



SARAH 2017 Continuum of Care Renewal Application IRT Scoring Sheet

Agency Name:	
Project Name:	
IRT Reviewer Name:	Date:
Project Type: <input type="checkbox"/> Permanent Housing <input type="checkbox"/> PSH or <input type="checkbox"/> Rapid Rehousing <input type="checkbox"/> Transitional Housing <input type="checkbox"/> Supportive Services Only	



1 RECIPIENT PERFORMANCE EVALUATION STANDARDS

Renewal Performance Evaluation Criteria		Unit Type	Timeframe	Proposed Benchmark/ Standard			Maximum Points	Points Earned (Filled in by SARAH)	
Performance Measure				PSH	RRH	TH			
Project Performance (1A – 1I Filled out by SARAH)	1A	All Projects: Percentage of all Adult Leavers in Permanent Housing Returning to Homelessness Within 1 Year	HoH Only - Leavers	Fiscal Year 2015-2016 (SPM)	≤ 8% is 10 points; OR >8 and ≤ 11% is 5 points	≤ 8% is 10 points; OR >8 and ≤ 11% is 5 points	≤ 5% is 10 points; OR >5 and ≤ 8% is 5 points	10	
	1B	All Projects: Percentage of All Clients who Remain in Permanent Housing (Stayers/Leavers) or Exit to a Permanent Destination (Leavers Only)	HoH Only	Fiscal Year 2015-2016 (SPM)	≥85%	≥90%	≥93%	10	
	1C	All Projects: Percentage of all Adult Leavers Who Increased OVERALL Income at Entry to Latest Assessment	HoH Only	Fiscal Year 2015-2016 (SPM)	≥ 20% is 5 points; OR ≥ 15% and < 20% is 2 points	≥ 30% is 5 points; OR ≥ 20% and < 30% is 2 points	≥ 40% is 5 points; OR ≥ 30% and < 40% is 2 points	5	
	1D	All Projects: Coordinated Entry Acceptance Rate (% of people newly enrolled in your project who have a prior SAHomeLink Assessment)	HoH Only	August 2016 - Present	≥ 90% is 5 points; OR ≥ 80% and < 90% is 3 points			5	

1E	All Projects: Coordinated Entry Efficiency Rate (clients claimed that are enrolled within 30 days)	HoH Only	August 2016 - Present	≤ 30 days is 5 points; OR > 30 days and ≤ 45 days is 3 points			5	
1F	RRH and TH Projects: Percentage of All Adult Leavers Who Gained or Increased EARNED Income from Entry to Exit	HoH Only - Leavers	Fiscal Year 2015-2016 (SPM)	n/a	$\geq 20\%$	$\geq 25\%$	5	
1G	PSH Projects: Percentage of All Adult Leavers Who Maintained or Increased the Number of Non-Cash Benefits from Entry to Latest Assessment	HoH Only	Fiscal Year 2015-2016 (SPM)	$\geq 50\% = 5$ points	n/a	n/a	5	
1H	PSH & TH Projects: Occupancy/Utilization - Average of 4 Reported PIT Counts	Average Point-In-Time Count	Fiscal Year 2015-2016 (SPM)	$\geq 95\%$ and $\leq 105\%$ is 5 points; OR $\geq 90\%$ and $< 95\%$ is 3 points	n/a	$\geq 95\%$ and $\leq 105\%$ is 5 points; OR $\geq 90\%$ and $< 95\%$ is 3 points	5	
1I	RRH Projects: Average Time from Enrollment to Permanent Housing Placement	HoH Only - Leavers	Fiscal Year 2015-2016 (SPM)	n/a	≤ 30 Days is 5 points; OR > 30 Days and ≤ 45 Days is 3 points; OR > 45 Days and ≤ 60 Days is 1 point	n/a	5	



Guidance for IRT Reviewer – Questions that are bullet points will be points assigned by SARAH based on objective performance measures. Questions with an associated question number are associated with that question number in the renewal application and will require scoring by the IRT reviewer.

Compliance Questions	Score Guide	Score
1. Has the applicant successfully submitted the APR on time for the most recently expired grant term?	No Score – Just for Reviewer information	
<ul style="list-style-type: none"> (PF 2A) Spending of last year’s grant 	Points Filled in by SARAH <ul style="list-style-type: none"> 10 points if spent \geq 98% or more of grant 5 points if spent \geq 95% and <98% 10 points if a first time renewal without an APR 	
2. (PF 2B) Has the applicant maintained consistent Quarterly Drawdowns for the most recent grant term related to this renewal project? Attachment: must have a copy of the last four quarterly drawdowns.	<ul style="list-style-type: none"> \leq 90 days is 5 points 5 points for first time renewals (If they have started the program, they should demonstrate drawdowns, but if they have no contract signed, award all of the points) 	
3. (PF 2C) Does the CoC funded project follow a “Housing First” approach? Attachment: Must have a policy and procedure attached with Housing First incorporated. Note: Please review to ensure consistency with questions #14 and #15.	<ul style="list-style-type: none"> 5 points is yes 0 points if no 	
4. (PF 2D) Did the applicant complete the CoC Wellness Check for their CoC funded project?	<ul style="list-style-type: none"> 5 points is yes 0 points if no 	



<ul style="list-style-type: none"> (PF 2E) Timely participation in HIC for CoC Project 	Points filled in by SARAH <ul style="list-style-type: none"> 5 points is yes 0 points if no 	
TOTAL POINTS (30 Maximum Points)	TOTAL: (add here)	

Data Quality Questions (not in renewal application)	Score Guide	Score
<ul style="list-style-type: none"> All Projects: Data Timeliness for all HUD Universal Data Elements 	Points filled in by SARAH <ul style="list-style-type: none"> ≤ 48 hours is 5 points > 48 hours and ≤ 5 days is 2 points 	
<ul style="list-style-type: none"> All Projects: HMIS Universal Data Elements null/unknown 	Points filled in by SARAH <ul style="list-style-type: none"> 5 points is ≤ 3% 	
<ul style="list-style-type: none"> All Projects: HMIS Program Specific Data Elements null/unknown 	Points filled in by SARAH <ul style="list-style-type: none"> 5 points for ≤ 3% for PSH and TH 5 points for ≤ 5% for RRH 	
TOTAL POINTS (15 Maximum Points)	TOTAL: (add here)	



CoC Participation	Score Guide	Score
<ul style="list-style-type: none"> Attended the FY 2016-17 Monthly SARAH Membership Council Meetings 	<p>Points filled in by SARAH</p> <ul style="list-style-type: none"> 5 points for 100% attendance 3 points for $\geq 90\%$ and $< 100\%$ attendance 	
<p>5. (PF 4B) Has the applicant participated in a SARAH special initiative? (Such as: Veteran Challenge, Youth NOFA Application, or Advisory Board) Attached: Short narrative describing participation</p>	<ul style="list-style-type: none"> 5 points if applicant did participate in a special initiative 0 points if they did not participate 	
TOTAL POINTS (10 Maximum Points)	TOTAL: (add here)	

Bonus Questions	Score Guide	Score
<ul style="list-style-type: none"> The Agency signed up to participate in Coordinated Entry as a HUB. 	<p>Points filled in by SARAH</p> <ul style="list-style-type: none"> 5 points if Yes 0 points if No 	
<p>6. (PF 5B) Has the applicant incorporated the latest HUD guidance regarding Equal Access into their programs and policies? Attached: brief narrative describing efforts.</p>	<ul style="list-style-type: none"> 5 points if Yes 0 points if No 	
TOTAL POINTS (10 Maximum Points)	TOTAL: (add here)	
TOTAL PERFORMANCE EVALUATION QUESTIONS (110 maximum points) (Project Performance + Compliance + Data Quality + CoC Participation + Bonus)	TOTAL: (add here)	



Performance Evaluation Additional Application Questions	Score Guide	Score
<p>7. Does the applicant have any unresolved HUD monitoring and/or OIG audit findings concerning any previous grant term related to this renewal request? (If yes, <i>attached</i>: copy of the finding and an explanation of the items that are unresolved)</p>	<ul style="list-style-type: none"> • 4 points for no • 0 points for yes 	
<p>8. Have any funds been recaptured by HUD for the most recently expired grant term related to this renewal request? <input type="checkbox"/> Yes Amount: _____ % of Overall Budget: _____ (If yes, <i>attach</i> an explanation the circumstances that led HUD to recapture funds from the most recently expired grant term related to this renewal project request.) <input type="checkbox"/> No</p>	<p>No Score – Just for Reviewer information</p>	
<p>9. Is the applicant delinquent on any federal debt? <input type="checkbox"/> Yes (If yes, <i>attach</i> an explanation) <input type="checkbox"/> No</p>	<p>Threshold Question – This is yes or no. If yes – application is ineligible for CoC Funding.</p>	
<p>10. Does the project anticipate having a subrecipient complete project activities? <input type="checkbox"/> Yes (If yes, <i>attach</i> an explanation, including organization name, type, and sub-award amount) <input type="checkbox"/> No</p>	<p>No Score – Just for Reviewer information</p>	



11. Does the project participate in the HMIS System? <input type="checkbox"/> Yes <input type="checkbox"/> No (If no, <i>attach</i> an explanation)	<ul style="list-style-type: none"> • 4 points for Yes • 0 points for No 	
	Total Score (Out of 8 points)	

3. PROJECT DESCRIPTION

Is the project a first time renewals? (Did they provide an updated on the progress of implementation?)

Threshold for First Time Renewals ONLY: Did they provide an update on progress of implementation? (Yes or No)	
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12. Review the **attachment** that includes a narrative project description that addresses the entire scope of the proposed project. The narrative is expected to describe the project at full operational capacity. The description should be consistent with and make reference to other parts of this application. The score should be based on:
- a. Did they include all of the required elements?
 - b. Did they concisely and clearly describe their program?

Does the description include:	Indicate Yes or No
a) Project Type (PSH, TH, RRH, TH)	



b) Target population, including how they meet the definition of homeless in § 576.2.	
c) Plan for addressing the identified needs/issues of the CoC target population include:	
d) housing and supportive services offered,	
e) transportation access,	
f) how health needs are met, and	
g) if housing first is used	
h) How participants are assisted to remain or obtain permanent housing	
i) How participants will increase their financial position	
j) Project service area	
k) Project outreach plan	
l) How the project will reduce barrier to access	
m) Projected outcomes	
n) Coordination with other sources/partners	
o) Optional: pictures of project building/location if applicable, maps of service area	
Total Points (out of 30 Points)	

Additional Application Questions	Score Guide	Score
13. Does the project quickly move participants into permanent housing? (Checked yes if program will quickly move program participants into permanent housing without additional steps, such as a required to stay in transitional housing first. If DV program checked yes if will quickly move program participants into permanent housing after immediate safety needs are addressed.)	<ul style="list-style-type: none"> • 4 points if yes • 0 points if no 	

****Note that questions 14 and 15 were used to inform the housing first score in question 3 of the compliance question. No additional score is needed here for those questions.***





4. SUPPORTIVE SERVICES FOR PARTICIPANTS

Additional Application Questions	Score Guide	Score
1. For ALL the supportive services that are available to participants, indicate who will provide them, how they will be accessed, and how often they will be provided. (Review the Charts for Services Provided. Number of Supportive Services available to client)	<ul style="list-style-type: none"> • 4 points for 5 or more • 2 points for 3 or more • 0 points if less than 3 	
2. Please identify whether the project includes the following activities:		
a. Transportation assistance to clients to attend mainstream benefit appointments, employment training, or jobs?	<ul style="list-style-type: none"> • 1 point if yes • 0 if no 	
b. Use of a single application form for four or more mainstream programs?	<ul style="list-style-type: none"> • 1 point if yes • 0 if no 	
c. At least annual follow ups with participants to ensure mainstream benefits are received and renewed?	<ul style="list-style-type: none"> • 1 point if yes • 0 if no 	
3. Do project participants have access to SSI/SSDI technical assistance provided by the applicant, a subrecipient, or partner agency?	<ul style="list-style-type: none"> • 3 points if yes • 0 points if no 	
4. Has the staff person providing the technical assistance completed SOAR training in the past 24 months?	<ul style="list-style-type: none"> • 3 points if yes • 0 points if no 	
	Total Score (Out of 13)	



5. PROJECT PARTICIPANTS

(This information is just for review – no points)

6. OUTREACH FOR PARTICIPANTS

Threshold item - Project must get 100% from the listed locations.

Did they meet the threshold? Indicate Yes or No:

7. HUD COC BUDGET

Threshold Item – The budget must match the GIW.

Did they meet the threshold? Indicate Yes or No:

Summary for Match

Threshold Item – Match must equal 25% of the total grant request and project must have demonstrated match letters or other commitments.

Does their Match equal 25% of the total grant? Indicate Yes or No:

Did they attach the required back-up? Indicate Yes or No:



Agency Presentation – Answer to IRT Questions

Scoring Item	Score Guide	Score
1. Did the agency come prepared to answer the question posed by the IRT?	<ul style="list-style-type: none"> • Out of 9 points 	
2. Did the agency response adequately respond to the questions from the IRT?	<ul style="list-style-type: none"> • Out of 9 points 	
Total	(Of a total of 18 points)	