

1E-2a. Scored Forms for One Project

In this combined PDF file, there is 3 pieces of evidence that includes the score form used for one renewal project submitted in the CoC's local competition. The scoring form includes:

- The objective criteria and system performance criteria and their respective maximum point values;
- The maximum point values include everything the CoC awarded points for that made up the final score; and
- The actual points your CoC awarded for all score forms for the one scored renewal project.

(1) CoC Project Scoring Card

This document illustrates how a renewal project application is scored, including the criteria, maximum point values and actual points awarded. In the CoC Project Scoring Tool 2023-FINAL, the data is collected on the data tab and the points are awarded based on that data on the evaluation tab. The percentage of the total is used to rank the projects and that is included on the Final Ranking tab.

Newcap's Brown County PSH Families project application was used to illustrate how this process would work for one renewal project, using the data and evaluation included on the CoC Project Scoring Tool.

(2) Housing First Evaluation

This document is used during monitoring visits (outside of the CoC Competition) to assess fidelity to housing first and compliance. During the CoC Competition, the results are scored.

(3) Action Plan Scoring Rubric

This document is used to evaluate the action plans submitted by coalitions. During the CoC Competition, the results are scored.

Newcap, Inc. – Brown County PSH Families - Scoring Card 2023

Agency Name	Project Name	APR Grant Year	APR Deadline	HUD APR - SAGE	Accepted by HUD Milw. FO	Board Req.	Proj. App.	Action Plan
Newcap, Inc.	Brown County PSH Families	12/1 – 11/30	2.28.23	1.26.23	2.10.23	yes	yes	8

Total award	Total Spent	Unspent Funds	% of Grant Return	% of Grant Spent	Unit Ut. Av.	Total # people	Total x 15	# DC errors	DC Error %
\$66,488	\$66,488	\$0	0.00%	100%	103.00	8	120	3	2.5%

eLOCCS Draw	H1st - Exits to Homelessness	H1st - Reasons for Exit	Monitor - Access	Monitor - Client	Monitor - Leasing or rental	Monitor - Services
yes	100.00%	100.00%	4	4	4	4

Total Clients	Total Adults	Leavers	Leavers minus Deceased	Exit to PH Destination	PSH - Stayers	Math	Housing Stability %	Earned	Total	Increase Cash Income %
8	4	0	0	0	8	8 out of 8	100.00%	1	4	25.00%

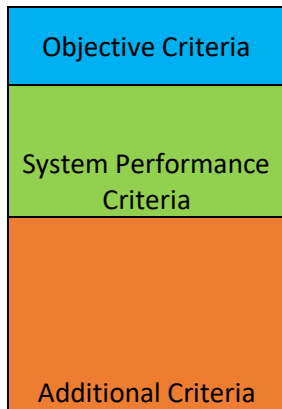
Non-earned	Total	Increase Non-Cash Income %	Non-Cash Benefits	Total	NC %	Has health insurance	Total	HI %
0	4	0.00%	1	4	25.00%	5	8	62.50%

Reoccur-SPM – Total Exits	Reoccur SPM - Exits to PH	Reoccur SPM - # returns	Reoccur SPM %
0	0	0	NA

Number of Clients (TH)	In 365 days or less	%	Number of Clients	Moved into Housing	Within 90 days	% moved into housing	% moved in w/in 90 days
			11	11	8	100.00%	72.73%

% Chronic Clients	% Disabled	% Living Situation	% No Income
100.00%	45.45%	18.18%	27.27%

Findings	Timely Follow Up	Accurate Referrals	BONUS - # agencies not required	Part. In Jan. 2023	Submit Jan. PIT data	Part. In July 2023	Submit July PIT data
Yes <30	100%	92.00%	4.0	yes	yes	yes	yes



Each section is color coded to indicate which metric is included within which type of criteria (objective, system performance, additional). The information in the 1st column matches what is on the EVALUATION tab, column B. The maximum number of points for each metric is the number within the brackets (#).

	Information from CoC Project Scoring Tool Explanation	Column Used	Result	Points Awarded	Total Points Possible
SAGE APR on time (0)	If the project is submitted on time, 0 points are awarded. If the project is submitted late, -2 point penalty assigned.	HUD APR-SAGE submitted	On time	0	0
Board Request on time & complete (0)	If the project submitted the CoC's request for additional information to be used in the CoC consolidated application on time and complete, 0 points are awarded. If the submission is late, missing, or incomplete, -2 point penalty assigned.	Board Req.	on time	0	0
Project App. on time (0)	If the project was submitted on time in esnaps, 0 points awarded. If the project application was submitted late, -2 point penalty assigned.	Proj. App.	on time	0	0
Action Plan (8)	A rubric is used to assign points to the coalition's action plan. See CoC Project Scoring Tool Explanation for more information (page 4).	Action Plan	8	8	8
Non-Part Jan. PIT (0)	Non-participation by a CoC-funded agency in overnight street/known location count during the January PIT - penalty applies to the agency only.	Part. In Jan. 2023	yes	0	0
Data Jan. PIT (0)	Late submission of final deadline for January PIT data - applied to the entire coalition.	Submit Jan. PIT data	yes	0	0
Non-Part July PIT (0)	Non-participation by a CoC-funded agency in overnight street/known location count during the July PIT - penalty applies to the agency only.	Part. In July 2023	yes	0	0
Data July PIT (0)	Late submission of final deadline for July PIT data - applied to the entire coalition.	Submit July PIT data	yes	0	0

	Information from CoC Project Scoring Tool Explanation	Column Used	Result	Points Awarded	Total Points Possible
Effective Use (5)	Did the project spend all of the CoC funds? Data reviewed from most recently submitted APR in SAGE.	% of Grant Spent	100.00%	5	5
Unit Utilization (5)	Were the project units filled during the grant year? Data provided by HMIS report – annual average.	Unit Ut. Av.	103.00%	5	5
Data Complete (5)	Did the project have complete data? What is the percentage of don't know, missing, or refused? Data reviewed from most recently submitted APR in SAGE.	DC Error %	2.5%	3	5
eLOCCS (5)	Did the project draw down funds at least quarterly? Data reviewed from HUD provided ELOCCS report.	eLOCCS Draw	yes	5	5
HF-exits (5)	What is the percentage of exits to a destination other than homeless? Data reviewed from HMIS report.	H1st - Exits to Homelessness	100.00%	5	5
HF-reasons (5)	What is the percentage of exits with a reason for exit that meets criteria? See CoC project Scoring Tool Explanation for more info (page 5-7). Data reviewed from HMIS report.	H1st - Reasons for Exit	100.00%	5	5
HF-access (5)	Compliance level for Housing First Monitoring Assessment: Access to Housing. See CoC project Scoring Tool Explanation for more info (page 5-7). Assessment completed by CoC staff.	Monitor - Access	4	4	5
HF-client (5)	Compliance level for Housing First Monitoring Assessment: Participant Input. See CoC project Scoring Tool Explanation for more info (page 5-7). Assessment completed by CoC staff.	Monitor - Client	4	4	5
HF - L/R (5)	Compliance level for Housing First Monitoring Assessment: Leasing/Rental Assistance. See CoC project Scoring Tool Explanation for more info (page 5-7). Assessment completed by CoC staff.	Monitor - Leasing or rental	4	4	5
HF-Services (5)	Compliance level for Housing First Monitoring Assessment: Services. See CoC project Scoring Tool Explanation for more info (page 5-7). Assessment completed by CoC staff.	Monitor - Services	4	4	5

	Information from CoC Project Scoring Tool Explanation	Column Used	Result	Points Awarded	Total Points Possible
Increase Cash Income (8)	What is the percentage of clients with increase cash income? This is calculated based on both stayers and leavers for all project types. Data reviewed from most recently submitted APR in SAGE.	Increase Cash Income %	25.00%	3	8
Increase Non-cash income (8)	What is the percentage of clients with increase in non-employment income? This is calculated based on both stayers and leavers for all project types. Data reviewed from most recently submitted APR in SAGE.	Increase Non-Cash Income %	0.00%	0	8
Non Cash benefits (8)	What is the percentage of clients enrolled in non-cash benefits? This is calculated based on both stayers and leavers for all project types. Data reviewed from most recently submitted APR in SAGE.	NC %	25.00%	0	8
Health Insurance (8)	What is the percentage of clients enrolled in health insurance? This is calculated based on both stayers and leavers for all project types. Data reviewed from most recently submitted APR in SAGE.	HI %	62.50%	6	8
Reocc-SPM (10)	What is the reoccurrence rate for the project? This is the same for all project types. Data reviewed from an HMIS data report - same metric as SPM.	Reoccur SPM %	No exits	NA	10
LOTH: #1 (10)	What is the percentage of clients that were housed within 90 days of enrollment? The calculation is the same for PSH and RRH. For TH, what is the percentage of client that were in the project for 12 months or less. Data reviewed from an HMIS data report for PSH and RRH.	% moved into housing	100.00%	10	10
LOTH: #2 (10)	What is the percentage of clients that have a move-in date after enrollment? The calculation is the same for PSH and RRH. For TH, this is a similar question to LOTH #1 just a different percentage. Data reviewed from an HMIS data report for PSH and RRH.	% moved in w/in 90 days	72.73%	10	10
Housing Stability (10)	What is the percentage of housing stability? This is calculated for PSH by including stayers & those exiting to other PH destination; for RRH and TH it is calculated by number of exits to PH. Data reviewed from most recently submitted APR in SAGE.	Housing Stability %	100%	10	10

	Information from CoC Project Scoring Tool Explanation	Column Used	Result	Points Awarded	Total Points Possible
CH (8)	What is the percentage of new clients that meet the CH definition? This is the same for all project types. Data reviewed from an HMIS data report.	% Chronic Clients	100%	8	8
Dis (8)	What is the percentage of stayers and leavers (adults) with 1 or more disability? This is the same for all project types. Data reviewed from an HMIS data report.	% Disabled	45.45%	6	8
PNMHH (8)	What is the percentage of clients that entered from a place not meant for human habitation? This is the same for all project types. Data reviewed from an HMIS data report.	% Living Situation	18.18%	2	8
No income (8)	What is the percentage of clients that had 0 income upon entry into the project? This is the same for all project types. Data reviewed from an HMIS data report.	% No Income	27.27%	4	8
Findings (10)	Did the project have findings issued at the most recent coordinated entry monitoring? This is the same for all project types. Data provided by CoC staff.	Findings	Yes < 30	8	10
Follow up (10)	What is the percentage of follow-ups in coordinated entry for the coalition that are completed (not expired)? This is the same for all project types. Data provided by CoC staff.	Timely Follow Up	100%	10	10
Referrals (10)	What is the percentage of referral data in coordinated entry for the coalition that is complete and accurate? This is the same for all project types. Data provided by CoC staff.	Accurate Referrals	92%	8	10

	Information from CoC Project Scoring Tool Explanation	Column Used	Result	Points Awarded	Total Points Possible
TOTAL Earned	What is the total amount of points the project earned?			137	182
CE BONUS (up to 6)	Bonus points are awarded to projects within a coalition that can demonstrate that agencies not required to use CE are referring people to the prioritization list and/or using the prioritization list to fill project openings. See CoC Project Scoring Tool Explanation for more information (page 11).	BONUS - # agencies not required	4 projects	6	up to 8
Total earned plus BONUS	What is the total amount of points the project earned plus the number of CE bonus points awarded?			143	
TOTAL Possible	What is the total number of possible points this agency could have received?			182	
Percentage Score	What is the project's score (percentage of total possible)?			78.57%	

Tiebreaker Calculation						
Agency	Type	Program Name	Total Award \$	# Leavers to PH + Stayers (PSH)	Math	Cost Per Successful Outcome
Newcap, Inc.	PSH	Brown County PSH Families	\$66,488	8	0 exits + 8 stayers	\$8,311.00

Housing First Monitoring Rubric

	Criteria	5 points	4 points	3 points	2 points	1 point		Agency score
1	Housing First: Exits to Homelessness	95-100% of exits were into a destination other than homeless	90-94% of exits were into a destination other than homeless	80-89% of exits were into a destination other than homeless	70-79% of exits were into a destination other than homeless	69% or less of exits were into a destination other than homeless	HMIS Data	5
2	Housing First: Reasons for Exit	95-100% of the reasons for exit met criteria	90-94% of the reasons for exit met criteria	80-89% of the reasons for exit met criteria	70-79% of the reasons for exit met criteria	69% or less of the reasons for exit met criteria	HMIS Data	5
3	Housing First Monitoring Assessment: Access to Housing	Fully Compliant	Mostly Compliant	Somewhat Compliant	Somewhat non-compliant	Mostly Non-Compliant		4
4	Housing First Monitoring Assessment: Participant Input	Fully Compliant	Mostly Compliant	Somewhat Compliant	Somewhat non-compliant	Mostly Non-Compliant		4
5	Housing First Monitoring Assessment: Leasing/Rental Assistance	Fully Compliant	Mostly Compliant	Somewhat Compliant	Somewhat non-compliant	Mostly Non-Compliant		4
6	Housing First Monitoring Assessment: Services	Fully Compliant	Mostly Compliant	Somewhat Compliant	Somewhat non-compliant	Mostly Non-Compliant		4

HMIS Report - First two criteria will be data pulled from HMIS

Housing First is predicated on belief that people should be re-housed when possible and all efforts should be made to prevent the return into homelessness.

- Exits to homelessness: if a household was exited from a CoC project into a homeless situation
- Reasons for Exit: if a household was exited for reasons other than non-payment of rent, non-compliance with program rules, or disagreement with rules/persons (these are considered not in line with housing first). The criteria would include reasons other than those listed above.

Housing First Monitoring Rubric

Housing First Assessment – this tool will be used during all desk and in-person monitoring. Points will be awarded based on the results of the project’s most recent monitoring results.

- This 5-point scale will be used for each criteria on the housing first assessment tool:
 - Fully Compliant
 - Mostly Compliant
 - 1-2 minor changes needed
 - wording in documents need to be updated but in practice agency and staff are practicing housing first
 - Somewhat Compliant
 - 1-2 practices may need to be changed
 - documents need to be updated to be housing first
 - more staff training recommended
 - Somewhat Non-compliant
 - Agency has significant changes to be made to documents and practice
 - More agency and staff training required
 - Mostly Non-Compliant
 - Rules, documents and practices are not housing first

Criteria

Results from the assessment for Housing First are in **red**. Reviewers are assessing COC project manual policy and procedures, forms used by the agency and looking at supportive services provided (Case notes and service plans in participant files). Reviewers also speak with case managers and case manager supervisors to assess services. If there are participants willing to speak with reviewers, interviews are conducted to assess services they are receiving while in the project.

3. Access to Housing –

- a. Projects are low barrier and do not deny assistance for unnecessary reasons
- b. Adherence to Equal Access Rule: access to services regardless of sexual orientation or marital status.
- c. Intake processes are person-centered and flexible

- a. Agency owned unit, duplex. Families must meet the size of the unit
- b. Projects are low barrier, intake process p-c and flexible.
- c. No indication they do not adhere to EA – policy in manual.

4. Participant Input

- a. Participants are receiving ongoing education about Housing First principles and other service models used in the project.

Housing First Monitoring Rubric

b. Agencies are creating opportunities for participant input and involvement. This can include involvement in: quality assurance and evaluation processes, a participant leadership/advisory board, processes to formally communicate with landlords, the design of and participation in surveys and focus groups, planning social gatherings, integrating peer specialists and peer-facilitated support groups to compliment professional services.

- a. No indication in participant files they are receiving education on HF. Agency staff state they explain how services are offered, but don't necessarily use the term "housing first" or explain what that means.
- b. agency is working on incorporating more ways for those with lived experience to be involved.

5. Leasing/Rental Assistance –

- a. Client Choice – participant had a choice in unit selection
- b. Housing is considered permanent (RRH, client on the lease; PSH, housing is without end date)
- c. Full tenant rights, including but not limited to no clauses that would be different than any other tenant; tenants are educated on their lease and rights as a tenant; eviction avoidance –

- a. site based – choice is limited.
- b. Considered permanent – PSH, participants sign sublease.
- c. standard lease with no additional clauses; no indication of if/how tenants are educated on lease and rights as a tenant.

6. Services

- a. Participant choice in services
- b. Participant-centered planning, case plan development, goals
- c. Services continually offered even if temporary change in housing status (short stay in institution)
- d. Services offered up to 6 months beyond exit NA
- e. Effective services are offered, and staff are trained in effective strategies known to increase stability and form trusting relationship (harm reduction, motivational interviewing, trauma-informed approaches, strengths-based) –

- a. Participant files indicate choice in services is being provided. Participant agreement does have some non-HF language, reasons for possible termination not HF – staff indicate this is not done in practice, but forms should be updated
- b. participants state they are developing their own goals. Suggested that forms should be worded that the goals were formed WITH participants. Participants appear to have choice in services and appear to be p-c.
- c. Staff indicate this has happened in the past, but has not been something that has come up for some time with any participants.
- d. NA – PSH leasing project
- e. staff receive training, hard to determine outcomes of services provided. Concern with a lack of notes being kept on housing search and placement process – a large number of folks enrolled for long periods of time (4+ months) without clearer notes indicating how they are being assisted in the search and placement process. Staff has assured they are in regular contact with those they are trying to house. WIBOS staff suggested more case notes to indicate everything being documented on how they are assisting each HH.

Housing First Monitoring Rubric



Reviewer(s):	Meredith McCoy, Monitoring and Compliance Coordinated	June 28 & 29, 2023
	Kate Markwardt, Grant Specialist	

Results were reviewed with agency staff at exit interview during the monitoring. Agency will receive of copy of completed rubric with monitoring notice.

Action Plan 3 Scoring

Coalition Name	BOS Staff Support Person	Criteria Scoring	Rationale
Brown	Ryan	8	All requirements met

Action Plan 4 Scoring

Coalition Name	BOS Staff Support Person	Criteria Scoring	Rationale
Brown	Ryan	8	Layed a good foundation for consistent change in their coalition using this action plan process

Action Plan 3 score: 8

Action Plan 4 score: 8

Average score: 8 (8+8=16/2=8)

*Average score is Action Plan 3 score added to Action Plan 4 score. Then divided by 2.

Criteria Threshold	Description
8 pts	Coalition set goals, fully met those goals, and created new goals
6 pts	Coalition set goals, fully met some goals and made progress on other goals, and created new goals or expanded clearly on original unmet goals
4 pts	Coalition set goals, did not meet any goals, but provided explanation as to why, is continuing to work on these, and has set other goals and/or expanded the unmet ones
2 pts	coalition set goals, did not meet any goals, provided minimal explanation and does not plan to continue addressing or meeting these goals, has set new goals.
1 pt	Coalition set goals, did not meet any goals, did not provide any explanation or identify a reason, has set new goals
0 pts	Coalition did not set goals and/or has not set new goals