOFO).

VI. Questions/Office Hours

HMIS Team – Email: dsshmis@dss.nyc.gov

Charlie Winkler, Deputy Director of Performance Management – Email: winklerc@dss.nyc.gov

Annual Evaluation materials on the NYC CoC website –
https://www.nyc.gov/site/nycccoc/providers/annual-evaluation.page

Office Hours –

- Thursday, June 6, 10am-11am
- Tuesdays (June 11th, 18th, 25th, July 2nd), 11am-Noon
- To attend an Office Hours session, go to this link (https://www.nyc.gov/site/nycccoc/hmis/hmis-data-warehouse.page) and click on the "HMIS Office Hours" link