TX-500 San Antonio and Bexar County Continuum of Care Policies and Procedures

CONTINUUM OF CARE PROGRAM GRANT

SOUTH ALAMO REGIONAL ALLIANCE FOR THE HOMELESS

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Continuum of Care (CoC) Program Grant Overview

The South Alamo Regional Alliance for the Homeless (SARAH) is designated by the Continuum of Care (CoC) Board of Directors as the Collaborative Applicant for the TX-500 San Antonio and Bexar County community. Provisions at 24 CFR 578.9 require CoCs to design, operate and follow a collaborative process for the development of an application in response to a Notice of Funding Opportunity (NOFO) for the CoC Program Grant issued by HUD. CoCs must implement internal competition deadlines to ensure transparency and fairness at the local level. As the Collaborative Applicant, SARAH applies to the U.S. Department of Housing and Urban Development (HUD) for CoC Program Grant funding on behalf of the community. Except for the amount of the HUD CoC allocation available to SARAH and cost eligibility, the CoC Board of Directors is the ultimate decision-maker in the review process.

The TX-500 CoC support's HUD's policy priorities as outlined in the FY22 NOFO and has aligned local scoring policies and metrics as appropriate:

1. Ending homelessness for all persons.
2. Using a Housing First approach.
3. Reducing unsheltered homelessness.
4. Improving system performance.
5. Partnering with housing, health, and service agencies.
6. Racial equity.
7. Improving assistance to LGBTQ+ individuals.
8. Persons with lived experience.
9. Increasing affordable housing supply.

For federal policies and procedures related to the CoC Program, refer to the HUD NOFO.

CoC Program Grant Priority Policy

Each year, the Continuum of Care Board of Directors approves priority projects for the CoC Program funding competition. Applicants that qualify as priority given their proposed project type will receive additional points on their application.

The following project types will be considered as highest priority for new, bonus, expansion, and reallocation funding in the 2022 CoC Program NOFO Competition:

- **Permanent Supportive Housing (PSH) –** Permanent housing of indefinite duration of rental assistance with intensive, supportive services offered to individuals who have a permanent disabling condition and who have experienced literal homelessness for 12 months continuously *or* experienced literal homelessness four times in the last three

years for a total of 12 months. Site-based PSH and projects leveraging the San Antonio Housing Bond will be further prioritized.

- **Expansion of Renewal Projects for PSH –** Expansion funds used to increase the capacity of renewal projects, particularly those in need of increased case management to ensure manageable caseloads and an effective ratio of case manager to clients.

CoC Program Independent Review Team (IRT)

To ensure a fair and impartial project ranking process, an Independent Review Team (IRT) is selected to systematically review and score applications and to recommend a final ranking to the CoC Board of Directors. SARAH will coordinate IRT meetings and act as the facilitator of the review process.

IRT Member Selection and Criteria

There will be up to two IRT groups, one for new project applications and one for renewal projects, if necessary, with a maximum of five and a minimum of three members per group. Prospective IRT members must apply and be selected by the CoC Board Executive Committee. The CoC Board of Directors will approve the final slate of IRT members. The CoC is committed to ensuring IRT members are representative of the population of people experiencing homelessness in San Antonio and Bexar County. IRT members with lived experience will be prioritized for selection.

An agency can only have one representative on the IRT. IRT members, including members of their immediate families, may not be employees, contractors, or serve in any representative capacity of an applicant, subrecipient agency, or other partner agency as established in a Memorandum of Understanding (MoU) party to a funding application. There is no limit to the number of times a person can serve on the IRT.

SARAH will provide a required training for IRT members that is open to the public. The IRT will conduct private meetings as needed, which will include SARAH staff, as part of the project review and selection process. IRT members are required to attend meetings and must coordinate with SARAH if an emergency arises. Signatures of IRT members are required to confirm project rankings and will be archived.

The CoC Board Executive Committee has the right to remove any IRT members who fail to attend meetings, have a conflict of interest, and/or are not following guidelines outlined in orientation. IRT members will be replaced with another candidate who applied if another member is needed to meet threshold.

IRT VOTING PROCESS

IRT members will score applications prior to the first meeting. Any discrepancies will be discussed, and a final score will be voted on. The IRT will be expected to follow a majority vote process to determine final scores if there is not a consensus. In the event of a tie vote, the CoC Board Executive Committee will determine the outcome. The IRT is allowed to request more information from the applicant before making a final determination in accordance with the annual timeline.

The IRT has the authority to override priority ranking scores based off community needs. Moreover, the IRT may choose not to include a project in the priority ranking if they determine it is not viable or lacks efficacy. The CoC Board of Directors will be informed of any recommended overrides including an explanation.

YHDP REPLACEMENT PROJECTS

Per the FY22 HUD NOFO, YHDP projects (renewals and replacements) will be ranked noncompetitively.

If a YHDP project chooses to deobligate their YHDP funding, they must inform HUD and the CoC in writing that they will not be renewing funding during the upcoming NOFO competition. These funds will then be reallocated in the NOFO toward a YHDP Replacement project under an eligible YHDP project type and the project must serve youth and young adults as required by HUD.

The Youth Action Board (YAB) will be responsible for recommending YHDP Replacement project funding recipient(s) to the CoC Board of Directors, who will make final funding determination.

CoC Program Application Review and Deficiency Process

In accordance with the CoC Program Request for Proposals (RFP) and Application Instructions, SARAH will accept applications until the given deadline. Applications submitted after the deadline will receive a two-point deduction from the Application Submission category of the scoring rubric and two points at the start of every hour until the application is submitted or the final score is zero in that category. Applications submitted more than 48 hours after the deadline will not be reviewed.

New project applicants and renewal projects requesting an expansion, transition, consolidation, reallocation will be required to submit a letter of interest outlining their project and a meeting will be scheduled to review their project proposal. A basic renewal application is not required to follow this process.

Prior to the first IRT meeting, SARAH staff will perform a deficiency check on submitted applications. Any applicants with a *deficiency* (defined as anything that would render the application ineligible from receiving funding) will be notified and given three business days to correct the deficiency. An application will lose two points for each deficiency found. If deficiencies are not resolved, the application will be considered ineligible and will not be reviewed by the IRT. Any rejected applications will be notified in writing. SARAH will inform the IRT of deficiencies and any misrepresentations or falsified information discovered in each application.

Prior to final submission in *e-snaps* by project applicants, SARAH will closely review the information provided in each project application, including YHDP renewal or YHDP replacement projects, to ensure:

1. All proposed program participants will be eligible for the program component type selected, including YHDP renewal and YHDP replacement projects; and
2. The information provided in the project application and proposed activities are:
    a. Eligible and consistent with program requirements in the Rule; or
    b. Eligible YHDP renewal or YHDP replacement projects
3. Each project narrative is fully responsive to the question being asked and that it meets all the criteria for that question as required by the NOFO; and
4. The data provided in various parts of the project application are consistent; and
5. All required attachments correspond to the list of attachments in *e-snaps* that must contain accurate and complete information that are dated between June 30, 2022, and September 30, 2022.

CoC Project Ranking Policy

SARAH will prepare the project priority ranking list and funding decisions as recommended by the IRT to the CoC Board of Directors for final approval. The Board of Directors may direct SARAH to make minor budgetary corrections, as needed, consistent with HUD application rules and funds allocated to the CoC. SARAH will communicate budget adjustments to individual applicants and instruct them to make changes before submitting the final Consolidated Application to HUD.

SCORING PROCESS

IRT scores will determine where a project is ranked. The priority project ranking will be included in the Consolidated Application to HUD. Projects with equal scores are ranked by project component type. Projects with equal scores of the same component type will be ranked based on cost per client. Consolidated grant performance will be averaged from previous grants and consolidated into one score for ranking.

Coordinated Entry (CE) and Homeless Management Information System (HMIS) projects will automatically be ranked in Tier 1 as they are essential functions of the CoC.

Domestic Violence (DV) projects are ranked separately as the CoC Program Collaboration requirements for DV projects differ in the following ways: must include specific method for evaluating projects submitted by victim services providers that utilizes data generated from a comparable database; and evaluated these projects on the degree they improve safety for the population served.

The Continuum of Care (CoC) Planning Grant is not scored or ranked but is included in the priority project listing. Only the Collaborative Applicant (CA) can apply for the CoC Planning Grant.

In accordance with the FY22 HUD NOFO, Youth Homelessness Demonstration Program (YHDP) renewals will be ranked non-competitively.

There are seven types of applicant scoring rubrics:

- New Project (includes bonus, transition, reallocation, expansion, and YHDP replacement)
- New Project – Coordinated Entry (CE)
- New Project – Homeless Management Information System (HMIS)*
- First-Time Renewal Project (for PH or TH-RRH project types only)
- Renewal Project (includes expansion)
- Renewal Project (including first-time) – CE
- Renewal Project (including first-time) – HMIS*

*Only the HMIS Lead may apply for HMIS projects.

See **Appendix A** for scoring rubrics associated with each applicant type. Scoring rubrics focus on fiscal management, expenditure rates, policies and procedures, performance metrics, adherence to Written Standards, participation in CE and HMIS, and CoC participation. Bonus points are allocated for certain activities that are desirable for increasing system coordination and/or CoC performance.

Grievance and Appeals Process

The Appeals Process outlined below applies to eligible organizations. SARAH is committed to fairness and openness in the HUD CoC funding process.

- The IRT will review all applications and make project ranking recommendations to the CoC Board of Directors, who will approve the final ranking recommendations.
- SARAH will notify all project applicants no later than fifteen calendar days before the CoC Consolidated Application deadline regarding whether their project applications

would be included as part of the CoC Consolidated Application submission and the approved community ranking list.

- If the application was rejected, or if the applicant objects to their ranking position, applicants have three calendar days from the ranking announcement to make a formal appeal. To do so, the applicant must notify the SARAH Executive Director in writing of the appeal with specific reasons why the applicant believes the project was unfairly rejected or ranked.
- The SARAH Executive Director will notify the CoC Board Executive Committee of the appeal and a conference call will be held to discuss if the appeal has merit based on the criteria in 24 CFR 578.35. At least two CoC Board Executive Committee members must participate in the call, none of whom have vested interest, financial or otherwise, in the rejected applicant or project. If it is determined that the appeal lacks merit, SARAH staff will notify the applicant in writing on behalf of the CoC Board of Directors.
- If the appeal has merit, the CoC Board President and an additional Board Director selected by the President will hear the appeal within three business days and make a final determination. The applicant will be notified in writing within three business days of the appeal decision.
- Project applicants whose project was rejected may appeal the local decision to HUD, if the project applicant believes it was denied the opportunity to participate in the local CoC planning process in a reasonable manner, by submitting a Solo Application in e-snaps directly to HUD prior to the application deadline.

Grant Reallocation Policy

VOLUNTARY REALLOCATION

Existing CoC project grantees of any project type may, in part or in whole, voluntarily reallocate a grant(s). Grants may be reallocated to a project type which meets the Funding Priorities established for the competition. SARAH staff offer technical support and approval letters for grantees reallocating to meet HUD and community priorities.

Existing CoC grantees of any project type may also voluntarily reallocate funds to the pool of new project dollars for which community members apply.

Additional points will be awarded to projects voluntarily reallocating to a project type listed in the Funding Priorities established for the competition.

INVOLUNTARY REALLOCATION

If significant deficiencies are found with a renewal project during the review process, the IRT may recommend a project be placed on a Quality Improvement Plan (QIP), monitored by SARAH. The agency may choose to participate in the QIP or agree not to renew the grant and reallocate their funding.

The QIP will be customized based on the specific issues of the project with deficiencies. The plan will be drafted by SARAH staff with recommendations from the IRT and signed by the CoC Board President and SARAH Executive Director. The renewal applicant will have seven calendar days to appeal participation in the QIP by writing an appeal letter to the CoC Board President, who will make the final determination.

The CoC Board of Directors will review the project's progress either at a regular Board meeting or a separate meeting six months after the close of the CoC Program funding competition and at each meeting thereafter until the QIP is completed. If the project has not shown progress toward the targets outlined in their QIP at a level satisfactory to the CoC Board of Directors, the project will be involuntarily reallocated for the next funding cycle.

A QIP template can be found in Appendix C.

SIGNIFICANT DE-OBLIGATED FUNDS

All projects are expected to expend 100% of their project funds. Any project that de-obligates more than 10% of its funds or $25,000, whichever is greater, in any HUD contract year is considered to have incurred a de-obligation deficiency. Grantees with an unexpended balance that meets or exceeds the threshold specified above will be subject to a reduction in renewal grant amount with the unspent funds being added to the pool of funds available for reallocation.

Projects with a de-obligation deficiency will be required to submit a spending plan to SARAH. The CoC Board of Directors will require a quarterly update on the progress of meeting the spending plan. If, at the end of the grant, a project incurs a second de-obligation deficiency, the project will be reduced to the amount expended at the end of the 12 or 24-month review. An exception to this policy may be made for new projects that could not expend funds due to implementation barriers, as determined by the CoC Board Executive Committee. The CoC Board of Directors reserves the right to place a project on a spending plan at any time if funds are not being drawn down during routine financial monitoring.

Special 2022 Unsheltered CoC Program NOFO

On June 22, 2022, HUD released a Special NOFO to Address Unsheltered and Rural Homelessness. If awarded, this is a 3-year grant that can fund PH, TH-RRH, SSO, SSO-CE, HMIS, and CoC Planning. The Special NOFO will follow the same requirements listed in this policy in addition to the following:

- The CoC will create a "CoC Plan" to address unsheltered homelessness if awarded this grant. This plan will be advised by the CoC Membership, the CoC Board, and the Lived Expertise Advisory Board (LEAB).
- The CoC is limiting applicants to those who have been previously awarded HUD funding and projects that align with the CoC Plan. This is to ensure quality applicants and projects given the competitive nature of the grant.

- The TX-500's LEAB will participate in determining the CoC Plan to address unsheltered homelessness in this NOFO. The LEAB President will formally approve the priority project ranking prior to approval by the CoC Board.

See Appendix B for Special NOFO scoring rubrics.

CoC Program Project Performance Evaluation, Monitoring, Reporting, and Requirements

CoCs are charged with designing a local system to assist sheltered and unsheltered people experiencing homelessness and providing the services necessary to help them access housing and obtain long-term stability. For the CoC's purposes, the system is defined as the City of San Antonio/Bexar County and the all the homelessness assistance projects therein.

SARAH uses HUD's annual System Performance Measures (SPM) Report to understand how the community's current system is functioning, and if the right combination of strategies and resources have been deployed to meet the community's needs. HUD uses the data in the System Performance Measures Report as selection criteria for awarding grants for the CoC program under future Notices of Funding Available (NOFO).

SARAH's CoC Performance Scorecards outline project specific goals for the CoC. Key measures include:

- Reducing the length of time people experience homelessness;
- Increasing exits to permanent housing;
- Reducing recidivism;
- Increasing participant noncash benefits and earned income

The CoC Performance Scorecards and the HMIS Data Quality Plan provide the CoC and other key stakeholders charged with monitoring and improving system performance the necessary framework for monitoring the system's performance and data quality year-round. Moreover, the CoC Scorecards are used as a foundational piece of the scoring process during the annual CoC Program NOFO and will account for 100 / 150 points. SARAH staff will review and update project performance measures annually.

The CoC Scorecards can be found in Appendix D.

PROJECT-LEVEL PERFORMANCE MANAGEMENT PLAN

SARAH has created a CoC Performance Scorecard report for CoC-funded projects that will be monitored throughout the year and serve as part of the selection criteria for awarding funding during the annual NOFO competition. The purpose of the scorecards is to serve as a tool that

project staff can use to actively monitor the performance of their projects against the specific performance and data quality requirements established by the CoC and HUD.

There are five scorecards:

Permanent Supportive Housing (PSH)
Rapid Re-Housing (RRH)
Rapid Rehousing – DV Specific
Transitional Housing (TH)
Transitional Housing – DV Specific

The metrics identified within the scorecards are specific to the different project component types, but all the projects are monitored on:

- HMIS Data Quality (or HMIS Comparable Database);
- Coordinated Entry Participation (Increase in DV survivor safety for DV-specific projects); and
- Ending Homelessness (System Performance Metrics)

The scorecards have a total combined value of 100 points and the data captured within the report aligns with the System Performance Measures report.

*E*LOCCS MONITORING

CoC-funded agencies are required to submit quarterly *e*LOCCS drawdown summary reports to SARAH. Grantees are responsible for informing SARAH of any changes made to the contract start or end dates and/or if the primary point of contact responsible for documenting the drawdowns for a project changes.

REQUIREMENTS

There are certain requirements CoC-funded agencies must adhere to, which are outlined in the CoC Memorandum of Understanding (MoU) located in Appendix E. Applicants will be expected to enter into an MoU with SARAH.

APPENDIX A – CoC Program Application Scoring Rubrics

NEW PROJECT

San Antonio/Bexar County CoC Program IRT Scoring Rubric
New Project

Agency Name:		**Project Type:**	
Project Name:		**Funding Amount Requested:**	
Notes from SARAH Staff on Application Review			

Category	Max Points	Final Score

Application Submission & Funding Priority (to be completed by SARAH staff)
• Applicant followed instructions to submit the application on time and with all required attachments
  ○ Applications submitted late will receive a deduction in accordance with the CoC Program Policy.
  ○ Applications with deficiencies will receive a deduction in accordance with the CoC Program Policy.
• Funding Priority
  ○ Applicant project is a funding priority. (___/10 points)
  ○ Applicant submitted Memorandum of Understanding with a Healthcare or Housing provider as described in the HUD NOFO. (___/5 points)
  ○ Applicant project plans to submit a project for the COSA Housing Bond RFP. (___/3 points)
• Applicant attended Grant Conference or completed online course and attended required technical assistance session. (___/2 points)
	20	

Applicant Experience & Capacity (*e-snaps* 2B)	20	

• Applicant has experience effectively utilizing and leveraging federal funds and performing the activities proposed in the application (2B1 and 2B2): (___/5 points)
  ○ No experience (0 points)
  ○ 1 – 3 years (1 point)
  ○ 3 – 5 years (3 points)
  ○ 5+ years (5 points)
• Applicant's fiscal management structure is in accordance with generally accepted accounting principles. Applicant describes internal controls and financial policies and procedures (2B3). (___/10 points)
• Applicant has no unresolved HUD monitoring or OIG audit findings for any HUD grants (2B4). (___/5 points)		

Project Description (*e-snaps 3B)* • Applicant provides thorough description of project to include target population(s) to be served, project plan for addressing the identified housing and supportive service needs, anticipated project outcome(s), coordination with other organizations, how the CoC Program funding will be used, describes barriers to participation faced by persons of different races or those who are over represented in the local homeless population and identifies strategies to eliminate these barriers, and acknowledges the project will ensure privacy, respect, safety, and access regardless of gender identity or sexual orientation (3B1). (___/8 points) • Applicant has a manageable and realistic plan for project milestones (3B2). (___/6 points) • Applicant acknowledges they will utilize Coordinated Entry or will utilize an alternate Coordinated Entry process that meets HUD's requirements if applicant is a victim service provider (3B4). (___/8 points) • Applicant acknowledges they will operate their project by Housing First standards and quickly move participants into permanent housing with no barriers to entry, no preconditions, and will not terminate participants for lack of participation. (3B5). (___/8 points)	30	
Housing and Services (*e-snaps 4*)		

• Applicant comprehensively describes how program participants will be assisted to obtain and remain in permanent housing, including (4A1): (___/7 points)
  ○ Acknowledging the needs of the target population and a plan that addresses the types of assistance that will be provided to ensure participants move into appropriate permanent housing as well as either remain in or move to other permanent housing once assistance is no longer needed.
  ○ How the applicant will determine the right type of housing that fit the needs of participants (should match information on screen 4B. Housing Type).
  ○ If applicant will use rental assistance or leasing assistance and how they will work with landlords to address possible issues and challenges.
  ○ The type of assistance and support the applicant will provide to participants to overcome challenges to permanent housing.
  ○ How the applicant will work with participants to set goals toward successful retention of permanent housing.
  ○ (DV Bonus ONLY) – Describe safety plan for survivors that addresses the needs of this population towards meeting the goal of obtaining and maintaining housing that is trauma-informed and victim-centered
• Applicant describes specific plan to coordinate and integrate with other mainstream health, social services, and employment programs (4A2): (___/7 points)
  ○ How applicant will assist program participants with obtaining and increasing employment income that will lead to successful exits from homelessness.
  ○ The type of mainstream services the applicant will assist participants with obtaining to increase non-employment income.
  ○ The type of social services the applicant will provide access and help participants obtain.
  ○ How the applicant will provide access to healthcare benefits and resources.
• Applicant provides comprehensive list of supportive services given to support participants' successful placement and
	20	

retention into permanent housing (4A3, 4A4, 4A5, 4A6). (___/6 points)		
Program Participants (*e-snaps* 5) • Applicant's estimated persons and households served is viable and aligns with the project description (5A and 5B). (___/10 points)	10	
BONUS (to be completed by SARAH staff) • Applicant is a current Homelink Network Partner and/or Homelink Hub. (___/5 points)	5	
TOTAL	**100**	

IRT Member Notes	
IRT Member Name	
IRT Member Signature	
Date	

*Note – To reduce length of document, the IRT note and signature section will be left out from the remaining scorecards.

NEW PROJECT – COORDINATED ENTRY

San Antonio/Bexar County CoC Program IRT Scoring Rubric
New Project – Coordinated Entry

Category	Max Points	Final Score

Application Submission
 	
• Applicant followed instructions to submit the application on time and with all required attachments
  ○ Applications submitted late will receive a deduction in accordance with the CoC Program Policy.
  ○ Applications with deficiencies will receive a deduction in accordance with the CoC Program Policy.
• Applicant attended Grant Conference or completed online course. (___/5 points)
	5	

Applicant Experience and Capacity (*e-snaps* 2B)
 	
• Applicant has experience effectively utilizing and leveraging federal funds and performing the activities proposed in the application (2B1 and 2B2): (___/5 points)
  ○ No experience (0 points)
  ○ 1 – 3 years (1 point)
  ○ 3 – 5 years (3 points)
  ○ 5+ years (5 points)
• Applicant's fiscal management structure is in accordance with generally accepted accounting principles (2B3). (___/10 points)
• Applicant has no unresolved HUD monitoring or OIG audit findings for any HUD grants (2B4). (___/5 points)
	20	

Project Description (*e-snaps* 3B*)* • Applicant provides thorough description of project to include project plan for addressing coordinated entry needs, anticipated project outcome(s), coordination with other organizations, how the CoC Program funding will be used, describes barriers to participation faced by persons of different races or those who are overrepresented in the local homeless population and identifies strategies to eliminate	75	

these barriers, and acknowledges the project will ensure privacy, respect, safety, and access regardless of gender identity or sexual orientation. If applying for DV Bonus, must include how survivors will be assisted in a way that address their needs and includes trauma-informed and victim-centered approach. (3B1). (___/30 points)
• Applicant provides a realistic timeline for project milestones (3B2). (___/15 points)
• Applicant's plan for implementing the project includes the following (3B4): (___/30 points)
  ○ Acknowledgement that the coordinated entry process will cover the entire CoC geographic area (3B4a).
  ○ Acknowledgement that the coordinated entry process will be affirmatively marketed and easily accessible by those seeking assistance (3B4b).
  ○ An effective advertisement strategy that details how it will reach those with the highest barriers to accessing assistance, to include persons with disabilities and those with limited English proficiency (3B4c).
  ○ Acknowledgement that the coordinated entry process uses a comprehensive, standardized process (3B4d).
  ○ A thorough description of the referral process and how it ensures participants are directed to appropriate housing and services in coordinated with CoC and ESG providers (3B4e).
  ○ Acknowledgement that the project only limits differences to those allowed in the Coordinated Entry Notice (3B4f).
  ○ Acknowledgement that the project will refer persons to projects that coordinate and integrate health, social services, and employment programs (3B4g).		

TOTAL	**100**	

NEW PROJECT – HOMELESS MANAGEMENT INFORMATION SYSTEM

San Antonio/Bexar County CoC Program IRT Scoring Rubric
New Project – HMIS

Category	Max Points	Final Score

Application Submission
 	
• Applicant followed instructions to submit the application on time and with all required attachments
  ○ Applications submitted late will receive a deduction in accordance with the CoC Program Policy.
  ○ Applications with deficiencies will receive a deduction in accordance with the CoC Program Policy.
• Applicant attended Grant Conference or completed online course. (___/5 points)
	5	

Applicant Experience and Capacity (*e-snaps* 2B)
 	
• Applicant has experience effectively utilizing and leveraging federal funds and performing the activities proposed in the application (2B1 and 2B2): (___/5 points)
  ○ No experience (0 points)
  ○ 1 – 3 years (1 point)
  ○ 3 – 5 years (3 points)
  ○ 5+ years (5 points)
• Applicant's fiscal management structure is in accordance with generally accepted accounting principles (2B3). (___/10 points)
• Applicant has no unresolved HUD monitoring or OIG audit findings for any HUD grants (2B4). (___/5 points)
	20	

Project Description (*e-snaps* 3B*)* • Applicant provides thorough description of project to include community needs, the design and implementation of the HMIS system, anticipated project outcome(s), coordination with other organizations, and how the CoC Program funding will be used (3B1). (___/25 points) • Applicant provides a realistic timeline for project milestones (3B2). (___/10 points)	35	

Implementation of HMIS and HMIS Training (*e-snaps* 4)
 	
• Project will implement the HMIS project according to the following: (___/40 points)
  ○ Acknowledgement that the HMIS collects all required Universal Data Elements (4A1).
  ○ Acknowledgement that the HMIS produces HUD-required reports and provides data needed for HUD reporting (4A2).
  ○ Acknowledgement that the HMIS can generate all reports required by Federal partners, including HUD, VA, and HHS (4A3).
  ○ Acknowledgement that the HMIS provides the CoC with an unduplicated count of program participants receiving services in the CoC (4A4).
  ○ Provides description of organization's process and stakeholder involvement for updating the HMIS Governance and HMIS Policies and Procedures (4A5).
  ○ Provides description of who is responsible for ensuring HMIS implementation meets all privacy and security standards as required by HUD and other federal partners (4A6).
  ○ Acknowledgement that the HMIS Lead conducts Security Training and follows up on security standards regularly (4A7).
  ○ Provides description of the CoC's policy and procedures for managing a breach of PII in HMIS (4A8).
  ○ HMIS training dates suggest the project has the capacity to adequately train HMIS users (4B).
	40	

TOTAL	**100**	

FIRST-TIME RENEWAL PROJECT

San Antonio/Bexar County CoC Program IRT Scoring Rubric
First-Time Renewal Project

Category	Max Points	Final Score

Application Submission (to be completed by SARAH)
 	
• Applicant followed instructions to submit the application on time and with all required attachments.
  ○ Applications submitted late will receive a deduction in accordance with the CoC Program Policy.
  ○ Applications with deficiencies will receive a deduction in accordance with the CoC Program Policy.
• Applicant attended Grant Conference or completed online course. (___/5 points)
	5	

Project Description (*e-snaps* 3B) • Applicant provides thorough description of project to include target population(s) to be served, project plan for addressing the identified housing and supportive service needs, anticipated project outcome(s), coordination with other organizations, how the CoC Program funding will be used, describes barriers to participation faced by persons of different races or those who are overrepresented in the local homeless population and identifies strategies to eliminate these barriers, and acknowledges the project will ensure privacy, respect, safety, and access regardless of gender identity or sexual orientation (3B1). (___/20 points) • Applicant acknowledges they will operate their project by Housing First standards and quickly move participants into permanent housing with no barriers to entry, no preconditions, and will not terminate participants for lack of participation. (3B3). (___/20 points)	40	
Housing and Services (*e-snaps 4*) • Applicant provides comprehensive list of supportive services given to support participants' successful	30	

placement and retention into permanent housing (4A1, 4A2, 4A3, 4A4). (___/30 points)		
Program Participants (*e-snaps* 5) • Applicant's estimated persons and households served is viable and aligns with the project description (5A and 5B). (___/25 points)	25	
CoC Participation (to be completed by SARAH staff) • Applicant's written project policies and procedures align with the community's CoC and ESG Written Standards or has met with the CoC to prepare if project has not yet started. (___/20 points) • Applicant adhered to local Coordinated Entry Policies and Procedures from last grant year or has met with the CoC to prepare if project has not yet started. (___/10 points) • Applicant adhered to local HUD reporting deadlines from last grant year or has met with the CoC to prepare, if project has not yet started (___/5 points) • Applicant adhered to local HMIS data quality and security compliance from last grant year or has met with the CoC to prepare if project has not yet started. (___/5 points) • Applicant participated in the CoC Membership Council from last grant year or has met with the CoC to prepare, if project has not yet started. (___/5 points) • Applicant participated in the 2022 Point-in-Time Count or has met with the CoC to prepare to participate in next year's PIT Count if project has not yet started. (___/5 point)	50	
BONUS (to be completed by SARAH staff) • Applicant is a Homelink Network Partner and/or Homelink Hub. (___/3 points) • Applicant officially serves as a voting member on a CoC committee. (___/2 points)	5	
TOTAL	**150**	

RENEWAL PROJECT

San Antonio/Bexar County CoC Program IRT Scoring Rubric
Renewal Project

Category	Max Points	Final Score

Application Submission (to be completed by SARAH staff)
 	
• Applicant followed instructions to submit the application on time and with all required attachments.
  ○ Applications submitted late will receive a deduction in accordance with the CoC Program Policy.
  ○ Applications with deficiencies will receive a deduction in accordance with the CoC Program Policy.
• Applicant attended Grant Conference or completed online course. (___/4 points)
	4	

Recipient Performance (*e-snaps* 1) • Applicant submitted the previous year's Annual Performance Report (APR) on time (1.1). (___/5 points) • Applicant has no unresolved HUD Monitoring or OIG Audit finding(s) concerning any previous grant term related to this renewal project (1.2). (___/5 points) • Applicant drew funds down quarterly for their current renewal project (1.3). (___/5 points) • Applicant had no funds remaining available for recapture by HUD for the most recently expired grant term related to this renewal project request (1.4). (___/5 points)	20	
Project Description (*e-snaps* 3B) • Applicant provides thorough description of project to include target population(s) to be served, project plan for addressing the identified housing and supportive service needs, anticipated project outcome(s), coordination with other organizations, how the CoC Program funding will be used, describes barriers to participation faced by persons of different races or those who are overrepresented in the local	10	

homeless population and identifies strategies to eliminate these barriers, and acknowledges the project will ensure privacy, respect, safety, and access regardless of gender identity or sexual orientation (3B1). (___/5 points) • Applicant acknowledges they will operate their project by Housing First standards and quickly move participants into permanent housing with no barriers to entry, no preconditions, and will not terminate participants for lack of participation. (3B3). (___/5 points)		
Housing and Services (*e-snaps 4*) • Applicant provides comprehensive list of supportive services given to support participants' successful placement and retention into permanent housing (4A1, 4A2, 4A3, 4A4). (___/3 points)	3	
Program Participants (*e-snaps* 5) • Applicant's estimated persons and households served is viable and aligns with the project description (5A and 5B). (___/3 points)	3	

Project Performance (to be completed by SARAH staff)
• CoC Scorecard Metrics for calendar year 2021 (___/100 points)
  ○ HMIS Data Quality
  ○ Coordinated Entry
  ○ Ending Homelessness Measures (as aligned with HUD System Performance Measures)
	100	

CoC Participation (to be completed by SARAH staff) • Applicant's written project policies and procedures align with the community's CoC and ESG Written Standards. (___/3 points) • Applicant adhered to local Coordinated Entry Policies and Procedures from last grant year. (___/2 points) • Applicant adhered to local HUD reporting deadlines from last grant year. (___/1 point)	10	

• Applicant adhered to local HMIS data quality and security compliance from last grant year. (___/2 point) • Applicant participated in the CoC Membership Council, from last grant year. (___/1 point) • Applicant participated in the 2022 Point-in-Time Count. (___/1 point)		
BONUS (to be completed by SARAH staff) • Applicant is a Homelink Network Partner and/or Homelink Hub. (___/3 points) Applicant officially serves as a voting member on a CoC committee. (___/2 points)	5	
TOTAL	**150**	

RENEWAL PROJECT – COORDINATED ENTRY

San Antonio/Bexar County CoC Program IRT Scoring Rubric
Renewal Project – Coordinated Entry

Category	Max Points	Final Score

Application Submission (to be completed by SARAH staff)
 	
• Applicant followed instructions to submit the application on time and with all required attachments.
  ○ Applications submitted late will receive a deduction in accordance with the CoC Program Policy.
  ○ Applications with deficiencies will receive a deduction in accordance with the CoC Program Policy.
• Applicant attended Grant Conference or completed online course. (___/5 points)
	5	

Recipient Performance (*e-snaps* 1) • Applicant submitted the previous year's Annual Performance Report (APR) on time (1.1). (___/16 points) • Applicant has no unresolved HUD Monitoring or OIG Audit finding(s) concerning any previous grant term related to this renewal project (1.2). (___/18 points) • Applicant drew funds down quarterly for their current renewal project (1.3). (___/18 points) • Applicant had no funds remaining available for recapture by HUD for the most recently expired grant term related to this renewal project request (1.4). (___/18 points)	70	
Project Description (*e-snaps* 3 and 4) • Applicant provides thorough description of project to include project plan for addressing coordinated entry needs, anticipated project outcome(s), coordination with other organizations, how the CoC Program funding will be used, describes barriers to participation faced by persons of different races or those who are overrepresented in the local homeless population and identifies strategies to eliminate these barriers, and acknowledges the project will ensure	75	

privacy, respect, safety, and access regardless of gender identity or sexual orientation. If renewing with DV Bonus, must include how survivors will be assisted in a way that address their needs and includes trauma-informed and victim-centered approach. (3B1). (___/20 points) • Applicant acknowledges they will operate their project by Housing First standards and quickly move participants into permanent housing with no barriers to entry, no preconditions, and will not terminate participants for lack of participation. (3B3). (___/10 points) • Acknowledgement that the coordinated entry process will cover the entire CoC geographic area (3B4a). (___/5 points) • Acknowledgement that the coordinated entry process will be affirmatively marketed and easily accessible by those seeking assistance (3B4b). (___/5 points) • An effective advertisement strategy that details how it will reach those with the highest barriers to accessing assistance, to include persons with disabilities and those with limited English proficiency (3B4c). (___/10 points) • Acknowledgement that the coordinated entry process uses a comprehensive, standardized process (3B4d). (___/5 points) • A thorough description of the referral process and how it ensures participants are directed to appropriate housing and services in coordinated with CoC and ESG providers (3B4e). (___/10 points) • Acknowledgement that the project only limits differences to those allowed in the Coordinated Entry Notice (3B4f). (___/5 points) • Acknowledgement that the project will refer persons to projects that coordinate and integrate health, social services, and employment programs (3B4g). (___/5 points)		
TOTAL	**150**	

RENEWAL PROJECT – HOMELESS MANAGEMENT INFORMATION SYSTEM

San Antonio/Bexar County CoC Program IRT Scoring Rubric
Renewal Project – HMIS

Category	Max Points	Final Score

Application Submission (to be completed by SARAH staff)
 	
• Applicant followed instructions to submit the application on time and with all required attachments.
  ○ Applications submitted late will receive a deduction in accordance with the CoC Program Policy.
  ○ Applications with deficiencies will receive a deduction in accordance with the CoC Program Policy.
• Applicant attended Grant Conference or completed online course. (___/5 points)
	5	

Recipient Performance (*e-snaps* 1) • Applicant submitted the previous year's Annual Performance Report (APR) on time (1.1). (___/16 points) • Applicant has no unresolved HUD Monitoring or OIG Audit finding(s) concerning any previous grant term related to this renewal project (1.2). (___/18 points) • Applicant drew funds down quarterly for their current renewal project (1.3). (___/18 points) • Applicant had no funds remaining available for recapture by HUD for the most recently expired grant term related to this renewal project request (1.4). (___/18 points)	70	
Project Description (*e-snaps* 3B*)* • Applicant provides thorough description of project to include community needs, the design and implementation of the HMIS system, anticipated project outcome(s), coordination with other organizations, and how the CoC Program funding will be used (3B1). (___/27 points)	27	
Implementation of HMIS and HMIS Training *(e-snaps 4)*	48	

• Acknowledgement that the HMIS collects all required Universal Data Elements (4A1). (___/6 points) • Acknowledgement that the HMIS produces HUD-required reports and provides data needed for HUD reporting (4A2). (___/6 points) • Acknowledgement that the HMIS can generate all reports required by Federal partners, including HUD, VA, and HHS (4A3). (___/6 points) • Acknowledgement that the HMIS provides the CoC with an unduplicated count of program participants receiving services in the CoC (4A4). (___/6 points) • Applicant describes organization's process and stakeholder involvement for updating the HMIS Governance Charters and HMIS Policies and Procedures (4A5). (___/6 points) • Applicant describes who is responsible for ensuring the HMIS implementation meets all privacy and security standards as required by HUD and other federal partners (4A6). (___/6 points) • HMIS Lead acknowledges they conduct Privacy and Security Training and follow up on privacy and security standards on a regular basis (4A7). (___/6 points) • Applicant describes CoC's policy and procedures for managing a breach of PII in HMIS (4A8). (___/6 points)		
TOTAL	**150**	

Appendix B – Special CoC Program Unsheltered NOFO Scoring Rubrics

New Project – Permanent Housing

San Antonio/Bexar County Special CoC Program Unsheltered IRT Scoring Rubric
New Project – PH

Category	Max Points	Final Score

Application Submission & Funding Priority (to be completed by SARAH staff)
 	
• Applicant followed instructions to submit the application on time and with all required attachments
  ○ Applications submitted late will receive a deduction in accordance with the CoC Program Policy.
  ○ Applications with deficiencies will receive a deduction in accordance with the CoC Program Policy.
• Application attended Grant Conference and technical assistance session, passed threshold review, and project is aligned with the CoC Plan (___/10 points)
	10	

Applicant Experience, Prior System Performance Outcomes, & Capacity (*e-snaps* 2B)
 	
• Applicant has experience effectively utilizing and leveraging federal funds and performing the activities proposed in the application (2B1 and 2B2): (___/5 points)
  ○ No experience (0 points)
  ○ 1 – 3 years (1 point)
  ○ 3 – 5 years (3 points)
  ○ 5+ years (5 points)
• Applicant describes system performance measure outcomes from prior PH project, including bed utilization rate; increase in income (employment, cash, and/or non-cash income); exits to or retention of permanent housing; and length of time between project state date and housing move-in date. If applicant has no experience with this project type, list N/A (2B1) (___/40 points)
	60	

○ Average bed utilization rate (%) (___/10 points) ▪ >85% = 10 points ▪ <=85% and >75% = 5 points ▪ <=75% and >65% = 3 points ○ Increase in employment, cash, and non-cash income (%) (___/10 points) ▪ PSH • >= 25% = 10 points • >= 20% and < 25% = 5 points • >=20% and <15% = 3 points ▪ RRH • >= 50% = 10 points • >= 40% and < 50% = 5 points • >= 30% and < 40% = 3 points ○ Exits to or retention of permanent housing (___/10 points) ▪ >= 90% = 10 points ▪ >= 85% = 5 points ▪ >= 80% = 3 points ○ Length of time between Project Start Date and Housing Move-in Date (___/10 points) ▪ <=30 days = 10 points ▪ <=45 days and >30 days = 5 points ▪ <=60 days and >45 days = 3 points • Applicant's fiscal management structure is in accordance with generally accepted accounting principles. Applicant describes internal controls and financial policies and procedures (2B3). (___/10 points) • Applicant has no unresolved HUD monitoring or OIG audit findings for any HUD grants (2B4). (___/5 points)		
Project Description (*e-snaps 3B)* • Applicant provides thorough description of project to include target population(s) to be served, project plan for addressing the identified housing and supportive service needs, anticipated project outcome(s), coordination with other organizations, how the CoC Program funding will be used, describes barriers to participation faced by persons of different races or those who are over represented in the local homeless population and identifies strategies to	40	

eliminate these barriers, and acknowledges the project will ensure privacy, respect, safety, and access regardless of gender identity or sexual orientation (3B1). (___/10 points) • Applicant comprehensively describes how project is consistent with the CoC Plan (3B1a). (___/10 points) • Applicant has a manageable and realistic plan for project milestones (3B2). (___/5 points) • Applicant acknowledges they will utilize Coordinated Entry or will utilize an alternate Coordinated Entry process that meets HUD's requirements if applicant is a victim service provider (3B4). (___/5 points) • Applicant acknowledges they will operate their project by Housing First standards and quickly move participants into permanent housing with no barriers to entry, no preconditions, and will not terminate participants for lack of participation. (3B5). (___/10 points)		
Housing and Services (*e-snaps 4*) • Applicant comprehensively describes how program participants will be assisted to obtain and remain in permanent housing, including (4A1): (___/10 points) ○ Acknowledging the needs of the target population and a plan that addresses the types of assistance that will be provided to ensure participants move into appropriate permanent housing as well as either remain in or move to other permanent housing once assistance is no longer needed. ○ How the applicant will determine the right type of housing that fits the needs of participants (should match information on screen 4B. Housing Type). ○ If applicant will use rental assistance or leasing assistance and how they will work with landlords to address possible issues and challenges. ○ The type of assistance and support the applicant will provide to participants to overcome challenges to permanent housing. ○ How the applicant will work with participants to set goals toward successful retention of permanent housing.	30	

• Applicant describes specific plan to coordinate and integrate with other mainstream health, social services, and employment programs (4A2): (___/10 points)
  ○ How applicant will assist program participants with obtaining and increasing employment income that will lead to successful exits from homelessness.
  ○ The type of mainstream services the applicant will assist participants with obtaining to increase non-employment income.
  ○ The type of social services the applicant will provide access and help participants obtain.
  ○ How the applicant will provide access to healthcare benefits and resources.
• Applicant provides comprehensive list of supportive services given to support participants' successful placement and retention into permanent housing (4A3, 4A4, 4A5, 4A6). (___/10 points)		

Program Participants (*e-snaps* 5) • Applicant's estimated persons and households served is viable and aligns with the project description (5A and 5B). (___/10 points)	10	
TOTAL	**150**	

San Antonio/Bexar County Special CoC Program Unsheltered IRT Scoring Rubric
New Project – SSO-CE

Category	Max Points	Final Score

Application Submission
 	
• Applicant followed instructions to submit the application on time and with all required attachments
  ○ Applications submitted late will receive a deduction in accordance with the CoC Program Policy.
  ○ Applications with deficiencies will receive a deduction in accordance with the CoC Program Policy.
• Application attended Grant Conference and technical assistance session, passed threshold review, and project is aligned with the CoC Plan (___/10 points)
	10	

Applicant Experience and Capacity (*e-snaps* 2B)
 	
• Applicant has experience effectively utilizing and leveraging federal funds and performing the activities proposed in the application (2B1 and 2B2): (___/30 points)
  ○ No experience (0 points)
  ○ 1 – 3 years (10 points)
  ○ 3 – 5 years (15 points)
  ○ 5+ years (30 points)
• Applicant's fiscal management structure is in accordance with generally accepted accounting principles (2B3). (___/15 points)
• Applicant has no unresolved HUD monitoring or OIG audit findings for any HUD grants (2B4). (___/15 points)
	60	

Project Description (*e-snaps* 3B*)* • Applicant provides thorough description of project to include project plan for addressing coordinated entry needs, anticipated project outcome(s), coordination with other organizations, how the CoC Program funding will be used, describes barriers to participation faced by persons of different races or those who are overrepresented in the local homeless population and identifies strategies to eliminate	80	

these barriers, and acknowledges the project will ensure privacy, respect, safety, and access regardless of gender identity or sexual orientation. If applying for DV Bonus, must include how survivors will be assisted in a way that address their needs and includes trauma-informed and victim-centered approach. (3B1). (___/35 points) • Applicant has a manageable and realistic plan for project milestones (3B2). (___/5 points) • Applicant's plan for implementing the project includes the following (3B4): (___/30 points) ○ Acknowledgement that the coordinated entry process will cover the entire CoC geographic area (3B4a). ○ Acknowledgement that the coordinated entry process will be affirmatively marketed and easily accessible by those seeking assistance (3B4b). ○ An effective advertisement strategy that details how it will reach those with the highest barriers to accessing assistance, to include persons with disabilities and those with limited English proficiency (3B4c). ○ Acknowledgement that the coordinated entry process uses a comprehensive, standardized process (3B4d). ○ A thorough description of the referral process and how it ensures participants are directed to appropriate housing and services in coordinated with CoC and ESG providers (3B4e). ○ Acknowledgement that the project only limits differences to those allowed in the Coordinated Entry Notice (3B4f). ○ Acknowledgement that the project will refer persons to projects that coordinate and integrate health, social services, and employment programs (3B4g).		
TOTAL	**150**	

New Project – Supportive Services Only (non-Coordinated Entry)

San Antonio/Bexar County Special CoC Program Unsheltered IRT Scoring Rubric
New Project – SSO

Category	Max Points	Final Score

Application Submission & Funding Priority (to be completed by SARAH staff)
 	
• Applicant followed instructions to submit the application on time and with all required attachments
  ○ Applications submitted late will receive a deduction in accordance with the CoC Program Policy.
  ○ Applications with deficiencies will receive a deduction in accordance with the CoC Program Policy.
• Application attended Grant Conference and technical assistance session, passed threshold review, and project is aligned with the CoC Plan (___/10 points)
	10	

Applicant Experience, Prior System Performance Outcomes & Capacity (*e-snaps* 2B)
 	
• Applicant has experience effectively utilizing and leveraging federal funds and performing the activities proposed in the application (2B1 and 2B2): (___/5 points)
  ○ No experience (0 points)
  ○ 1 – 3 years (1 point)
  ○ 3 – 5 years (3 points)
  ○ 5+ years (5 points)
• Applicant describes system performance measure outcomes from prior SSO project, including bed utilization rate; increase in income (employment, cash, and/or non-cash income); exits to or retention of permanent housing; and length of time between project state date and housing move-in date. If applicant has no experience with this project type, list N/A (2B1) (___/40 points)
  ○ Anticipated number of people engaged through outreach compared to actual number of people engaged through outreach (%) (___/10 points)
  ▪ >85% = 10 points
  ▪ <=85% and >75% = 5 points
	60	

▪ <=75% and >65% = 3 points ○ Unsheltered homeless individuals identified during street outreach efforts that enter a temporary or permanent housing solution (i.e., emergency shelter, transitional housing, permanent housing, mental health or substance use treatment destinations, etc.) (%) (___/10 points) ▪ >= 20% = 10 points ▪ >=10% and <20% = 5 points ▪ >=5% and <10% = 3 points ○ Unsheltered homeless individuals identified during street outreach efforts that accept services (i.e., emergency shelter, transitional housing, permanent housing, treatment, case management, mental health or substance use treatment, ID recovery, job training, etc.) (%) (___/10 points) ▪ >= 50% = 10 points ▪ >=40% and <30% = 5 points ▪ >=30% and <20% = 3 points ○ Unsheltered homeless individuals identified during street outreach efforts that were assessed for Coordinated Entry (%) (___/10 points) ▪ >= 75% = 10 points ▪ >=65% and <55% = 5 points ▪ >=55% and <45% = 3 points • Applicant's fiscal management structure is in accordance with generally accepted accounting principles. Applicant describes internal controls and financial policies and procedures (2B3). (___/10 points) • Applicant has no unresolved HUD monitoring or OIG audit findings for any HUD grants (2B4). (___/5 points)		
Project Description (*e-snaps 3B)* • Applicant provides thorough description of the scope of the project including the project plan for addressing coordinated entry needs, anticipated project outcome(s), coordination with other organizations, how the CoC Program funding will be used, describes barriers to participation faced by persons of different races or those who are over represented in the local homeless population and identifies strategies to eliminate these barriers, and acknowledges the project will	40	

ensure privacy, respect, safety, and access regardless of gender identity or sexual orientation (3B1). (___/10 points) • Applicant comprehensively describes how project is consistent with the CoC Plan (3B1a). (___/10 points) • Applicant has a manageable and realistic plan for project milestones (3B2). (___/3 points) • Applicant acknowledges they will utilize Coordinated Entry or will utilize an alternate Coordinated Entry process that meets HUD's requirements if applicant is a victim service provider (3B4). (___/2 points) • Applicant thoroughly describes how the street outreach project will develop a strategy for providing supportive services to those with the highest service needs, including those with histories of unsheltered homelessness and those who do not traditionally engage with supportive services (3B5a.) (___/10 points) • Applicant thoroughly describes how project refers program participants to projects that specifically coordinates and integrates mainstream health, social services, and employment programs for which they may be eligible (3B5b.) (___/5 points)		
Housing and Services (*e-snaps 4*) • Applicant comprehensively describes how program participants will be assisted to obtain and remain in permanent housing, including (4A1): (___/13 points) o Acknowledging the needs of the target population and a plan that addresses the types of assistance that will be provided to ensure participants move into appropriate permanent housing as well as either remain in or move to other permanent housing once assistance is no longer needed. o How the applicant will determine the right type of housing that fits the needs of participants (should match information on screen 4B. Housing Type). o If applicant will use rental assistance or leasing assistance and how they will work with landlords to address possible issues and challenges. o The type of assistance and support the applicant will provide to participants to overcome challenges to permanent housing.	30	

○ How the applicant will work with participants to set goals toward successful retention of permanent housing. • Applicant describes specific plan to coordinate and integrate with other mainstream health, social services, and employment programs (4A2): (___/13 points) ○ How applicant will assist program participants with obtaining and increasing employment income that will lead to successful exits from homelessness. ○ The type of mainstream services the applicant will assist participants with obtaining to increase non-employment income. ○ The type of social services the applicant will provide access and help participants obtain. ○ How the applicant will provide access to healthcare benefits and resources. • Applicant provides comprehensive list of supportive services given to support participants' successful placement and retention into permanent housing (4A3, 4A4, 4A5, 4A6). (___/4 points)		
Program Participants (*e-snaps* 5) • Applicant's estimated persons and households served is viable and aligns with the project description (5A and 5B). (___/10 points)	10	
TOTAL	**150**	

San Antonio/Bexar County Special CoC Program Unsheltered IRT Scoring Rubric
New Project – HMIS

Category	Max Points	Final Score

Application Submission (to be completed by SARAH)
 	
• Applicant followed instructions to submit the application on time and with all required attachments
  ○ Applications submitted late will receive a deduction in accordance with the CoC Program Policy.
  ○ Applications with deficiencies will receive a deduction in accordance with the CoC Program Policy.
• Application attended Grant Conference and technical assistance session, passed threshold review, and project is aligned with the CoC Plan (___/10 points)
	10	

Applicant Experience and Capacity (*e-snaps* 2B)
 	
• Applicant has experience effectively utilizing and leveraging federal funds and performing the activities proposed in the application (2B1 and 2B2): (___/5 points)
  ○ No experience (0 points)
  ○ 1 – 3 years (1 point)
  ○ 3 – 5 years (3 points)
  ○ 5+ years (5 points)
• Applicant's fiscal management structure is in accordance with generally accepted accounting principles (2B3). (___/10 points)
• Applicant has no unresolved HUD monitoring or OIG audit findings for any HUD grants (2B4). (___/5 points)
	20	

Project Description (*e-snaps* 3B*)* • Applicant provides thorough description of project to include community needs, the design and implementation of the HMIS system, anticipated project outcome(s), coordination with other organizations, and how the CoC Program funding will be used (3B1). (___/40 points) • Applicant has a manageable and realistic plan for project milestones (3B2). (___/20 points)	60	

Implementation of HMIS and HMIS Training (*e-snaps* 4)
 	
• Applicant will implement the HMIS project according to the following: (___/60 points)
  ○ Acknowledgement that the HMIS collects all required Universal Data Elements (4A1).
  ○ Acknowledgement that the HMIS produces HUD-required reports and provides data needed for HUD reporting (4A2).
  ○ Acknowledgement that the HMIS can generate all reports required by Federal partners, including HUD, VA, and HHS (4A3).
  ○ Acknowledgement that the HMIS provides the CoC with an unduplicated count of program participants receiving services in the CoC (4A4).
  ○ Provides description of organization's process and stakeholder involvement for updating the HMIS Governance and HMIS Policies and Procedures (4A5).
  ○ Provides description of who is responsible for ensuring HMIS implementation meets all privacy and security standards as required by HUD and other federal partners (4A6).
  ○ Acknowledgement that the HMIS Lead conducts Security Training and follows up on security standards regularly (4A7).
  ○ Provides description of the CoC's policy and procedures for managing a breach of PII in HMIS (4A8).
  ○ HMIS training dates suggest the project has the capacity to adequately train HMIS users (4B).
	60	

TOTAL	**150**	

San Antonio/Bexar County Special CoC Program Unsheltered IRT Scoring Rubric

New Project – CoC Planning Grant

Category	Max Points	Final Score

Application Submission & Funding Priority (to be completed by SARAH staff)
 	
• Applicant followed instructions to submit the application on time and with all required attachments
  ○ Applications submitted late will receive a deduction in accordance with the CoC Program Policy.
  ○ Applications with deficiencies will receive a deduction in accordance with the CoC Program Policy.
• Application attended Grant Conference and technical assistance session, passed threshold review, and project is aligned with the CoC Plan (___/10 points)
	10	

Project Description (*e-snaps 2B)*
 	
• Applicant provides thorough description of the scope of the project, including (2B1): (___/25 points)
  ○ The proposed CoC planning activities that will be carried out by the organization with the grant funds
  ○ How the funds will support the CoC in carrying out the requirements of a CoC, as outlined by HUD.
  ○ How funding from this project application will be used to coordinate the implementation of a housing and service system to prevent and end homelessness within the CoC.
• Applicant describes the estimated schedule for the proposed activities, the management plan in place to ensure timely start of the project if awarded, and a description of how the proposed activities will be completed (2B2). (___/10 points)
• Applicant describes how the requested funds improve the CoC's ability to evaluate the outcome of CoC and ESG projects (2B3). (___/25 points)
	60	

CoC Governance (*e-snaps* 3A)
• The CoC conducts meetings of the full CoC membership (3A1.) (___/10 points)
• The CoC includes membership of a homeless or formerly homeless person and authentic participation exists (3A2.) (___/15 points)
• The CoC's governance charter incorporates written policies and procedures for each of the following: (___/25 points)
  ○ Written agendas of CoC meetings
  ○ Coordinated Entry
  ○ Process for monitoring outcomes of ESG recipients
  ○ CoC policies and procedures
  ○ Written process for Board selection
  ○ Code of conduct for board members that includes a recusal process
  ○ Written standards for administering assistance
• The CoC resolved complaints related to project review, selection, or other items as written in the CoC Policy, if applicable. (___/10 points)
	60	

Committees (*e-snaps* 3B) • The CoC's committees provide the opportunity for the community to engage in homelessness policy and decision making. (___/20 points)	20	
TOTAL	**150**	

Appendix C – Quality Improvement Plan (QIP)

CoC Program Quality Improvement Plan (QIP)

Agency:

Project:

Date:

During the FY21 CoC Program Funding Competition, _____'s renewal project was ranked in Tier _ with a score of ___/150 points. The Independent Review Team overrode the score on the application to ensure the project was included in Tier 1 to prevent a loss of renewal funding so long as the agency underwent a Quality Improvement Plan (QIP) to remedy the deficiencies, as outlined in TX-500 CoC Program Grant Policies and Procedures.

Performance Improvement Measure(s):

Performance Concerns:

Required Action(s) to Address Concerns:

Outcomes:

Duration of QIP: ____ days or when the project has satisfactorily met the requirements outlined in this QIP.

SARAH staff will report on Thrive Youth Center's progress at each CoC Board meeting until the end of the Project Quality Improvement Plan. If at ____ days, the project has not shown significant improvement at a level satisfactory to the CoC Board of Directors, the CoC Board of Directors will determine if the project will be involuntarily reallocated in the next funding cycle.

Signatures:

CoC Project's CEO	Date
SARAH Executive Director	Date
CoC Board of Directors President	Date

Appendix D – CoC Program Performance Scorecards

PERMANENT SUPPORTIVE HOUSING SCORECARD

#	Metric	Benchmark	Max. Possible Points	Metric Value	Metric Population	How is this calculated?
1.1	Data Completeness	<= 2% = 15 points; <= 3% = 5 points; <=4%=5 points	15	%	# missing data elements for # clients	The number of data elements that apply to all clients that are missing, as indicated by a NULL or data not collected, divided by the number of clients times the common UDEs (16).
1.2	Timeliness of Data Entry	<= 3 days = 5 points; > 3 days and <= 5 days = 2 points	5	Days	# entry records	The average number of days between enrollment member begin date and created date (for new enrollees) as well as the number of days between enrollment member end date and exit time stamp (for leavers).
1.3	Annual Assessment Completeness	0% = 5 points; < 10% = 2 points	5	%	# out of # clients due for exit	The percentage of clients that do not have an annual financial assessment where the enrollment anniversary date falls during the reporting time frame. Only clients that are HoH, were over 17 at time of entry, or were over 17 at the enrollment anniversary date with an enrollment length of over a year are included.
Metric 1 "HMIS Data Quality" Sub Total: 25 Points						
2.1	CE Participation	100% = 15 points; >= 90% and < 100% = 10 points	15	%	# out of # clients with open Homelink enrollment	The percentage of clients enrolled during the reporting time frame where at least one of the family members also has an open Homelink enrollment at time of the relevant project start date. Clients enrolled prior to January 1, 2019, or clients added to households enrolled prior to this date, are included but no points will be deducted as Homelink was not operational.
2.2	Referral Acceptance Rate	>= 85% = 5 points	5	%	# out of # clients accepted into project	This percentage is calculated by looking at the number of claims that ended with the outcome of either 'Client refused program' or 'Cannot locate client using 2 different means' WHERE the associated client received a service FROM an Outreach, CY, or Emergency Shelter

						project within 7 days of the claim end date divided by the total number of claims that end during the time frame. The number 7-day window looks no further than the end of the time frame and no earlier than when the claim was opened.
Metric 2 "CE Participation" Sub Total: 20 points						
3.2[1]	Exits to or Retention of Permanent Housing	>= 90% = 15 points; >= 85% = 10 points; >= 80% = 5 points	15	%	# clients	The number of clients that are either stayers or have a PH exit (based off of the HUD list of destinations) during the reporting time frame divided by the total number of clients with an open enrollment during the time reporting time frame.
3.3	Returns to Homelessness after Permanent Housing Outcome: (6 months)	<= 10% = 5 points; <=20% and >10% = 2 points	5	%	# clients	This calculation is based off of System Performance Measures' Measure 2 calculations. The most recent PH exit per client for the past 2 years is included WHERE recidivism is marked by an ES, TH, Outreach, or CY project enrollment. Clients that returned up to 180 days FROM their PH exit date are included divided by all clients with a PH exit within the two years FROM the reporting start date. Reporting Start Date = Project Start Date
3.4	Returns to Homelessness after Permanent Housing Outcome: (1 year)	<= 15% = 5 points; <=25% and >15% = 2 points	5	%	# clients	This calculation is based off of System Performance Measures' Measure 2 calculations. The most recent PH exit per client for the past 2 years is included WHERE recidivism is marked by an ES, TH, Outreach, or CY project enrollment. Clients that returned up to one year FROM their PH exit date are included divided by all clients with a PH exit within the two years FROM the reporting start date. Reporting Start Date = Project Start Date

[1] Note: There is no 3.1 metric on the PSH scorecard due to how the scorecard was originally built into HMIS.

3.5	Returns to Homelessness after Permanent Housing / TOTAL Returns to Homelessness : (2 years)	<= 20% = 5 points; <=30% and >20% = 2 points	5	%	# clients	This calculation is based off of System Performance Measures' Measure 2 calculations. The most recent PH exit per client for the past 2 years is included WHERE recidivism is marked by an ES, TH, Outreach, or CY project enrollment. All clients returning within the two years FROM the reporting start date are included divided by all PH exit clients within the two years FROM the reporting start date. Reporting Start Date = Project Start Date
3.6	Receipt of Non-Cash Benefits	>= 75% = 10 points; >=65% and <75% = 5 points	10	%	# clients	The number of adult clients, both leavers and stayers, which have either non-cash benefits (HUD Financial assessment) indicated on the most recent assessment.
3.7	Overall Increase Income (Employment + Non-Employment)	>= 25% = 15 points; >= 20% and < 25% = 10 points; >=20% and <15% = 5 points	15	%	# clients	The number of adult clients, both leavers and stayers, which either gained or increased total income as indicated by their most recent HUD Financial assessment.
Metric 3 "System Performance Measures" Sub Total: 55 Points						
Total Maximum Points on Project Performance: 100 Points						

RAPID REHOUSING SCORECARD

#	Metric	Benchmark	Max. Possible Points	Metric Value	Metric Population	How is this calculated?
1.1	Data Completeness	<= 2% = 10 points; <= 4% = 5 points	10	%	# missing data element s for # clients	The number of data elements that apply to all clients that are missing, as indicated by a NULL or data not collected, divided by the number of clients times the common UDEs (16).
1.2	Timeliness of Data Entry	<= 3 days = 5 points; > 3 days and <= 5 days = 2 points	5	Days	# entry records	The average number of days between enrollment member begin date and created date (for new enrollees) as well as the number of days between enrollment member end date and exit time stamp (for leavers).
1.3	Annual Assessment Completeness	0% = 5 points; < 10% = 2 points	5	%	# out of # clients due for exit	The percentage of clients that do not have an annual financial assessment WHERE the enrollment anniversary date falls during the reporting time frame. Only clients that are HoH, were over 17 at time of entry, or were over 17 at the enrollment anniversary date with an enrollment length of over a year are included.
Metric 1 "HMIS Data Quality" Sub Total: 20 Points						
2.1	CE Participation	100% = 10 points; >= 90% and < 100% = 5 points	10	%	# out of # clients with open Homelink enrollment	The percentage of clients enrolled during the reporting time frame where at least one of the family members also has an open Homelink enrollment at time of the relevant project start date. Clients enrolled prior to January 1, 2019, or clients added to households enrolled prior to this date, are included but no points will be deducted as Homelink was not operational.
2.2	Referral Acceptance Rate	>= 85% = 5 points, >= 75% and <85% = 2 points	5	%	# out of # clients accepted into project	This percentage is calculated by looking at the number of claims that ended with the outcome of either 'Client refused program' or 'Cannot locate client using 2 different means' WHERE the associated client received a service FROM an Outreach, CY, or Emergency Shelter project within 7 days of the claim end date divided by the total number of claims that end during the time

						frame. The 7-day window looks no further than the end of the time frame and no earlier than when the claim was opened.
Metric 2 "CE Participation" Sub Total: 15 points						
3.1	Rapid Placement into Permanent Housing	< 30 days = 15 points; >= 30 days and < 60 days = 10 points; >=60 days and <90 days = 5 points	15	days	# clients	The average number of days between project start date and the housing move-in date based off of HoH data for all enrollments active during the reporting time frame. If there is no recorded Housing Move-in Date then the project exit date is used WHERE stay is truncated to a maximum of the reporting end date.
3.2	Exits to Permanent Housing	>= 90% = 15 points; >= 85% = 10 points; >= 80% = 5 points	15	%	# clients	The number of clients with a PH exit (based off the HUD list of destinations) during the reporting time frame divided by the total number of clients with an exit during the reporting time frame.
3.3	Returns to Homelessness after Permanent Housing Outcome: (6 months)	<= 10% = 5 points; <=20% and >10% = 2 points	5	%	# clients	This calculation is based off of System Performance Measures' Measure 2 calculations. The most recent PH exit per client for the past 2 years is included WHERE recidivism is marked by an ES, TH, Outreach, or CY project enrollment. Clients that returned up to 180 days FROM their PH exit date are included divided by all clients with a PH exit within the two years FROM the reporting start date. Reporting Start Date = Project Start Date
3.4	Returns to Homelessness after Permanent Housing Outcome: (1 year)	<= 15% = 5 points; <=25% and >15% = 2 points	5	%	# clients	This calculation is based off of System Performance Measures' Measure 2 calculations. The most recent PH exit per client for the past 2 years is included WHERE recidivism is marked by an ES, TH, Outreach, or CY project enrollment. Clients that returned up to one year FROM their PH exit date are included divided by all clients with a PH exit within the two years FROM the reporting start date. Reporting Start Date = Project Start Date
3.5	Returns to Homelessness after Permanent Housing /	<= 20% = 5 points; <=30% and	5	%	# clients	This calculation is based off of System Performance Measures' Measure 2 calculations. The most recent PH exit per client for the past

	TOTAL Returns to Homelessness: (2 years)	>20% = 2 points				2 years is included WHERE recidivism is marked by an ES, TH, Outreach, or CY project enrollment. All clients returning within the two years FROM the reporting start date are included divided by all PH exit clients within the two years FROM the reporting start date. Reporting Start Date = Project Start Date
3.6	Receipt of Non-Cash Benefits	>= 70% = 5 points; >= 65% and < 70% = 2 points	5	%	# clients	The number of adult client leavers, which have either non-cash benefits (HUD Financial assessment) indicated on their exit assessment.
3.7	Overall Increase Income (Employment + Non-Employment)	>= 50% = 15 points; >= 40% and < 50% = 10 points; >= 30% and < 40% = 5 points	15	%	# clients	The number of adult clients, both leavers and stayers, which either gained or increased total income as indicated by their most recent HUD Financial assessment.
Metric 3 "System Performance Measures" Sub Total: 65 Points						
Total Maximum Points on Project Performance: 100 Points						

TRANSITIONAL HOUSING SCORECARD

#	Metric	Benchmark	Max. Possible Points	Metric Value	Metric Population	How is this calculated?
1.1	Data Completeness	<= 2% = 15 points; <= 3% = 5 points; <=4%=5 points	15	%	# missing data elements for # clients	The number of data elements that apply to all clients that are missing, as indicated by a NULL or data not collected, divided by the number of clients times the common UDEs (16).
1.2	Timeliness of Data Entry	<= 3 days = 5 points; > 3 days and <= 5 days = 2 points	5	Days	# entry records	The average number of days between enrollment member begin date and created date (for new enrollees) as well as the number of days between enrollment member end date and exit time stamp (for leavers).
1.3	Annual Assessment Completeness	0% = 5 points; < 10% = 2 points	5	%	# out of # clients due for exit	The percentage of clients that do not have an annual financial assessment WHERE the enrollment anniversary date falls during the reporting time frame. Only clients that are HoH, were over 17 at time of entry, or were over 17 at the enrollment anniversary date with an enrollment length of over a year are included.
Metric 1 "HMIS Data Quality" Sub Total: 25 Points						
2.1	CE Participation	100% = 10 points; >= 90% and < 100% = 5 points	10	%	# out of # clients with open Homelink enrollment	The percentage of clients enrolled during the reporting time frame where at least one of the family members also has an open Homelink enrollment at time of the relevant project start date. Clients enrolled prior to January 1, 2019, or clients added to households enrolled prior to this date, are included but no points will be deducted as Homelink was not operational.
Metric 2 "CE Participation" Sub Total: 10 points						
3.1	Rapid Placement into Permanent Housing	<= 185 days = 15 points; <= 365 days = 10 points; <=730 days = 5 points	15	days	# clients	The average number of days between project start date and end date based off of HoH data for all PH exits (based off of the HUD list of destinations) during the reporting time frame. Only those enrollments with enrollment member end dates between the reporting time frame are included.

3.2	Exits to Permanent Housing	>= 90% = 15 points; >= 85% = 10 points; >= 80% = 5 points	15	%	# clients	The number of clients with a PH exit (based off the HUD list of destinations) during the reporting time frame divided by the total number of clients with an exit during the reporting time frame.
3.3	Returns to Homelessness after Permanent Housing Outcome: (6 months)	<= 10% = 5 points; <= 20% and >10% = 2 points	5	%	# clients	This calculation is based off of System Performance Measures' Measure 2 calculations. The most recent PH exit per client for the past 2 years is included WHERE recidivism is marked by an ES, TH, Outreach, or CY project enrollment. Clients that returned up to 180 days FROM their PH exit date are included divided by all clients with a PH exit within the two years FROM the reporting start date. Reporting Start Date = Project Start Date
3.4	Returns to Homelessness after Permanent Housing Outcome: (1 year)	<= 15% = 5 points; <=25% and >15% = 2 points	5	%	# clients	This calculation is based off of System Performance Measures' Measure 2 calculations. The most recent PH exit per client for the past 2 years is included WHERE recidivism is marked by an ES, TH, Outreach, or CY project enrollment. Clients that returned up to one year FROM their PH exit date are included divided by all clients with a PH exit within the two years FROM the reporting start date. Reporting Start Date = Project Start Date
3.5	Returns to Homelessness after Permanent Housing / TOTAL Returns to Homelessness: (2 years)	<= 20% = 5 points; <=30% and >20% = 2 points	5	%	# clients	This calculation is based off of System Performance Measures' Measure 2 calculations. The most recent PH exit per client for the past 2 years is included WHERE recidivism is marked by an ES, TH, Outreach, or CY project enrollment. All clients returning within the two years FROM the reporting start date are included divided by all PH exit clients within the two years FROM the reporting start date. Reporting Start Date = Project Start Date
3.6	Receipt of Non-Cash Benefits	>= 75% = 5 points; >=65% and <75% = 2 points	5	%	# clients	The number of adult client leavers, which have either non-cash benefits (HUD Financial assessment) indicated on their exit assessment.

3.7	Overall Increase Income (Employment + Non-Employment)	>= 65% = 15 points; >= 50% and < 65% = 10 points; >=40% and <50% = 5 points	15	%	# clients	The number of adult clients, both leavers and stayers, which either gained or increased total income as indicated by their most recent HUD Financial assessment.
Metric 3 "System Performance Measures" Sub Total: 65 Points						
Total Maximum Points on Project Performance: 100 Points						

DOMESTIC VIOLENCE – RAPID REHOUSING SCORECARD

#	Metric	Benchmark	Max Pts	Metric Value	Metric Population	Metric Description
1.1	Data Completeness	<= 2% = 10 points; <= 4% = 5 points	10	%	# Missing Data Elements for # Clients	The number of data elements that apply to all clients that are missing, as indicated by a null or data not collected, divided by the number of clients times the common Universal Data Elements (16).
1.2a	Timeliness of Data Entry (Program Entry)	<= 3 days = 5 points; >3 days and <= 5 days = 2 points	5	days	# Entry Records	The average number of days between enrollment member begin date and enrollment created date (for new enrollees)
1.2b	Timeliness of Data Entry (Program Exit)	<= 2 days = 5 points	5	days	# Exit Records	The average number of dates between enrollment member end date and exit time stamp (for leavers).
1.3	Exit Assessment Completeness	0% = 5 points; < 10% = 2 points	5	%	# out of # Clients Due for Exit	The percentage of clients that do not have an exit assessment where the enrollment anniversary date falls during the reporting time frame. Only clients that are HoH, were over 17 at time of entry, or were over 17 at the enrollment anniversary date with an enrollment length of a year are included.
Metric 1 "HMIS Comparable Database Quality" Sub Total: 25 Points						
2.1	DV knowledge base	>90% = 15 points; < 89% and > 80% and = 10 points	15	%	# out of # Clients	The percentage of clients demonstrating their understanding of domestic violence based on the assessment tool administered by the DV case manager at the time of exit. Leavers only.
Metric 2 "Domestic Violence Safety Assessment" Sub Total: 15 points						
3.1	Rapid Placement into Permanent Housing	<30 days = 15 points; >=30 and <60 days = 10 points; >=60 days and <90 days = 5 points	15	days	# PH Clients (HoH Only)	The average number of days between enrollment start date and housing move-in date based off of HoH data for all RRH enrollments during the reporting time frame. Includes leavers and stayers.
3.2	Exits to Permanent Housing	>= 90% = 15 points; >= 85% = 10 points; >= 80% = 5 points	15	%	# Clients	The number of clients with a PH exit destination (based off of the HUD list of destinations) during the reporting time frame divided by the total number of clients with a project exit date during the time reporting time frame. Leavers only.

3.3	Returns to DV Project after Permanent Housing Outcome: (6 months)	<= 10% = 5 points; <=20% and >10% = 2 points	5	%	# Clients	This calculation is based off of System Performance Measures: Measure #2 calculations. The most recent PH exit per client for the past 2 years is included where recidivism is marked by project enrollment to this DV project. Clients that returned up to 180 days from their PH exit date are included divided by all clients with a PH exit within the two years from the reporting start date.
3.4	Returns to DV Project after Permanent Housing Outcome: (1year)	<= 15% = 5 points; <=25% and >15% = 2 points	5	%	# Clients	This calculation is based off of System Performance Measures: Measure #2 calculations. The most recent PH exit per client for the past 2 years is included where recidivism is marked by a project enrollment to this DV project. Clients that returned up to one year from their PH exit date are included divided by all clients with a PH exit within the two years from the reporting start date.
3.5	Returns to DV Project after Permanent Housing / TOTAL Returns to Homelessness: (2 years)	<= 20% = 5 points; <=30% and >20% = 2 points	5	%	# Clients	This calculation is based off of System Performance Measures: Measure #2 calculations. The most recent PH exit per client for the past 2 years is included where recidivism is marked by a project enrollment to the DV project. All clients returning within the two years from the reporting start date are included divided by all PH exit clients within the two years from the reporting start date.
3.6	Receipt of Non-Cash Benefits or Health Insurance	>= 70% = 5 points; >=65% and <70% = 2 points	5	%	# Clients	The number of adult client leavers, which have either non-cash benefits (HUD Financial assessment) or health insurance (HUD Program assessment) indicated on their exit assessment.
3.7	Overall Income Assessment (Earned Income + Cash Entitlements)	>= 50% = 10 points; >= 35% and < 50% = 5 points; >=30% and <40% = 3 points	10	%	# Clients	The number of adult clients, both leavers and stayers, which either maintained or increased total income as indicated by their most recent HUD Financial assessment. Note: 0 = 0 does not count as "maintained income"
Metric 3 "System Performance Measures" Sub Total: 60 Points						
Total Maximum Points on Project Performance: 100 Points						

DOMESTIC VIOLENCE – TRANSITIONAL HOUSING SCORCARD

#	Metric	Benchmark	Max. Pts.	Metric Value	Metric Population	Metric Description
1.1	Data Completeness	<= 2% = 10 points; <= 3% = 5 points; <=4% = 2 points	10	%	# Missing Data Elements for # Clients	The number of data elements that apply to all clients that are missing, as indicated by a null or data not collected, divided by the number of clients times the common UDEs (16).
1.2a	Timeliness of Data Entry	<= 3 days = 5 points; >3 days and <= 5 days = 2 points	5	days	# Entry Records	The average number of days between enrollment member begin date and enrollment created date (for new enrollees)
1.2b	Timeliness of Data Entry (Program Exit)	<= 2 days = 5 points	5	days	# Exit Records	The average number of dates between enrollment member end date and exit time stamp (for leavers).
1.3	Exit Assessment Completeness	0% = 5 points; < 10% = 2 points	5	%	# out of # Clients Due for Exit	The percentage of clients that do not have an exit assessment where the enrollment anniversary date falls during the reporting time frame. Only clients that are HoH, were over 17 at time of entry, or were over 17 at the enrollment anniversary date with an enrollment length of a year are included.
Metric 1 "HMIS Comparable Database Quality" Sub Total: 25 Points						
2.1	DV knowledge base	>90% = 15 points; < 89% and > 80% and = 10 points	15	%	# out of # Clients	The percentage of clients demonstrating their understanding of domestic violence based on the assessment tool administered by the DV case manager at the time of exit. Leavers only.
Metric 2 "Domestic Violence Safety Assessment" Sub Total: 15 points						
3.1	Average Length of Time in Program	<= 365 days = 15 points; >365 days and <=545 days = 10 points; >545 days and <=730 days = 5 points	15	days	# Clients (HoH Only)	The average number of days between enrollment member begin date and the reporting end date for all HoH clients with an open enrollment during anytime of the reporting time frame. Stayers and leavers.

3.2	Exits to Permanent Housing	>= 90% = 15 points; >= 85% = 10 points; >= 80% = 5 points	15	%	# Clients	The number of clients with a PH exit destination (based off of the HUD list of destinations) during the reporting time frame divided by the total number of clients with a project exit date during the time reporting time frame. Leavers only.
3.3	Returns to DV Project after Permanent Housing Outcome: (6 months)	<= 10% = 5 points; <=20% and >10% = 2 points	5	%	# Clients	This calculation is based off of System Performance Measures: Measure #2 calculations. The most recent PH exit per client for the past 2 years is included where recidivism is marked by a project enrollment to this DV Project. Clients that returned up to 180 days from their PH exit date are included divided by all clients with a PH exit within the two years from the reporting start date.
3.4	Returns to DV Project after Permanent Housing Outcome: (1 year)	<= 15% = 5 points; <=25% and >15% = 2 points	5	%	# Clients	This calculation is based off of System Performance Measures: Measure #2 calculations. The most recent PH exit per client for the past 2 years is included where recidivism is marked by a project enrollment to this DV Project. Clients that returned up to one year from their PH exit date are included divided by all clients with a PH exit within the two years from the reporting start date.
3.5	Returns to DV Project after Permanent Housing / TOTAL Returns to Homelessness: (2 years)	<= 20% = 5 points; <=30% and >20% = 2 points	5	%	# Clients	This calculation is based off of System Performance Measures: Measure #2 calculations. The most recent PH exit per client for the past 2 years is included where recidivism is marked by a project enrollment to this DV Project. All clients returning within the two years from the reporting start date are included divided by all PH exit clients within the two years from the reporting start date.
3.6	Receipt of Non-Cash Benefits or Health Insurance	>= 75% = 5 points; >=65% and <75% = 2 points	5	%	# Clients	The number of adult client stayers, which have either non-cash benefits (HUD Financial assessment) or health insurance (HUD Program assessment) indicated on their entry assessment.
3.7	Overall Income Assessment (Earned Income + Cash Entitlements)	>= 25% = 10 points; >= 15% and < 25% = 5 points	10	%	# Clients	The number of adult clients, both leavers and stayers, which either maintained or increased total income as indicated by their most recent HUD Financial assessment. Note: 0 = 0 does not count as "maintained income"
Metric 3 "System Performance Measures" Sub Total: 60 Points						
Total Maximum Points on Project Performance: 100 Points						

Appendix E – CoC Program MOU

TX-500 Continuum of Care Project Agreement

Memorandum of Understanding (MOU)

Between

The South Alamo Regional Alliance for the Homeless (TX-500 Continuum of Care [CoC])

and

(Agency Name: _____)

Grant ID: _____)

PURPOSE AND BACKGROUND

The purpose of this Memorandum of Understanding ("MOU") is to confirm agreements between the Continuum of Care ("CoC") agencies funded by the Department of Housing and Urban Development ("HUD") and the Lead Agency and Collaborative Applicant for the CoC, the South Alamo Regional Alliance for the Homeless ("SARAH"). This MOU defines the roles and specific responsibilities of each party relating to key aspects of the operation of the Continuum of Care.

This MOU is an effort to ensure a mutual understanding and strengthening of our partnership to end homelessness in San Antonio/Bexar County by making it a rare, brief, and nonrecurring event.

DURATION AND RENEWAL

Except for termination, the duration of this MOU will be from_____through_____. This start date should reflect the grant agreement execution date coordinated with the HUD Field Office for the CoC-funded project. This agreement will renew automatically unless either party gives notification, but should be updated, reviewed, and signed annually prior to contract execution.

GENERAL UNDERSTANDINGS

SARAH, as CoC Lead Agency and Collaborative Applicant will:

1. Complete the Consolidated Application for HUD CoC funds on behalf of the community;
2. Submit required federal reports on behalf of the CoC, including the Annual Homeless Assessment Report, Point-in-Time Count, Housing Inventory Count, System Performance Measures, and the Grant Inventory Worksheet;
3. Coordinate the system of homeless and homelessness prevention services in the TX-500 continuum area;
4. Implement a Coordinated Entry System that meets HUD's requirements;
5. Be the voice and advocate for ending and preventing homelessness;
6. Provide direction and oversight through the development and periodic review and refinement of strategies, goals and objectives to end homelessness;
7. Support fundraising efforts of CoC-funded agencies;
8. Provide overall governance processes for the CoC;
9. Provide HUD policy guidance and technical assistance to service providers;
10. Serve on committees or workgroups as requested by the Coc Board;
11. Ensure uniform application of bylaws and adopted guidelines to all members of the CoC;
12. Monitor Performance of CoC-funded Agencies and act against poor performers through a documented process;
13. Consider and approve actions regarding Continuum of Care strategies, funding allocations, funding awards, grant management, and grant performance

CoC-Funded Agency will:

1. Submit a Final Grant Agreement and Spending Plan to SARAH upon Grant Contract Execution;
2. Notify SARAH of any Significant Grant Amendments or Project Changes submitted to or approved by HUD;
3. Submit a Quarterly LOCCS Report to SARAH to demonstrate timely drawdown of funds;
4. Attend at least 75% of SARAH Membership Council Meetings;
5. Maintain Membership in at least One CoC Committee or workgroup;
6. Ensure quality project data on federal reports including the Annual Homeless Assessment Report, Point-in-Time Count, Housing Inventory Count, and System Performance Measures;
7. Monitor project performance on an ongoing basis and follow performance Quality Improvement Plans when issued by the CoC Lead Agency and Board of Directors;
8. Ensure 75% of CoC-Funded Program FTE's Participate in the Annual Point-in-

Time Count Event;
9. Pay annual CoC dues to SARAH at a rate of 1.75% of each CoC project grant within 90 days of Final Grant Agreement Execution (reminder, HUD CoC funds cannot be used to pay these costs);
10. Utilize Coordinated Entry for all project referrals and follow Coordinated Entry Policies and Procedures;
11. Utilize HMIS for all project referrals and follow HMIS Policies & Procedures, including standards for privacy, security, and data quality;
12. Follow Housing First Practices;
13. Maintain compliance with interim and final rules issued by HUD;
14. Follow Continuum of Care Approved Policies & Procedures;
15. Submit a Final Annual Performance Report and HUD Closeout Report to the HUD San Antonio Field Office within the required HUD timelines. Additionally, you will provide SARAH with a copy of these reports;
16. Ensure ELOCCS approving officials maintain oversight of all organization ELOCCS accounts to help prevent security violations and delays in making draws.

SPECIFIC RESPONSIBILITIES OF THE PARTIES

1. CoC Authority

The CoC program is authorized by subtitle C of title IV of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11381-11389). The program is designed to:

- Promote communitywide commitment to the goal of ending homelessness;
- Provide funding for efforts by nonprofit providers, States, and local governments to quickly rehouse homeless individuals (including unaccompanied youth) and families, while minimizing the trauma and dislocation caused to homeless individuals, families, and communities by homelessness;
- Promote access to and effective utilization of mainstream programs by homeless individuals and families; and
- Optimize self-sufficiency among individuals and families experiencing homelessness.

A CoC is a geographically based group of representatives that carries out the planning responsibilities of the Continuum of Care program, as set out by regulation. The CoC is designed to address the critical problem of homelessness through a coordinated community-based process of identifying needs and building a system of housing and services to address those needs. The geographic jurisdiction of the South Alamo Regional Alliance is San Antonio/Bexar County.

2. Lead Agency Designation

The CoC designates SARAH as the lead Agency to manage the required HUD processes on its behalf to ensure the maximum amount of funds are received by the jurisdiction and that the CoC is following all applicable HUD rules and regulations. SARAH performs these tasks at the direction of the CoC Board of Directors.

3. **HMIS Lead Agency Designation**

The CoC designates Haven for Hope as the HMIS Lead Agency to operate the HMIS to ensure high data quality and other HUD HMIS compliance requirements of all HUD CoC Program projects in the CoC.

CONFIDENTIALITY

All parties agree that they shall be bound by and shall abide by all applicable Federal or State statutes or regulations pertaining to the confidentiality of client records or information, including volunteers. The parties shall not use or disclose any information about a recipient of the services provided under this agreement for any purpose connected with the parties' contract responsibilities, except with the written consent of such recipient, recipient's attorney, or recipient's parent of guardian.

EQUAL OPPORTUNITY

All parties agree to be bound by and abide by all applicable anti-discrimination statutes, regulations, policies, and procedures as may be applicable under any Federal or State contracts, statutes, or regulations, or otherwise as presently or hereinafter adopted by the agency.

TERMS OF AGREEMENT

1. This MOU shall be effective upon adoption by each signatory agency and entity.
2. This MOU shall be reviewed and revised as needed to further implementation of strategic and long-term goals of the project.
3. This MOU can be expanded, modified, or amended, as needed, at any time by the consent of all agencies.
4. This MOU shall be in effect until the end of this project unless terminated by agreement in writing prior to the project end date.

TERMINATION

Either party may terminate this MOU at a date prior to the renewal date specified in this MOU by giving 120 days written notice to the other party. If the funds relied upon to

undertake activities described in this MOU are withdrawn or reduced, or if additional conditions are placed on such funding, any party may terminate this MOU within 30 days by providing written notice to the other party. The termination will be effective on the date specified in the notice of termination.