# 2017 CoC Competition Plan and Timeline

## Ohio Balance of State Continuum of Care

## March 8, 2017

# Table of Contents

## Background and Introduction

**Organization of the Ohio Balance of State Continuum of Care**
The Ohio Balance of State Continuum of Care (BoSCoC) is comprised of the 80 rural counties in Ohio and represents diverse populations, needs, and capabilities. The 80 counties within the Ohio BoSCoC are further organized into 17 Homeless Planning Regions that engage in collaborative planning around homeless programming. A map of the Ohio BoSCoC Homeless Planning Regions can be found at http://cohhio.org/wp-content/uploads/2017/01/Homeless-Region-Map-for-COHHIO-2017.pdf.

The Ohio BoSCoC Board, which is comprised in part of one representative from each BoSCoC Homeless Planning Region, guides the policy and planning direction of the continuum. The CoC Board has designated the Ohio Development Services Agency, Office of Community Development (ODSA), as the Collaborative Applicant for the Ohio BoSCoC. In this role, ODSA is responsible for submitting the annual consolidated application for CoC Program funding on behalf of the Ohio BoSCoC. In turn, ODSA has contracted with the Coalition on Homelessness and Housing in Ohio (COHHIO) to provide primary staff support to the Ohio BoSCoC.

**HUD's Continuum of Care Program and the Annual Continuum of Care Competition**
Every year, the U.S. Department of Housing and Urban Development (HUD) makes available federal resources for homeless programming to communities around the country through its Continuum of Care (CoC) Program and its annual CoC Competition. Continuums access these funds by completing consolidated applications on behalf of the federally funded homeless programs in their CoC. For the Ohio BoSCoC, the Collaborative Applicant (ODSA) and COHHIO facilitate this process and submit the consolidated application. Any organization located within the 80 counties of the Ohio BoSCoC that wishes to access new or renewal CoC Program funds must participate in local homeless planning efforts and the annual BoSCoC CoC Competition to do so.

The Ohio BoSCoC receives about $15 million annually for new and renewing homeless programs, representing over 100 transitional and permanent housing programs across 80 counties.

## Target Audience

This 2017 CoC competition plan and timeline are only applicable to HUD CoC-funded projects renewing their CoC project funding in 2017, or those organizations interested in applying for funding for a new CoC-funded project.

## Purpose of this Document

This document is intended to provide Ohio BoSCoC members with basic information about the Ohio BoSCoC 2017 CoC Competition, including the following:
- Priorities for new and renewal projects
- The renewal project evaluation process and timeline
- The process for completion of the 2017 Ohio BoSCoC consolidated application
- Preliminary priorities for ranking renewal and new CoC projects in the consolidated application

## Goals and Priorities for the 2017 Ohio BoSCoC CoC Competition

The Ohio BoSCoC Board has identified the following funding priorities for the 2017 Ohio BoSCoC Competition:
- Submit a consolidated application that meets threshold and maximizes available funding
- Fund projects that meet community needs
  - Including project conversions and new PH projects

- Fund projects that are cost effective and maximize program and mainstream resources
- Fund projects that successfully end homelessness
- Promote the use of best practices
- Fund projects that will help the CoC achieve the federal strategic plan goals of ending homelessness for veterans, chronically homeless, families, youth, and all other populations

In addition, the CoC Board has identified the following goal and priorities to guide final ranking of new and renewal projects in the 2017 CoC Consolidated application:

- Project Ranking Goal: To rank Ohio BoSCoC new and renewal projects in a way that helps us continue to meet local homeless needs, while also helping the CoC maximize CoC Program funds and ensure ongoing national competitiveness
    - To that end, the following priorities, in no particular order, will help guide development of a final ranking approach:
        - The CoC may seek to preserve low-ranking projects at risk of losing funding where those projects represent the only CoC Program funding in their communities
        - The CoC may seek to preserve low-ranking Permanent Housing (PH) projects at risk of losing funding where those projects represent the only CoC Program funded PH in their communities
        - The CoC may prioritize projects that have demonstrated the use of Housing First practices
        - The CoC may consider reducing funding requests for the lowest ranked projects as a means to preserve funding for higher ranked projects, if needed, and keeping in line with other priorities
        - The CoC may consider ranking new projects higher than some renewal projects, where the CoC believes doing so will better help the CoC meet the ranking goal outlined above

## Renewal CoC Project Evaluation Process

The Ohio BoSCoC Board charged the Project Evaluation Workgroup with developing the annual renewal CoC project evaluation process and developing a preliminary project ranking approach. The evaluation process and related project ranking helps the Ohio BoSCoC fully maximize CoC Program funds, make informed funding decisions, and continue to move the CoC toward our goal of ending homelessness.

The areas evaluated as part of the renewal project evaluation process are as follows:

Project Participant Impact
- Housing stability- exits to permanent housing, returns to homelessness
- Access to income and benefits- employment and non-cash benefits
- Length of time homeless

Meeting Community Need
- Bed utilization
- Targeting hard to serve persons/households

Implementing Best Practices
- Demonstrated use of Housing First practices
- Prioritizing chronically homeless and following the Order of Priority

Project Capacity
- Cost effectiveness
- Match/leverage contributed to project
- Unspent funds

- HMIS data quality

A complete list of projects eligible for renewal in the FY2017 CoC Competition can be found in Appendix A: *2017 Renewal CoC Projects*.

A complete list of project evaluation items and scoring details can be found in Appendix B: *2017 Project Evaluation Scorecard*.

## HMIS Project Evaluation Report

HMIS is the primary data source for the project evaluation process for all renewing CoC projects (except for non-HMIS participating providers, such as victim services agencies). This data will be pulled for the period 1/1/16 – 12/31/16 using the *Project Evaluation 2017 Report* in HMIS.

A preliminary *Project Evaluation 2017 Report* will be run on March 17, 2017 (for the 1/1/16 – 12/31/16 period) and shared directly with CoC project recipients so they can review their HMIS data and ensure its accuracy and/or make corrections to HMIS data as needed.

The final *Project Evaluation 2017 Report* will be run on April 7, 2017 (for the 1/1/16 – 12/31/16 period). There is no opportunity to correct HMIS data after the final report has been run. Detailed project evaluation results will be publicly shared by *May 12, 2017.*

## Bed Utilization Report

The *Bed Utilization Report* will be run for the last Wednesday of every month between January 2016 and December 2016. Average utilization will be calculated for each project, only counting the months the project had active beds. CoC Project recipients are advised to run the *Bed Utilization by Provider 2016* report to ensure all client counts are accurate.

## HMIS Data Quality

Since HMIS data supplies all CoC project performance data for the project evaluation process, it is critical that all projects maintain quality HMIS data. The Ohio BoSCoC HMIS Data Quality Standards state that HMIS-participating providers should have 0% missing data for most data elements. **For purposes of this project evaluation process, renewing CoC projects must not have more than 2% missing data for any evaluated item. Projects with more than 2% missing data rates on an evaluated item will be considered to have failed to meet the goal and will receive zero points on that particular scored item.** For example, Permanent Supportive Housing (PSH) projects can receive 10 points if at least 85% of their project leavers (in the 1/1/16 – 12/31/16 reporting period) received 1 or more sources of non-cash benefits or health insurance. If the *Project Evaluation 2017 Report* shows a CoC PSH project with an 85% rate of leavers receiving non-cash benefits and health insurance, but their missing data rate for that item was 4%, then the PSH project will receive 0 points for the evaluated item because their data quality was too poor (i.e., their missing data rate was too high) to evaluate performance on the scored item.

The only exceptions to the missing data rate standard are the project evaluation items looking at destinations at exit. The only missing data in HMIS associated with this data element would be associated with end users recording 'no exit interview/data not collected' in HMIS for the leaver's destination. Since missing data associated with this response is not an indicator of data quality, these missing data rates will not prohibit evaluation of performance on the scored item.

It is critical that CoC project recipients evaluate and correct their HMIS data well in advance of the pulling of the preliminary and final HMIS Project Evaluation reports. Recipients can use the *HMIS Project Evaluation Report 2017 Project-Level*, the *Bed Utilization by Provider 2016*, and the *Data Quality: All Workflows* reports to monitor their performance and data quality and determine where corrections are needed. Please email hmis@cohhio.org for any needed assistance.

For additional information on data quality scoring criteria, refer to Appendix E: *HMIS Data Quality Information*.

## Special Considerations

When a project evaluation item is based only on those who exited the project, projects with only 1 or no leavers (i.e., no one exited the project during the reporting period) will be considered to have met the goal and will receive full points for the particular evaluation item. In cases where a participant dies during their program stay, that 'deceased' exit will be excluded from any evaluation item that is based on leavers.

Newly operating projects that have less than 9 months of client-level data will not be scored as part of this evaluation process and will be ranked within Tier 1.

## Non-HMIS Participating Providers' Project Evaluation Report

CoC staff will use *Annual Performance Report* (APR) data for the 1/1/16 – 12/31/16 period to evaluate project performance for non-HMIS participating CoC projects. If an APR for that period has not already been submitted, then the non-HMIS participating provider must submit an APR by 3/31/17 to CoC staff at ohioboscoc@cohhio.org.

**Renewing CoC projects must not have more than 2% missing data for any evaluated item. Projects with more than 2% missing data rates on an evaluated item will be considered to have failed to meet the goal and will receive zero points on that particular scored item.**

Non-HMIS participating projects will not be evaluated on the HMIS data quality item. These projects will automatically receive the maximum points for that evaluation item.

A list of all the non-HMIS participating providers renewing CoC projects in 2017 can be found in *Appendix A.*

## Evaluating Housing First

Renewal CoC projects are evaluated on the adoption of Housing First practices. Projects are required to submit program documents in order to demonstrate implementation of Housing First practices. Refer to *Appendix C: Implementing Best Practices*, which provides details on the submittal requirements.

**Housing First information is due to COHHIO (ohioboscoc@cohhio.org) by March 31, 2017.**

CoC projects can receive up to 15 points for providing evidence of Housing First practices. CoC project recipients failing to submit documentation for this item will have 10 points deducted from their project evaluation score.

## Evaluating Prioritization of Chronically Homeless in Permanent Supportive Housing Projects

Renewal CoC PSH projects are evaluated on their demonstrated practices for prioritizing chronically homeless persons, which includes the use of the *Chronically Homeless Order of Priority for PSH Projects* as outlined in the Ohio BoSCoC Program Standards. Projects are required to provide evidence of the use of those practices via written policies and procedures. Refer to Appendix C, which provides details on the submittal requirements.

**Chronically Homeless Prioritization information is due to COHHIO (ohioboscoc@cohhio.org) by March 31, 2017.**

PSH projects can receive up to 10 points for providing evidence of chronically homeless prioritization. CoC project recipients failing to submit documentation for this item will have 5 points deducted from their project evaluation score.

## Evaluating Cost Effectiveness

Renewal CoC projects are evaluated on cost effectiveness - namely, the annual cost to retain or move someone into permanent housing. In order to evaluate cost effectiveness, all renewal CoC projects must submit annual project budget information (for their CoC-funded project only) for the 1/1/16 – 12/31/16 period to CoC staff. Budget information should include CoC funds and all other cash match associated

with the CoC project. Cash match sources may include local foundation funds, city or county funds, or funds from ODSA's HCRP or SHP program, for example.

Refer to *Appendix D: Project Budget Information Submittal Form*, to access the budget submission form which must be used to submit budget information for all renewing CoC projects.

**Project budget information is due to COHHIO (ohioboscoc@cohhio.org) by March 31, 2017.**

CoC projects can receive up to 10 points for providing evidence of cost effective practices.  CoC project recipients failing to submit documentation for this item will have 5 points deducted from their project evaluation score.

### Evaluating Match and Leverage
Renewal CoC projects are evaluated on the value of match and leverage they commit to the project. In order to evaluate this item for the 2016 – 2017 grant term, CoC staff will review the project's FY2015 CoC Application for the list of cash and in-kind match and leverage sources and amounts.

If additional match or leverage is secured for the project between the time of application and execution of the FY2015 grant agreement, the project may have that match/leverage amount considered for evaluation. Project recipients should submit to CoC staff those additional commitment letters that were provided to HUD during the grant agreement execution process for the FY15 grant.

**Additional match/leverage fund information is due to COHHIO (ohioboscoc@cohhio.org) by March 31, 2017.**

### Evaluating Unspent Funds
Renewal CoC projects are evaluated on their capacity to manage and expend their grant award. In order to evaluate this item, CoC staff will review historical and current grant expenditure information. The source for this data will be HUD's LOCCS.


# Renewal CoC Project Ranking

After completing all project evaluations, CoC staff, in conjunction with the Project Evaluation Workgroup and the Steering Committee, will preliminarily rank all renewal projects according to their evaluation score – e.g., projects with higher scores will be ranked higher in the project listing. However, the Ohio BoSCoC Project Evaluation Workgroup and CoC Board will not make final ranking or funding recommendations until HUD releases the 2017 CoC Competition Notice of Funding Availability (NOFA). The CoC NOFA will include details about the total CoC funds available for renewal and new projects as well as HUD's priorities for ranking and funding projects.


# Appealing Renewal CoC Project Evaluation Results or Preliminary Ranking

Renewal CoC project recipients may submit appeals of final project evaluation results and/or CoC project ranking. Appeals must be submitted in a letter to Erica Mulryan, CoC Director at ohioboscoc@cohhio.org by May 19, 2017. Late appeals will not be considered.

Submitted appeals must clearly indicate exactly what is being appealed (project evaluation results and/or ranking decisions) and must clearly explain the reason for the appeal.

The Ohio BoSCoC Steering Committee will review all accepted appeals and will communicate all decisions regarding those appeals by June 2, 2017. Steering Committee decisions are FINAL.

# New CoC Project Application Submission Process

**Project Conversion Applications**
In 2017, current Transitional Housing (TH) projects have the opportunity to apply for CoC funding for project conversions. Project conversion would involve terminating a current grant and applying for funding for a new Rapid Re-housing (RRH) or Permanent Supportive Housing (PSH) project.

*Eligible Project Conversion Projects and Applicants*
Current CoC-funded TH projects eligible to renew CoC funding in 2017 are eligible to apply for project conversion funding. Only conversion to Rapid Re-housing for families or individuals or Permanent Supportive Housing dedicated to chronically homeless will be permitted.

*Eligible Activities and Funding Requests*
Applicants should only request funding for activities (leasing, rental assistance, etc.) that are eligible for that particular component type. For example, if an applicant wants to convert to a Rapid Re-housing project component, they can only request funding for rental assistance and supportive services; they cannot request funding for leasing or operations. Applicants should review the CoC Program Interim Final Rule, which can be found at https://www.hudexchange.info/resource/2035/coc-program-interim-rule-formatted-version/, to make sure they understand all program regulations and eligible costs and activities.

Applicants should strive to ensure that their proposed project conversions will serve at least as many households annually as their current CoC project.

Applicants applying for funds for a project conversion *may request no more in funding than they currently receive for their CoC project.* For example, if an applicant's current TH project receives $100,000 in CoC Program funding annually, then they can request no more than $100,000 in funding for their project conversion. However, project conversions that are included in the Ohio BoSCoC consolidated application may be awarded more funding than requested if any renewal projects fail to renew or if some renewal funds are reallocated.

Not all CoC-funded TH projects will be able to convert to RRH or PSH. Grantees should carefully analyze their project to determine if a project conversion makes sense based on their current target population, the project's physical configuration, and community need.

Project conversions funded through the 2017 CoC Competition will be funded as new projects. This means that if the project conversion is awarded funding, the current CoC project's funding will be terminated at the end of the 2018 operating year. The project conversion's funding will become available once a grant agreement between the recipient and HUD has been executed. It is likely that there will be some gap between the end of the current CoC project and the beginning of the project conversion; this gap could be weeks or several months. Applicants should prepare in advance.

**New CoC Project Applications**
In 2017, the Ohio BoSCoC will consider project proposals/applications for new Permanent Supportive Housing (PSH) projects dedicated to chronically homeless and serving Ohio BoSCoC counties that are currently un-served or underserved by PSH.

The Ohio BoSCoC is also considering a new CoC-wide Rapid Re-Housing project for families and individuals. No new project proposals for this new CoC–wide RRH project will be considered at this time.

**Eligible New CoC Project Applicants**
Permanent Supportive Housing projects that are applying for low-income tax credit funding through the Ohio Housing Finance Agency <u>and</u> have received BoSCoC support are eligible to apply for funding for new PSH projects in 2017.

**Process for Submitting New CoC Project Applications**
*Project Proposal*
Project conversion and new CoC project applicants first submit a Project Proposal (PP), using the Project Proposal form included in this document. In general, the PP must provide the following information about the proposed project conversion:

- Current project information, including funding amount (for project conversions only)
- Applicant and Sponsor information
- Basic proposed project information
- Type and scale of housing
- Preliminary project budgets
- Discussion of how the project will utilize Housing First practices
- Discussion of how the project meets community needs
- Demonstration of Homeless Planning Region support

The PP must be submitted via email to Erica Mulryan (CoC Director) at ohioboscoc@cohhio.org and to Scott Gary (ODSA) at scott.gary@development.ohio.gov by ***April 7, 2017.***

*Project Proposal Feedback*
After reviewing all submitted PPs, CoC staff will provide applicants with written feedback by ***April 21, 2017.*** Project Proposals will not be scored. By providing feedback on project proposals, the Ohio BoSCoC Board hopes to ensure that applicants submit the strongest project applications possible.

After receiving feedback on project proposals, all applicants can decide if they want to continue to move forward with the Project Application.

*Project Applications*
Organizations wanting to continue to move forward with their proposed project should submit their full Project Applications to Erica Mulryan (CoC Director) at ohioboscoc@cohhio.org and Scott Gary (ODSA) at scott.gary@development.ohio.gov by ***June 2, 2017.***

***The Ohio BoSCoC Board and Steering Committee reserve the right to change the final due date of the Project Applications if HUD releases the NOFA before May 20, 2017.***

**Scoring and Ranking of Project Conversion and New CoC Project Applications**
Submitted Project Applications will be reviewed and scored. The scoring tool will use the same point structure as the Ohio BoSCoC 2017 Renewal Project Evaluation process. Once all Project Applications and renewal CoC projects are reviewed they will be ranked together according to their scores and the CoC's ranking priorities.

**Additional Considerations, HUD Priorities, and Funding Availability for New Projects**
At this point, we do not yet know if any new funds will be available for new CoC projects. However, CoC staff will be reviewing CoC project expenditures information as part of the project evaluation process and it is possible that projects continuing to not fully expend their CoC awards will have some of their funds reallocated in order to fund new CoC projects and/or provide additional funding to project conversions.

Funding availability for new projects will be shared once the HUD CoC Program NOFA is released and funding availability is announced.


## Renewal CoC Project Application Submission Process

**Renewal Project Applications**
Organizations needing to apply for renewal CoC project funding in 2017 must follow the Ohio BoSCoC process. This document will be updated to reflect the process for renewal projects once HUD opens the 2017 CoC Competition. Additional training and technical assistance documents will be provided at that time as well.

## Final Submission of the Ohio BoSCoC Consolidated CoC Application

After all renewal projects, project conversion, and new CoC project applications have been received, reviewed, and ranked, the Ohio BoSCoC Collaborative Applicant (ODSA with assistance from COHHIO) will prepare the CoC Project Ranking list on behalf of the Ohio BoSCoC. Once the Ohio BoSCoC Board has approved the listing, ODSA will electronically submit the project applications and the Ohio BoSCoC Consolidated CoC Application via e-snaps to HUD.

***It is expected that HUD will open the 2017 CoC Competition sometime in the summer or fall of 2017.***

Any questions about the Ohio BoSCoC 2017 CoC Competition Process Plan or Timeline can be directed to Erica Mulryan, Continuum of Care Director, at ericamulryan@cohhio.org or 614.280.1984 ext 118.

## Ohio BoSCoC 2017 CoC Competition Timeline*

Following is the timeline for the 2017 CoC Competition as of March 2017, including dates and deadlines associated with the project evaluation process. Please note, this timeline will be updated once HUD opens the 2017 CoC Competition.

| DATE COMPLETE | ACTIVITY |
|---|---|
| 3/8/17 | • Ohio BoSCoC: 2017 CoC Competition Training |
| TBD | • Ohio BoSCoC Grant Inventory Worksheet finalized (ODSA/COHHIO to complete) |
| 3/17/17 | • CoC Project Evaluation Process<br>   o COHHIO runs preliminary *Project Evaluation 2017 Report*<br>      ▪ Reporting period = 1/1/16 – 12/31/16 |
| 3/24/17 | • CoC Project Evaluation Process<br>   o COHHIO releases preliminary *Project Evaluation 2017 Report* |
| 3/24/17 – 3/31/17 | • CoC Project Evaluation Process<br>   o Recipients correct HMIS data as needed |
| 3/31/17 | • CoC Project Evaluation Process<br>   o Recipients submit Project Budget Information<br>   o Recipients submit Housing First Information<br>   o Recipients submit Chronic Homelessness Information<br>   o Recipients submit Additional Match Fund information (if necessary)<br>      ▪ Submit to ohioboscoc@cohhio.org<br>   o Non-HMIS Projects submit APRs, if not already submitted |
| 4/7/17 | • CoC Project Evaluation Process<br>   o COHHIO runs final *Project Evaluation 2017 Reports* and *HMIS Data Quality* reports<br>      ▪ Reporting Period = 1/1/16 - 12/31/16 period |
| 4/7/17 | • Project Conversion and New CoC Project Proposals due to ODSA/COHHIO scott.gary@development.ohio.gov & ohioboscoc@cohhio.org<br>   o Project Proposal form must be used |
| 4/21/17 | • Written Project Proposal Feedback Provided to Project Conversion and New CoC Project Applicants |
| 5/12/17 | • CoC Project Evaluation Process<br>   o COHHIO releases project evaluation results and preliminary CoC project ranking (renewals only) |
| 5/19/17 | • CoC Project Evaluation Process<br>   o Recipients submit any appeals of the final project evaluation results and ranking<br>      ▪ Submit to ohioboscoc@cohhio.org |
| 6/2/17 | • Project Conversion and New CoC Project Applications due to ODSA/COHHIO<br>   o Email applications to scott.gary@development.ohio.gov & ohioboscoc@cohhio.org |

| | |
|---|---|
| 6/2/17 | • Ohio BoSCoC Steering Committee will communicate decisions re: all received appeals<br>    o  Ohio BoSCoC Steering Committee decisions are FINAL |
| 6/9/17 | • Final CoC project ranking released<br>    o  Includes renewal CoC projects, project conversions, and new CoC projects |
| 6/30/17 | • Final scores and ranking for CoC project conversions and new CoC projects released |
| TBD- **Refer to Addendum for updated schedule\*** | • FY2017 CoC Competition Opens |
| TBD- **Refer to Addendum for updated schedule\*** | • Project Applications Available in e-snaps |
| TBD- **Refer to Addendum for updated schedule\*** | • Ohio BoSCoC CoC Application Training |
| TBD- **Refer to Addendum for updated schedule\*** | • Renewal & Approved Project Conversion and New Project Applications Due in e-snaps |
| TBD- **Refer to Addendum for updated schedule\*** | • Ohio BoSCoC Steering Committee Review of all Applications & Notification of Needed Corrections |
| TBD- **Refer to Addendum for updated schedule\*** | • Corrections by Applicants to Project Applications Due |
| TBD- **Refer to Addendum for updated schedule\*** | • Final Ohio BoSCoC Project Applications Submitted to HUD via e-snaps (ODSA/COHHIO to complete) |

**\* All BoSCoC members should refer to the *Addendum to 2017 CoC Competition Plan and Timeline* for current critical dates and deadlines.**

# APPENDIX A: 2017 Renewal CoC Projects

| Grantee Name | Project Name | Project Type | First Time Renewal? |
|---|---|---|---|
| Alcohol, Drug Addiction & Mental Health Services Board of Tuscarawas and Carroll Counties | Tuscarawas County TRA | PH | |
| Alcohol, Drug Addiction & Mental Health Services Board of Tuscarawas and Carroll Counties | Recovery Begins at Home | PH | Y |
| Allen Metropolitan Housing Authority | Allen Shelter Plus Care Vouchers | PH | |
| Appleseed Community Mental Health Center, Inc. | Appleseed RRH | PH | |
| Ashtabula County Mental Health and Recovery Services Board | Ashtabula Shelter Plus Care Vouchers for homeless persons with mental illness | PH | |
| Athens Metropolitan Housing Authority | Athens Shelter Plus Care | PH | |
| Athens Metropolitan Housing Authority | Athens Serenity Village SAMI Shelter Plus Care | PH | |
| Athens Metropolitan Housing Authority | Graham Drive Family Housing | PH | |
| Butler County | Butler S+C Chronic II | PH | |
| Butler County, Ohio | Butler SPC for Adults with Chronic Homelessness | PH | |
| Butler County, Ohio | Butler SPC for Homeless Individuals and Families | PH | |
| Catholic Charities Diocese of Toledo Inc | Miriam House | TH | |
| City of Marietta, Ohio/PHA | Marietta/Washington Shelter Plus Care | PH | |
| City of Springfield, Ohio | Springfield St Vincent DePaul Shelter + Care | PH | |
| City of Springfield, Ohio | Springfield Shelter Plus Care 1 | PH | |
| City of Springfield, Ohio | Springfield Shelter Plus Care 3 | PH | |
| Coleman Professional Services | Coleman PSH | PH | |
| Columbiana County Mental Health Clinic dba The Counseling Center | Permanent Housing for Persons with Disabilities | PH | |
| Columbiana Metropolitan Housing Authority | Columbiana MHA Shelter Plus Care 1 | PH | |
| Columbiana Metropolitan Housing Authority | Columbiana Free Choice II - The Counseling Center | PH | |
| Community Action Commission of Fayette County | CAC Transitional Housing | TH | |
| Community Action Commission of Fayette County | CAC Permanent Supportive Housing (aka: Destination HOME) | PH | |
| Community Action Partnership of the Greater Dayton Area | Harding Place Transitional Housing Program | TH | |
| Fairfield Metropolitan Housing Authority | Fairfield County S+C | PH | |
| Fairfield Metropolitan Housing Authority | Fairfield MHA S+C | PH | |
| Family & Community Services | Ravenna Permanent Supportive Housing | PH | |
| Family & Community Services, Inc. | Portage Area Transitional Housing 3 | TH | |
| Family Abuse Shelter of Miami County, Inc. | Miami County Family RRH | PH | |
| Family Abuse Shelter of Miami County, Inc. | Family Abuse Shelter PSH | PH | |
| Family Violence Prevention Center of Greene County, Inc. | Supportive Opportunity & Services* | TH | |
| Fayette Metropolitan Housing Authority | Fayette Shelter Plus Care | PH | |
| Findlay Hope House for the Homeless, Inc | Able Housing | PH | |

| | | | |
|---|---|---|---|
| Geauga County Board of Mental Health & Recovery Services | SPC Geauga County TRA | PH | |
| Geauga County Board of Mental Health & Recovery Services | Permanent Supportive Housing | PH | |
| HM Housing Development Corp | Faith House II | PH | |
| Hocking Metropolitan Housing Authority | Hocking Shelter Plus Care | PH | |
| Integrated Community Enterprises | Charles Place | PH | Y |
| Interfaith Hospitality Network of Springfield | Permanent Housing with Supportive Services | PH | |
| Interfaith Hospitality Network of Springfield | Saint Vincent House | PH | |
| Ironton Lawrence County Area CAO, Inc. | Lawrence County One-Stop TRA | TH | |
| Jefferson County Community Action Council | Supportive Housing Program | PH | |
| Jefferson County Prevention and Recovery Board | Beacon House | SH | |
| Jefferson County Prevention and Recovery Board | Jefferson County Shelter Plus Care | PH | |
| Jefferson County Prevention and Recovery Board | Shelter Plus Care 2 | PH | |
| Knox Metropolitan Housing Authority | Knox County TRA | PH | |
| Lake County Alcohol, Drug Addiction and Mental Health Services Board | Lake S+C II | PH | |
| Lake County Alcohol, Drug Addiction and Mental Health Services Board | Lake S+C III | PH | |
| Lake County Alcohol, Drug Addiction and Mental Health Services Board | Lake County SPC | PH | |
| Lake County Alcohol, Drug Addiction and Mental Health Services Board | McKinley Grove | PH | |
| Lawrence County Port Authority | Lawrence One-Stop Shelter Plus Care | PH | |
| Licking County Coalition for Housing | LCCH Rapid Re-Housing | PH | Y |
| Licking County Coalition for Housing | LCCH Transitional Housing | TH | |
| Licking Metropolitan Housing Authority | Shelter Plus Care Chronic | PH | |
| Licking Metropolitan Housing Authority | Shelter Plus Care Vouchers 2 | PH | |
| Licking Metropolitan Housing Authority | Licking Shelter Plus Care | PH | |
| Lorain County Board of Mental Health | Lorain Shelter Plus Care | PH | |
| Medina County Alcohol, Drug Addiction and Mental Health Board | Northland II | PH | |
| Medina Metropolitan Housing Authority | Medina County TRA | PH | |
| Mental Health & Recovery Board of Union County | I'm Home | PH | |
| Mental Health & Recovery Board of Union County | Shelter Plus Care Union County | PH | |
| Mental Health, Drug and Alcohol Services Board (Logan & Champaign) | Logan/Champaign Housing | PH | |
| Mental Health, Drug and Alcohol Services Board (Logan & Champaign) | Family Housing | PH | |
| Mental Health, Drug and Alcohol Services Board (Logan & Champaign) | Madriver/Park Street | PH | |
| New Housing Ohio, Inc. | Warren County Permanent Supportive Housing | PH | |
| New Sunrise Properties, Inc. | Supportive Housing | PH | |
| Ohio Department of Development | Homeless Management Information System | HMIS | |
| OneEighty, inc | PSH Plus Care | PH | Y |
| Portage Metropolitan Housing Authority | Portage Shelter Plus Care | PH | |
| Portage Metropolitan Housing Authority | Portage Shelter Plus Care 2 | PH | |
| Preble County Mental Health and Recovery Board | Prestwick Square | PH | |

| | | | |
|---|---|---|---|
| Preble County Mental Health and Recovery Board | Prestwick Square 2 | PH | |
| Project Woman of Springfield and Clark County | Chrysalis Transitional Program* | TH | |
| Project Woman of Springfield and Clark County | Reign of Renewal* | PH | |
| Residential Administrators, Inc. | Residential Administrators PSH | PH | |
| Sojourners Care Network | Generation Now PSH | PH | |
| The Center for Individual and Family Services | Next Step | PH | |
| The Salvation Army, a New York Corporation | Delaware County Permanent Supportive Housing for Families | PH | |
| The Salvation Army, a New York Corporation | Rapid Re-Housing Ohio | TH | |
| Tri-County Board of Recovery & Mental Health Services | Miami County SPC | PH | |
| Trumbull County Mental Health and Recovery Board | Joey's Landing | PH | |
| Trumbull County Mental Health and Recovery Board | Trumbull Shelter Plus Care for homeless persons with a mental illness 1 | PH | |
| Trumbull County Mental Health and Recovery Board | Trumbull New Shelter Plus Care Chronic | PH | |
| Trumbull County Mental Health and Recovery Board | Trumbull New Shelter Plus Care Vouchers | PH | |
| Trumbull County Mental Health and Recovery Board | Shelter Plus Care Vouchers for Families | PH | |
| Volunteers of America of Greater Ohio, Inc. | Crossroads Supportive Housing Program | TH | |
| Volunteers of America of Greater Ohio, Inc. | Almost Home | PH | Y |
| Warren Metropolitan Housing Authority | Transitions | TH | |
| Warren Metropolitan Housing Authority | Warren S+C | PH | |
| Warren Metropolitan Housing Authority | Warren County S+C 2 | PH | |
| WSOS Community Action Commission, Inc | WSOS Homenet Permanent Supportive Housing | PH | |
| WSOS Community Action Commission, Inc | WSOS Homenet Permanent Supportive Housing Program - DV | PH | |
| WSOS Community Action Commission, Inc. | WSOS Homenet Transitional Housing Program | TH | |
| WSOS Community Action Commission, Inc. | WSOS Permanent Supportive Housing Expansion | PH | Y |
| YWCA of Elyria | Women's Campus Project | TH | |
| YWCA of Elyria | Women In Secure Housing | PH | |
| Zanesville Metropolitan Housing Authority | Zanesville Metropolitan Housing Authority (ZMHA) Shelter Plus Care TRA Program | PH | |
| | | | |
| *These projects do not participate in HMIS. Recipients must submit an e-snaps APR to COHHIO in order to have performance evaluted and receive a project evaluation score. | | | |

# APPENDIX B: 2017 Project Evaluation Scorecard

**Ohio BoSCoC**

**Project Evaluation Scorecard**

*PSH Projects*          *Reporting Period = 1/1/16 - 12/31/16*

| Project Evaluation Item | Goal | Points Possible | Data Source |
|---|---|---|---|
| **Project Participant Impact** *(Maximum Points = 50)* | | | |
| Housing Stability | | | |
| % participants who remained in project as of end of reporting period or exited to PH during the reporting period | ≥90% | 10 | HMIS Project Eval Report |
| | ≥85% - <90% | 7.5 | |
| | ≥80% - <85% | 5 | |
| | <80% | 0 | |
| % participants who exited to PH and returned to ES, TH, SH, or outreach within 6 months | ≤2% | 10 | Recurrence Report |
| | >2% - ≤4% | 7.5 | |
| | >4% - ≤6% | 5 | |
| | >6% | 0 | |
| % participants who exited to PH and returned to ES, TH, SH, or outreach within 6-24 months | ≤5% | 10 | Recurrence Report |
| | >5% - ≤8% | 7.5 | |
| | >8% - ≤9% | 5 | |
| | >9% | 0 | |
| Accessing Mainstream Resources and Income | | | |
| % participants with 1+ source of non-cash benefits or health insurance at exit | ≥85% | 10 | HMIS Project Eval Report |
| | ≥80% - <85% | 7.5 | |
| | ≥75% - <80% | 5 | |
| | <75% | 0 | |
| % adult participants who gained or increased their total income (from all sources) as of the end of the reporting period or at program exit | ≥30% | 10 | HMIS Project Eval Report |
| | ≥27% - <30% | 7.5 | |
| | ≥24% - <27% | 5 | |
| | <24% | 0 | |
| **Meeting Community Need** *(Maximum Points = 30)* | | | |
| Project Demand | | | |
| Average daily bed utilization | ≥90% | 10 | 2016 Bed Utilization Report |
| | ≥85% - <90% | 7.5 | |
| | ≥80% - <85% | 5 | |
| | <80% | 0 | |
| Targeting Hard to Serve | | | |
| % entries from streets/emergency shelter only (adults only) | ≥85% | 10 | HMIS Project Eval Report |
| | ≥80% - <85% | 7.5 | |
| | ≥75% - <80% | 5 | |
| | <75% | 0 | |
| % entries with no income | ≥40% | 10 | HMIS Project Eval Report |
| | ≥37% - <40% | 7.5 | |
| | ≥34% - <37% | 5 | |
| | <34% | 0 | |
| % entries with previous episodes of homelessness | | | not evaluated this year |
| **Implementing Best Practices** *(Maximum Points = 25)* | | | |
| Housing First Practices | | | |
| Removed Barriers to Entry *(list not exhaustive)*<br>*Minimum income and/or employment not required at entry<br>*Sobriety and/or drug testing not required for entry<br>*Past interaction with homeless services is not a reason for denial of assistance<br>*Only violent and very recent criminal histories may be a reason for denial of assistance<br>*People with greater needs are prioritized for assistance | | up to 5 points | Required program documents submitted by grantee |
| Voluntary Supportive Services *(all the following practices must be documented and in place)*<br>*The only requirement is participation in basic case management for purposes of developing and making progress on a housing plan<br>*Participation in parenting classes, budgeting classes, AA, etc are all voluntary | | up to 5 points | Required program documents submitted by grantee |

| | | | |
|---|---|---|---|
| Housing Focused Assistance *(all the following practices must be documented and in place)*<br>*Primary goal of project is to move people into permanent housing, regardless of other personal issues or concerns<br>*To the extent able, services and assistance are provided in an individualized manner based on client needs and desires | | up to 5 points | Required program documents submitted by grantee |
| *If required program documents are not submitted for review for Housing First compliance, 10 points will be deducted from the overall project evaluation score.* | | *minus 10 points* | |
| Prioritizing Chronically Homeless | | | |
| Program folllows the Order of Priority for PSH Project Outlined in Ohio BoSCoC Homeless Program Standards (chronic dedicated projects will receive 5 points minimum; they will receive the full 10 points if their P&P demonstrate full compliance with the PSH Order of Priority outlined in the Program Standards) | | 10 | Policies and Procedures submitted by grantee, and designation on most recent CoC Program application that beds are Chronic dedicated |
| *If required program documents are not submitted for review, 5 points will be deducted from the overall project evaluation score.* | | *minus 5 points* | |

## Project Capacity  *(Maximum Points = 25)*

| | | | |
|---|---|---|---|
| Cost Effectiveness | | | |
| Annual cost per exit to or retention of PH *(rounded to the nearest dollar)* | | | |
| | Cost per PH exit or retention ≤ $8,000 | 5 | Project Budget Info and HMIS Project Evaluation Report |
| | Cost per PH exit or retention = $8,001 - $12,000 | 2 | |
| | Cost per PH exit or retention > $12,000 | 0 | |
| | If 24 month return to homelessness rate is greater than 5%, 0 points awarded | | |
| *If required program budget information not submitted for review, 5 points will be deducted from the overall project evaluation score.* | | *minus 5 points* | |
| Match Funds | | | |
| % of cash and in-kind match resources committed for CoC funded project | | | FY2015 CoC Application (or updated match commitment letters provided to HUD during grant execution) |
| | ≥100% cash/in-kind match | 5 | |
| | 75% - 100% cash/in-kind match | 3 | |
| | 50% - 75% cash/in-kind match | 2 | |
| | <50% cash/in-kind match | 0 | |
| Unspent Funds | | | |
| 2015 - 2016 Total CoC Expenditures = | ≤ 5% of unspent funds | 5 | HUD LOCCS |
| On track to spend 2016-2017 CoC Award | yes | 5 | |
| HMIS Data Quality | | | |
| % of HMIS client records with errors | | | Data Quality Report |
| | 0% errors | 5 | |
| | > 0% and ≤ 2% errors | 4 | |
| | > 2% and ≤ 5% errors | 3 | |
| | > 5% and ≤ 8% errors | 2 | |
| | > 8% and ≤ 10% errors | 1 | |
| | > 10% errors | 0 | |

| | | |
|---|---|---|
| **TOTAL PROJECT SCORE** *(Maximum Points = 130)* | 130 | |

## Project Evaluation Items and Goals

*TH Projects*  *Reporting Period = 1/1/16 - 12/31/16*

| Project Evaluation Item | Goal | Points Possible | Data Source |
|---|---|---|---|
| **Project Participant Impact** *(Maximum Points = 60)* | | | |
| Housing Stability | | | |
| % participants who moved from TH to PH at exit | ≥83% | 10 | HMIS Project Eval Report |
| | ≥79% - <83% | 7.5 | |
| | ≥75% - <79% | 5 | |
| | <75% | 0 | |
| % participants who moved to their own housing unit at exit (permanent tenure) | ≥80% | 5 | HMIS Project Eval Report |
| | ≥76% - <80% | 3 | |
| | ≥72% - <76% | 2 | |
| | <72% | 0 | |
| % participants who exited to PH and returned to ES, TH, SH, or outreach within 6 months | ≤7% | 9 | Recurrence Report |
| | >7% - ≤9% | 7 | |
| | >9% - ≤12% | 5 | |
| | >12% | 0 | |
| % participants who exited to PH and returned to ES, TH, SH, or outreach within 6-24 months | ≤12% | 9 | Recurrence Report |
| | >12% - ≤14% | 7 | |
| | >14% - ≤17% | 5 | |
| | >17% | 0 | |
| Accessing Mainstream Resources and Income | | | |
| % participants with 1+ source of non-cash benefits or health insurance at exit | ≥85% | 9 | HMIS Project Eval Report |
| | ≥80% - <85% | 7 | |
| | ≥75% - <80% | 5 | |
| | <75% | 0 | |
| % adult participants who gained or increased their total income (from all sources) as of the end of the reporting period or at program exit | ≥28% | 9 | HMIS Project Eval Report |
| | ≥26% - <28% | 7 | |
| | ≥22% - <26% | 5 | |
| | <22% | 0 | |
| Length of Time Homeless | | | |
| Average length of stay in TH | ≤200 days | 9 | HMIS Project Eval Report |
| | >200 - ≤240 days | 7 | |
| | >240 - ≤280 days | 5 | |
| | >280 days | 0 | |
| **Meeting Community Need** *(Maximum Points = 30)* | | | |
| Project Demand | | | |
| Average daily bed utilization | ≥90% | 10 | 2016 Bed Utilization Report |
| | ≥85% - <90% | 7.5 | |
| | ≥80% - <85% | 5 | |
| | <80% | 0 | |
| Targeting Hard to Serve | | | |
| % entries from streets/emergency shelter only (adults only) | ≥75% | 10 | HMIS Project Eval Report |
| | ≥71% - <75% | 7.5 | |
| | ≥67% - <71% | 5 | |
| | <67% | 0 | |
| % entries with no income | ≥30% | 10 | HMIS Project Eval Report |
| | ≥27% - <30% | 7.5 | |
| | ≥24% - <27% | 5 | |
| | <24% | 0 | |
| % entries with previous episodes of homelessness | | | not evaluated this year |
| **Implementing Best Practices** *(Maximum Points = 15)* | | | |
| Housing First Practices | | | |

| | | |
|---|---|---|
| Removed Barriers to Entry *(list not exhaustive)*<br>  *Minimum income and/or employment not required at entry<br>  *Sobriety and/or drug testing not required for entry<br>  *Past interaction with homeless services is not a reason for denial of assistance<br>  *Only violent and very recent criminal histories may be a reason for denial of assistance<br>  *People with greater needs are prioritized for assistance | up to 5 points | Required program documents submitted by grantee |
| Voluntary Supportive Services *(all the following practices must be documented and in place)*<br>  *The only requirement is participation in basic case management for purposes of developing and making progress on a housing plan<br>  *Participation in parenting classes, budgeting classes, AA, etc are all voluntary | up to 5 points | Required program documents submitted by grantee |
| Housing Focused Assistance *(all the following practices must be documented and in place)*<br>  *Primary goal of project is to move people into permanent housing, regardless of other personal issues or concerns<br>  *To the extent able, services and assistance are provided in an individualized manner based on client needs and desires | up to 5 points | Required program documents submitted by grantee |
| ***If required program documents are not submitted for review for Housing First compliance, 10 points will be deducted from the overall project evaluation score.*** | ***minus 10 points*** | |

## Project Capacity *(Maximum Points = 25)*

| Cost Effectiveness | | | |
|---|---|---|---|
| Annual cost per exit to or retention of PH *(rounded to the nearest dollar)* | | | |
| | Cost per PH exit or retention ≤ $6,000 | 5 | Project Budget Info and HMIS Project Evaluation Report |
| | Cost per PH exit or retention = $6,001 - $10,000 | 2 | |
| | Cost per PH exit or retention > $10,000 | 0 | |
| | If 24 month return to homelessness rate is greater than 12%, 0 points awarded | | |
| ***If required program budget information not submitted for review, 5 points will be deducted from the overall project evaluation score.*** | | ***minus 5 points*** | |

| Match Funds | | | |
|---|---|---|---|
| % of cash and in-kind match resources committed for CoC funded project | | | FY2015 CoC Application (or updated match commitment letters provided to HUD during grant execution) |
| | ≥100% cash/in-kind match | 5 | |
| | 75% - 100% cash/in-kind match | 3 | |
| | 50% - 75% cash/in-kind match | 2 | |
| | <50% cash/in-kind match | 0 | |

| Unspent Funds | | | |
|---|---|---|---|
| 2015 - 2016 Total CoC Expenditures = | ≤ 5% of unspent funds | 5 | HUD LOCCS |
| On track to spend 2016-2017 CoC Award | yes | 5 | HUD LOCCS |

| HMIS Data Quality | | | |
|---|---|---|---|
| % of HMIS client records with errors | | | Data Quality Report |
| | 0% errors | 5 | |
| | > 0% and ≤ 2% errors | 4 | |
| | > 2% and ≤ 5% errors | 3 | |
| | > 5% and ≤ 8% errors | 2 | |
| | > 8% and ≤ 10% errors | 1 | |
| | > 10% errors | 0 | |

| | | |
|---|---|---|
| **TOTAL PROJECT SCORE** *(Maximum Points = 130)* | 130 | |

## APPENDIX B: 2017 Project Evaluation Scorecard

**Ohio BoSCoC**

**Project Evaluation Items and Goals**

*Safe Haven Projects*        *Reporting Period = 1/1/16 - 12/31/16*

| Project Evaluation Item | Goal | Points Possible | Data Source |
|---|---|---|---|
| **Project Participant Impact**  *(Maximum Points = 60)* | | | |
| Housing Stability | | | |
| % participants who moved from SH to PH at exit | ≥75% | 10 | HMIS Project Eval Report |
| | ≥71% - <75% | 7.5 | |
| | ≥67% - <71% | 5 | |
| | <67% | 0 | |
| % participants who moved to their own housing unit at exit (permanent tenure) | ≥80% | 5 | HMIS Project Eval Report |
| | ≥76% - <80% | 3 | |
| | ≥72% - <76% | 2 | |
| | <72% | 0 | |
| % participants who exited to PH and returned to ES, TH, SH, or outreach within 6 months | ≤15% | 9 | Recurrence Report |
| | >15% - ≤17% | 7 | |
| | >17% - ≤19% | 5 | |
| | >19% | 0 | |
| % participants who exited to PH and returned to ES, TH, SH, or outreach within 6-24 months | ≤20% | 9 | Recurrence Report |
| | >20% - ≤22% | 7 | |
| | >22% - ≤24% | 5 | |
| | >24% | 0 | |
| Accessing Mainstream Resources and Income | | | |
| % participants with 1+ source of non-cash benefits or health insurance at exit | ≥75% | 9 | HMIS Project Eval Report |
| | ≥71% - <75% | 7 | |
| | ≥67% - <71% | 5 | |
| | <67% | 0 | |
| % adult participants who gained or increased their total income (from all sources) as of the end of the reporting period or at program exit | ≥20% | 9 | HMIS Project Eval Report |
| | ≥18%- <20% | 7 | |
| | ≥16% - <18% | 5 | |
| | <16% | 0 | |
| Length of Time Homeless | | | |
| Average length of stay in SH | ≤260 days | 9 | HMIS Project Eval Report |
| | >260 - ≤300 days | 7 | |
| | >300 - ≤340 days | 5 | |
| | >340 days | 0 | |
| **Meeting Community Need**  *(Maxmimum Points = 30)* | | | |
| Project Demand | | | |
| Average daily bed utilization | ≥90% | 10 | 2016 Bed Utilization Report |
| | ≥85% - <90% | 7.5 | |
| | ≥80% - <85% | 5 | |
| | <80% | 0 | |
| Targeting Hard to Serve | | | |
| % entries from street only | 100% | 10 | HMIS Project Eval Report |
| | <100% | 0 | |
| % entries with no income | ≥40% | 10 | HMIS Project Eval Report |
| | ≥37% - <40% | 7.5 | |
| | ≥34% - <37% | 5 | |
| | <34% | 0 | |
| % entries with previous episodes of homelessness | | | not evaluated this year |
| **Implementing Best Practices**  *(Maximum Points = 15)* | | | |
| Housing First Practices | | | |

| | | | |
|---|---|---|---|
| Removed Barriers to Entry *(list not exhaustive)*<br>  *Minimum income and/or employment not required at entry<br>  *Sobriety and/or drug testing not required for entry<br>  *Past interaction with homeless services is not a reason for denial of assistance<br>  *Only violent and very recent criminal histories may be a reason for denial of assistance<br>  *People with greater needs are prioritized for assistance | | up to 5 points | Required program documents submitted by grantee |
| Voluntary Supportive Services *(all the following practices must be documented and in place)*<br>  *The only requirement is participation in basic case management for purposes of developing and making progress on a housing plan<br>  *Participation in parenting classes, budgeting classes, AA, etc are all voluntary | | up to 5 points | Required program documents submitted by grantee |
| Housing Focused Assistance *(all the following practices must be documented and in place)*<br>  *Primary goal of project is to move people into permanent housing, regardless of other personal issues or concerns<br>  *To the extent able, services and assistance are provided in an individualized manner based on client needs and desires | | up to 5 points | Required program documents submitted by grantee |
| *If required program documents are not submitted for review for Housing First compliance, 10 points will be deducted from the overall project evaluation score.* | | *minus 10 points* | |

## Project Capacity  *(Maximum Points = 25)*

| | | | |
|---|---|---|---|
| Cost Effectiveness | | | |
| Annual cost per exit to or retention of PH *(rounded to the nearest dollar)* | | | |
| | Cost per PH exit or retention ≤ $8,000 | 5 | Project Budget Info and HMIS Project Evaluation Report |
| | Cost per PH exit or retention = $8,001 - $12,000 | 2 | |
| | Cost per PH exit or retention > $12,000 | 0 | |
| | If 24 month return to homelessness rate is greater than 20%, 0 points awarded | | |
| *If required program budget information not submitted for review, 5 points will be deducted from the overall project evaluation score.* | | *minus 5 points* | |

| | | | |
|---|---|---|---|
| Match Funds | | | |
| % of cash and in-kind match resources committed for CoC funded project | | | FY2015 CoC Application (or updated match commitment letters provided to HUD during grant execution) |
| | ≥100% cash/in-kind match | 5 | |
| | 75% - 100% cash/in-kind match | 3 | |
| | 50% - 75% cash/in-kind match | 2 | |
| | <50% cash/in-kind match | 0 | |

| | | | |
|---|---|---|---|
| Unspent Funds | | | |
| 2015 - 2016 Total CoC Expenditures =<br>On track to spend 2016-2017 CoC Award | ≤ 5% of unspent funds<br>yes | 5<br>5 | HUD LOCCS |

| | | | |
|---|---|---|---|
| HMIS Data Quality | | | |
| % of HMIS client records with errors | | | Data Quality Report |
| | 0% errors | 5 | |
| | > 0% and ≤ 2% errors | 4 | |
| | > 2% and ≤ 5% errors | 3 | |
| | > 5% and ≤ 8% errors | 2 | |
| | > 8% and ≤ 10% errors | 1 | |
| | > 10% errors | 0 | |

| | | |
|---|---|---|
| **TOTAL PROJECT SCORE**  *(Maximum Points = 130)* | 130 | |

# APPENDIX B: 2017 Project Evaluation Scorecard

## Ohio BoSCoC

### Project Evaluation Items and Goals

*Rapid Re-Housing Projects*       *Reporting Period = 1/1/16 - 12/31/16*

| Project Evaluation Item | Goal | Points Possible | Data Source |
|---|---|---|---|
| **Project Participant Impact** *(Maximum Points = 60)* | | | |
| Housing Stability | | | |
| % participants who moved from RRH to PH at exit | ≥83% | 10 | HMIS Project Eval Report |
| | ≥79% - <83% | 7.5 | |
| | ≥75% - <79% | 5 | |
| | <75% | 0 | |
| % participants who moved to their own housing unit at exit (permanent tenure) | ≥80% | 5 | HMIS Project Eval Report |
| | ≥76% - <80% | 3 | |
| | ≥72% - <76% | 2 | |
| | <72% | 0 | |
| % participants who exited to PH and returned to ES, TH, SH, or outreach within 6 months | ≤7% | 9 | Recurrence Report |
| | >7% - ≤9% | 7 | |
| | >9% - ≤12% | 5 | |
| | >12% | 0 | |
| % participants who exited to PH and returned to ES, TH, SH, or outreach within 6-24 months | ≤12% | 9 | Recurrence Report |
| | >12% - ≤14% | 7 | |
| | >14% - ≤17% | 5 | |
| | >17% | 0 | |
| Accessing Mainstream Resources and Income | | | |
| % participants with 1+ source of non-cash benefits or health insurance at exit | ≥85% | 9 | HMIS Project Eval Report |
| | ≥80% - <85% | 7 | |
| | ≥75% - <80% | 5 | |
| | <75% | 0 | |
| % adult participants who gained or increased their total income (from all sources) as of the end of the reporting period or at program exit | ≥18% | 9 | HMIS Project Eval Report |
| | ≥16% - <18% | 7 | |
| | ≥14% - <16% | 5 | |
| | <14% | 0 | |
| Length of Time Homeless | | | |
| Average length of stay in RRH | ≤150 days | 9 | HMIS Project Eval Report |
| | >150 - ≤170 days | 7 | |
| | >170 - ≤210 days | 5 | |
| | > 210 days | 0 | |
| **Meeting Community Need** *(Maximum Points = 30)* | | | |
| Project Demand | | | |
| Average daily bed utilization | ≥90% | 10 | Expenditures Information |
| | ≥85% - <90% | 7.5 | |
| | ≥80% - <85% | 5 | |
| | <80% | 0 | |
| Targeting Hard to Serve | | | |
| % entries from streets/emergency shelter only (adults only) | ≥85% | 10 | HMIS Project Eval Report |
| | ≥80% - <85% | 7.5 | |
| | ≥75% - <80% | 5 | |
| | <75% | 0 | |
| % entries with no income | ≥40% | 10 | HMIS Project Eval Report |
| | ≥37% - <40% | 7.5 | |
| | ≥34% - <37% | 5 | |
| | <34% | 0 | |
| % entries with previous episodes of homelessness | | | not evaluated this year |
| **Implementing Best Practices** *(Maximum Points = 15)* | | | |
| Housing First Practices | | | |

| | | |
|---|---|---|
| Removed Barriers to Entry *(list not exhaustive)*<br>*Minimum income and/or employment not required at entry<br>*Sobriety and/or drug testing not required for entry<br>*Past interaction with homeless services is not a reason for denial of assistance<br>*Only violent and very recent criminal histories may be a reason for denial of assistance<br>*People with greater needs are prioritized for assistance | up to 5 points | Required program documents submitted by grantee |
| Voluntary Supportive Services *(all the following practices must be documented and in place)*<br>*The only requirement is participation in basic case management for purposes of developing and making progress on a housing plan<br>*Participation in parenting classes, budgeting classes, AA, etc are all voluntary | up to 5 points | Required program documents submitted by grantee |
| Housing Focused Assistance *(all the following practices must be documented and in place)*<br>*Primary goal of project is to move people into permanent housing, regardless of other personal issues or concerns<br>*To the extent able, services and assistance are provided in an individualized manner based on client needs and desires | up to 5 points | Required program documents submitted by grantee |
| ***If required program documents are not submitted for review for Housing First compliance, 10 points will be deducted from the overall project evaluation score.*** | ***minus 10 points*** | |

## Project Capacity  *(Maximum Points = 25)*

| | | | |
|---|---|---|---|
| Cost Effectiveness | | | |
| Annual cost per exit to or retention of PH *(rounded to the nearest dollar)* | | | |
| | Cost per PH exit or retention ≤ $5,000 | 5 | Project Budget Info and HMIS Project Evaluation Report |
| | Cost per PH exit or retention = $5,001 - $9,000 | 2 | |
| | Cost per PH exit or retention > $9,000 | 0 | |
| | If 24 month return to homelessness rate is greater than 12%, 0 points awarded | | |
| Match Funds | | | |
| % of cash and in-kind match resources committed for CoC funded project | | | FY2015 CoC Application (or updated match commitment letters provided to HUD during grant execution) |
| | ≥100% cash/in-kind match | 5 | |
| | 75% - 100% cash/in-kind match | 3 | |
| | 50% - 75% cash/in-kind match | 2 | |
| | <50% cash/in-kind match | 0 | |
| | | | |
| Unspent Funds | | | |
| 2015 - 2016 Total CoC Expenditures = | ≤ 5% of unspent funds | 5 | HUD LOCCS |
| On track to spend 2016-2017 CoC Award | yes | 5 | HUD LOCCS |
| HMIS Data Quality | | | |
| % of HMIS client records with errors | | | Data Quality Report |
| | 0% errors | 5 | |
| | > 0% and ≤ 2% errors | 4 | |
| | > 2% and ≤ 5% errors | 3 | |
| | > 5% and ≤ 8% errors | 2 | |
| | > 8% and ≤ 10% errors | 1 | |
| | > 10% errors | 0 | |

| | | |
|---|---|---|
| **TOTAL PROJECT SCORE**  *(Maximum Points = 130)* | 130 | |

## APPENDIX C: Implementing Best Practices

As part of the annual CoC renewal project evaluation process, CoC projects will be evaluated on implementation of Housing First practices, and/or prioritizing or dedicating Permanent Supportive Housing (PSH) beds for the chronically homeless. This appendix provides pertinent information related to what projects/recipients need to understand, have in place, and submit in order to be considered for those bonus points.

Please note, submission of program documents to demonstrate implementation of Housing First practices and prioritization of chronically homeless is REQUIRED for all projects in 2017. ***Failure to submit required program documents will result in points being deducted from the project's project evaluation score.***

## Housing First Practices

Housing First is a model of housing assistance that centers on providing people experiencing homelessness with housing as quickly as possible, and then providing services as needed. Assistance is offered without preconditions or service participation requirements. Implementation of Housing First practices is required for all CoC funded projects in the Ohio BoSCoC by January 1, 2017. You can find the Ohio BoSCoC Homeless Program Standards, which outline these requirements, here: http://cohhio.org/wp-content/uploads/2016/09/Ohio-BoSCoC-Program-Standards-FINAL-12.22.15.pdf

Housing First projects share critical elements:
- A focus on helping individuals and families access and sustain permanent housing as quickly as possible without time limits.
- A variety of services delivered to promote housing stability and individual well-being on an as-needed basis; client participation in these services is voluntary.
- A standard lease agreement – housing is not contingent on compliance with services
  - Although standard leases between program participants and landlords may not exist for TH projects, some kind of occupancy or sub-occupancy agreement must be in place, at minimum
- A focus on reducing barriers to project entry, including:
  - Sobriety is not a requirement upon entry
  - Drug testing is not required upon entry
  - Minimum income level is not required upon entry
  - Employment is not required upon entry

When evaluating for Housing First practices implementation, CoC staff will review program documents for evidence of the following:

**Low Barriers to Entry**
- Project admission is not contingent on pre-requisites such as abstinence of substances, minimum income, health/mental health history, medication adherence, criminal justice record (within reason), financial history, completion of treatment, participation in services, 'housing readiness', or other unnecessary conditions unless required by law.
- Past clients of homeless programs are not denied assistance based on past usage of services (unless required by law)
- Project admissions process is not overly burdensome to clients by requiring, for example, completion of unnecessary paperwork, or sharing of applicant documents/information that are neither required by HUD nor directly relevant to project eligibility or prioritization efforts
- Project has policies that outline some method for prioritizing for assistance those persons with greater levels of need and/or greater barriers

**Provision of Services that are Individualized and Voluntary**
- Participation in supportive services (other than regular case management for purposes of ongoing needs assessment and housing plan development/progress) is voluntary, and access to housing is not contingent on compliance with services or a treatment plan
- Service planning is individualized and driven by client needs and desires

**Housing Focused**
- Project intake processes and general policies and procedures are focused on moving applicants/clients into housing as quickly as possible
- The overall focus of the project is on helping clients obtain and move into housing quickly, and providing supports and services to help them retain housing
- All services offered/provided are first and foremost centered around helping clients obtain and retain housing
- Leases and occupancy agreements do not include provisions that would not be found in a standard rental agreement

**Reasonable Termination of Assistance Policies**
- Project avoids involuntary termination of assistance to clients whenever possible. This includes having policies in place that require the project to make multiple attempts to try to engage clients and/or provide ongoing assistance

**Submitting Evidence of Housing First Practices**

All renewing CoC projects must submit *all of the following items* to be evaluated on the Housing First item:

1. Formal written project policies and procedures documents
2. Blank project intake and/or assessment forms
3. Client responsibility documents, rules, participant handbook, etc.
4. Blank individualized service planning documents
5. Blank rental/occupancy/lease agreements (or sub-occupancy/sub-lease agreements)

**All of the documents listed above must be submitted to** ohioboscoc@cohhio.org **by *March 31, 2017.***

**Failure to submit ANY of the documents referenced above may result in 10 points being deducted from the project evaluation score.** If your project does not have one of the above-mentioned items as part of its formal project documents, you should indicate which items are lacking and why.

## Prioritizing PSH Beds for Chronically Homeless

Prioritizing Permanent Supportive Housing (PSH) beds for chronically homeless persons means that the PSH project is actively assessing for and documenting chronic homeless status and that the project places those chronically homeless persons into their PSH beds as a priority before other eligible but non-chronically homeless persons. Prioritization of chronically homeless was required for all CoC funded PSH projects in the Ohio BoSCoC by January 1, 2017. You can find the Ohio BoSCoC Homeless Program Standards, which outline these requirements, here: http://cohhio.org/wp-content/uploads/2016/09/Ohio-BoSCoC-Program-Standards-FINAL-12.22.15.pdf

PSH projects that are prioritizing chronically homeless persons within their project have the following policies/processes in place:
- Assess for chronic homeless status during intake
  - Collect information on length of time on the streets, in emergency shelter, hotel/motel paid for by an agency or faith-based voucher, or safe haven
  - Collect information about disability status
- Document chronic homeless status
  - Collect third-party written verification of previous homeless episodes that contribute to the length of time homeless determination
    - Or, if self-certification or other types of documentation are used, provide evidence of due diligence to collect third party written verification of previous homeless episodes

- o Collect documentation of disability status that confirms the disability is of long-continuing or indefinite duration
- Have policies and procedures in place that outline how chronically homeless persons are prioritized and placed into PSH beds

**Submitting Evidence of Chronically Homeless Prioritization**

All renewing PSH projects must submit ***all of the following items*** to be evaluated on the chronically homeless prioritization item:

1. Formal written project policies and procedures documents
2. Blank Project intake and/or assessment forms
3. Blank Homeless verification forms
4. Blank Disability verification forms

Renewing CoC PSH project recipients that are officially *dedicated* to chronically homeless by grant agreement should also provide the above-mentioned items to be considered for full project evaluation points. However, official designation as a chronically homeless dedicated PSH project will be considered as well.

# APPENDIX D: 2017 CoC Project Budget Information Submission Form

In Table #1, provide information about your renewing CoC project's annual budget for calendar year 2016 (1.1.16 – 12.31.16). Only provide information about the CoC Program funds expended and other cash resources used to support the project. You do NOT need to report the value of any in-kind services or match provided.

In Table #2, provide information about all the sources of cash match, the amount of the contributions, and the dates the contribution was available for use by your CoC project. Please only report cash match sources that were available during the 2016 calendar year. Cash match sources may include local foundation funds, city or county funds, or funds from ODSA's HCRP or SHP program, for example.

***This complete 2017 CoC Project Budget Information Submission Form must be submitted to CoC staff at [ohioboscoc@cohhio.org](mailto:ohioboscoc@cohhio.org) by March 31, 2017***

Applicant Name: _____

CoC Project Name: _____

### Budget Table #1: CoC Program Funds and Cash Match Expenditures (1.1.16 – 12.31.16)

| Total CoC Program Expenses | CoC Program Funds | Cash Match | Total Expenditures |
|---|---|---|---|
| **Supportive Services** | | | |
| **Leasing** | | | |
| **Rental Assistance** | | | |
| **Operating Costs** | | | |
| **Project Administrative Costs** | | | |
| **TOTAL EXPENSES** | | | |

### Budget Table #2: Sources of Cash Match (add additional rows as needed)

| Source of Contribution (organization name) | Amount of Contribution | Dates Contribution Available |
|---|---|---|
| *Example: United Way of Central Ohio* | *$10,000* | *1.1.16 – 12.31.16* |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

**TOTAL CASH MATCH CONTRIBUTION =** _____

# APPENDIX E: HMIS Data Quality Information
## for the 2017 CoC Project Evaluation Process

On the <u>April 7, 2017</u> the COHHIO HMIS team will run an aggregate *Data Quality* report for dates from 1/1/2016 through 12/31/16 for all HMIS participating Ohio BoSCoC renewing CoC projects. The report will be built on the same logic as the regular Data Quality reports, but will only look at Clients in Error (see below) and Households in Error (see below). It will <u>not</u> count "Questionable" data or "Future Entry Exits" against the provider or project.

The Data Quality report used will not be made available to users because it is simply a variant of the *Data Quality: All Workflows* report that shows aggregate data about the quality of all provider data.

HMIS users should be sure they have their Data Quality reports clear of Missing Data (except for Destination) including Income, Non-Cash, Health Insurance, Disabilities, Duplicate Entry/Exits, Incorrect Entry/Exit Types, Children Only Households, and Missing Head of Households by April 7th.

**Scoring HMIS Data Quality**

A maximum of five (5) points are available for the HMIS Data Quality item in the project evaluation process. The breakdown of those five points is as follows:

- Add the number of Clients in Error to the number of Households in Error and divide that sum by the total number of clients served during 2016:
    - If the agency has 0%, they will get all 5 points.
    - If the agency has greater than 0% and up to 2%, the agency will get 4 of the 5 points.
    - If the agency has greater than 2% and up to 5%, the agency will get 3 of the 5 points.
    - If the agency has greater than 5% and up to 8%, the agency will get 2 of the 5 points.
    - If the agency has greater than 8% and up to 10%, the agency will get 1 of the 5 points.
    - If the agency has greater than 10%, the agency will get 0 of the 5 points.

**What does Clients in Error mean?**

The chart below clarifies what would make a client be considered "in error".

| Data Element | Logic |
|---|---|
| **Name** | If the first or last name is null <u>and</u> the Name Data Quality is something other than Don't Know/ Refused OR the Name Data Quality is either null <u>or</u> Data not Collected. |
| **Social Security Number** | If the SSN Data Quality field is null <u>or</u> Data not collected OR if the SSN Data Quality field is null <u>and</u> the SSN Data Quality field is something other than Don't Know/Refused OR if the SSN is not a real SSN. |
| **Date of Birth** | If the DOB field is null and the DOB Type is not Don't Know/ Refused/ Approximate, OR the DOB field is either Data not collected or null, OR if the Entry Date precedes the DOB by more than ¾ of a year or the DOB makes the person more than a hundred years old. |
| **Gender** | If the Gender field is either null or Data Not Collected. |
| **Race** | If the primary and secondary race fields are null or the Race listed in either field isn't one of the HUD answers. |
| **Ethnicity** | If Ethnicity field is null or Data not collected or Ethnicity not one of the HUD answers. |
| **Residence Prior** | If the client is an adult and the field is either null <u>or</u> Data not collected OR the answer is not one of the HUD answers. |
| **Veteran** | The client is an adult or their Client Age is unknown AND the field is null or Data not collected. |
| **Relationship to Household** | If the field is either null or Data not collected. |

| Client Location | If either The Relationship to Head of Household is "Self" AND the field is null. |
|---|---|
| County Served | If the client did not exit prior to 4/15/2016 AND the field is null. |
| County of Residence Prior | If the client did not exit prior to 10/1/2016 AND the field is null. |
| Domestic Violence | If the client is an adult and this is not an SSVF project and the field is either null or Data not Collected OR the field is "Yes" but the "If yes, when experience occurred" or "Currently Fleeing" is null. |
| Move-In Date | If the project type is Rapid Rehousing and the Move-In Date precedes the Entry Date (will show as "Incorrect"). |
| Length of Stay Prior Residence | If the client is an adult AND the field is null or it is Data Not Collected. |
| On the night before, literally homeless? | If the client did not exit prior to 10/1/2016 AND they are an adult AND the Residence Prior is either Permanent or Institutional AND either "Did you stay less than 90 days" or "Did you stay less than 7 nights" is "yes" AND the Project Type Code is not ES or SH AND this field is either null or Data Not Collected. |
| Approximate Homelessness Start Date | If the client is an adult AND [the user should have answered this question] and the field is null. The logic for whether the user should have answered this is very complex- for further details, please send an email to hmis@cohhio.org. |
| # Times Homeless in the past 3 years | If the field is either null OR it is Data not collected. |
| # Months Homeless prior to Entry | If the field is either null OR it is Data not collected. |
| Income | If the field is either null OR it is Data not collected OR the Yes/No doesn't match up with the HUD Verification grid OR the Total Monthly Income doesn't match up with the HUD Verification grid. |
| Non Cash Benefits | If the field is either null OR it is Data not collected OR the Yes/No doesn't match up with the HUD Verification grid. |
| Health Insurance | If the field is either null OR it is Data not collected OR the Yes/No doesn't match up with the HUD Verification grid. |
| Disability | If the field is either null OR it is Data not collected OR the Yes/No doesn't match up with the HUD Verification grid OR the Disability Type is a non-HUD answer OR an If Yes question is missing on a "Yes" subassessment record. |
| Duplicate Entry Exits | If the client has more than one Entry Exit that shares either an Entry Date, and Exit Date, or both dates with another Entry Exit into the same project. |
| Incorrect Entry Exit Type | If the client's Entry Exit has an Entry Exit Type inconsistent with the type they are meant to use for that project. |

**What does Households in Error mean?**

The chart below clarifies what would make a household be considered "in error".

| Household Issue | Logic |
|---|---|
| Children Only Household | Any household where the maximum age in the household is less than 18. |
| Wrong Number of Head(s) of Household | Any household where the number of clients marked as "Self (head of household)" in the assessment is not equal to 1. |