2018 COC Renewal HMIS Scoring Guide
The project component is worth 35% of the overall score or 60 points out of the possible 200 points

Agency Name:	IRT Member:
Project Name:	Project Type: ☐ HMIS

PROJECT THRESHOLD

2A. Recipient Performance	SCORING GUIDE	SCORE
1. Has the recipient submitted an APR for the most recent grant term	1 pt for Yes	
2. Does the grant have any unresolved HUD monitoring and/or OIG audit findings concerning any grant term related to this renewal request?	2 pts if No	
3. Has the recipient maintained consistent Quarterly drawdowns for the most recent grant term related to this renewal project	2 pt if yes	
4. Have any funds been recaptured by HUD for the most recently expired grant term related to this renewal request	3 pts if No 1pt if <5% of overall award	
3. Project Description		

1. Narrative: Note this counts for 50% of the project component score. Does the project clearly and concisely provide a description that addresses the entire scope of the project including:
  a) **Target population, system used and geographic scope (5 pts)**
  b) **How the following are addressed (10 points)**
   ➢ The process for engaging Community-based organizations with HMIS,
   ➢ The number of organizations and end users. Describe the changes in numbers of organizations or end users in the last two years
   ➢ The staffing structure for HMIS, including whether the staffing structure meets national standards for ratio of staff to end user
   ➢ Number and types of training that were provided in the last grant term
   ➢ Process for receiving and incorporating feedback from end users. Identify any program changes that have been made based on this feedback
  c) **Projected outcomes (10 points)**
  d) **Types of reports (5 points)**
	Maximum 30 points	

4. HMIS STANDARDS		

RENEWAL APPLICATION [PH PROJECT COMPONENT] SCORING FORM

1.	Is the HMIS currently programmed to collect all Universal Data Elements (UDE's) as set forth in the HMIS Data Standard Notice? If no, provide an explanation in 500 words or fewer	2 points if yes	
2.	Is the HMIS currently able to produce all HUD-required reports and provide data as needed for HUD reporting? (i.e., Annual Performance Reports, Annual Homeless Assessment table shells, and data for CAPER/ESG reporting, etc) If no, provide an explanation in 500 words or fewer	2 points if yes	
3.	Can the HMIS currently search client records to determine if a client is actively receiving services in the CoC?	2 pts if yes	
4.	Can the HMIS currently provide the CoC with an unduplicated count of clients receiving services in the CoC?	2 pts if yes	
5.	Does the HMIS Lead have a security officer?	2 pts if yes	
6.	Does your organization conduct a background check on all employees who access HMIS or view HMIS data?	2 pts if yes	
7.	Does the HMIS Lead conduct Security Training and follow up on security standards on a regular basis?	2 pts if yes	
8.	Do you have a process in place to remove community members who no longer need access to HMIS (e.g. leave their job, fired, etc.)	2 pts if yes	
9.	How long does it take to remove access rights to former HMIS users?	2 pts if = or < 24 hours 1 pt if = or < 48 hours	
10.	Does the HMIS lead have current MOU's with every CoC provider agency?	2 pts if Yes	
11.	Does the HMIS lead agency have resources and accommodations that capture data that identifies clients with specialized resource needs such as physical, cognitive, or behavioral disabilities and provide reasonable accommodations for clients with linguistic and/or cultural challenges.	2 pts for yes	

Project budget will be reviewed but not scored. It should match approved GIW	
TOTAL PROJECT APPLICATION SCORE 60 points MAXIMUM	

RENEWAL APPLICATION [PH PROJECT COMPONENT] SCORING FORM