**Arizona Balance of State**

**Continuum of Care**

**2018 Renewal Project Scoring**

**REVISED 8/3/18—Revisions have occurred throughout the document and are highlighted in yellow. David Bridge has sent out the most recently submitted SAGE version of the APR for most projects.**

**The exceptions are Dreamcatcher RRH, Apache NEW Start, and Cypress Grove, Sharon Manor, and Cochise RRH. For these projects—A formal APR has not been submitted because of the contract dates. As a result, agencies will need to run the HMIS APR.**

**Many agencies have started scoring their projects. It is not expected that you move your information to this revised form—Instead you may finish up the information on the old form but use the instructions from this form on those items have been changed.**

**All 8/3/18 changes are highlighted in yellow.**

**A notes page has been added at the end to provide an opportunity for explanation of all scores that do not reflect true performance based on other circumstances.**

**The Project Score Sheets are due to ADOH by ~~August 10, 2018~~ August 14, 2018 @ 5:00 PM. They must be submitted through the ADOH Portal. Please assemble all of your project score sheets into a single file (PDF or Word is acceptable. A single Project Score Sheet must be completed for each project under contract with ADOH that is funded through the COC. Copy this form for each project as needed. For submittal, scan all your project score sheets together into one packet, name the packet with your agency name. ~~In addition to the packet, submit the most recent APR for each project. The packets and APRs must be submitted through the~~**

**The only APRs that need to be submitted are for those projects where the HMIS APR had to be used because of contract dates. They need to be submitted through the ADOH portal by ~~August 10, 2018~~ August 14, 2018@ 5:00 PM**

**Note—Check boxes can be checked by placing your cursor over the box.**

|  |  |
| --- | --- |
| **Name of Agency:** | **Contact Person:** |
| **EMAIL:** | **Phone Number:** |
| **Name of Project** |  |
| **Type of Project** |  |
| 1. Review your current project description in the 2017 project application. Provide an updated description, **limited to 1,000 characters**, based on changes such as projects that have been combined, changes in services, new community partnerships, etc. **Every Project must have an updated project description for 2018:**  Provide narrative for each question below. **Sections cannot be combined or skipped:**  **1a. What counties are covered by the project?**  **1b. What is the project type? (i.e. RRH, PSH, TH)**  **1c. Who is the Target Population? (i.e. CH, families, Veterans, Individuals)**  **1d. Did the Project change in any way since the last NOFA? (i.e. reallocated, combined with another project, added locations, added services):**  **1e. What need is the project meeting? (provide data)**  **1f. What supportive services are provided and by whom?**  **1g. Who are your agency partners for this project?** | |

**Project Scoring**

This is the Project Self Scoring Sheet. These scores will be combined with other factors/attributes that have been scored. These items include participation in the LCEH and the PIT, participation in Coordinated Entry, timely reporting and funds draw down and unresolved monitoring findings. A full overview of the scoring for renewal projects is included in the Renewal Project Overview which is a separate document available with other NOFA materials on the Arizona Department of Housing, “Special Needs-Continuum” web site <https://housing.az.gov/documents-links/forms/special-needs-continuum>.

**Refer to your most recent APR and HMIS data to calculate score. The question in the APR is provided where information can be found for each item.**

**Self-score each project based on the following criteria/attributes:**

| **General Information** | **Place # or % from APR in this column** | **Scale/Points Available** | **Place project score here if applicable** |
| --- | --- | --- | --- |
| From Q2 APR Total Units  If using the HMIS APR this data is not available—Indicate if you are using the HMIS APR in the column to the right. |  | NA |  |
| From Q2 APR Total Beds  If using the HMIS APR this data is not available—Indicate if you are using the HMIS APR in the column to the right. |  | NA |  |
| From Q5a Total number of persons served |  | NA |  |
| From Q5a Total number of leavers |  | NA |  |
| From Q5a Number of Adult leavers |  | NA |  |
| From Q5a Number of stayers |  | NA |  |
| From Q5a Number of Adult stayers |  | NA |  |
| From Q7a Total Number Served |  | NA |  |
| From Q7a Adults Served |  | NA |  |
| From Q7a Children Served |  | NA |  |
| From Q14a Total with DV history |  | NA |  |
| From Q14b Total fleeing DV |  | NA |  |

In the following section, instructions are provided for where to find the information in the APR in order to complete the scoring. As an example, in the first box—you will see Q22a1—this directs you to that question in your most recent APR so that you can provide the required information and then score it based on the scale available. Please call Candee if you have questions how to complete this table.

NOTE: for check boxes—to check the box—hover your cursor over the box—and right click—it should put an X in the box—if that doesn’t work—put an X next to the box.

| **General Information** | **Place # or % from APR or calculation in this column** | **Scale/Points Available** | **Place project score here if applicable** |
| --- | --- | --- | --- |
| **PROJECT PERFORMANCE (40 Points)** | | | |
| **A. PSH/RRH**  From Q22a1 Length of participation/retention—  Add total numbers for 180 days or less and put in the field 1a  Add total numbers who stayed 181 days or more and put in field 1b | 1a | >75% - 6 points  70 - 75% - 4 points  6-70%% - 1 point  <60% - 0 points |  |
| 1b |
| **B. Housing Retention (PSH)**  % of Clients who retain permanent housing or who remained in PSH or exited to permanent destination  This formula is now updated, Information is in both SAGE and HMIS APR  Add Q23a (Perm. Destinations Subtotal) \_\_\_\_\_\_ + q23b Perm. Destinations Subtotal) = \_\_\_\_\_\_\_Add these two sub-totals to q5a  Q23a+Q23b+Q5a (stayers)\_\_\_\_\_\_\_\_  Divide the total by q5a (total # of persons) and place in field 2. | 2 | 91%+ - 12 points  86-90% - 8 points  80-85% - 4 points  <80% - 0 points |  |
| **C. Housing Retention (RRH)**  % of Clients who retain permanent housing or who exit to permanent destination  This formula is now updated, Information is in both SAGE and HMIS APR  Add Q23a (Perm. Destinations Subtotal) \_\_\_\_\_\_ + q23b Perm. Destinations Subtotal) = \_\_\_\_\_\_\_Add these two sub-totals to q5a  Q23a+Q23b+Q5a (stayers)\_\_\_\_\_\_\_\_  Divide the total by q5a (total # of persons) and place in field 2. | 3 | 76%+ - 12 points  70-75% - 8 points  65-70% - 4 points  <65% - 0 points |  |
| **D. Earned Income (PH/RRH)**  % of Residents who increased employment/earned income.  This has been updated to reflect earned income.  From Q19a1 Adults with ~~other~~ earned income-enter performance measure in field 4 | 4 | 20%+ - 7 points  15-20% - 5 points  10-14% - 2 points  < 10% - 0 points |  |
| **E. Any or Other Income ~~Benefit~~ Income (PH/RRH)**  This has been updated to indicate other income.  % of Residents who increased other ~~benefit~~ income.  Ea Question is deleted.  ~~Ea. From Q19a1 Adults with any income-enter performance measure in field 5a~~ | 5 | 25%+ - 7 points  20-25% - 5 points  11-20% - 2 points  < 10% - 0 points |  |
| The APR source question has been updated.  Eb. From Q20b non-cash benefit sources  Add # of those who had 1+ source at annual assessment of stayers plus leavers place # here\_\_\_\_\_\_  Divide that number by total \_\_\_\_\_\_.  Enter that percentage in field 6 | 6 | 80+%+ - 4 points  70-80% - 3 points  60-70% - 2 points  < 60% - 0 points |  |
| F. From Q21 health insurance  Add numbers of stayers and leavers for   * no health insurance, * client doesn’t know, * data not collected * stayers that don’t have an annual assessment   i. Put that total here\_\_\_\_\_\_.  ii. Subtract the number from above from Q5a Total persons served and put here \_\_\_\_\_.  iii. Add Stayers and Leavers total for 1 source of health insurance and more than 1 source of health insurance here \_\_\_\_  Divide the number from iii by the number from ii and put here \_\_\_\_\_.  Put that percentage in field 7. | 7 | >80+%+ - 4 points  70-80% - 3 points  60-70% - 2 points  < 60% - 0 points |  |
| **G. RRH only**  From Q22c Length between start and housing move in. Enter in field 8 | 8 | Not Scored this Year |  |
| H. From Q22c, add totals for 14 days or less and enter in field 9. | 9 |  |
| I. From Q22c, add totals for 15 days to 30 days and enter in field 10. | 10 |  |
| J. From Q22c, add totals for 31 days to 60 days and enter in field 11. | 11 |  |
| K. **PSH – Only**  From Q22a1 enter # of participants who stay over 4 years in field 12 | 12 | Not Scored this Year |  |
| **Housing First (20 Points)** | | | |
| L. Give the project one point for each Housing First criteria you check from this list below and put the total in field 13.  The project accepts individuals who  have too little or no income.  active history of substance use.  have a criminal record except mandated restrictions.  history of victimization  ADD ONE POINT IF ALL BOXES CHECKED | NA | NA | 13 |
| The language has been clarified as indicated.  M. Give the project one point for each reason that participants are **NOT** terminated from the program you check from this list below and put the total in field 14  failure to participate in supportive services  failure to make progress on service plan  loss of income or failure to improve income  any other activity not covered in lease agreement typically found for unassisted persons.  ADD ONE POINT IF ALL BOXES CHECKED | NA | NA | 14a |
| **N. PSH**  PSH - % of Project Participants with CH persons  From Q5a –Take the # of Chronically Homeless Persons put number here \_\_\_\_\_\_ and divide by # of Adult Heads of Household put number here\_\_\_\_\_\_\_. Put the % in field 15.  Note: Projects dedicated to CH must be at 100% to receive full points | 15 | All PSH openings should be filled with eligible CH person  90%+ filled by CH (or Dedicated+) - 6 points  75 – 90% - 5 points  65 – 74% - 3 points  <65% - 0 points |  |
| O. **RRH - % of Project Participants with at least one condition**  From Q13a2, the total persons with 1 or more conditions\_\_\_\_\_\_  Q5a Total Number of Persons Served-put number here\_\_\_\_  Divide the total with 1 or more conditions by total served\_\_\_\_. Enter percentage in field 16. | 16 | 25%+ of persons w/ disability – 6 pts  20- 25% of persons w/ at least one disability – 4 points  10 – 20% persons w. 1 condition – 2 points  > 10% of openings filled by CH household – 0 pts. |  |
| P. Describe any unique items related Housing First and Low Barriers for this specific project: (500 words maximum) | | | Leave blank—1 to 4 points will be scored by review team |
| **Cost Effectiveness (4 Points)** | | | |
| Q. Did you submit an accurate letter for match for the 2017 NOFA competition |  | Yes--1 point  No –0 points |  |
| R. Did you submit your match letter on time? |  | Yes--1 point  No –0 points |  |
| S. Provide the total value of leverage for this specific project from all sources and put it in field 17. (No letters are required) | 17  $ | Value is 125% or more of total project budget. – 2 pts  Value is between 100% and 124% of total project budget. – 1 pt.  Value is less than 100% - 0 pts |  |
| **System Participation (22 Points)** | | | |
| T**. HMIS Data Quality**  From Q6e (Add total number entered between 0 and 6 days. Place number here \_\_\_\_\_  Divide that number by Q5a and place the percentage in field 18 | 18 | 98-100% of client data entered in 0-6 days – 4 pts  85-97% of client data entered 0-6 days – 3 pts  75-80% of client data entered 0-6 days – 1 pt  < 75% of client data entered 0-6 days -0 pts. |  |
| U. Maintain DQ Standards  From Q6a (Overall Score %). Place in field 19. | 19 | 100% - 4 Points  98-99% - 3 points  95-97% - 1 points  >95% - 0 points |  |
| V. PIT Participation |  | Our agency was the lead/co-lead for the PIT – 3 pts  Agency staff participated in the PIT – 1 pt  Our agency was not involved in the PIT – 0 pts. |  |
| W. LCEH Participation |  | Our agency facilitates the LCEH or an LCEH subcommittee. – 3 pts  Agency staff participates in the LCEH – 1 pts  Our agency is not involved in the LCEH – 0 pts. |  |
| X. Coordinated Entry |  | Our agency chairs and facilitates Coordinated Entry. – 3 pts  Agency staff participate in Coordinated Entry – 2 pts.  Our agency does not participate in Coordinated Entry – 0 pts |  |
| Y. Case Conferencing/By Name List |  | Our agency chairs and facilitates Case Conferencing or manages BNL for LCEH. – 3 pts  Agency staff participate in Case Conferencing. – 2 pts  Our agency does not participate in Case Conferencing or the By Name List – 0 pts |  |
| Z. What is the percentage of referrals for this project that come from case conferencing and the By Name List. Place the percentage in field 20. | 20 | 85%-100% - 3 pts  70%-84% - 2 pts  <70% - 0 pts |  |
| AA. Do you submit your LCEH roster to Candee after each meeting? |  | 100% of rosters are submitted in a timely fashion – 1 pt  <80 % of rosters are submitted in a timely fashion – 0 pt  NA—we are not responsible for the LCEH roster |  |
| **Operational Effectiveness (12 Points)** | | | |
| BB. Request for payment submitted to ADOH on time for the previous twelve (12) months. *(Submitted within thirty (60) days for the previous month.)* |  | 100% of payment requests submitted on time – 2 pts  80%-99% of payment requests submitted on time – 1 pt  <80% of payment requests submitted on time – 0 pts |  |
| CC. The agency’s most recent Code of Conduct complies with the HUD requirements. (See link at end of table) |  | Our Code complies or will comply and will be sent to Candee by 8/14/18 – 2 pts  We cannot update our code to comply with the requirements. – 0 pts |  |
| DD. SOAR |  | We have SOAR trained staff within our agency and enter information into OAT – 4 pts  We do not have SOAR trained staff but have an agreement with (name agency) \_\_\_\_\_\_\_\_\_\_\_\_ to refer clients. – 3 pts  We do not have SOAR trained staff and do not refer clients for SOAR assistance – 0 pts |  |
| For EE through HH—if you are using the HMIS APR—this data can be found in Q7B—We assume each person had a bed. |  |  |  |
| EE. From Q2 APR Utilization Rates Beds January |  | 1 pt for rate 85% or above  0 pt for rate below 85% |  |
| FF. From Q2 APR Utilization Beds Rates April |  | 1 pt for rate 85% or above  0 pt for rate below 85% |  |
| GG. From Q2 APR Utilization Beds Rates July |  | 1 pt for rate 85% or above  0 pt for rate below 85% |  |
| HH. From Q2 APR Utilization Beds Rates October |  | 1 pt for rate 85% or above  0 pt for rate below 85% |  |

<https://www.hud.gov/program_offices/spm/gmomgmt/grantsinfo/conductgrants>

Please use this table to provide additional information about scores that are not reflective of performance due to extenuating or other circumstances.

|  |  |
| --- | --- |
| **Question (i.e. A-HH)** | **Extenuating or Other Circumstances Narrative** |
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|  |  |