



**Tampa Hillsborough Homeless Initiative (THHI)  
Continuum of Care Lead Agency  
2016 Universal Request For Proposals (RFP)**

**FY2016 HUD-CoC Program Competition – FL-501: Performance Scorecard Instructions  
Tuesday July 19, 2016**

The project Performance Scorecard should be completed for each renewal project utilizing data for the project's last completed grant year, regardless if the project's APR has been submitted to HUD.

You will need the following documents to complete the Performance Scorecard:

- 1) Project's APR for the most recently ended grant year based:
  - If an APR has been submitted to HUD for the project's most recently ended grant term, you will use the complete APR printed from eSNAPS.
  - If an APR has NOT been submitted to HUD for the projects' most recently ended grant term, generate the "0625 – HUD CoC APR v27" report from UNITY to complete the Performance Scorecard.

Regardless of which APR you will be pulling data from, the APR Question numbers listed in these instructions are the same questions as all renewal projects type for the FY2016 HUD-CoC Program Competition are Permanent Housing (either PSH or RRH).

You will also be required to submit the APR used to complete the Performance Scorecard as part of the renewal application submission to THHI.

- 2) For the project's most recently ended grant term, provide a copy of all Documentation Letters/Statements of Match Provided. This is the same documentation that HUD requires to be attached to the project's APR when submitted in eSNAPS. Copies of the documentation is being required due to some project's not being able to complete the project's APR in eSNAPS due to the delay and extension HUD provided related to HUD getting the new APR set up in eSNAPS.
- 3) The FL-501 Tampa/Hillsborough County 2016 Housing Inventory Chart (HIC). THHI will post the HIC data as submitted to and accepted by to HUD as an attachment to the FY2016 HUD-CoC Program Competition Instructions.
- 4) Housing First/Low Barrier Questionnaire – Completed
- 5) Project's Data Completeness Report Card for the project's most recently ended grant term generated from UNITY using the following report: 0252 – Data Completeness Report Card (EE) – V15
- 6) UNITY/HMIS Report 0323 – Project Demographics – Tab D
- 7) A printout from the project's eLOCCS account of the General, Budget and Vouchers tab for the most recently ended grant term. (*See Instructions for Finding Project's eLOCCS Information Guide*)

**Where to Find/How To Calculate the Answer for Each Measurement Listed on the Performance Scorecard.**

Performance Measure	Where to Find/How To Calculate	Rationale For Measurement
<p><b>Housing Stability:</b> % of persons who remained in the PH project as of the end of the operating year or exited to permanent housing (subsidized or unsubsidized).</p>	<p>Project APR – Question 36a, #1</p>	<p>This is a standard HUD required Measurement</p>
<p><b>Income Total:</b> % of persons age 18 and older who maintained or increased their total income (from all sources) as of the end of the operating year or project exit.</p>	<p>Project APR – Question 36a, 2a</p>	<p>This is a standard HUD required Measurement</p>
<p><b>Income - Earned:</b> % of persons age 18 through 61 who maintained or increased their earned income as of the end of the operating year or project exit.</p>	<p>Project APR – Question 36a, 2b</p>	<p>This is a standard HUD required Measurement</p>
<p><b>Entered From:</b> % of Participants admitted directly from the street or other locations not meant for human habitation, Safe Haven or Emergency Shelters.</p>	<p>Project APR – From Q20a1, add the numbers from Emergency Shelter, Place Not Meant for habitation and Safe Haven. Divide the sum of those by the Total Number of Adults listed in Q7.</p>	<p>HUD has increasingly focused on the Housing First philosophy and required both PSH and RRH to assist persons directly from the street, emergency shelter or Safe Haven as a best practice to reducing a person’s length of time homeless</p>
<p><b>Exits to Homelessness:</b> Less than 5% of program exits will be to another homeless location.</p>	<p>Project APR – Q29a1, a2 – Add the numbers in both questions for exits to Emergency Shelter, TH for Homeless Persons, Place Not Meant for Habitation and Safe Haven. Divide the sum of those by the Total Number of Leavers listed in Q7.</p>	<p>Homeless Assistance Program’s purpose is to end a participant’s homelessness, therefore few participants should exit these programs to another homeless situation. This is in alignment with HUD’s system performance measurement that looks at returns to homelessness</p>
<p><b>Non Cash Benefits</b> -% of participants with non-cash benefits</p>	<p>Project APR – Q26a2, Q 26b2 - Add the total number of persons with 1+ Source(s) of non-cash benefits from each question. Divide the sum</p>	<p>One of HUD’s priorities and philosophies is that homeless persons need to be connected to mainstream benefits to help increase the participant’s stability in exiting homelessness.</p>

	by the Total Number of All Clients listed in Q7.	
<b>Utilization Rate on the night of the 2016 PIT Count</b>	Locate program on the FL-501 2016 Housing Inventory Chart submitted to and accepted by HUD (attachment) and enter the utilization rate indicated for the program	High utilization rate indicates a program is efficient and effective in ensuring open beds are filled quickly and timely.
<b>To What Extent is the project Housing First/Low Barrier?</b>	Completed Housing First/Low Barrier Questionnaire – Verify the score on the Questionnaire is correct based on the answers and enter the total score (max 16 points)	HUD has expressly stated that programs need to follow a housing first philosophy.
<b>% of Chronically Homeless Persons to be Served</b>	Take the number of chronically homeless served from “Chronically Homeless HUD” table on Tab D of the UNITY/HMIS Report 0323 – Project Demographics – Tab D and divide by the total number of clients served listed in APR Question 7	Programs that serve chronically homeless are serving the ‘hardest to serve’ and are the population HUD is currently focused on in terms of community efforts.
<b>Participants are “hard to serve” as defined by no income at entry.</b>	Project ARP – Question 23 – Take the number of adults with No Income at Entry divide by the Total number in question 23.	Participants with no income at entry are considered harder to serve than those with income at program entry.
<b>Participants are “hard to serve” as defined by 2 or more physical/mental health conditions.</b>	Project APR – Questions 22a2, 22b2 - Add the total number of persons with 2 and 3+ conditions from both questions. Divide the sum by the Total Number of Adult Clients listed in Q7.	Participants with multiple physical/mental health conditions at entry are considered harder to serve than those with no or 1 conditions at program entry.
<b>Project's Data Completeness Score - Overall</b>	Project’s Data Completeness Report Card – Overall Grade <i>(NOTE: Letter Grades are only A,B,C and F)</i>	As HUD shifts to utilizing HMIS data for community reporting (AHAR, System Performance Measures, Project Performance), a project’s Data Completeness (and accuracy) impacts the overall community data and reporting on progress.
<b>Project's Data Completeness Score - UDE</b>	Project’s Data Completeness Report Card – UDE Grade	As HUD shifts to utilizing HMIS data for community reporting (AHAR, System Performance Measures, Project Performance), a project’s Data Completeness

	(NOTE: Letter Grades are only A,B,C and F)	(and accuracy) impacts the overall community data and reporting on progress.
<b>Project's Data Completeness Score - Additional</b>	Project's Data Completeness Report Card – Additional Grade <i>(NOTE: Letter Grades are only A,B,C and F)</i>	As HUD shifts to utilizing HMIS data for community reporting (AHAR, System Performance Measures, Project Performance), a project's Data Completeness (and accuracy) impacts the overall community data and reporting on progress.
<b>Project's Data Completeness Score - HUD Verification</b>	Project's Data Completeness Report Card – HUD Verification <i>(NOTE: Letter Grades are only A,B,C and F)</i>	As HUD shifts to utilizing HMIS data for community reporting (AHAR, System Performance Measures, Project Performance), a project's Data Completeness (and accuracy) impacts the overall community data and reporting on progress.
<b>In the project's most recently ended grant year, what percentage of awarded funds were expended and drawn down from HUD?</b>	Project eLOCCS Printout – Budget Tab	Project's that are not utilizing all of their awarded funds are leaving valuable resources unused and therefore not effectively using the resources available for their project.
<b>Did the project draw down funds from eLOCCS at least quarterly during the most recently ended grant term?</b>	Project eLOCCS Printout – Voucher Tab listing each time the project drew down funds. Considering the project's grant term, was a draw down completed at least once every quarter of the grant term?	Timeliness of drawdowns is specifically stated in HUD FY 2016 HUD-CoC Program Competition NOFA and defined as at least quarterly in the NOFA.
<b>Did the project have the match required per CoC regulations (at least 25% or 0.25:1)?</b>	Match Documentation Letters for most recently ended grant term	Provision of Project Match is required by HUD and lack of required match is a compliance issue.
<b>Percent of Funds used for Housing vs. Supportive Services</b>	Project eLOCCS Printout – Budget Tab - For RRH, TBRA PSH projects – divide the amount of rental assistance or leasing by the total award amount. For Project-based PSH – divide the amount of operating by the total award amount.	HUD expects agencies to devote as many dollars as possible to housing in order to maximize clients served.
<b>HUD Monitoring – Was the project's FY13 or FY14 grant year monitored by HUD?</b>	Answer Yes or No <i>(If yes, please submit a copy of the monitoring report with your renewal application submission)</i>	N/A
<b>HUD Monitoring – If the project's FY13 or FY14 grant year monitored by</b>	If the project was monitored for FY13 or FY14, indicate the	HUD expects agencies to operate in compliance with program standards.

<p><b>HUD, please indicate the number of findings (and include the monitoring report as an attachment)</b></p>	<p>number of findings from the monitoring report.</p> <p>If there was/were findings noted please indicated if a Corrective Action Plan (CAP) has been submitted to HUD and the date it was submitted.</p> <p>If no monitoring as described for FY13 or FY14 project, enter N/A.</p>	
<p><b>Fiscal Audit</b></p>	<p>Using the applicant's most recent audit report and auditor's management letter, enter the number of Findings, Questioned Costs, or deficiencies in internal control.</p>	<p>HUD expects agencies to follow program regulations and have adequate internal controls. Findings, Questioned Costs, or deficiencies in internal control indicate projects/applicants may need to strengthen related processes.</p>
<p><b>Applicant is a Member of the Continuum of Care -</b> Currently, membership in the CoC is based on the organization having representation attending at least 80% of the monthly CoC meetings in the past 12 months</p>	<p>CoC Monthly Attendance Spreadsheet Provided by THHI documenting the monthly meetings attended by each agency (using the period of July 2015 – June 2016)</p>	<p>Active participation in the CoC by HUD-CoC funded agencies is expected to ensure coordination of efforts and effectiveness of the overall CoC system of care.</p>
<p><b>Applicant agency is an active member of the CoC -</b> Applicant exceeds minimum CoC membership requirements by participating on a CoC committee, chairing a CoC committee</p>	<p>CoC Committee Participation Spreadsheet Provided by THHI documenting the committee(s) each agency has a representative and the meeting attendance by their representative (using the period of January 2016 – June 2016)</p>	<p>Active participation in the CoC by HUD-CoC funded agencies is expected to ensure coordination of efforts and effectiveness of the overall CoC system of care.</p>