2016 HUD CoC HUD NOFA - Big Bend Continuum of Care

PSH Renewal Review & Scoring Document

Project Name: _____ Reviewer/Scorer: _____

Current Grant Renewal Amount: $_____ Date Reviewed: _____

Permanent Housing Performance Measures (Annual Performance Report)

Scoring: 0 = does not meet target 1 = meets target 2 = exceeds target

Performance Measure	Target # accomplished	Target % accomplished	Actual # served	Actual # accomplished	Actual % accomplished	% difference	Points Earned
1. Housing Stability Measure							
2a. Total Income Measure							

1. Housing Stability – The % of persons who remained in the permanent housing program as of the end of the operating year or exited to permanent housing (subsidized or unsubsidized) during the operating year.

2a. Increase Total Income – The % of persons age 18 and older who maintained or increased their total income (from all sources) as of the end of the operating year or program exit.

Alignment with Housing First Principles

Scoring: 0 = does not meet principles 2 = meets principles

Housing First Principles	Points Earned
1. Low Barriers to Entry: Program does not require any of the follow prior to entry or terminate participants from participation on the basis of income, substance abuse, criminal record, history of domestic violence, failure to participate in supportive services, failure to make progress on a service plan, and any other activity not typically covered in a lease agreement.	
2. Participation in Coordinated Entry: Program participates in Coordinated Entry, accepting participants referrals based on ranking and prioritization set by CoC, unless the project is a victim-service agency or exclusively serves survivors of domestic violence.	
3. Client-Centered Service Delivery: Housing and services are tailored to the individual participant and participants are not required to participate in services to remain in the program.	
4. Prioritizing Households Most in Need: Program does not prioritize on first-come, first-serve basis and prioritizes serving those with the greatest need identified through the Coordinated Entry process, such as chronically homeless individuals and families, homeless households with children living in unsheltered situations, or those who are most medically vulnerable.	

Cost Efficiency

Scoring: 0 points = greater than 10K per client   1 point= between 8K-10K per client

2 points = less than 8K per client

Evaluation of average cost per program participant	Points Earned
1. Is the overall cost per project participant less than the National Average of $10,000 per person?	

___/14 TOTAL POINTS

PSH Renewal Projects - Program Performance Data from Annual Performance Reports

(Specific to the projects last submitted APR in Esnaps)

Performance Measure 1: HOUSING STABILITY MEASURE

The % of persons who remained in the permanent housing program as of the end of the operating year or exited to permanent housing (subsidized or unsubsidized) during the operating year.

Project	APR Date Range	Project Capacity	Target # expected to accomplish measure	Target % expected to accomplish measure	Actual # served	Actual # accomplished	Actual % accomplished	% difference
A Place Called Home		___adults						
A Place Called Home for Families		___ adults + ___ kids = _____ persons						
Home Plate		___adults						

Performance Measure 2a: TOTAL INCOME MEASURE

The % of persons age 18 and older who maintained or increased their total income (from all sources) as of the end of the operating year or program exit.

Project	APR Date Range	Project Capacity	Target # expected to accomplish measure	Target % expected to accomplish measure	Actual # served	Actual # accomplished	Actual % accomplished	% difference
A Place Called Home		___adults						
A Place Called Home for Families		___ adults + ___ kids = _____ persons						
Home Plate		___adults						

Measure 3: COST EFFICIENCY

The average cost, nationally to keep a chronically homeless person housed for 1 year is $10,000.00

Project	APR Date Range	Project Capacity	TOTAL Project Budget 2015/16	Renewal Amount Requested	Number of FTEs (to the .00 decimal)	Avg. Cost per Client Program budget divided by capacity #
A Place Called Home		___adults	$_____ Leasing Assistance $_____ Supportive Services $_____ Cash Match $_____ Admin = TOTAL $_____	$_____ Leasing Assistance $_____ Supportive Services $_____ Cash Match $_____ Admin = TOTAL $_____		$_____ Leasing Assistance $_____ Supportive Services $_____ Cash Match $_____ Admin = TOTAL AVG Cost per client $_____
A Place Called Home for Families		___ adults + ___ kids = _____ persons	$_____ Leasing Assistance $_____ Supportive Services $_____ Cash Match $_____ Admin = TOTAL $_____	$_____ Leasing Assistance $_____ Supportive Services $_____ Cash Match $_____ Admin = TOTAL $_____		$_____ Leasing Assistance $_____ Supportive Services $_____ Cash Match $_____ Admin = TOTAL AVG Cost per client $_____
Home Plate		___adults	$_____ Leasing Assistance $_____ Supportive Services $_____ Cash Match $_____ Admin = TOTAL $_____	$_____ Leasing Assistance $_____ Supportive Services $_____ Cash Match $_____ Admin = TOTAL $_____		$_____ Leasing Assistance $_____ Supportive Services $_____ Cash Match $_____ Admin = TOTAL AVG Cost per client $_____

Measure 4: MAXIMIZING RESOURCES

Does the project negotiate leasing costs to be under fair market rent (FMR) in order to serve more clients?

Project	APR Date Range	# of Units provided at FMR	# of Units negotiated at less than FMR	# of additional units acquired due to negotiations	Maximum # of units occupied at any point in the APR cycle	Minimum #of units occupied at any point in the APR	Avg. Monthly Lease Cost per unit of housing
A Place Called Home							
A Place Called Home for Families							
Home Plate							

PSH and RRH New Project Review & Scoring Document

Project Name: _____   Reviewer/Scorer: _____

Project Type: ☐ Permanent Supportive Housing   ☐ Rapid Re-Housing

Current Grant Renewal Amount: $_____   Date Reviewed: _____

SECTION I: Threshold Requirements	PASS or FAIL
Was the Project properly entered into ESNAPS by August 12th, 2016?	
Does the project meet the Project Eligibility Threshold Requirements and was sufficient documentation provided and uploaded in ESNAPS proving Eligibility?	
Does the project meet the Project Quality Threshold Requirements for its project type?	
Did the project provide Certification of Consistency with the Consolidated Plan?	
Will the program be physically accessible to persons with disabilities? Does the type of housing and the number/configuration of units fit the needs of the program participants? (single site facility, integrated individual units in the community, 2 or more bedrooms for families, etc.)	

If any one of the above Threshold Requirements were not met,

the project is ineligible for further scoring and is marked as receiving a total score of 0.

ONE FAIL = 0 TOTAL SCORE

Scoring: **0 = does not meet principles 2 = meets principles**

SECTION II: Alignment with Housing First Principles	Points Earned
1. Low Barriers to Entry: Program does not require any of the follow prior to entry or terminate participants from participation on the basis of income, substance abuse, criminal record, history of domestic violence, failure to participate in supportive services, failure to make progress on a service plan, and any other activity not typically covered in a lease agreement. Document with policies and procedures adopted for use.	
2. Participation in Coordinated Entry: Program describes its plan to implement and to participate in Coordinated Entry, unless the project is a victim-service agency or exclusively serves survivors of domestic violence. 0 = no current use of Coordinated Entry and no clear plan for incorporating Coordinated Entry in the proposed Project, 1 = thoroughly describes plan to implement Coordinated Entry into the proposed project, 2 = currently uses Coordinated Entry and has a well-planned initiative in incorporate its use in the project being proposed. Document with Coordinated Entry Policies adopted or executed MOA.	
3. Client Access to Mainstream Benefits: Does the applicant provide project data to demonstrate success in helping the population served secure mainstream benefits? Annual data on benefits secured, or if new project, policies adopted to demonstrate how access to mainstream benefits will be provided.	

4. Prioritizing Households Most in Need: Program does not prioritize on first-come, first-serve basis <u>and</u> prioritizes serving those with the greatest need and prioritization set by the CoC through the Coordinated Entry process, such as chronically homeless individuals and families, homeless households with children living in unsheltered situations, or those who are most medically vulnerable. Document with adopted policies that align with the HUD Notice requirements.	
5. Participants accessing programs directly from streets, emergency shelters, place not meant for human habitation or fleeing domestic violence: Did the applicant document how at least 75% (100% for PSH) of the project participants will come from the streets, emergency shelters, place not meant for human habitation or fleeing domestic violence?	

Scoring: 0 = does not meet expectations   1 = meets expectations   2 = exceeds expectations

SECTION III: Program Capacity, Quality & Readiness	Points Earned
1. **Is the project plan staffed appropriately to meet the needs of the population to be served?** Document with a staffing plan.	
2. **Are staff trained to meet the needs of the population to be served?** Document with position qualifications.	
3. **Does the program include homeless representation in the design and operation of the program?** Document with board, advisory body or staff listing that clearly identifies the homeless person(s) involved.	
4. **Did the applicant demonstrate the capacity to provide the type and level of supportive services that participants may need to ensure success in sustaining permanent housing?**	
5. **Did the applicant provide adopted policies and procedures to allow project participants the mobility and flexibility to access needed services, case management follow-up, or other assistance to ensure retention of permanent housing?**	

6. **Does the project address how it will improve upon ALL HUD 7 Performance Measures including;**
   I. Decreasing the length of time persons remain homeless
   II. Decreasing the rate of return to homelessness
   III. Decrease the number of persons experiencing homelessness
   IV. Increase income and employment rates among those experiencing homelessness
   V. Decrease the number of persons entering homelessness for the 1st time
   VI. Preventing and rapidly housing persons and families in category 3 of the federal definition of homelessness (this definition includes those fleeing domestic violence as well as homeless and runaway youth)
   VII. Increase permanent housing placements and housing retention directly from street outreach
 Specify, and document with clear goals/outcomes for each federal measure.	

SECTION IV: Program Outcomes/Past Performance and Measures	
1. **Are the outcomes measureable and appropriate to the population to be served?** Document with the goals adopted/proposed.	
2. **Does the agency possess experience in handling a similar program?** Document with prior program description and with actual outcomes attained compared to proposed outcomes.	

SECTION V: Alignment with Big Bend CoC priorities and Homeless Assistance Plan	
1. **Does the agency indicate the extent to which the program addresses unmet community needs by serving an underserved area or population identified on the BBCoC HAP?** Document with the unmet need to be addressed with need assessment data.	
2. **Does the agency align with and support CoC priorities (e.g., through participation in or leadership of CoC planning activities)?** (Documentation of any CoC committee work should be provided in order to score points)	
3. **Does the agency access and attain funding for homeless services outside of the HUD funding?** Document with the source and amount of other funding accessed.	
4. **Has the agency made permanent housing placements for clients through the Coordinated Entry process?** Documentation of HMIS Client Id#s must be provided for all permanent housing placements to receive any points.	
5. **To what extent is the agency using HMIS?** Full participation and inclusion of all housing and service programs targeted at those at risk of and experiencing homelessness under that agency are recorded in HMIS AND the Agency's overall average Data Quality Score is a B or A. Documentation of the last HMIS Data Report Card must be provided for full points.	

Scoring: **0 = does not meet expectations**   **2 = meets expectations**

SECTION VII: Budget	Points Earned
1. **The program's budget is clearly articulated, without unexplained items.** Document with the costs that were unexplained.	
2. **The project budget indicates a 25% match and the match funds align with the activities to be carried out under the new project proposal.** Document with the source of the match funds and the amount.	
3. **Is the project cost effective compared to area norms and compared to other PSH/RRH programs of its type?** Document with breakdown of 2 costs: cost of housing per person/household served, and the cost of supportive services per person/household served.	

TOTAL SCORE: /42

*PROJECT MUST SCORE AN **AVERAGE OF AT LEAST 30** TO BE CONSIDERED FOR TEIRING*

NOTES AND RECOMMENDATIONS:

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Supportive Services Only for Coordinated Entry New Project Scoring Sheet

Project: _____ Reviewer/Scorer: _____

Amount of Funding Requested: _____ Date Reviewed: _____

Scoring:

SECTION I: Threshold Requirements	PASS or FAIL
Does the project ensure that the Coordinated Entry System is easily accessible for all persons within the CoC's geographic area who are seeking information regarding homelessness assistance?	
Does the project include a strategy for advertising the program that is designed specifically to reach homeless persons with the highest barrier within the CoC's geographic area?	
Does the project include implementation of the current CoC Approved Standardized Assessment Tool?	
Does the project ensure that program participants are directed to appropriate housing and services that fit their needs?	

If any one of the above Threshold Requirements were not met,

the project is ineligible for further scoring and is marked as receiving a total score of 0.

ONE FAIL = 0 TOTAL SCORE

Scoring: **0 = does not meet principles**   **2 = meets principles**

SECTION II: Ability to Advance and Support Function of Current Coordinated Entry System	Points Earned
1. **Does the project make it easier for persons experiencing homelessness or a housing crisis to access the appropriate housing and service interventions?** Documentation and plan of how must be provided.	
2. **Does the project prioritize person with longest histories of homelessness and most extensive needs?** Current Coordinated Entry Policy should be referenced and expanded on if appropriate.	
3. **Does the project assist with lowering barriers to entering programs or receiving assistance?**	
4. **Does the project measure the amount of time it takes to get a person housed through Coordinated Entry and have a plan for decreasing that time?**	

Scoring: 0 = does not meet expectations   1 = meets expectations   2 = exceeds expectations

SECTION III: Program Capacity, Quality & Readiness	Points Earned

1. **Does the project address how it will improve upon ALL HUD 7 Performance Measures including;**
    I.   Decreasing the length of time persons remain homeless
    II. Decreasing the rate of return to homelessness
    III. Decrease the number of persons experiencing homelessness
    IV. Increase income and employment rates among those experiencing homelessness
    V.   Decrease the number of persons entering homelessness for the 1st time
    VI. Preventing and rapidly housing persons and families in category 3 of the federal definition of homelessness (this definition includes those fleeing domestic violence as well as homeless and runaway youth)
    VII. Increase permanent housing placements and housing retention directly from street outreach
Specify, and document with clear goals/outcomes for each federal measure.	

2. **Does the agency indicate the extent to which the program addresses unmet community needs by targeting services to an underserved area or population identified on the BBCoC HAP?** Document with the unmet need to be addressed with need assessment data.	
3. **Does the agency align with and support CoC priorities (e.g., through participation in or leadership of CoC planning activities)?** (Documentation of any CoC committee work should be provided in order to score points)	
4. **Does the agency access and attain funding for homeless services outside of the HUD funding?** Document with the source and amount of other funding accessed.	
5. **Has the agency made permanent housing placements for clients through the Coordinated Entry process?** Documentation of HMIS Client Id#s must be provided for all permanent housing placements to receive any points.	
6. **To what extent is the agency using HMIS?** Full participation and inclusion of all housing and service programs targeted at those at risk of and experiencing homelessness under that agency are recorded in HMIS AND the Agency's overall average Data Quality Score is a B or A. Documentation of the last HMIS Data Report Card must be provided for full points.	

Scoring: 0 = does not meet expectations   2 = meets expectations

SECTION VII: Budget	Points Earned
1. **The program's budget is clearly articulated, without unexplained items.** Document with the costs that were unexplained.	

TOTAL SCORE: /22

*PROJECT MUST SCORE AN **AVERAGE OF AT LEAST 16** TO BE CONSIDERED FOR TEIRING*

NOTES AND RECOMMENDATIONS:

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HMIS Renewal Review & Scoring Document

Project Name: _____   Reviewer/Scorer: _____

Current Grant Renewal Amount: $_____   Date Reviewed: _____

SECTION I: Threshold Requirements	PASS or FAIL
Was the Project properly entered into ESNAPS by August 12th, 2016?	
Does the Renewal Project meet the Threshold Requirements expected of Renewal Projects?	

If any one of the above Threshold Requirements were not met,

the project is ineligible for further scoring and is marked as receiving a total score of 0.

ONE FAIL = 0 TOTAL SCORE = NO RENEWAL

Scoring: 0 = does not meet principles   2 = meets principles

SECTION II: HMIS Project Requirements: Program design is in alignment with CoC's data needs.	Points Earned
1. **Does the HMIS collect all Universal Data Elements?** (A copy of the BBCoC wide HMIS intake form must be supplied as well as a report generated from HMIS showing the overall CoC Data Quality for each of the Universal Data Elements.)	
2. **Does the HMIS project currently provide sufficient training to providers using HMIS?** (Documentation showing all trainings including dates, times, location, agency trained and number trained is required.)	
3. **Does the project adhere to the BBCoC Data Quality Policies and Procedures?** (Documentation of Data Grade summaries posted on the HMIS web site must be provided as well as minutes from HMIS Committee meetings where Data Quality was reviewed.)	
4. **Did the project provide data in a form that can be analyzed to assist the CoC and CoC-agencies in assessing homeless needs, allocating resources, and coordinating services?** (Documentation of all reports generated during the past HMIS APR cycle for CoC uses must be provided.)	
5. **Does the HMIS un-duplicate client records?** (sufficient documentation, explanation and proof must be provided.)	
6. **Does the HMIS produce all HUD-required reports and provide data as needed for HUD reporting (e.g., APRs, quarterly reports, data for CAPER/ESG reporting, AHAR, etc.)?**	
7. **Does the Project support PATH providers use of HMIS and has the program achieved reporting compliance for PATH programs in the CoC?** (a letter signed by the CEO of the PATH project(s) stating that the HMIS is set up to capture all necessary data needed to run the PATH reports must be supplied as well as a copy of the aggregated PATH report.)	
8. **Did the project incorporate all required data needs in HMIS for Runaway and Homeless Youth providers (RHY) by 8/1/2015?** (Documentation proving the necessary data elements were available to the RHY provider(s) as well as documentation that training on the HMIS to those RHY providers was provided must be supplied.)	

9. Did the project submit **ALL** System Wide Performance Measures for the BBCoC by the deadline of 8/15/16? (A Screenshot of the HDX/ESNAPS submission must be provided or a notice of completion generated from HUD may be supplied)	
10. Did the project submit the Annual Homelessness Assessment Report (AHAR) to HUD and were all tables accepted? (Documentation of submission and completion of all table shells must be supplied.)	

Scoring: 0 = does not meet principles   1 = meets principles   2 = exceeds principles

SECTION III: Implementation of Coordinated Entry through HMIS Project: Program design is in alignment with the Coordinated Entry System utilized by the CoC.	Points Earned
1. **Is the system easily accessible for all individuals/agencies within the CoC's geographic area who are seeking information regarding homeless assistance?** (Documentation of agencies and counties participating in the CoC region must be provided as well as documentation on the process for new agencies to incorporate and facilitate Coordinated Entry in the CoC must be provided.)	
2. **Is there a strategy for advertising the program that is designed specifically to reach homeless persons with the highest barriers within the CoC's geographic area?** (documentation of written or published advertisement/notices must be supplied and/or links to recordings that may promote Coordinated Entry.)	
3. **Is there a standardized assessment process that has been reviewed and approved by the CoC at least once annually?** (the process and documentation of approval must be provided)	
4. **Does the program ensure that program participants are directed to appropriate housing services that fit their needs?** (A referral report for the last 12 months should be supplied showing types of referrals made through Coordinated Entry.)	
5. **Is it ensured that follow-up is attempted on clients who are assessed but do not regularly access services?** (Documentation on policy and or practice must be supplied.)	

TOTAL SCORE: /30

*PROJECT MUST SCORE AN **AVERAGE OF AT LEAST 25** TO BE RECOMMENDED FOR RENEWAL*

NOTES AND RECOMMENDATIONS:

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New HMIS Project Review & Scoring Document

Project Name: _____ 	Reviewer/Scorer: _____

Current Grant Renewal Amount: $_____ 	Date Reviewed: _____

SECTION I: Threshold Requirements	PASS or FAIL
Was the Project properly entered into ESNAPS by August 12th, 2016?	
Does the project meet the Project Eligibility Threshold Requirements and was sufficient documentation provided and uploaded in ESNAPS proving Eligibility?	
Does the project meet the Project Quality Threshold Requirements for its project type?	
Did the project provide Certification of Consistency with the Consolidated Plan?	

If any one of the above Threshold Requirements were not met,

the project is ineligible for further scoring and is marked as receiving a total score of 0.

ONE FAIL = 0 TOTAL SCORE

Scoring: 0 = does not meet principles   2 = meets principles

SECTION II: Capacity for Agency to Deliver New HMIS Project:	Points Earned
1. **Does the project plan to broaden the range of HMIS coverage into other rural counties in our CoC.** (Details about our current coverage rates in other counties must be understood and explanation provided on how that will be expanded to rural communities in our CoC.)	
2. **Does the project propose additional staff dedicated to HMIS including data collection, input, reporting and analysis of data?** (Details of how many FTEs, roles and qualifications must be provided)	
3. **Is the proposed job description for project staff inclusive of previous data experience inclusive of details that would ensure the hired employee would have adequate technical skills to administer the projects function?**	
4. **Is there new, comprehensive data that would come out of the project that could be used to better help our CoC to plan and strategically allocate resources?** (Details of how that data would be collected, aggregated and analyzed needs to be provided.)	
5. **Does the agency proposing the project have robust experience with Database Administration?** Documentation must include proof of maintaining and administering a multiuser, secure, web based database for more than 3 years. Documentation of vendor and reference letters from users must be provided.	

Scoring: 0 = does not meet principles   1 = meets principles   2 = exceeds principles

SECTION III: Project alignment with CoC adopted HMIS Policies and Procedures.	Points Earned
1. **Do the activities proposed align or further enhance details and clarification of the current HMIS Policies and Procedures?** (Current Procedures must be cited and referenced in plan demonstrating alignment and enhancement.)	
2. **Does the project have a plan for meeting or exceeding the current Data Quality policies and procedures?** (Documentation should reference and cite the current DQ policies and procedures.)	
3. **Does the project further contribute to the data collected for the Annual Homeless Assessment Report (AHAR)?**	
4. **Does the project plan fit within our CoC's HMIS and Data Security and Privacy Policy?**	
5. **Does the project include client choice and a Release of Information (ROI) process?**	
6. **Does the project support or further expand Coordinated Entry?**	
7. **Does the project increase training quality as well as increase training availability and accessibility across our CoC?** (Proposed training schedule and content with detailed outline of trainings must be provided.)	
8. **Does the project plan to increase the overall capacity of the current HMIS?** (Details on exactly how and to what scale this project will increase capacity must be provided.)	
9. **Does the project have a detailed plan for improving Data Quality and utilization rates among programs in our CoC?** (Documentation of our current level of data quality and the percentage for which the plan is to increase that quality must be provided.)	

10. **Does the project adequately address a plan to improve our CoC's System Performance Measures? All 7 must be addressed.**
  i.   Decreasing the length of time persons remain homeless
  ii.   Decreasing the rate of return to homelessness
  iii.   Decrease the number of persons experiencing homelessness
  iv.   Increase income and employment rates among those experiencing homelessness
  v.   Decrease the number of persons entering homelessness for the 1st time
  vi.   Preventing and rapidly housing persons and families in category 3 of the federal definition of homelessness (this definition includes those fleeing domestic violence as well as homeless and runaway youth)
  vii. Increase permanent housing placements and housing retention directly from street outreach	

11. **Does the project plan provide incentives for non-CoC funded projects to include data in the HMIS?** Details of incentives must be provided. If specific incentives are not part of the plan, how will non CoC-funded agencies and programs be brought on to using HMIS?	
12. **Are the goals of the project reasonable considering the budget and time frame for the funding?**	

Scoring: 0 = does not meet principles   2 = meets principles

SECTION IV: Budget	Points Earned
1. The program's budget is clearly articulated, with no unnecessary or unexplained items.	
2. The project budget indicates a 25% match and the match funds align with the activities to be carried out under the new project proposal.	
3. Is the project cost effective compared to our current HMIS project?	

TOTAL SCORE: **/40**

*PROJECT MUST SCORE AN **AVERAGE OF AT LEAST 34** TO BE RECOMMENDED FOR TEIRING*

NOTES AND RECOMMENDATIONS:

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CoC Planning Project Evaluation Sheet

Reviewer/Scorer: _____   Date Reviewed: _____

SECTION I: Threshold Requirements	PASS or FAIL
1. **Has the CoC remained in operation since the last funding of this project?** Documentations of CoC Board Meeting Minutes for the last year must be provided.	
2. **Has the CoC designated an HMIS agency?** Document with MOU.	
3. **Does the CoC have documentation and process on conflict of interest for CoC Board Members and Project Review Committee Members?** Document with actual signed conflict of interest forms.	
4. **Does the CoC have a comprehensive and easily accessible Coordinated Entry System and standardized assessment tool?** Document with policy and procedures of Coordinated Entry and standardized assessment tool.	
5. **Was Point in Time and Housing Inventory Data entered in HDX for 2016?**	
6. **Did the CoC conduct monthly meetings of the full CoC Membership?**	
7. **Does CoC membership include membership of a homeless or formerly homeless person?**	
8. **Are the member(s) of the CoC who are homeless or formerly homeless included on the CoC Board and a voting member?**	

Scoring: **0 = has not been addressed/fulfilled   1 = some progress and fulfillment towards deliverable**
               2 = deliverable completely fulfilled

SECTION II: Requirements of Commitments made during the previous CoC Planning project submission.	Points Earned
1. **Does the CoC have a Governance Charter and has it been reviewed over the past 12 months?** Provide Governance Charter and any minutes of meetings where amendments were approved.	
2. **Does the CoC's Governance Charter include policy on ALL the following items** (Documentation of Separate Policy and Procedure Documents for each category are acceptable): Written agendas for CoC meetings Coordinated Entry ESG process and monitoring Process for Board selection Code of Conduct for Board Members Written standards for administering assistance	
3. **Have the following committees ALL met regularly and do they recommend and set policy priorities for the CoC?** Executive Committee Coordinated Intake and Assessment Committee HMIS Committee Planning and Needs Assessment Committee	
4. **Has the CoC effectively addressed discharge planning with hospitals, jails, prisons and institutions?** Documentation of planning efforts, policy and progress must be provided.	

	Points Earned
5. Has the CoC created an effective means of community feedback and engagement and does this project support and enhance that process?	

Scoring: **0 = does not meet principles**   **1 = fully meets principles**

SECTION IIi: Project Proposal Requirements for 2016/17 CoC Planning	Points Earned
1. Does the propose planning project address strategies to improve the ability of the CoC to evaluate the outcomes of both CoC funded and ESG funded projects?	
2. Does the proposed planning project enhance the consultation with ESG recipients and sub-recipients to establish and implement written standards for providing CoC assistance, that meet 24 CFR 578.7(9).	
3. Does the proposed planning project further the preparation of an annual gaps analysis of homeless needs and services available?	
4. Does the proposed planning project contain strategies/actions to provide the required information to complete the Consolidated Plans within the CoC geographic area?	
5. Does the proposed planning project contain actions to consult with state and local government recipients of ESG on the plan for allocating funds annually; and to report on and evaluate the performance of ESG recipients and sub-recipients.	

TOTAL SCORE: /16

*This **score must be improved each review cycle** until a perfect score is attained and then it must be maintained. For the 2016/17 review, the score will be considered the baseline for future score comparisons.*

NOTES AND RECOMMENDATIONS:

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