COORDINATED ENTRY SUPPORTIVE SERVICES ONLY RENEWALS

FY2024 Renewal Project Optional Self-Scoring Tool
HUD Continuum of Care Homeless Assistance Grant

Instructions

This tool contains worksheets to help applicants seeking renewal CoC funding to conduct a self-score. Completing a self-score will help organizations gain a better understanding of how the project scores are calculated, and to provide an estimate of the score the organization may expect to receive.

Completion of this tool is <u>optional</u>. Completed tools <u>should not</u> be submitted to HAND with the application materials. This tool is provided for the organization's purposes only. HAND will be conducting its own review and scoring of the applications. The calculations & scores determined by HAND will be deemed the official calculations and scores.

Detailed instructions on how to perform the calculations are given throughout the tool. Please note there are separate tools for each of the different types of programs. If your organization chooses to complete the tool, please be sure the correct one is completed. Data to complete this tool will primarily be taken from a Calendar Year (CY) APR generated from HMIS for the project for the time period of 1/1/2023 – 12/31/2023, although other data sources used are also noted throughout.

<u>Conducting calculations</u>
In most of the worksheets, you will identify a numerator and a denominator. The numerator is divided by the denominator and then multiplied by 100 to arrive at the percentage. Any calculations resulting in decimal points .5 and over will be rounded up to the next whole number. Calculations resulting in decimal points less than .5 will be rounded down to the previous whole number.

Example:
- Numerator = 5
- Denominator = 8
- (5 ÷ 8) x 100 = 62.5%
- Rounded = 63%

Score Summary Chart

Using the chart below, input the points scored from the different components, as calculated. This chart will provide an at-a-glance overview of the project's score. Not included are the informational only elements of the application.

	Max Points Possible	Points Scored
Component #3: Financial Performance		
A) Spending Rates	8	
B) Outstanding Audit Findings (if applicable)	-10 (if applicable)	
Component #4: HMIS Participation		
A) Agency admin meeting attendance	3	
B) Data Quality & Completeness	10	
C) Accurate Reporting of Annual Assessment	1	
D) Exits to known destinations	3	
E) 2024 HIC submission	5	
F) PIT Audit Changes (CoC project only – will not apply to CE-SSO grant)	3	
G) PIT Audit Changes (non-CoC PSH or RRH only)	2	
Component #5: Inclusion of Persons with Lived Experience of Homelessness		
A) Consumer Participation	2	
B) Meaningful Participation of Persons with Lived Experience of Homelessness: Persons Served	5	
C) Meaningful Participation of Persons with Lived Experience of Homelessness: Staff and Board	5	
Component #6: CoC Participation		
A) Participation in January 2024 Unsheltered Point-in-Time (PIT) Count	2	
Component #8: CAM Implementing Partner Only		
A) PSH Packet Submission for Completed Nav. Appts	8	
B) Accurate Submission of PSH Packets	8	
C) Accuracy of HCV Apps Submitted by CAM Nav.	8	
D) Client Satisfaction with Navigation	4	
TOTAL (excluding bonus points)	**77**	
Component #11: Bonus Points		
A) Timely submission of 3 of the Quarterly Audits by deadline		
GRAND TOTAL (including bonus points)		

Component #3: Financial Performance

Measurement & Source		Scoring Range & Points Possible
(A) Spending Rate Expenditure information will be taken directly from Sage. Reference Appendix A in the "FY2023 HUD Continuum of Care Funding Competition Renewal Application and Evaluation Policies and Procedures" for the percentage of funds expended from CoC grants.	Percentage Expended as Given in Appendix A:	Projects without a rental assistance budget line: • 95% - 100% expended: 8 • 94% - 90% expended: 4 • 89% - 85% expended: 2 • Less than 85% expended: 0 Projects with a rental assistance budget line: • 90% - 100% expended: 8 • 89% - 80% expended: 4 • 79% - 75% expended: 2 • Less than 75% expended: 0 Score: _____
(B) Deduction for Outstanding Audit Findings Up to 2 points may be deducted from a project's score *for each of the following that apply*: • *Agency Financial Audit* (other than A-133 Audit): Repeat and/or unresolved audit findings from prior audit year. • *A-133 Audit:* Repeat and/or unresolved audit findings from prior audit year associated with CoC grants. • *A-133 Audit:* Repeat and/or unresolved audit findings from prior audit year associated with federal grants other than CoC grants. • *HUD CoC Program Monitoring report:* No Corrective Action Plan submitted by HUD's deadlines, or Correction Action Plan submitted did not meet HUD's approval. • *City Homeless Program Monitoring Report:* No Corrective Action Plan submitted by City's deadlines, or Correction Action Plan submitted did not meet City's approval.		Up to -10 if applicable: Score: _____

Component #4: HMIS Participation

Measurement & Source	Result	Scoring Range & Points Possible
(A): HMIS Agency Admin meeting attendance Agency will be scored based on attendance at HMIS Agency Administrator in 2023. The score received by the agency will be applied to all the agency's renewing projects. The "e-blasts" sent on 4/18/23, 8/22/23, and 11/15/23 in lieu of an on-line meeting will automatically count as two meetings each agency attended. Example, if an agency attended 2 of the on-line Agency Admin meetings, they would be counted as having attended 5 meetings (3 eblasts + 2 on-line meetings). Check the meeting dates of the HMIS Agency Administrator meetings that were attended by your Agency Administrator or another representative from your agency. ___ March 7, 2023 ___ July 11, 203 ___ May 30, 2023 ___ October 3, 2023 To calculate the total number of meetings the agency will get credit for: $$Number\ of\ online\ admin\ meetings\ applicant\ agency\ attended\ in\ 2023 + 3\ (eblasts) = Total\ Number\ of\ Meetings$$ Each applicant agency is automatically credited "attendance" for the 3 eblasts that were sent in 2023.	# of mtgs: _____	• 6 or more mtgs (ie, 3 or more meetings + 3 eblasts): 3 • 5 or fewer mtgs (ie, 2 or fewer meetings + 3 eblasts): 0 Score: _____

Measurement & Source	Result	Scoring Range & Points Possible
NOTE TO SCORING 4B, 4C, AND 4D: The data for scoring for 4B, 4C, and 4D will all come from a calendar year APR the HMIS Lead Agency will generate for all of any agency's projects identified in Appendix C of the renewal application materials. The score received by the agency will be applied all the agency's renewing projects. In order to ensure accurate reporting, the HMIS Lead Agency staff will generate an APR from HMIS for all of an applicant's projects to be included in this review. Agencies may run the APRs for their projects identified in Appendix C to identify any data errors that may need to be remedied. Agencies should note, however, that the HMIS Lead Agency staff will begin running these APRs for scoring purposes by mid- May.		

(B): **Data Quality and Completeness**
Agency will be scored based on the percentage error rates for the following:
- Name
- Date of Birth
- Relationship to Head of Household
- Income Source at Entry
- Income Source at Exit
- Race & Ethnicity
- Gender
- Client Location
- Disabling Condition
- Veterans Status

Projects may earn 1 point for each of the 10 data elements given where the error rate is 5% or less. Up to 10 points total may be earned (1 point for each data element)

	% of Error Rate	If <5%, input "1" into cell
Name (APR 6a)		
Date of Birth (APR 6a)		
Relationship to HoH (APR 6b)		
Income Source at Entry (APR 6c)		
Income Source at Exit (APR 6c)		
Race & Ethnicity (APR 6a)		
Gender (APR 6a)		
Client Location (APR 6b)		
Disabling Condition (APR 6b)		
Veterans Status (APR 6b)		
Sum (this is the score; max 10 pts):		

(C) Accurate Recording of Annual Assessment
Agency will be scored based on the percentage of people served for which the annual assessment has been accurately recorded.

The formula to be used to determine performance rate is:

$$\frac{Q18: Number\ of\ adult\ stayers\ without\ required\ annual\ assesment}{Q5a9: Number\ of\ Adult\ stayers}$$

Percentage of persons served without required annual assessment:

- 5% or less: 1 pt
- 6% or more: 0 pts

Score: _____

Measurement & Source	Result	Scoring Range & Points Possible
(D): Known Destinations Projects will be scored based on the percentage of persons who exit to a known destination. The formula to be used to determine performance rate is: $$\frac{Q5a5\text{:} \textit{Number of Leavers} - Q23\text{:} \textit{Data Not Collected (no exit interview completed)}}{Q5a5\text{:} \textit{Number of Leavers}}$$	_____%	• 75% - 100%: 3 pts • <75%: 0 pts Score: _____
(E): 2024 HIC Submission Did your organization submit the required HIC information by due date of February 16, 2024?	___ Yes ___ No	• All HICs submitted by due date: 5 • All HICs not submitted by due date: 0 Score: _____

Measurement & Source	Result	Scoring Range & Points Possible
(F) Accurate Reporting for Quarterly Point-in-Time Count/Housing Move-In-Date Audit for CoC funded project *(CoC Funded RRH project under review only)*	Percentage of client records changed after PIT count audit submission:	
	• 0% - 5%: 3	
Agency will receive a score based on the extent to which the agency refrains from making changes to its PIT count data following the quarterly Housing Move-In Date audits.	• 6% - 19%: 1	
	• 20%+: 0	
To score this, the HMIS System Administrator staff will select one of the four PIT dates from 2023 (1/25/23, 4/26/23, 7/26/23, 10/25/23). Agencies will not be informed which date was chosen until after the review is completed. The same date will be used for all agencies.		
The HMIS System Administrator will re-run the project APR for this date and compare the data in that APR to the data in the APR that was confirmed back when the audit was completed.		
To do a self-score, agencies may run the APR for the 4 PIT dates above and compare it to the final data affirmed with HAND as of that date. Note: as the HMIS System Administrator will be picking only one of these 4 dates, in order to conduct a self-score, the applicant agency may need to review all of the dates to get an idea of how the project may score.		
(G) Accurate Reporting for Quarterly Point-in-Time Count/Housing Move-in-Date Audit for non-CoC funded PSH or RRH projects This criterion only applies to agencies that had non-CoC funded PSH or RRH in operation in 2023. This component will be scored the same as described for Component F above, and the self-score process would also be the same.	Percentage of client records changed after PIT count audit submission: • 0% - 5%: 2 • 6% - 19%: 1 • 20%+: 0	

Component #5: Inclusion of Persons with Lived Experience of Homelessness

Measurement & Source	Scoring Range & Points Possible
(A) Consumer Participation in Agency Board or Equivalent Points will be awarded based on the extent to which an agency demonstrates the participation of a homeless or formerly homeless individual on the agency's board of directors or equivalent policymaking entity. This is a score to be earned by the agency; those points will be applied to all of that agency's renewing projects. The applicant will need to provide documentation of a consumer participation on board or equivalent decision-making body in order to earn points.	• Had consumer participation in CY2023 and provided documentation of same = 2 pts • No consumer participation over the course of CY2023 = 0 pts Score: _____
(B) Meaningful Participation of Persons with Lived Experience of Homelessness: Persons Served Points will be awarded based on the agency's response to the following narrative question: This is a score to be earned by the agency; those points will be applied to all of that agency's renewing projects. Describe how your agency ensures the meaningful participation of persons with lived experience of homelessness (PWLEH) within your homelessness programming. In your response, describe: • How persons served by all your homeless/housing projects (not just the project receiving CoC funding) are invited to provide feedback and input into the programming. Include in your description the frequency and manner in which people are invited to provide feedback. Also note the most recent time this process was completed (month/year). • How your agency responds to this feedback and input. • Describe at least one change your agency has made to your homeless programming over the past two years in response to the input received from PWLEH. This change could have been made within the project that receives CoC funding or another homeless project within your agency.	Because this is a narrative response, conducing a self-score may not be the same as the final score the reviewers give. Applicants are informed that this is the scoring scale reviewers will use when reviewing responses. Applicants are encouraged to review this scale to determine how their response aligns: • **4 – 5 points:** Responses clearly demonstrates the agency purposefully and intentionally responds to and incorporates the input and feedback of people served. Response indicates multiple methods of getting input and feedback, including oppourunties for anonymous feedback. More points may be earned if most recent feedback process was completed within the last year. More points may be earned if the change made within the past two years had a direct correlation with improving client housing outcomes. • **2 – 3 points:** Some, but not strong, evidence the agency seeks and responds to input and feedback of persons served. Based on response, it is not clear if there are oppourunties for anonymous feedback. Most recent feedback process was completed over a year ago. Described change made within past two years not directly correlated to improving client housing outcomes. • **1 point**: Very little evidence that agency seeks or incorporates feedback of people served. Any description given of these efforts is vague and/or not connected to the agency's homelessness programming. • **0 points:** No clear evidence that agency seeks or incorporates feedback of people served.

Measurement & Source	Scoring Range & Points Possible
(C) Meaningful Participation of Persons with Lived Experience of Homelessness: Staff and Board Points will be awarded based on the agency's response to the following narrative question: Describe how your agency ensures the meaningful participation of persons with lived experience of homelessness (PWLEH) within your homelessness programming. In your response, describe: - Detroit the extent to which your agency intentionally hires PWLEH within your homelessness programming. In your response, note the positions PWLEH are typically hired for. - If the PWLEH staff within your agency are primarily front-line staff, describe how these staff members' perspectives, experiences, and input on agency programming are acknowledged and responded to by agency leadership. - How does your agency ensure equity in pay scales for PWLEH staff who are performing the same/similar job duties as non-PWLEH staff? - Describe how your agency provides opportunities for education, training, and/or career advancement for PWLEH who are hired within your agency. - Describe how PWLEH are recruited for and incorporated into the decision-making structures within your organization. "Decision-making structures" are defined as being the agency's Board of Directors or other similar policy-making and oversight body within the organization. This is a score to be earned by the agency; those points will be applied to all of that agency's renewing projects.	Because this is a narrative response, conducing a self-score may not be the same as the final score the reviewers give. Applicants are informed that this is the scoring scale reviewers will use when reviewing responses. Applicants are encouraged to review this scale to determine how their response aligns: **4 – 5 points:** Responses clearly demonstrates the agency purposefully and intentionally hires PWLEH within their agency. The response provides a strong and clear description of how staff in these positions are paid equitably to similar positions and how staff are provided training or advancement opportunities. The response provides a strong indication agency leadership responding to front-line staff input and perspectives. Response also indicates intentional efforts to incorporate PWLEH within agency board and/or other decision making structure. **2 – 3 points:** Response provides some, but not strong, evidence the agency takes intentional steps to hire PWLEH or included PWLEH in board/decision making structures. Some, but not strong, description of how agency leadership responds to input from front line staff or if staff are paid equitably compared to other positions. **1 point**: Very little evidence that agency incorporates PWLEH within staffing or decision-making structures. Any description given of these efforts is vague and/or not clearly not intentional. **0 points:** No clear evidence agency intentionally attempts to hire PWLEH or include PWLEH on board/decision making structures.
(D): Substantiated Grievances Review record of any substantiated grievances against your agency in 2023 and how they will be scored as given in Appendix D. Agencies would have received communication from the Grievance Committee if they had any substantiated grievances in 2023.	

Component #6: CoC Participation

Measurement & Source	Result	Scoring Range & Points Possible
(A) Did your organization participate in the January 2024 Unsheltered Point-in-Time count by at least one of the following? Having a team on the street during the street count (night of Jan 31, 2042)? ___ yes ___ no OR Having a team participate in a next-day interview shift on either February 1 or February 2, 2024? ___ yes ___ no		• Yes to at least one = 2 pts • No to both = 0 pts Score: _____

Component #8: CAM Implementing Partner

Metric and Calculation	Scoring Range & Points Possible

(A) PSH Packet Submissions for Completed Navigation Appointments
Points will be earned based on the percentage of clients who scored for PSH and who completed their navigation appointment (denominator) and had a PSH packet submitted (numerator).
 	
Provide the following data:
 	
A. Number of households served from 1/1/2023 – 12/31/2023 who scored for PSH and had a completed navigation appointment: _____
 	
B. Number of households served from 1/1/2023 – 12/31/2023 that did *not* have a PSH packet submitted for the following reasons (these households will be excluded from the calculation) _____
   o Households who secured other housing and are no longer considered homeless for PSH eligibility purposes
   o Households who have moved away from the area and are no longer being served
   o Households who were still in the documentation-gathering process as of 12/31/2023
   o Households who, as of 12/31/2023, were no longer being actively navigated, per navigation policies, including those who are unable to be contacted
 	
C. Of the households given in "A" above, how many had a PSH packet submitted as of 12/31/2023? _____
 	
D. Number of households with a PSH packet submitted in 2023 who were carry-overs from 2022. These are households for whom navigation began at some point in 2022, but the packet was not submitted until 2023. These should not be households already included in either "A" or "C". _____
 	
Performance rate will be calculated as:
 	
$$\left[\frac{PSH\ Packets\ Submitted}{Completed\ PSH\ Nav.\ Appointments - Exclusions} \right] X\ 100 \quad OR \quad \left[\frac{C + D}{(A + D) - B} \right] X\ 100$$
	• 70% - 100%: 8
	• 60% - 69%: 6
	• 50% - 59%: 4
	• < 50%: 0 pts
	
	Score: _____

Metric and Calculation	Scoring Range & Points Possible

(B) Accurate Submission of PSH Packets
Points will be earned based on the percentage of PSH packets submitted by CAM navigators that are correct on the first attempt.
 	
Provide the following data:
    A. Total PSH packets submitted by CAM Navigators in 2023: _____
    B. Of the PSH packets submitted by CAM Navigators in 2023 (A), number that were correct on the first submission: _____
 	
Performance rate will be calculated as:
 	
$\left[\dfrac{PSH\ Packets\ Correct\ On\ First\ Submission}{PSH\ Packets\ Sumitted}\right] X\ 100 \quad OR \quad \left[\dfrac{B}{A}\right] X\ 100$
	• 91% - 100%: 8
	• 80% - 90%: 6
	• 69% - 79%: 4
	• <69%: 0
	
	Score: _____

(C) Accuracy of Submission of HCV Applications by CAM Navigators
Points may be earned based on the accuracy of HCV applications submitted by CAM Navigators.
 	
Provide the following data:
    A. Total HCV applications submitted by CAM Navigators in 2023: _____
    B. Of the HCV applications submitted by CAN Navigators in 2023(A), number that were correct on the first submission: _____
 	
Performance rate will be calculated as:
 	
$\left[\dfrac{HCV\ Applications\ Correct\ On\ First\ Submission}{HCV\ Applications\ Sumitted}\right] X\ 100 \quad OR \quad \left[\dfrac{B}{A}\right] X\ 100$
	• 91% - 100%: 8
	• 80% - 90%: 6
	• 69% - 79%: 4
	• <69%: 0 pts
	
	Score: _____

(D) Client Satisfaction with Navigation Points will be earned based on the overall average satisfaction reported by clients using the Access Points. Based on the satisfaction scale of 1 to 5 over the course of calendar year 2023, what was the overall average satisfaction rating given by clients receiving Navigation? _____	• Overall average rating of 4 or above: 4 • Overall average rating of 3: 2 • Overall average rating of <3: 0 Score: _____

Component #11: Bonus Points

Measurement & Source	Result	Scoring Range & Points Possible

(A): On-Time submission of 2023 HMIS Quarterly Audits
 	
Agencies may earn up to 3 bonus points based on their timely submission of the HMIS Quarterly Audits in 2023. Any bonus points earned will be applied to all an agency's renewing projects.
 	
The dates of Quarterly Audit for 2023 were as follows:
• Q1 & Q2 2023 Quarterly Audit (10/1/2022 – 3/31/2023) due May 1, 2023
• Q3 Quarterly Audit (4/1/2023 – 6/30/2023) due August 1, 2023
• Q4 Quarterly Audit (7/1/2023 – 9/30/2023) due November 1, 2023
 	
Was the Q1 and Q2 2023 Quarterly Audit submitted by 5/1/2023?
 	
    ___ Yes   __ No
 	
Was the Q3 2023 Quarterly Audit submitted by 8/1/2023?
 	
    ___ Yes   __ No
 	
Was the Q4 2023 Quarterly Audit submitted by 11/1/2023?
 	
    ___ Yes   __ No
	# of Quarterly Audits submitted on time: ____	• 3 quarterly audits submitted on time: 3
		• 0-2 quarterly audits submitted on time: 0
		
		Score: _____