



**Tampa Hillsborough Homeless Initiative (THHI)
Continuum of Care Lead Agency
2019 Universal Request For Proposals (RFP)
FY2019 HUD-CoC Program Competition – Addendum #1**

**FL-501: Performance Scorecard Instructions
Friday July 19, 2019**

For the FY19 CoC Program Competition, 56 percent of the Renewal Application scoring is based on the CoC's System Performance Measurements based on data from October 1, 2017 to September 30, 2018. As all projects in the CoC contribute data to the System Performance Measurements via their HMIS data entry for their individual projects, using the same date range aligns the evaluation of a project's performance to the data submitted to HUD that HUD will be using to score the overall CoC Application. The overall score of the CoC Application is directly related to how much funding HUD awards to a CoC, including funding of Tier 2 and new projects.

Project Performance ScoreCard Overview

The Project Performance ScoreCard is divided into six (6) sections with a maximum number of points of 126, based on the following sections and maximum points per section as listed below:

- A. Project Performance – Maximum Points = 69
- B. Coordinated Entry Participation – Maximum Points = 6
- C. Project Populations– Maximum Points =10
- D. Data Quality – Maximum Points = 21
- E. Overall Grant Management– Maximum Points = 13
- F. CoC Participation – Maximum Points = 4

What You Need to Complete the Project Performance ScoreCard

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

- 1) These instructions, which provide the detail of each project performance measurement and scoring range that will be scored.
- 2) The "FY2019 NOFA Project Performance ScoreCard" Google Form (link will be provided)
- 3) The Canned CoC APR printed from UNITY with the date range of **10/1/2017 to 9/30/2018** (all references to the CoC APR refer to the Canned CoC APR).
- 4) The FL-501 Tampa/Hillsborough County 2019 Housing Inventory Chart (HIC) related to CoC Renewal Projects only (attachment to 2019 Universal RFP CoC Addendum).

- 5) The “Entry Exit Report - NOFA 2019” report from UNITY. This report will allow you to see all entries that between 10/01/2017 and 9/30/2018, as well as the VI-SPDAT Score associated with these entries. This report with the above date range only pulls new/returning entries in the time frame of the report range. It will also provide a count of how many clients had a VI-SPDAT Score at Entry and an average VI-SPDAT score for all clients served. This report will also weigh the scores to take into account the different VI-SPDAT scores which client’s may have been accessed with at entry.
- 6) Housing First/Low Barrier Questionnaire (attachment to 2019 Universal RFP CoC Addendum) - Completed and Signed.
- 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). Most recently ended grant term is defined as the grant term in which APR and final eLOCCS draw timeframe has passed.*
- 8) Copies of the match documentation submitted to HUD for your most recently ended grant term.
- 9) FY19 HUD CoC Competition – CoC Agency Attendance at Monthly CoC Meetings and Committee Meetings (July 2018 -June 2019)

As you complete the ScoreCard please keep the following in mind:

- 1) To make calculating the Performance ScoreCard as easy as possible, THHI has developed and will provide an online Google form Performance ScoreCard, which will allow for projects to enter the numbers from the APR and other reports into the ScoreCard, which will then be used to calculate the resulting performance for that data measurement. The Google form will also be able to confirm the date, time, and content of your submission for your records.
- 2) For Consolidated Projects (HOME3-PHAME) that were approved in the FY18 Competition and are seeking to renew in the FY19 Competition, but have not yet started operating as a Consolidated Project, you will need to complete the ScoreCard for both projects whence the consolidated project came. The project with the higher score will be used in determining ranking.
- 3) For projects (More HEART and PHAME) that directly include Chronic Housing Choice Vouchers provided through Tampa Housing Authority: a) you will need to run your APR using a reporting group when running the APR to complete the ScoreCard; b) run the Entry Exit Report - NOFA 2019” report from UNITY, ensuring you select both the direct project and the THA Voucher project and c) occupancy for these project will only be based on the non-THA voucher beds as included on the HIC chart

Victim Service Providers Specific Instructions for Renewal Projects

Renewal project(s) submitted by a victim service provider are able to provide most data and information required for all other provider agencies renewal projects including:

- An APR generated from the agency’s HMIS-comparable database for the time frame indicated for all other renewal projects and utilize the APR data from that report to complete the Project Performance ScoreCard.

- FL-501 Tampa/Hillsborough County 2019 Housing Inventory Chart (HIC) related to CoC Renewal Projects only
- Housing First/Low Barrier Questionnaire (attachment to 2019 Universal RFP CoC Addendum) - Completed and Signed.
- A printout from the project's eLOCCS account of the General, Budget and Vouchers tab for the most recently ended grant term. Copies of the match documentation submitted to HUD for your most recently ended grant term.
- Victim Service Providers are not able to be scored related to direct Coordinated Entry participation as the current CoC process excludes the victim service provider from directly completing our HMIS based Coordinated Entry process and relies on partnerships with other agencies for connecting clients to the CoC's Coordinated Entry processes. Therefore, the 6 points available for renewal projects directly related to coordinated entry participation would become points related to the degree the victim service provider improves the safety for the population they serve.

The victim service provider will provide a narrative with supporting aggregate data from their HMIS Comparable database that demonstrates the degree to which the victim service provider has improved the safety of the population they serve for the same time period as all other project performance measurements (10/1/17-9/30/18). The Scoring reviewers may award up to 6 points.

Project Performance ScoreCard Detail and Scoring Ranges

The scoring range for each measurement is indicated in these instructions (below) and are to be used in the applicant's and reviewers' scoring processes.

In the sections below, the following is listed for each of the items contained on the Project Performance Scorecard:

- A. The Performance Measurement
- B. Rationale For Measurement
- C. Data Source and How Calculated for each measurement
- D. The Performance Point Scale for Scoring

Project Performance ScoreCard Detail and Scoring (points) Ranges

A. Project Performance			
Performance Measurement	Rationale For Measurement	Data Source and How Calculated	Performance Point Scale
Length of Time to House: Average number of days between Project Enrollment Date and Housing Move-in Date	This is a standard HUD Measurement for Project Performance and System Performance	<u>Source:</u> CoC APR – 22c. <u>Calc:</u> Enter “Average length of time to housing” from the “Total” column from Table 22c	< 30 days = 2 pts 31-60 days = 1 pt 61-90 days = 0.5 pt 91+ days = 0 pts
Permanent Housing Placements: % of persons who exited to a positive housing destination.	This is a standard HUD Measurement for Project Performance and System Performance	<u>Source:</u> CoC APR - 5a/23a/23b: <u>Calc:</u> Add “Total persons exiting to positive housing destinations” and subtract “Total persons whose destinations excluded them from the calculation,” in 23a. Repeat this step with the corresponding numbers in 23b. Add these two numbers and divide it by Line 5 From 5a	90% + = 10 pts 80% -89% = 8 pts 75% - 79% = 5 pts < 75% = 0 pts
Income Total: % of persons age 18 and older who <i>increased</i> their <u>total income</u> (from all sources) as of the end of the operating year or project exit.	This is a standard HUD Measurement for Project Performance and System Performance	<u>Source:</u> CoC APR - 19a3: <u>Calc:</u> See percentage in Row “Number of Adults with Any Income (i.e., Total Income)” and Column “Performance Measure: Percent of Persons who Accomplished this Measure”	70% + = 7 pts 60% -69% = 6 pts 50% - 59% = 5 pts 40% - 49% = 4 pts 30% - 39% = 3 pts 20% - 29% = 2 pts 10% - 19% = 1 pt < 9% = 0 pts
Income - Earned: % of persons age 18 through 61 who <i>increased</i> their <u>earned income</u> as of the end of the operating year or project exit.	This is a standard HUD Measurement for Project Performance and System Performance	<u>Source:</u> CoC APR - 19a3: <u>Calc:</u> See percentage in Row “Number of Adults with Earned Income (i.e., Employment Income)” and Column “Performance Measure: Percent of Persons who Accomplished this Measure”	50% + = 5 pts 36% - 49% = 4 pts 24% - 35% = 3 pts 16% - 23% = 2 pts 8% - 15% = 1 pt < 7% = 0 pts

A. Project Performance - Continued			
Performance Measurement	Rationale For Measurement	Data Source and How Calculated	Performance Point Scale
Living Situation at Project Entry: % of Participants admitted directly from the street or other locations not meant for human habitation, Safe Haven or Emergency Shelters.	HUD emphasizes the Housing First philosophy and require 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	<u>Source:</u> CoC APR – 15/5a: <u>Calc:</u> From the “Homeless Situations” Column, add numbers for “Emergency shelter”, “Place not meant for human habitation” and “Safe Haven.” Divide by “Number of Adults (age 18 or over)” from Line 2, listed in 5a.	<i>IF PSH Project</i> 50% + = 5 pts 40% - 49% = 3 pts 30% - 39% = 2 pts < 29% = 0 pts <i>IF RRH Project</i> 75% + = 5 pts 65% - 74% = 3 pts 50% - 64% = 2 pts < 49% = 0 pts
Exits to Homelessness: Less than 5% of program exits will be to another homeless destination	Homeless Assistance Project's goal is to end a participant's homelessness, so few participants should exit these programs to another homeless situation; aligns with HUD's system performance measurement related to returns to homelessness	<u>Source:</u> CoC APR - 23a, 23b, 5a: <u>Calc:</u> Add the numbers from “Emergency shelter, including hotel or motel paid for with emergency shelter voucher”, “Transitional housing for homeless persons (including homeless youth)”, “Place not meant for human habitation”, and “Safe Haven” from Sections 23a and 23b. Divide by “Number of Leavers” from Line 5 of Section 5a.	5% or less = 5 pts 6% - 10% = 3 pts 11% - 24% = 2 pts > 25% = 0 pts
Non cash Benefits - Annual	It is expected that projects help clients obtain and maintain benefits as a way of maintaining positive housing outcomes.	<u>Source:</u> Canned CoC APR – 20b, 5a: <u>Calc:</u> See Number in Row “1 + Sources” and Column “Benefit at Latest Annual Assessment for Stayers” from 20b. Divide by Line 16 from Section 5a.	85% + = 3 pts 50% – 84% = 1 pt <50% = 0 pts
Non-cash Benefits - Exit	It is expected that projects help clients obtain/maintain benefits as a way of maintaining positive housing outcomes.	<u>Source:</u> Canned CoC APR – 20b, 5a: <u>Calc:</u> See Number in Row “1 + Sources” and Column “Benefit at Exit for Leavers.” Divide by Line 7 from Section 5a.	85% + = 3 pts 50% – 84% = 1 pt <50% = 0 pts

A. Project Performance - Continued			
Performance Measurement	Rationale For Measurement	Data Source and How Calculated	Performance Point Scale
Utilization Rate: On the night of the 2019 PIT Count % of utilization	High utilization rate indicates a project is efficient and effective in ensuring open beds are filled quickly and timely.	<u>Source and Calc:</u> Locate program on the Official Submission of the FL-501 2019 Housing Inventory Chart List for CoC Projects (attachment) and enter the utilization rate indicated for the program	90%+ = 5 pts 80%-89% = 4 pts 70%-79% = 3 pts 60%-69% = 2 pts 50%-59% = 1 pt < 50% = 0 pts
Housing First/Low Barrier: To What Extent is the project Housing First/Low Barrier?	HUD has expressly stated that programs need to follow a housing first/low barrier philosophy.	<u>Source and Calc:</u> Completed Housing First/Low Barrier Questionnaire – Verify the score on the Questionnaire is correct and enter the total score (max 24 points)	Maximum of 24 pts.

B. Coordinated Entry			
Performance Measurement	Rationale For Measurement	Data Source and How Calculated	Performance Point Scale
% of Entries with VI-SPDAT Scores	HUD has stated that CoCs should be using an empirical process by which they rank people based on need. The VI-SPDAT is the tool our CoC has chosen for this task.	<u>Source:</u> Entry Exit Report - NOFA 2019 <u>Calc:</u> % as calculated on the form, which is auto-calculated (Divide number of entries with a VI-SPDAT score by total number of entries)	100% = 3 pts 90%-99% = 2 pts 80%-89% = 1 pt 79% or less = 0 pts
Average VI-SPDAT Score	HUD has stated that CoCs should be using an empirical process by which they rank people based on need. The VI-SPDAT is the tool our CoC has chosen for this task.	<u>Source:</u> Entry Exit Report - NOFA 2019 <u>Calc:</u> Average as indicated on the report, which is auto-calculated by Adding all VI-SPDAT Values, divided by total number of project entries with the report's timeframe. <i>Please note: This score is weighted to account for the shift away from the 1.0 version of the VI-SPDAT in January 2019.</i>	<u>IF PSH Project</u> > 13.00 = 3 pts 11.00 - 12.99 = 2pts 10.00 - 10.99 = 1 pt < 9.99 = 0 pts <u>IF RRH Project</u> > 8.50 = 3 pts 6.50 - 8.49 = 2pts 05.00 - 6.49 = 1 pt < 4.99 = 0 pts

C. Project Populations			
Performance Measurement	Rationale For Measurement	Data Source and How Calculated	Performance Point Scale
% of Chronically Homeless Persons Served	Ending Chronic homelessness is a federal and local goal; and are the identified 'hardest to serve' by 2018	<u>Source:</u> CoC APR 5a: <u>Calc:</u> Divide Line 11 by Line 1 of Section 5a.	> 50% = 1 pts 26% - 49% = 0.5 pts < 25% = 0 pts
% of Veterans Served	Ending Veteran homelessness is a federal and local goal by 2017	<u>Source:</u> CoC APR 5a: <u>Calc:</u> Divide Line 10 by Line 2 of Section 5a.	> 50% = 1 pts 26% - 49% = 0.5 pts < 25% = 0 pts
% Youth Under the Age of 25 Served (aka UAY)	Effectively ending UAY homelessness is a federal and local goal by 2020	<u>Source:</u> CoC APR 5a: <u>Calc:</u> Divide Line 12 by Line 2 of Section 5a.	> 50% = 1 pts 26% - 49% = 0.5 pts < 25% = 0 pts
% Parenting Youth Under the Age of 25 with Children Served	Parenting youth is a sub-population of UAY as well as families with children	<u>Source:</u> CoC APR 5a: <u>Calc:</u> Divide Line 13 by Line 2 of Section 5a.	> 50% = 1 pts 26% - 49% = 0.5 pts < 25% = 0 pts
% Persons Fleeing Domestic Violence	Persons fleeing domestic violence are a population of concern in HUD and local goals	<u>Source:</u> CoC APR 14b, 5a: <u>Calc:</u> Divide Total "Yes" in section 14b by Line 1 of Section 5a.	> 50% = 1 pts 26% - 49% = 0.5 pts < 25% = 0 pts
Participants are "hard to serve" as defined by no income at entry.	Participants with no income at entry are considered harder to serve than those with income at program entry.	<u>Source:</u> CoC APR – 18: <u>Calc:</u> Take "Adults with no Income" from the "Number of Adults at Entry" Column and divide it by Line 2 of Section 5a.	50% + = 2.5 pts < 50% = 0 pts
Participants are "hard to serve" as defined by 2 or more physical/mental health conditions at entry.	Participants with multiple physical/mental health conditions at entry are considered harder to serve than those with no or 1 conditions at program entry.	<u>Source:</u> CoC APR - 13a2: <u>Calc:</u> In the "Total Persons" column the number in "2 conditions" and "3+ Conditions." Divide by "Total Persons" as listed in Section 13a2.	50% + = 2.5 pts < 50% = 0 pts

D. HMIS Data Quality

Performance Measurement	Rationale For Measurement	Data Source and How Calculated	Performance Point Scale
Project's Data Quality: Universal Data Elements: Veteran Status	HUD is utilizing HMIS data for community reporting (LSA, Sys. Performance Measures, CAPER, APR), a project's Data Completeness, accuracy, and timeliness impacts community data.	<u>Source:</u> CoC-APR Report – 6b <u>Calc:</u> Enter "% of Error Rate" for "Veteran Status (3.7)" from 6b.	0% = 2 pts 1% - 3% = 1 pts 4% - 10% = 0.5 pts 11% or > = 0 pts
Project's Data Quality: Universal Data Elements: Project Entry Date	Same as above.	<u>Source:</u> CoC-APR Report – 6b <u>Calc:</u> Enter "% of Error Rate" for "Project Entry Date (3.10)" from 6b.	0% = 2 pts 1% - 3% = 1 pts 4% - 10% = 0.5 pts 11% or > = 0 pts
Project's Data Quality: Universal Data Elements: Relationship to Head of Household	Same as above.	<u>Source:</u> CoC-APR Report – 6b <u>Calc:</u> Enter "% of Error Rate" for "Relationship to Head of Household (3.15)" from 6b.	0% = 2 pts 1% - 3% = 1 pts 4% - 10% = 0.5 pts 11% or > = 0 pts
Project's Data Quality: Universal Data Elements: Disabling Condition	Same as above.	<u>Source:</u> CoC-APR Report – 6b <u>Calc:</u> Enter "% of Error Rate" for "Disabling Condition (3.8)" from 6b.	0% = 2 pts 1% - 3% = 1 pts 4% - 10% = 0.5 pts 11% or > = 0 pts
Project's Data Quality: Destination	Same as above.	<u>Source:</u> CoC-APR Report - 6c <u>Calc:</u> Enter "% of Error rate" for "Destination (3.12)" from 6c.	0% = 2 pts 1% - 3% = 1 pts 4% - 10% = 0.5 pts 11% or > = 0 pts
Project's Data Quality: Income at Entry	Same as above.	<u>Source:</u> CoC-APR Report - 6c <u>Calc:</u> Enter the % from the "Percent of Error Rate" column for the "Income at Entry" line.	0% = 2 pts 1% - 3% = 1 pts 4% - 10% = 0.5 pts 11% or > = 0 pts

D. HMIS Data Quality - CONTINUED			
Performance Measurement	Rationale For Measurement	Data Source and How Calculated	Performance Point Scale
Project's Data Quality: Income at Annual Assessment	Same as above.	<u>Source:</u> CoC-APR Report - 6c <u>Calc:</u> Enter "% of Error rate" for "Income and Sources (4.2) at Annual Assessment" from 6c.	0% = 2 pts 1% - 3% = 1 pts 4% - 10% = 0.5 pts 11% or > = 0 pts
Project's Data Quality: Income at Exit	Same as above.	<u>Source:</u> CoC-APR Report - 6c <u>Calc:</u> Enter "% of Error rate" for "Income and Sources (4.2) at Entry" from 6c.	0% = 2 pts 1% - 3% = 1 pts 4% - 10% = 0.5 pts 11% or > = 0 pts
Project's Data Quality: Chronic Homelessness	Same as above.	<u>Source:</u> CoC-APR Report - 6d <u>Calc:</u> Enter "% of records unable to calculate" from the "Total" Row from 6d.	0% = 2 pts 1% - 3% = 1 pts 4% - 10% = 0.5 pts 11% or > = 0 pts
Project's Data Quality: Timeliness	CoC standards state data must be entered within 24 hours of being collected.	<u>Source:</u> CoC-APR Report – 6e <u>Calc:</u> Enter all table values for Table 6e directly into Excel Scorecard. Scorecard will auto-calculate by adding all entries in the "0 days" row and dividing it by the total number of entries.	> 90% = 3 pts 70%-89% = 2 pts 50%-69% = 0.5 pt < 49% = 0 pts

E. Overall Grant Management			
Performance Measurement	Rationale For Measurement	Data Source and How Calculated	Performance Point Scale
In the project's most recently ended grant year, what percentage of awarded funds were expended and drawn down from HUD?	Project's not full using awarded funds leave resources unused; and not effectively using resources	<u>Source:</u> Project eLOCCS Printout – Budget Tab Calc: Divide the amount of funding expended by the total award amount	90% + =5 pts 85-89%=4 pts 80-84%=3 pts 75-79%=2 pts 70-74%=1 pt < 70%=0 pts
Percent of CoC project funding expended by the agency's during their most recently ended grant year that was used for housing vs. supportive services.	HUD looks to maximize HUD funds for housing and use of match from other sources to provide supportive services to maximize clients served	<u>Source:</u> Project eLOCCS Printout – Budget Tab <u>Calc:</u> For RRH, TBRA PSH projects - divide the amount of rental assistance or leasing disbursed by the total amount disbursed For Project-based PSH – divide the amount of operating disbursed by the total amount disbursed	80-100% = 5 pts 70-79% = 3 pts 60-69% = 1 pt below 60%=0 pts
Did the project draw down funds from eLOCCS at least quarterly during the most recently ended grant term?	Timeliness of drawdowns is specifically stated in HUD FY19 CoC Program Comp. NOFA; defined as at least quarterly.	<u>Source:</u> Project eLOCCS Printout – Voucher Tab listing each time the project drew down funds. <u>Calc:</u> Based on the project's grant term, was a draw down completed at least once every quarter	Yes = 1 pt No = 0 pts
Did the project have the match required per CoC regulations (at least 25% or 0.25:1)?	Provision of Project Match is required by HUD and lack of required match is a compliance issue.	<u>Source:</u> Match Documentation Letters for most recently ended grant term <u>Calc:</u> Percent of match documented to expended funds <i>NOTE: For leasing projects, required match 25% of the total amount of expended minus leasing funds expended</i>	> 25% = 2 pts 25% = 1 pt < 25% = 0 pts

F. CoC Participation			
Performance Measurement	Rationale For Measurement	Data Source and How Calculated	Performance Point Scale
Applicant is an “Active” Member of the Continuum of Care as defined in the Tampa /Hillsborough County CoC Governance Charter by attending at least 80% of CoC monthly meetings held in the past 12 months <u>AND</u> attending at least 80% of a CoC Committee meeting in the past 12 months (or THHI Board Member)	HUD expects that all CoC-funded projects actively participate within the CoC	<u>Source:</u> CoC Agency Attendance at Monthly CoC Meetings and Committee Meetings (July 2018 -June 2019) <u>Calc:</u> Enter Yes if project applicant is listed “Active Member”	Yes = 2 pt No = 0 pts
Applicant has at least 1 staff member attending 50% of at least 1 of the CoC Committees	HUD expects that all CoC-funded projects actively participate within the CoC	<u>Source:</u> CoC Agency Attendance at Monthly CoC Meetings and Committee Meetings (July 2018 -June 2019) <u>Calc:</u> Enter Yes if project applicant is listed as having staff participating 50% on any of the CoC Committees	Yes = 1 pt No = 0 pt.
Applicant agency has a leadership role in the CoC as evidence by at least 1 of the agency’s paid staff serving as chair or Co-Chair of a CoC Committee; or on THHI’s Board of Directors	HUD expects that all CoC-funded projects actively participate within the CoC	<u>Source:</u> CoC Agency Attendance at Monthly CoC Meetings and Committee Meetings (July 2018 -June 2019) <u>Calc:</u> Enter Yes if applicant is listed as having staff that chairs / co-chairs a CoC Committee / serves on THHI Board	Applicant Staff Member Chairs or Co-Chairs a Committee = 1 pt Applicant Staff member does NOT Chair or Co-Chair a committee = 0 pts