

Renewal Project Scorecard and Checklist- ECHO

2019 HUD Continuum of Care NOFA Competition

- This checklist and scorecard will be used for all Renewal Applications, except for the HMIS application.
- First Time Renewals (Including YHDP Projects):
 - Must meet Threshold Component ensured compliance with HUD organizational recommendations and HMIS implementation
 - Will receive full points for items that are not able to be scored. Items that cannot be scored include if there is not yet 12 months' worth of information.
- ECHO reserves the right to ask for additional information or to revisit the application requirements and scoring after the release of the 2019 NOFA from HUD.

Attachment Checklist

Required Attachments

- Audit
 - Most Recent Completed Agency Audited Financial Statement
 - Auditor's Communication with Governance
- Board of Directors and/or equivalent policy making entity - evidence of at least one representative with lived experience (e.g., website, letterhead).
- ELOCCS Drawdown (past 4 months)

Optional Attachments (If Applicable to your Project Application)

- Documentation of grant changes and/or amendments over the past 12 months requiring an amendment or contact with the Local Field Office (e.g., copy of email communications, support letter from ECHO, memo requesting change) **Required to document any project changes**
- HUD Monitoring **Required if project participated in HUD monitoring over the past 2 years**
 - HUD Monitoring Notification
 - HUD Monitoring Closeout Letter
 - HUD Closeout Letter
- HMIS Intake form or CoC Data Quality Report (UDEs)
- HMIS Policy and Procedures
- HUD required reports:
 - APR
 - LSA
 - CAPER/ESG reporting
 - SPM and Data Quality Table
- HMIS documentation of having staff person responsible for implementing privacy and security standards
- Report generated from HMIS showing the overall CoC Data Quality for each of the Universal Data Elements.
- [HMIS System Administrator Checklist](#)

MAX POINTS	SCORING SECTIONS
N/A	1. Program Changes
HUD STANDARDS: 20 POINTS	
P/F	1. Annual Financial Statement Audit
P/F	2. Lived Experience: Board of Directors
P/F	3. HUD Monitoring
10	4. Timely Drawdowns
10	5. Unspent Grant Funds (deobligation)
Community CoC Participation: NOT SCORED	
P/F	1. Point in Time Count (PIT) Participation
P/F	2. CoC Committee/Workgroup Participation
HMIS Standards: 26 POINTS	
4	1. Data Elements
4	2. HUD-Required Reports
2	3. Reports for all Federal Partners
2	4. Unduplicated Counts
4	5. Staffing for Privacy & Security Standards
2	6. Background Checks
4	7. Privacy and Security Training
4	8. Removing HMIS Access & Length of Time
PROJECT DESCRIPTION & PERFORMANCE: 54 POINTS	
10	1.a. Project Description Narrative: Clarity
10	1.b. Project Description Narrative: Completeness
10	2. Performance Improvement Initiatives
14	3. HMIS System Administrator Checklist
10	4. Addressing Racial and Ethnic Diversity
BUDGET: NOT SCORED	
N/A	1. FY19 Budget Worksheet
N/A	2. Government/Other Funding
P/F	3. Match
100	TOTAL SCORE

Application Question and Scoring Criteria	Points/Scoring Guidance
1. Program Changes	Not Scored
HUD Standards – (20 points)	
<p>1. Annual Financial Statement Audit</p> <p>For financial reporting purposes, every organization has a 12-month fiscal year. A fiscal year can coincide with the calendar year but may also be any 12-month period that is selected by the organization. Audits are performed on the organization’s fiscal year. The only exception to a 12-month audit occurs if the organization has changed its fiscal year during the audit period. This will require an audit for less than or more 12 months for the year of change.</p> <p>Attachments:</p> <ul style="list-style-type: none"> - Most recently completed audited financial statement - Auditor’s communication with governance <p>Criteria to Consider:</p> <ul style="list-style-type: none"> - The most recent audited financial statement is attached. - An audit is completed within 9 months of the end of the agency’s fiscal year and/or the agency identifies consistent procedures that are used in the preparation of financial reports in which the most recent report follows and is attached. - The audit opinion indicates that the agency’s financial statements are fairly presented in accordance with Generally Accepted Account Principles (GAAP) - The audit opinion does not include any substantial doubt about the organization’s ability to continue as a going concern. 	<p>PASS – Meets all criteria</p> <p>PASS W/ FINDINGS – Provides description of cause and or there is some concern that the project is not eligible for HUD funding.</p> <p>FAIL – Information provided CONFIRMS that project is not eligible for HUD funding</p>

<p>2. Representative with Lived Experience on Board of Directors or other equivalent policymaking entity</p> <p>Attachments: Official documentation showing lived experience of homelessness on Board of Directors or equivalent decision-making body.</p> <ul style="list-style-type: none"> - Organizational Chart with Board Members - Website materials <p>Criteria to Consider: The COC program Interim Rule requires all recipients and subrecipients to provide for the participation of one homeless or formerly homeless individual on the board of directors or other equivalent policy making entity, to the extent that each entity considers and makes policies and decisions regarding any project, supportive services, or assistance provided with CoC Program funding.</p>	<p>PASS – Meets all criteria</p> <p>PASS W/ FINDINGS – Provides description of cause and or there is some concern that the project is not eligible for HUD funding.</p> <p>FAIL – Information provided CONFIRMS that project is not eligible for HUD funding</p>
<p>3. HUD Monitoring</p> <p><u>If Project Did Receive a HUD Monitoring Visit over the past 2 years:</u></p> <p>Criteria to Consider:</p> <ul style="list-style-type: none"> - No findings or findings that were resolved. - Project had findings that were not resolved within 30 days of date when Monitoring Letter is released to agency. Agency does not provide documentation of resolution via Closeout Letter (if applicable) that indicate resolutions to finding from monitoring visit. Project did not provide complete attachments. - Attachments (if yes):HUD Monitoring Letter (indicated findings or lack thereof). - HUD close out letter (indicating resolution of findings). <p><u>If Project did NOT receive a HUD Monitoring Visit of the past 2 years:</u></p> <p>Criteria to Consider:</p> <ul style="list-style-type: none"> - Pass 	<p><u>Project has received a HUD Monitoring Visit</u></p> <p>PASS – Clearly meets expectations shown by previous monitoring visit results and attachments</p> <p>PASS W/ FINDINGS – Adequately meets expectations based on narrative</p> <p>FAIL – Does not meet criteria with a monitoring visit occurring within 2 years, no documentation provided indicating lack of findings or resolution of findings</p> <p><u>If Project has NOT received a HUD Monitoring Visit</u></p> <p>PASS</p>

<p>4. Timely Drawdowns How well the project has demonstrated compliance with HUD requirements for drawing down funds?</p> <p>Attachments:</p> <ul style="list-style-type: none"> - Documentation showing timely and consistent drawdowns <p>Notes:</p> <p>Agency does not have to draw down a quarter’s worth of funding. HUD only requires that drawdowns are completed quarterly. Agencies can make drawdowns more often, if needed.</p>	<p>Up to 10 – Excellent with all drawdowns completed within acceptable timeframe</p> <p>Up to 7 – Only 1 drawdown was not completed within 90-day window.</p> <p>Up to 4 – 2-3 Drawdowns were not completed within 90-day window.</p> <p>0 – Consistently draws funds outside of 90-day window.</p>
<p>5. Unspent Grant Funds</p> <p>Attachments:</p> <ul style="list-style-type: none"> - Performance Improvement Plan (PIP) Agreement (if applicable). <p>Criteria to Consider:</p> <ul style="list-style-type: none"> - Project did not deobligate either more than 10% of grant funds or more than \$50,000 of grant funds. (CoC Deobligation Policy - Threshold) 	<p>Up to 10 – Meets expectations with no deobligated funds</p> <p>Up to 7 – Meets expectations with some deobligated funds but does not exceed threshold amounts outlined in the CoC Deobligation Policy</p> <p>Up to 4 – Does not meet expectations but is proactive at addressing challenges and improving performance</p> <p>0 – Does not meet expectations and is not engaged in performance improvement strategies.</p>

Community Participation

1. Point in Time Count

At least one agency staff participates as a volunteer during planning activities or the actual event for the PIT Count

Passing Criteria:

- At least one staff member or board member from the agency participated in either the planning of the PIT Count or volunteering during the PIT-Count event.
- Information supporting participation in PIT activities may include:
 - PIT-Count volunteer or Team Lead
 - Staff participate in the PIT Count workgroup
 - Supporting emergency shelter count activities,
 - Data entry,
 - Coordinating post count events (volunteer appreciation).
 - Sharing event information on website, social media platforms

Fail Criteria:

- Agency was not able to identify any activities that supported the previous PIT Count and did not describe any future activities to improve participation during the next PIT Count.

PASS – Yes

PASS W/ FINDINGS – Did not participate, but provides explanation

FAIL – No

2. Committee and Workgroup Participation

At least one agency staff attended an ECHO Committee, Workgroup, or one of the bi-annual stakeholder meetings (Spring Stakeholder Meeting/Fall Stakeholder Meeting)

Passing Criteria:

- Yes

Failing Criteria:

- **No**

PASS – Yes

PASS W/ FINDINGS – Did not participate, but provides explanation

FAIL – No

**Question 1
Data Elements**

Collects all required data elements as set forth in the 2017 HMIS Data Standards and provides documentation to support response.

Attachment: Report generated from HMIS showing the overall CoC Data Quality for each of the Universal Data Elements. Question is to ensure that data elements are collected. Data quality is used to document the overall collection and project should not be evaluated on actual data quality to score this question.

HMIS Screen 4A. HMIS Standards

All fields on Screen 4A are required and should be answered based on the current configuration of the dedicated HMIS project. For more information on 2017 HMIS Data Standards applicable for all dedicated HMIS projects, go to www.hudexchange.info/hmis/hmis-data-and-technical-standards/.

Universal HMIS Data Standards

- | | | |
|---------------------------|------------------------|---------------------------------------|
| 1. Name | 6. Gender | 11. Destination |
| 2. Social Security Number | 7. Veteran Status | 12. Relationship to Head of Household |
| 3. Date of Birth | 8. Disabling Condition | 13. Client Location |
| 4. Race | 9. Project Start Date | 14. Housing Move-in Date |
| 5. Ethnicity | 10. Project Exit Date | 15. Living Situation |

Up to 4 – YES w/ attachment supporting response

Up to 2 – Yes w/ no attachment or attachment does not provide clear documentation of support

0 – Does not collect required data elements and/or does not provide documentation to support response.

**Question 2.
Hud Required Reports**

Project is able to produce all HUD-required reports and provide data as needed for HUD reporting (i.e., Annual Performance Reports, Longitudinal System Analysis), data for CAPER/ESG reporting, SPM and Data Quality Table, etc)

Attachment: Documentation of submission for the following reports:

- Annual Performance Reports
 - o HMIS is able to generate APR reports needed for HUD reporting. No reporting deadline needed in attachment.
- Longitudinal System Analysis
 - o HMIS Lead submits report annually to HUD on behalf of CoC
- CAPER/ESG reporting
 - o HMIS is able to generate CAPER/ESG reports needed for HUD reporting. No reporting deadline needed in attachment.
- SPM and Data Quality Table
 - o HMIS Lead submits report annually to HUD on behalf of CoC

Up to 4 – YES w/ attachment supporting response

Up to 2 – Yes w/ no attachment or attachment does not provide clear documentation of support

0 – Does not collect required data elements and/or does not provide documentation to support response.

<p>Question 3 Federal Partner Reports</p> <p>Generate all reports required by all Federal partners including HUD, VA, HHS?</p>	<p>2 – YES</p> <p>0 – NO</p>
<p>Question 4 Unduplicated Service Counts</p> <p>Unduplicated count of clients receiving services</p>	<p>2 – YES</p> <p>0 – NO</p>
<p>Question 5 Privacy and Security Standards</p> <p>HMIS Lead has a designated staff person who is responsible for ensuring privacy and security standards are implemented as required by HUD.</p> <p>Attachment (optional)</p> <p>Project either provides a narrative description of the process/standards or an attachment is provided. Examples of documentation may include but is not limited to: (job description, HMIS Policies).</p>	<p>Up to 4 – YES w/ attachment and/or narrative that provide clear documentation of support.</p> <p>Up to 2 – Yes w/ no attachment and/or narrative or attachment/narrative does not provide clear evidence to support project answer.</p> <p>0 – NO</p>
<p>Question 6 Background Checks</p> <p>Conduct background check on all employees who access HMIS or view HMIS data.</p>	<p>2 – YES</p> <p>0 – NO</p>
<p>Question 7 Privacy and Security Training</p> <p>HMIS Lead conduct Privacy and Security Trainings and follows up on all privacy and security standards on a regular basis.</p>	<p>Up to 4 – YES w/ attachment</p> <p>Up to 2 – Yes w/ no attachment or attachment does not provide clear documentation of support.</p> <p>0 – NO</p>
<p>Question 8 User Access to HMIS</p> <p>Criteria for 4 points :</p> <ul style="list-style-type: none"> - Yes – there is a process to remove users. - Access is removed within 1 week of notification. <p>Criteria for 2 points :</p> <ul style="list-style-type: none"> - Yes – there is a process to remove users. - Removal of access to HMIS is longer than 1 week. 	<p>Up to 4 – meets criteria</p> <p>Up to 2 – Adequately meets criteria</p> <p>0 – Does not meet criteria</p>

<p>Not meeting criteria:</p> <ul style="list-style-type: none"> - No – a formal process to remove users has not been established - Removal of access exceeds 1 month. 	
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PROJECT DESCRIPTION & PERFORMANCE (54 points)

<p>Narrative Criteria 1 Question 1.a.</p> <p>Narrative Clarity and Consistency of the narrative</p> <p>Criteria for meeting expectations</p> <ul style="list-style-type: none"> - Description matches other details in project application. - Rationale for funding and service design explain program strengths. - Uses current data (PIT Count, system performance measures to outline community need) for community need. - Project outcomes are measurable. - Clear explanation of all activities with specific details. Narrative corroborates with the other components of the application 	<p>Up to 10 – Exceeds expectations</p> <p>Up to 5 – Adequately meets criteria</p> <p>0 – Does not meet criteria</p>
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<p>Narrative Criteria 2 Question 1.b.</p> <p>Completeness of Narrative <i>Narrative addresses all required items</i></p> <ol style="list-style-type: none"> Community Needs The design and implementation of the HMIS System Anticipated project outcomes Coordination with other organizations (e.g., federal, state, nonprofit) The reason CoC funding is required. <p>Criteria to Consider</p> <ul style="list-style-type: none"> - All required fields are fully addressed within the narrative. 	<p>Up to 10 – Concise description that addresses all required fields.</p> <p>Up to 5 – Adequately meets criteria with a few areas that would be improved with more details or clear language.</p> <p>0 – Does not meet criteria based on application and supporting material.</p>
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<p>2. Performance Improvement Initiatives</p> <p>Criteria to Consider:</p> <ul style="list-style-type: none"> - Narrative provides a clear description of how the project identified an area of improvement and made changes that resulted in better performance or compliance outcomes. 	<p>Up to 10 – Exceeds expectations</p> <p>Up to 5 – Meets expectations</p>
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<ul style="list-style-type: none"> - Agency requested technical assistance from outside sources and/or consultants to improve user experience and data quality. - Agency requested and received technical assistance from CoC Performance Monitoring and Technical Assistance Manager to learn strategies on improving performances and compliance. - Scheduled required trainings for staff on target area. - Demonstrated exceptional performance in an area in which the project was underperforming. 	<p>0 – Unclear or did not demonstrate action items to improve performance.</p>
<p>Question 3. Completeness of HMIS System Administrator Checklist This scoring element is regarding the effort to complete and use the tool – not on the results of the tool.</p> <p>Criteria to adequately meet expectations:</p> <ul style="list-style-type: none"> - Agency completed and attached the System Administrator Checklist. - All questions and fields answered throughout the checklist - Included notes about the information collected for some of the checklist items. <p>Criteria to exceed expectations:</p> <ul style="list-style-type: none"> - Agency completed and attached the System Administrator Checklist. - All questions and fields answered throughout the checklist - Applicant provides detailed information (e.g., names, dates, events) in the notes section to document work completed/accomplished over the past year for some of the checklist items. 	<p>Up to 14 – Exceeds expectations</p> <p>Up to 10 – Adequately meets expectations</p> <p>0 – Did not complete all fields and/or checklist is not attached to application</p>

Question 4

Addressing Racial and Ethnic Disparities

Criteria to Consider:

- Clear and effective planning process, including goals, key people, collaborators and their roles.
- Timeline is mentioned as a planning/implementation tool.

Additional Background Information:

Strategies Recommended in SPARK (Center for Social Innovation):

- Train all staff working in the homeless services sector on understanding racism and the intersection of racism and homelessness, so they can target resources toward and develop/adapt programs for people of color.
- Establish professional development opportunities to identify and invest in emerging leaders of color in the homelessness sector.
- Create positions in organizations that are explicitly focused on and charged with creating equity-based responses to homelessness.
- Create greater racial and ethnic diversity on boards of directors for local and national non-profit organizations working on homelessness.
- Ensure involvement in community efforts such as SPARC and similar local and national projects designed to remediate racial inequity.
- Develop or adapt behavioral health interventions, domestic violence programs, and other supportive services for people of color experiencing homelessness.

[Supporting Partnership for Anti-Racist Communities. Phase One Study Findings](#)

(continued on next page)

Up to 10 – Agency Clearly Demonstrates Significant efforts to identify and reduce racial and ethnic disparities among their clients; agency practices, and/or program outcomes

Up to 5 – Agency demonstrates minimal efforts to identify and reduce racial and ethnic disparities among their clients, agency practices, and/or program outcomes

0 – Agency demonstrates no efforts

Strategies Recommended by USICH:

- Use demographic data from the most recent census to map the racial profile of their community and then compare it to HMIS data to understand who is experiencing homelessness at disproportionate rates in their community
- Report on staff and board diversity compared to population experiencing homelessness and develop diversification goals
- Develop data-driven goals for including people of color with lived experience of homelessness into planning efforts
- Analyze data to determine if equitable permanent housing outcomes are being achieved and identify if there are ethnic or racial groups who are less likely to be exiting to permanent housing
- Interrogate person-centered data to build out an understanding of service utilization patterns and the connection between those patterns and housing placements and/or other outcomes; use these data points to inform planning and resource allocation
- Map the points of entry and precipitating causes of homelessness and assess whether there are significant differences among people of color
- Geographically map where people experiencing homelessness live, work, or spend their time to ensure that place-based investments in outreach, services, and housing opportunities are equitably reaching people of color
- Identify systemwide goals to drive progress toward equity and identify data points to measure progress toward those goals
- Regularly review data, assess impact, and refine and strengthen strategies and activities

[Emerging Strategies for Addressing Racial Inequities in Our Efforts to End Homelessness](#)

PROJECT BUDGET	
Budget Summary 1	Not Scored
Other Government Assistance	Not Scored
<p>Match Program meets funding requirements for Match.</p> <p>Attachments:</p> <ul style="list-style-type: none"> - Match Agreement Letter <p>Criteria</p> <ul style="list-style-type: none"> - Match equals 25 percent of the total grant request - excluding leasing costs. - Attachments are updated and consistent with documenting match commitments needed for competition. <p>Criteria for not meeting standards</p> <ul style="list-style-type: none"> - Match amount is less than 25% <p>FYI – (All costs paid for with matching funds must be for activities that are eligible under the CoC Program, even if the recipient is not receiving CoC Program grant funds for that activity. All grant funds must be matched with an amount no less than 25% of the awarded grant amount (excluding the amount awarded to the leasing budget line item) with cash or in-kind resources. Match resources may be from public (not statutorily prohibited by the funding agency from being used as a match) or private resources.)</p>	<p style="text-align: center;">PASS – Meets all criteria</p> <p>PASS W/ FINDINGS – Provides description of cause and or there is some concern that the project is not eligible for HUD funding.</p> <p>FAIL – Information provided CONFIRMS that project is not eligible for HUD funding</p>