# TX-604 WACO/MCLENNAN COUNTY
# FY 2019 COC RENEWAL PROJECT EVALUATION

Name of Agency and Project: _____

Project Type:     ☐ PSH  ☐ RRH  ☐ DV PSH  ☐ DV RRH  ☐ DV TH

Name of Reviewer: _____

The Continuum of Care (CoC) Scoring and Ranking Committee will complete a Renewal Project Evaluation Tool for each renewing CoC project (except for 1st year renewals due to lack of an Annual Performance Review to use for scoring). Projects failing to submit required information for a priority area will receive zero points for that priority area. After completing all Renewal Project Evaluation Tools, the CoC Scoring and Ranking Committee will rank all renewal projects according to their evaluation score and how well they meet the priorities set by HUD and HOTHC.

## DATA SOURCES

While some data will be collected from narratives such as the project descriptions, the majority of the data used in project evaluation comes from projects' Annual Performance Reviews (APRs), data from the Heart of Texas HMIS/Victim Service Provider Comparable Database, and Coordinated Entry data. Some information is obtained directly from providers or from Sage. Data from these sources is verified by HUD whenever possible:

- HUD audit/monitoring findings documentation;
- Information on timely draws and unspent funds from each applicant's Line of Credit Control System (LOCCS) accounts;
- Information on project matching funds; and
- Information collected by HUD field offices as shown through SAGE, including total LOCCS draw amounts.

## RENEWAL PROJECT RANKING AND FUNDING RECOMMENDATIONS

The CoC Lead Agency for the Heart of Texas Homeless Coalition accepts all qualifying applications that meet HUD threshold requirements as established in the NOFA. Qualifying projects are then submitted to the CoC Scoring and Ranking Committee for scoring, ranking recommendations, and final approval for the CoC Competition Priority Listing.

## REALLOCATION PROCESS AND PROCEDURE

The HOTHC Board and CoC Committee understands and acknowledges that through the reallocation process very valuable projects may be defunded. The HOTHC Board and CoC Committee is striving to develop a reallocation process that will ensure that projects submitted in the CoC Consolidated Application best align with the HUD CoC funding mechanism's priorities and contribute to a competitive application that collaboratively secures these dollars to improve our community. The HOTHC Board CoC Committee seeks to make data-driven decisions based on information gathered from APRs and other HUD recommended data tools. This does not mean that the HOTHC Board and CoC Committee does not value reallocated projects or the diversity of programs in our community. Rather, the HOTHC Board and CoC Committee anticipates that most reallocated projects will seek funders with priorities better suited to cultivate the unique contributions these projects make to our community that HUD's CoC funding mechanism is not designed to recognize.

# HOUSING FIRST ASSESSMENT WORKSHEET

Project Agency and Name: _____

Housing First projects are effective in assisting all homeless people access and sustain permanent stable housing.  It has been demonstrated that projects can be well-run and safe without imposing requirements that prevent many homeless individuals from entering and/or remaining in housing. As part of the NOFA solicitation for new and renewal projects applicants are required to answer the following questions related to the existing or proposed project's eligibility criteria and project rules.  Each question will be scored as indicated. At the completion of the questionnaire, the applicant will tabulate the total score. Maximum points is 15.

1. **Low Barrier access:**

    a. **Will/Does the project require clients to pass a background screening prior to project entry (excluding sexual offender/predator check)?**

       Yes ☐ No ☐ [No = 1 point]

    b. **Will/Does the project require all persons with specified criminal convictions to be excluded on a blanket basis from admission (excluding registered sexual offender/predator, and background screening imposed by other funders)?**

       Yes ☐ No ☐ [No = 1 point]

    c. **Will/Does the project require participants to be clean and sober for a specified period prior to project entry as a condition for admission?**

       Yes ☐ No ☐ [No = 1 point]

    d. **Will/Does the project serve individuals and families regardless of sexual orientation, family composition, or marital status and are transgendered persons served according to the gender with which they identify?**

       Yes ☐ No ☐ [Yes = 1 point]

    e. **Will/Does the project expedite the admission process including aiding in assembling necessary documents to support the application for admission?**

       Yes ☐ No ☐ [Yes = 1 point]

    f. **Does the project actively participate in coordinated entry including attendance at meetings and case conferencing and, if applicable, are all new project entrants being referred through coordinated entry?**

       Yes ☐ No ☐ [Yes = 1 point]
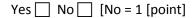
2. **Housing Retention**

   a. **Will/Does the project terminate participants for failure to participate in treatment or support services including case management?**

      Yes ☐ No ☐ [ No = 1 point}

   b. **Will/Does the project terminate participants solely for engaging in substance use?**

      Yes ☐ No ☐ [No = 1 [point]

   c. **Will/Does the project require participants to obtain earned or benefit income as a condition of remaining in the project?**

      Yes ☐ No ☐ [No = 1 [point]

   d. **Will/Does the project make all efforts to avoid discharging participants into homelessness including referral back to coordinated entry for those who cannot remain in the project?**

      Yes ☐ No ☐ [Yes = 1 point]

   e. **Are/Will project participants held to standards/behaviors not found in mainstream leases (such as not being allowed visitors, curfews, required to do chores, or not allowed to have alcoholic beverages in their unit)?**

      Yes ☐ No ☐ [No = 1 point]

3. **Participant engagement**

   a. **Will/Does the project provide participant choice in accessing services and are efforts made to connect participants to community based services?**

      Yes ☐ No ☐ [Yes = 1 point]

   b. **Will/Does the project provide regular opportunities for program participants to provide input on project policies and operations?**

      Yes ☐ No ☐ [Yes = 1 point]

c. **Will/Does the project employ Person Centered Planning as a guiding principle of the service planning process? Person Centered Planning focuses on helping the individual to identify and then accomplish their own goals in terms of relationships, community and program participation, achieving control over their lives, and developing the skills and resources needed to accomplish these goals**

   Yes ☐ No ☐ [Yes = 1 point]

d. **Are/Will the project staffed be trained in clinical and non-clinical strategies to support participant engagement including harm reduction, motivational interviewing, trauma informed approaches, and strength based?**

   Yes ☐ No ☐ [Yes = 1 point]

**TOTAL SCORE: _____**

**Certification of Responses**

I attest that the answers above are true and are provided without any additional comment or clarification.

_____

**Authorized Applicant Signature**

_____        _____

**Authorized Applicant Name and Title**                                        **Date**

# PRIORITY CHECKLIST WORKSHEET

| Priority | Points | Score |
|---|:---:|:---:|
| **Ending homelessness for all persons.** <br>• Identify, engage, and effectively serve persons experiencing homelessness. <br>• Develop housing and supportive services tailored to the needs of those experiencing homelessness. <br>• Use data to measure project effectiveness in ending homelessness. | 1 | |
| **Creating a systemic response to homelessness.** <br>• Uses system performance measures such as the average length of homeless episodes, rates of return to homelessness, and rates of exit to permanent housing destinations to determine how effectively they are serving people experiencing homelessness. <br>• Assists the CoC in the development and implementation of a Coordinated Entry System. <br>• Uses the Coordinated Entry process to fill openings in their project. | 1 | |
| **Strategically allocates and uses resources.** <br>• Using cost, performance, and outcome data, project should improve how resources are utilized to end homelessness. <br>• Uses data to review project quality, performance, and cost effectiveness. <br>• Maximizes the use of mainstream and other community-based resources to serve persons experiencing homelessness. | 1 | |
| **Uses an Evidence-Based Approach.** <br>• Employs strong use of data and evidence, including the cost-effectiveness and impact of project on positive housing outcomes, recovery, self-sufficiency, and reducing homelessness. <br>• Trains project staff on best practices, which are then implemented when working with project participants. <br>• Identifies measures to track and use to evaluate project performance. | 1 | |
| **Uses a Housing First Approach. (See attached Housing First Worksheet)** <br>• Individuals are rapidly placed and stabilized in permanent housing without any preconditions regarding income, work effort, sobriety or any other factor. <br>• Projects should help participants move quickly into permanent housing, and should measure and reduce the length of time people experience homelessness. <br>• Projects engage landlords and property owners, remove barriers to entry, and adopt client-centered service methods. <br>• Service participation requirements occur only after a person has been stabilized in housing, and program participants are not required to participate in disability-related services (i.e. mental health services, outpatient health services, provision of medication) as a condition of continued participation in the program. | 1 | |
| **Total Points** | **5** | |

# CONTINUUM OF CARE GRANT RENEWAL SCORING TOOL

| Category | Evaluation Criteria | Source | Calculation | 10 Points | 5 Points | 0 Points | Points | Score |
|---|---|---|---|---|---|---|---|---|
| Priorities | 1. Meets HUD and HOTHC Priorities | Priority Checklist Worksheet | Number of met priorities | Meets 4 or more priorities | Meets 3 priorities | Meets 2 or less priorities | 10 | |
| Project Performance | 2a. PSH Programs: Percentage of participants who gained or increased earned income from entry to latest status/exit | APR Q19a3; row 1, performance measure column | Percent of persons who accomplished this measure (DV Exception Included) | 20-100% | 15-19% | 0-14% | 10 | |
| | | | | *DV 15-100%* | *DV 5-14%* | *DV 0-4%* | | |
| | 2b. RRH Programs: Percentage of participants who gained or increased earned income from entry to latest status/exit | APR Q19a3; row 1, performance measure column | Percent of persons who accomplished this measure (DV Exception Included) | 60-100% | 40-59% | 0-39% | | |
| | | | | *DV 50-100%* | *DV 30-49%* | *DV 0-29%* | | |
| | 2c. TH Programs: Percentage of participants who gained or increased earned income from entry to latest status/exit | APR Q19a3; row 1, performance measure column | Percent of persons who accomplished this measure (DV Exception Included) | 50-100% | 25-49% | 0-24% | | |
| | | | | *DV 40-100%* | *DV 20-39%* | *DV 0-19%* | | |
| | 3a. PSH Programs: Percentage of participants who gained or increased other income from entry to latest status/exit | APR Q19a3; row 3, performance measure column | Percent of persons who accomplished this measure (DV Exception Included) | 40-100% | 25-39% | 0-24% | 10 | |
| | | | | *DV 30-100%* | *DV 20-29%* | *DV 0-19%* | | |
| | 3b. RRH Programs: Percentage of participants who gained or increased other income from entry to latest status/exit | APR Q19a3; row 3, performance measure column | Percent of persons who accomplished this measure | 50-100% | 25-49% | 0-24% | | |
| | 3c. TH Programs: Percentage of participants who gained or increased other income from entry to latest status/exit | APR Q19a3; row 3, performance measure column | % of persons who accomplished this measure | 50-100% | 25-49% | 0-24% | | |

| Category | Evaluation Criteria | Source | Calculation | 10 Points | 5 Points | 0 Points | Points | Score |
|---|---|---|---|---|---|---|---|---|
| **Project Performance** | 4. Percentage of all adult leavers in permanent housing returning to homelessness within 1 year | System Performance Measure Report by Project in HMIS | % of returns to homelessness in last year **(DV Exception Included)** | 0-8% | 9-15% | 16-100% | 10 | |
| | | | | DV Exception because do not enter into HMIS; award full points. | | | | |
| | 5a. PSH Programs: Percentage of persons who exited to a Permanent Exit Destination | APR Q23 A | % of those exiting to permanent housing destination; >90 days | 90-100% | 70-89% | 0-69% | 10 | |
| | 5b. RRH Programs: Percentage of persons who exited to a Permanent Exit Destination | APR Q23 A | % of those exiting to permanent housing destination; >90 days | 80-100% | 70-79% | 0-69% | | |
| | 5c. TH Programs: Percentage of persons who exited to a Permanent Exit Destination | APR Q23 A | % of those exiting to permanent housing destination; >90 days | 80-100% | 70-79% | 0-69% | | |
| | 6a. PSH Programs: Retention in PSH for 365 days or more | APR Q23A & B and Q5A | (Q5A Total Persons Served – (Q23 A & B Total Number of Persons Leaving – Persons Excluded*))/Q5A Total Persons Served | 85-100% | 80-84% | 0-79% | 10 | |
| | 6b. RRH Programs: Average length of participation for leavers | APR Q22B | Average length of participation **(DV Exception Included)** | <180 | 180-270 | >270 | | |
| | | | | *DV >270* | *DV 180-270* | *DV <180* | | |
| | 6c. TH Programs: Average length of participation for leavers | APR Q22B | Average length of participation **(DV Exception Included)** | <180 | 180-270 | >270 | | |
| | | | | *DV >270* | *DV 180-270* | *DV <180* | | |

| Category | Evaluation Criteria | Source | Calculation | 10 Points | 5 Points | 0 Points | Points | Score |
|---|---|---|---|---|---|---|---|---|
| Coordinated Entry & Targeting Hard to Serve | 7. Percent of entries from literal homelessness | APR Q15 & Q5 A | Homeless Situations total/ Total Served | 90-100% | 80-89% | 0-79% | 10 | |
| | 8. Participants with no income at entry | APR Q18 | % of entries with no income (Adults with no income/Total Adults) | 50-100% | 35-49% | 0-34% | 10 | |
| | 9. Project uses a Housing First Model | Housing First Assessment Worksheet | Scoring of Housing First Assessment Worksheet | 15 | 10-14 | 0-9 | 10 | |
| | 10. Participation in Coordinated Entry planning and implementation | CE Committee Sign-in Sheets | % of committee meetings with staff in attendance | 90-100% | 75-89% | 0-74% | 10 | |
| | 11. Utilization of Heart to Home | Coordinated Entry Data/HMIS | % of participants obtained from Coordinated Entry (DV Exception Included) | 75-100% | 50-74% | 0-49% | 10 | |
| | | | | *DV Exception because not part of HoH and HMIS; award full points.* | | | | |
| Financial & Cost Effectiveness | 12. Audit Review | Audit submitted by agency | Outcome of audit | Audit shows agency as a low risk auditee AND has no findings | Audit shows agency as a low risk auditee OR agency has no findings | Audit shows agency high risk auditee AND findings | 10 | |
| | 13. Grant Spent Down | eLOCCS/APR Q28 | % of grant expended (Q28 Total Expenditures / Total Award for Grant Year) | 90-100% | 80-89% | 0-79% | 10 | |
| | 14. Cost Effectiveness | APR Q28, APR Q5a | (Supportive Services + Rental Assistance)/Total number of people served | 10% under average cost | +/- 9% average cost | 10% over average cost | 10 | |
| | 15. Project Unit Utilization | APR Q2 | Average % of utilization | 90-100% | 70-89% | 0-69% | 10 | |

| Category | Evaluation Criteria | Source | Calculation | 10 Points | 5 Points | 0 Points | Points | Score |
|---|---|---|---|---|---|---|---|---|
| CoC Monitoring & Participation | 16. CoC & HUD Monitoring | Monitoring Letter(s) & Response Letter(s) | Findings from most recent monitoring | No Findings | Resolved Findings | Unresolved Findings | 10 | |
| | 17. CoC/HMIS Advisory Committee Attendance | Sign-in Sheets | Number of CoC/HMIS Advisory Committee meetings attended | 4 or more | 3 | 2 or less | 10 | |
| | 18. PIT Involvement | Registered Users in Counting Us App | Staff involved in conducting PIT | Yes | — | No | 10 | |
| HMIS Monitoring & Data Quality | 19. HMIS/Comparable Database Monitoring | Monitoring Letter(s) & Response Letter(s) | Findings from most recent monitoring | No Findings | Resolved Findings | Unresolved Findings | 10 | |
| | 20a. HMIS Data Quality and Completeness | HMIS | Average of UDE Completeness from Data Quality/Completeness Report for all UDEs | 95-100% | 90-94% | 0-89% | 10 | |
| | *20b. DV Project Data Quality* | *APR Q6a, 6b, 6c* | *Average of % Error Column except for SS#* | *0-5%* | *6-10%* | *11-100%* | | |
| Bonus | 21. Participation in HOTHC General Meetings | Sign-in Sheets | % of meeting attended | 95-100% | 90-94.99% | 0-79% | **10** | |
| | 22. Project Unit Utilization | APR Q2 | Average % of utilization | 98-100% | 95-97% | 0-94% | **10** | |
| Penalty | 23. Application turned in after internal deadline | E-Snaps Submission Date | E-Snaps Submission Date | Turned in after internal deadline | — | Turned in on time | **-10** | |
| | 24. Data Quality and Completeness | HMIS | Average of UDE Completeness from Data Quality/Completeness Report for all UDEs *(DV Exception)* | 0-79.99% | — | — | **-10** | |
| **Total** | | | | **Total Possible Points before Bonus/ Penalty** | | | **200** | |

**\* HUD Approved Excluded Exits are: Deceased, Foster Care, Hospital & Nursing Facility.**