TX-500 San Antonio and Bexar County Continuum of Care

Continuum of Care Program

FY 2026 HUD Continuum of Care Competition

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About This Document

This document, updated in June 2026, outlines the TX-500 San Antonio and Bexar County Continuum of Care (CoC) policies and procedures for preparing and submitting the CoC's response to the FY 2026 Continuum of Care Competition and Youth Homelessness Demonstration Program Grants NOFO (FY26 NOFO) published on June 1st, 2026. This document outlines the policies and procedures for the CoC's local competition for new and renewal project applications. The TX-500 CoC's local competition is open to all eligible applicants, including entities that do not already receive CoC Program funding.

For more details about HUD's Continuum of Care Program Competition, visit HUD's competition website.

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Versions of Document

June 2026	Updated to reflect FY26 CoC NOFO priorities and further alignment with HUD language. *Note: The FY26 NOFO contains significant changes from prior years which are reflected in the Policies and Procedures. Differences in the FY26 NOFO are described in the Program History section of the NOFO starting on page 35.
June 2023	Updated branding to "Close to Home" from "SARAH". Updates to CoC MOU.
September 2022	FY23 NOFO updates. Updates to Grant Transfer policy. Updates to CoC Program Grantee Management section. Removal of Special Unsheltered NOFO information and scoring rubrics. Updates to CoC MOU. Updates to CoC Scorecard.
August 2022	Special Unsheltered NOFO information and scoring rubrics added.
November 2021	FY22 NOFO updates.
July 2021	CoC MOU and CoC Performance Scorecards added to this document.
June 2023	FY21 NOFO updates.

Continuum of Care (CoC) Program Grant Overview

In 2009, the Homeless Emergency Assistance and Rapid Transition to Housing Act (HEARTH) was enacted into law and codified the Continuum of Care (CoC) planning process. In 2012, the federal department of Housing and Urban Development (HUD) released the CoC Program Interim Rule, which focuses on the regulatory implementation of the CoC Program, whose purpose is defined by HUD as, "…address[ing] the critical problem of homelessness through a coordinated community-based process of identifying needs and building a system of housing and services to address those needs".[1] The San Antonio and Bexar County region, known by HUD as TX-500, is overseen by the CoC Board of Directors, who fulfill the requirements of a CoC as outlined in the CoC Program Interim Rule (24 CFR 578). For more

[1] CoC Interim Rule, p.3.

information on the governing bylaws of the CoC Board of Directors, refer to the Close to Home Nonprofit and CoC Governance Charter and Bylaws.

Responsibilities of a CoC include preparing and overseeing an application for funds under the CoC Program Grant, designating and operating an HMIS, and the establishment and operation of a centralized or coordinated assessment system for individuals and families in need of housing and services provided through CoC or Emergency Solutions Grant (ESG) funding.

CoC Program Grant Overview

Close to Home is designated by the CoC Board of Directors as the Collaborative Applicant for the TX-500 CoC. Provisions in the Interim Rule require CoCs to design, operate and follow a collaborative process for the development of an application in response to a Notice of Funding Opportunity (NOFO) for the CoC Program Grant issued by HUD. CoCs must implement internal competition deadlines to ensure transparency and fairness at the local level. As the Collaborative Applicant, Close to Home applies to HUD for CoC Program Grant funding on behalf of the community. Except for the amount of the HUD CoC allocation available to Close to Home and cost eligibility, the CoC Board of Directors is the ultimate decision-maker in the review process.

The TX-500 CoC support's HUD's policy priorities as outlined in the FY26 NOFO and has aligned local scoring policies and metrics and appropriate:

1. Measuring long-term meaningful outcomes such as increases in self-sufficiency and reduction in returns to homelessness rates
2. Promoting treatment and recovery as a means to self-sufficiency
3. Promoting economic self-sufficiency through employment
4. Increasing competition for grants to improve system inefficiencies and increase innovation
5. Creating new opportunities for transitional housing (TH) and supportive services (SSO), including street outreach projects
6. Advancing public safety through having thoughtful partnerships with elected officials, law enforcement, first responders, and community leaders
7. Minimizing trauma for vulnerable populations
8. Practicing nondiscrimination for funding recipients and program participants

For federal policies and procedures related to the FY26 CoC Program Competition, refer to the FY26 NOFO.

FY26 NOFO Eligible Applicants

Entities eligible to receive funding under the FY26 NOFO include:

- State and Local Governments
- Special District Governments
- Public and State Controlled Institutions of Higher Education
- Native American Tribal Governments (Federally recognized)
- Public Housing Authorities/Indian Housing Authorities

- Native American Tribal Organizations (other than Federally recognized tribal governments)
- Nonprofits having a 501(c)(3) status, other than institutions of higher education
- Faith-Based Organizations (on the same basis as any other organization)

Applications submitted by entities not eligible to receive CoC funds will not be reviewed or ranked.

FY26 NOFO Eligible Project Applications and Project Components

In accordance with the FY26 HUD NOFO, all project applications, including Youth Homelessness Demonstration Program (YHDP) renewal and replacement projects and DV Bonus projects will be ranked competitively, with the exception of CoC Planning.

The following types of project applications are eligible in the FY26 NOFO Competition:

- CoC Planning (only the CoC Collaborative Applicant is eligible for Planning funds)
- New Projects Applications (through CoC Bonus, DV Bonus, reallocation, expansion projects, transition projects, or consolidation) with the following restrictions:
  - DV Bonus or DV reallocation may only be used to create new:
    - SSO-CE
    - Transitional Housing (TH) projects
  - CoC Bonus or CoC reallocation may only be used to create new (*see CoC Program Grant Priority Policy for more information about local priorities of new project types*):
    - SSO projects
    - TH projects
    - PH-PSH projects: expansions ONLY for current grantees to improve long-term outcomes
    - Dedicated HMIS projects (only the HMIS lead is eligible to apply)
    - SSO-CE
  - YHDP Reallocation and Replacement Projects may only be used to create new:
    - TH or Crisis Residential Transitional Housing
    - SSO, including, but not limited to, housing search and placement, case management, or street outreach
    - SSO- CE
    - SSO-Host Home and Kinship Care
    - HMIS
    - PH-PSH and PH-RRH - Current YHDP recipients may apply for PH projects through the YHDP Replacement process only when the recipient is consolidating multiple (up to 10) existing YHDP PH renewal grants (see FY26 NOFO for more details).
- Renewal Project Applications - All projects currently operating and with an expiration date between January 1-December 31, 2027 are eligible for renewal, including:
  - Awards HUD made under the CoC Program (including projects awarded 1-year of funding under the FY 2025 CoC Program funding opportunity; and
  - Projects originally awarded under the Special NOFO; and
  - YHDP and DV Bonus projects.

The Independent Review Team (IRT) will be responsible for recommending YHDP Replacement project funding recipient(s) to the CoC Board of Directors, who will make final funding determination.

If a YHDP project chooses to deobligate their YHDP funding, they must inform the CoC and HUD in writing that they will not be renewing funding during the upcoming NOFO competition. These funds will then be reallocated in the NOFO toward a YHDP Replacement project under an eligible YHDP project type and the project must serve youth and young adults as required by HUD.

CoC Program Grant Priority Policy

Each NOFO cycle, the Continuum of Care Board of Directors approves priority projects for the CoC Program funding competition. Applications that qualify as priority given their proposed project type will receive additional points in the review process.

The following project types will be considered as highest priority for renewal, new, bonus, expansion, and reallocation funding in the 2026 CoC Program NOFO Competition:

- Coordinated Entry and HMIS renewal projects; and
- Permanent Supportive Housing (PH-PSH) renewal projects; and
- New Transitional Housing (TH) and Supportive Services Only (SSO) projects.

To maximize our CoC's competitiveness, our understanding of the FY26 NOFO is that the CoC must prioritize ensuring Tier 2 is predominantly, if not fully, new TH and SSO projects. Because of this, renewal projects of any type are encouraged to consider reallocating to new TH or new SSO projects to maximize the likelihood of selection by HUD under the FY26 NOFO priorities.

New project applications outside of TH and SSO are unlikely to receive funding.

New RRH project applications will not be accepted during the FY26 CoC NOFO Competition. Renewal RRH projects are highly encouraged, if feasible, to consider transitioning their project models to TH to increase their project application's competitiveness during the competition. Additionally, the Independent Review Team (IRT) and CoC Board of Directors will prioritize projects that promote:

- Housing-Focused, Client-Centered Supportive Service Models
- Partnerships with treatment providers, recovery housing, workforce development, and law enforcement
- Housing Resource Expansion
- Healthcare and Higher Acuity Support Needs
- Income Growth through connections with workforce development and System Capacity Building
- Alliance to House Everyone Participation and System Improvement
- Performance Outcomes leading to positive housing exits, self-sufficiency, and retention of permanent housing.

CoC Program Independent Review Team (IRT)

To ensure a fair and impartial project ranking process, an Independent Review Team (IRT) is selected to systematically review and score applications and to recommend a final ranking to the CoC Board of Directors. Close to Home will coordinate IRT meetings and act as the facilitator of the review process.

IRT Member Selection and Criteria

There will be up to two IRT groups, one for new project applications and one for renewal projects, if necessary, with a maximum of five and a minimum of three members per group. Prospective IRT members must apply and be selected by the CoC Board Executive Committee. The CoC Board of Directors will approve the final slate of IRT members. The CoC is committed to ensuring IRT members are representative of the population of people experiencing homelessness in San Antonio and Bexar County. IRT members with lived experience will be prioritized for selection.

An agency can only have one representative on the IRT. IRT members, including members of their immediate families, may not be employees, contractors, or serve in any representative capacity of an applicant, subrecipient agency, or other partner agency as established in a Memorandum of Understanding (MoU) party to a funding application. There is no limit to the number of times a person can serve on the IRT.

Close to Home will provide a required training for IRT members that is open to the public. The IRT will conduct private meetings as needed, which will include Close to Home staff, as part of the project review and selection process. IRT members are required to attend meetings and must coordinate with Close to Home if an emergency arises that impacts attendance. Signatures of IRT members are required to confirm project rankings and will be archived.

The CoC Board Executive Committee has the right to remove any IRT members who fail to attend meetings, have a conflict of interest, and/or are not following guidelines outlined in orientation. If an IRT member is removed and additional members are needed to meet the threshold, their slot will be replaced with another IRT applicant.

IRT Voting Process

IRT members will score applications prior to the first meeting. Any discrepancies will be discussed, and a final score will be voted on. The IRT will be expected to follow a majority vote process to determine final scores if there is not a consensus. In the event of a tie vote, the CoC Board Executive Committee will determine the outcome. The IRT is allowed to request more information from the applicant before making a final determination in accordance with the annual timeline.

The IRT has the authority to override priority ranking scores based on community needs and HUD's competition guidelines. Moreover, the IRT may choose not to include a project in the priority ranking if they determine it is not viable or lacks efficacy. The CoC Board of Directors will be informed of any recommended overrides including an explanation.

CoC Program Application Review and Deficiency Process

In accordance with the CoC Program Request for Proposals (RFP) and FY26 CoC NOFO Detailed Instructions, Close to Home will accept applications until the given deadline. Applications submitted after the deadline will receive a two-point deduction from the

Application Submission category of the scoring rubric and two points at the start of every hour until the application is submitted, or the final score is zero in that category. Applications submitted more than 48 hours after the deadline will not be reviewed.

New project applicants and renewal projects requesting an expansion, transition, consolidation, or reallocation will be required to participate in a Technical Assistance Session to outline and review their project proposal. Renewal project applicants are required to attend a Technical Assistance Session to review their proposed project and ensure alignment with the changes of the FY26 CoC NOFO competition.

Prior to the first IRT meeting, Close to Home staff will perform a deficiency check on submitted applications. Any applicants with a deficiency (defined as anything that would render the application ineligible from receiving funding) will be notified and given 24 hours to correct the deficiency. An application will lose two points for each deficiency found. If deficiencies are not resolved, the application will be considered ineligible and will not be reviewed by the IRT. Any rejected applications will be notified in writing. Close to Home will inform the IRT of deficiencies and any misrepresentations or falsified information discovered in each application.

Prior to final submission in e-snaps, Close to Home will closely review the information provided in all project applications to ensure:

1. All proposed program participants will be eligible for the program component type selected; and
2. The information provided in the project application and proposed activities are eligible and consistent with program requirements in the Interim Rule and the FY26 NOFO; and
3. The project meets HUD threshold requirements; and
4. Each project narrative is fully responsive to the question being asked and that it meets all the criteria for that question as required by the NOFO; and
5. The data provided in various parts of the project application are consistent; and
6. All required attachments correspond to the list of attachments in e-snaps that must contain accurate and complete information that are dated between July 1, 2026 and July 24, 2026.

CoC Project Ranking Policy

Close to Home will prepare the project priority ranking list and funding decisions as recommended by the IRT to the CoC Board of Directors for final approval. The Board of Directors may direct Close to Home to make minor budgetary corrections, as needed, consistent with HUD application rules and funds allocated to the CoC. Close to Home will communicate budget adjustments to individual applicants and instruct them to make changes before submitting the final Consolidated Application to HUD.

If it is identified that a renewal project could be more competitive if the project transitions to a new component type (i.e. RRH to TH), the Independent Review Team (IRT) or CoC Board of Directors may direct Close to Home to discuss transition options with the applicant.

Scoring Process

In accordance with the FY26 NOFO, all project applications will be ranked competitively, with the exception of CoC Planning.

IRT scores will determine where a project is ranked. The priority project ranking will be included in the Consolidated Application to HUD.

- Projects with equal scores are ranked by project component type.
- Projects with equal scores of the same component type will be ranked based on cost per client.
- Consolidated grant performance will be averaged from previous grants and consolidated into one score for ranking.
- Coordinated Entry (CE) and Homeless Management Information System (HMIS) projects will automatically be ranked in Tier 1 as they are essential functions of the CoC.
- The CoC Planning Grant is not scored nor ranked but is included in the priority project listing. Only the Collaborative Applicant can apply for the CoC Planning Grant.

There are seven types of applicant scoring rubrics:

- New Project (includes bonus, reallocation, expansion, and YHDP replacement)
- New Project – Coordinated Entry (CE)
- New Project – Homeless Management Information System (HMIS)*
- First-Time Renewal Project (for Unsheltered project types only)
- Renewal Project (includes expansion)
- Renewal Project (including first-time) – CE
- Renewal Project (including first-time) – HMIS*
- Transition Project

*Only the HMIS Lead may apply for HMIS projects.

See Appendix A for scoring rubrics associated with each applicant type. Scoring rubrics will focus on alignment with HUD policy priorities, fiscal management and financial stability, expenditure rates, policies and procedures, performance metrics, adherence to Written Standards, capacity, participation in CE and HMIS or comparable databases, and CoC participation. Bonus points are allocated for certain activities that are desirable for increasing system coordination and/or CoC performance.

Grievance and Appeals Process

The Appeals Process outlined below applies to eligible organizations. Close to Home and the CoC Board of Directors are committed to fairness and openness in the HUD CoC funding process and ensuring the competition is fully accessible for any agency that qualifies to apply for funding.

- The IRT will review all applications and make project ranking recommendations to the CoC Board of Directors, who will approve the final ranking recommendations, making adjustments as necessary in accordance with these policies.
- Close to Home will notify all project applicants no later than fifteen calendar days before the CoC Consolidated Application deadline regarding whether their project applications would be included as part of the CoC Consolidated Application submission and the approved community ranking list.
- If the application was rejected or reduced, or if the applicant objects to their ranking position, applicants have three calendar days from the ranking announcement to make a formal appeal. To do so, the applicant must notify the Close to Home

President/CEO in writing of the appeal with specific reasons why the applicant believes the project was unfairly rejected or ranked.

- The Close to Home President/CEO will notify the CoC Board Executive Committee of the appeal and a conference call will be held within two business days to discuss if the appeal has merit based on the criteria in 24 CFR 578.35. The CoC Board Executive Committee plus one additional Board Director selected by the CoC Board President must participate in the call. The CoC Board President may not select a Board Director who has a vested interest, financial or otherwise, in the rejected applicant or project. If a member of the Executive Committee has a vested interest, financial or otherwise, in the rejected applicant or project, a replacement Board Director must be selected by the CoC Board President to attend the meeting in that Executive Committee member's place.
- The Board members who participated in the meeting will make a final determination of the appeal within two business days of the call. The applicant will be notified in writing of the appeal decision.
- Eligible project applicants that have evidence proving they were denied the right to participate in the local competition may submit a solo project application to HUD in accordance with the FY26 NOFO.

Grant Consolidation, Expansion, and Transition Policy

As outlined in the FY26 NOFO, there are options for grantees during the renewal application process to make special changes to their grants, including consolidation, expansion, and transition.

Note: Grantees cannot make budget amendments during the NOFO competition period.

Consolidation

Project applicants can consolidate up to ten renewal projects during the application process. The projects being combined during a grant consolidation will continue uninterrupted with the specifications outlined in the current grant agreements until HUD approves the consolidation in the award process.

To be eligible for consolidation, the following must be met:

- The projects must have the same recipient and be for the same component; and
- The projects must have the same funding source (i.e. YHDP, DV, or Special NOFO); and
- The projects must be in good standing with HUD; and
- The agency must receive a letter of support from the CoC; and
- The agency must describe in the project application what the benefits are to consolidation.

For more details on how to submit a consolidation and limitations to consolidations, see instructions in the FY26 NOFO.

Expansion

The CoC will allow project applicants to apply for a new expansion project through reallocation, CoC Bonus, and DV Bonus processes to expand existing projects to increase the number of units, persons served, services provided to existing program participants, or to add additional activities to HMIS and SSO-CE projects. An expansion project is considered a NEW project application. If the new expansion project will expand an existing eligible CoC Program renewal project, HUD will not fund capital costs (i.e., new construction, rehabilitation, or acquisition) and will only allow 1-year funding requests.

Project applicants may expand an existing renewal project that is not currently dedicated to serving survivors of domestic violence, dating violence, sexual assault, or stalking that meet the definition of homeless (24 CFR 578.3) to dedicate additional beds, units, persons served, or services provided to existing program participants to this population. YHDP projects cannot use the expansion process.

To be eligible for expansion, the agency must describe in the project application what the benefits are to expansion.

To apply for an expansion grant, project applicants must submit separate renewal and new project applications, and both must be ranked by the CoC with unique rank numbers. For detailed steps on how to submit an expansion, see instructions in the FY26 NOFO.

Transition

Renewal project applicants can request a transition of project type during the NOFO competition. A transition project is considered a NEW project application. To do this, the applicant must request a reallocation of their renewal grant and then submit a new project application under the desired project type. If the desired project type is a priority project for the CoC and meets the priority characteristics established by the CoC, it will receive additional points during the NOFO scoring process, ensuring a competitive application.

All remaining funds must be used for eligible activities awarded under the new component for the project. Transition grants conditionally awarded in the funding competition will have one year to fully transition from the original component to the new component during the normal operating year once the grant agreement is executed. The project's operating start date will be the day after the end of the previous grant term for the expiring component, i.e., the transition grant will have the same operating year as the expiring component project. For transition grants reallocated from more than one project, the operating start date of the transition grant will be the day after the end of the earliest expiring grant term.

Additional information on transition grants:

- Renewal grants expiring in CY 2027 may submit an FY 2026 transition grant application to request a component type change.
- The new project applicant must be the recipient listed on the current grant agreement for the eligible renewal grant(s) being eliminated.
- New project applications must meet project eligibility and project quality thresholds established by HUD and within these policies and procedures.
- YHDP renewal grants are NOT eligible to use the transition grant process.
- Special NOFO projects or DV renewal projects ARE eligible to use the transition grant process.

For additional steps on how to submit a transition grant, see instructions in the FY26 NOFO.

Grant Reallocation Policy

Voluntary Reallocation

Existing CoC project grantees of any project type may, in part or in whole, voluntarily reallocate a grant(s). Grants may be reallocated to a project type which meets the Funding Priorities established for the competition. Close to Home staff offer technical support and approval letters for grantees reallocating to meet HUD and community priorities.

Existing CoC grantees of any project type may also voluntarily reallocate funds to the pool of new project dollars for which community members apply. CoC grantees may only voluntarily reallocate funds during the NOFO process. Outside of the NOFO process, this is considered a "deobligation" and will follow the process outlined below.

Involuntary Reallocation

A CoC project may be involuntarily reallocated for the next funding cycle by decision of the CoC Board of Directors. After the NOFO competition, the IRT will report significant deficiencies by underperforming grantees to the CoC Board of Directors and can recommend the agencies be placed on a formal Quality Improvement Plan (QIP) monitored by Close to Home as the Collaborative Applicant and reported to the CoC Board of Directors. The agency may choose to participate in a QIP or to not renew the grant and reallocate their funding at the next funding cycle. The renewal applicant will have seven calendar days to appeal participation in the QIP by writing an appeal letter to the CoC Board President, who will make the final determination.

The CoC Board of Directors will review the project's progress either at a regular Board meeting or a separate meeting six months after the close of the CoC Program funding competition and at each meeting thereafter until the QIP is completed. If the project has not shown progress toward the targets outlined in their QIP at a level satisfactory to the CoC Board of Directors, the project will be involuntarily reallocated for the next funding cycle.

The IRT and the CoC Board of Directors have the authority to adjust the priority list if doing so would increase the application's overall competitiveness and/or protect renewable funding.

For more information regarding QIPs, see the section on CoC Program Grant Oversight and Monitoring.

Grant Deobligation and Transfer Policy

If a CoC Program grantee no longer wants to operate the grant and is not able to wait until the NOFO competition to reallocate, they must first receive permission from the CoC Board of Directors and ultimately, HUD, to voluntarily deobligate their grant outside of the NOFO process or before the grant agreement expires. It is strongly recommended that grantees who wish to deobligate wait until the next funding cycle and thus, requests are only granted when there are extenuating circumstances. Deobligation may impact an organization's ability to receive funding in the future.

The following criteria must be met in order to deobligate:

- The expected date of the deobligation is at least 6 months after the request; and
- The grantee receives approval from the CoC Board Executive Committee after a formal meeting.

Once approved to deobligate, Close to Home will host a grant competition for the funding, which will be open to current grantees as well as the broader community. Applicants will be evaluated on their experience managing a grant of the same or greater dollar amount, experience operating a similar project, staff capacity to meet the needs of current project consumers, and ability to provide the required match.

The funding competition process will follow the policies outlined in this document. Once an agency has been recommended by an IRT and approved by the CoC Board, a formal recommendation shall be submitted to HUD for the grant transfer. The following letters are required by HUD:

- A letter from the deobligating agency's CEO indicating that they approve the recommendation; and
- A letter from the CoC Board President justifying the deobligation and recommended agency; and
- A letter from the receiving agency indicating their willingness and ability to take over the grant.

Throughout the grant transfer timeline, the reallocating agency is expected to continue operating at full capacity unless extenuating circumstances deem they are unable and must transfer program participants to a new project. They are also expected to:

- Respond readily to communications from the CoC Lead Agency; and
- Prepare a grant transfer action plan for CoC Board approval, with special emphasis on a consumer outreach plan; and
- Collect signatures from all consumers indicating they have been notified of the reallocation and actively participate in a six-month transfer process.

To ensure minimal disruption of services for project consumers, the receiving agency is closely monitored for the first six months of operation. This monitoring includes, but is not limited to, monthly site visits by CoC staff.

CoC Program Grant Oversight and Monitoring

HUD requires CoCs to conduct oversight and monitoring activities on grantees funded through the CoC Program. The CoC has developed CoC Grantee Oversight Policies and Procedures to ensure adequate monitoring and oversight of CoC Grantee performance and compliance. Requirements of the CoC and CoC-funded agencies are outlined in the CoC Memorandum of Understanding (MoU) located in Appendix B.

Coordination with HUD Local Community Planning and Development (CPD) Field Office

HUD manages field offices to ensure coordination at the local level. Each CoC-funded agency will be assigned a Local CPD Field Officer, who is responsible for finalizing grant conditions, executing grant agreements and amendments, conducting audits on CoC-funded programs, and monitoring performance. The TX-500 CoC is committed to coordinating with the local CPD field office and assisting them in ensuring CoC-funded projects are compliant and high-performing. CoC-funded agencies may be asked to ensure the TX-500 CoC has copies of documents issued by the local CPD field office, such as grant agreements or HUD findings.

CoC Program Project Compliance and Performance Monitoring

The CoC is committed to increasing the efficiency and effectiveness of the services provided to those at-risk of and experiencing homelessness. This includes ensuring service providers funded through the CoC Program maintain high-quality standards of care, abide by local data standards (including data quality, reporting, privacy, and confidentiality), utilize the local Coordinated Entry System to accept referrals into their programs, maintain certain performance metrics, abide by HUD regulations related to grant management (including regular expenditures, match documentation, and reporting), and meaningfully participate in the CoC.

The CoC will regularly evaluate and monitor CoC grantees. If a CoC grantee fails to meet the expectations or HUD regulations, the grantee may be placed on a QIP or receive a finding from HUD. These scenarios may lead to involuntarily reallocation of the grant so that it can be reallocated to a higher-performing grantee at the next funding cycle.

<u>Written Standards of Care</u>

The CoC requires CoC-funded agencies to abide by the local CoC and ESG Written Standards, which include HUD regulations related to the project type outlined in 24 CFR 578 along with local standards. CoC-funded agencies are required to keep Close to Home up to date on their program policies and procedures, including ensuring Close to Home has the most-recent version. Close to Home will provide technical assistance to grantees to ensure their policies and procedures are aligned with the Written Standards. These standards can be located on the Close to Home website.

<u>CoC Scorecard (HMIS, Coordinated Entry, System Performance Measures)</u>

HUD requires that CoC-funded agencies follow HUD's HMIS Data Standards, utilize the local Coordinated Entry System, and perform well against HUD's System Performance Metrics (SPM). To monitor this, the CoC utilizes a scorecard that exports data from the local HMIS that scores these factors on a 100-point scale. There is a unique scorecard for each project type[2] (SSO, PSH, RRH, and TH) and scorecards for Victim Service Providers who must use a comparable database (TH and RRH). The scorecards are a foundational piece of the NOFO renewal scoring process and will account for 100/150 points. These scorecards are in Appendix C. Staff will review and update project performance measures annually to maximize performance as a CoC and align with HUD policies and priorities.

HMIS

The CoC Scorecard includes metrics regarding compliance with the local Homelessness Management Information System (HMIS), including data completeness, accuracy, and timeliness of data entry. The CoC is required to follow the HUD Data Standards, which outlines requirements related to data collection, data privacy and confidentiality, and data quality. CoC projects must enter into a Contributory HMIS Organization (CHO) Agreement

[2] For Joint TH-RRH projects, a separate scorecard from each project type will be averaged during the NOFO competition process.

with the local HMIS Lead Agency, which outlines responsibilities and requirements to obtain and maintain access to HMIS.

See Haven for Hope's website for more information regarding local HMIS requirements, policies, and procedures.

Victim Service Providers (VSPs) are required to have a database comparable to the local HMIS. The TX-500 CoC will conduct an annual compliance review on CoC-funded VSPs to ensure compliance.

Coordinated Entry

The CoC Scorecard includes metrics regarding compliance with the Coordinated Entry System (CES), known locally as Homelink, for participation, prioritization, referral acceptance rates. As the Coordinated Entry Lead, Close to Home is required to implement and operationalize a CES that follows the HUD requirements and is informed by local community needs. CoC projects are required to utilize the CES to accept referrals into their programs and must follow local priorities, policies, and procedures.

In addition to the scorecard, there will be other Coordinated Entry performance metrics monitored by the Coordinated Entry Lead depending on local priorities and communicated to the Collaborative Applicant.

VSPs are not required to utilize the local CES to accept referrals as their client data is confidential and thus there are no CES metrics on the VSP scorecard.

For more information on Homelink, see the Homelink Policies and Procedures on the Close to Home website.

System Performance Measures

The CoC Scorecard includes metrics aligned with the HUD System Performance Measures (SPMs), an annual report that HUD uses to evaluate CoCs during the annual NOFO process. HUD requires that at least 25% of an applicant's points are derived from SPMs and thus the majority of the scorecard is based on metrics related to SPMs. The TX-500's goal is to consistently improve SPMs year after year. Click here to learn more about SPMs.

In addition to HUD's SPMs, the TX-500 CoC develops other objective criteria and system performance measures to monitor toward local goals and progress.

Key SPMs that the CoC monitors via the CoC Scorecard include:

- Reducing the length of time people experience homelessness
- Increasing exits to permanent housing
- Reducing returns to homelessness rates
- Increasing participant non-cash benefits and earned income

Grant Management

On behalf of the CoC, Close to Home will regularly monitor the grant management of CoC-funded agencies. Grant management includes, but is not limited to, budget, expenditures, eligible activities, match, documentation, homeless eligibility, and reporting. CoC-funded agencies are required to provide Close to Home with appropriate documentation, including grant contracts and expenditures from the eLOCCS system. Grantees are responsible for informing Close to Home of any changes made to the contract start or end dates and/or if the primary point of contact responsible for documenting the drawdowns for a project changes.

Grant and Project Changes

As outlined in 24 CFR 578.105, CoC-funded agencies may not make any significant changes without prior HUD approval, evidenced by a grant amendment signed by HUD and the recipient. Significant grant changes include a change of recipient, a shift in a single year of more than 10 percent of the total amount awarded under the grant for one approved eligible activity category to another activity and a permanent change in the subpopulation served by any one project funded under the grant, as well as a permanent proposed reduction in the total number of units funded under the grant.

When a grant amendment is required, the CoC-funded agency must submit a written request for a grant amendment to the local HUD Field Office and include:

- Request on recipient's letterhead, signed by an authorized representative
- Attached email or letter from CoC approving the request (YHDP projects must also include approval from the Youth Action Board)
- Explanation of the reason for the change
- Justification that the same or better level of service will be provided
- Attachments of all relevant revised application and issue and conditions exhibits reflecting the proposed change(s)
- Contact information for staff who can provide more information if needed

If the project is funded through YHDP, it will first need to be approved by the Youth Action Board, which will be coordinated by Close to Home.

Unexpended Funds: All projects are expected to expend 100% of their project funds. Any project that deobligates more than 10% of its funds or $25,000, whichever is greater, in any HUD contract year is considered to have incurred a deobligation deficiency. Grantees with an unexpended balance that meets or exceeds the threshold specified above will be subject to a reduction in renewal grant amount with the unspent funds being added to the pool of funds available for reallocation.

Current CoC grantees are not eligible for additional new project funding, including expansion, if they are not up-to-date on their CoC dues by July 30th as outlined in their CoC MOU.

Projects with a deobligation deficiency will be required to submit a spending plan and monthly eLOCCS drawdown summaries to Close to Home. If, at the end of the grant, a project incurs a second deobligation deficiency, the project will be required to enter into an improvement plan. If unsuccessful, the CoC Board of Directors may choose to reduce the project to the amount expended at the end. An exception to this policy may be made for new projects that could not expend funds due to implementation barriers, as determined by the CoC Board Executive Committee. The CoC Board of Directors reserves the right to place a project on a spending plan at any time if funds are not being drawn down during routine financial monitoring.

CoC Participation

To ensure a coordinated system of care that effectively serves those experiencing homelessness, it is imperative that CoC grantees participate in the CoC. CoC participation includes:

- Being active and engaged in the Alliance to House Everyone through holding a voting seat on the Alliance Advisory Board and maintaining attendance requirements for these meetings as outlined in the MOU.
- Participation in at least one CoC committee to provide input on local policies and service delivery.
- Volunteering for the annual Point-in-Time Count, including providing expertise on known locations and leading teams.

CoC Program Quality Improvement Plan (QIP)

If a CoC-funded agency underperforms or fails to meet the obligations outlined in the CoC MOU and described in this policy, the TX-500 Board of Directors reserves the right to place the agency on a Quality Improvement Plan (QIP). A QIP may be enacted at any time, including after the CoC NOFO Competition. An agency's progress on a QIP will be reported to the CoC Board of Directors. If the agency does not successfully complete a QIP, they will be required to attend the next CoC Board of Directors' meeting, where it will be determined if the grant will be involuntarily deobligated.

A QIP template can be found in Appendix D.

Letter of Support Policy

If a CoC-funded project would like to request a letter of support from the TX-500 CoC, they must do so in writing via an email to the hello@closetohomesa.org email address and provide at least 5 business days' notice. The agency must include the reason for the letter of support and how it will contribute to the overall CoC's mission to ensure everyone has a place to call home in San Antonio and Bexar County.

Appendices

Appendix A: CoC Program Application Scoring Rubrics

New Project – Includes Bonus, Reallocation, Expansion, and YHDP Replacement

Section 1: Applicant Experience and Capacity			
Scoring Descriptor	**Reference Documents**	**Max Points**	**Final Score**
a.) Applicant has experience effectively utilizing and leveraging federal funds and performing the activities proposed in the application: i. No experience (0 points) ii. >0 and <3 years (1 point) iii. >3 and <5 years (3 points) iv. >5 years (5 points)	*e-snaps* 2B1 and *e-snaps* 2B2	10	
b.) Applicant's fiscal management structure is in accordance with generally accepted accounting principles and most recent audit or audited financials show no findings. Applicant describes internal controls and financial policies and procedures.	*e-snaps* 2B3 and Audit Attachment	5	
c.) Applicant successfully submitted the budget attachment, is in compliance with the required 25% match funding, and demonstrates cost effectiveness.	*e-snaps* 6I Budget Attachment	5	
Section 2: Project Description, Housing Services, and Program Participants			
Scoring Descriptor	**Reference Documents**	**Max Points**	**Final Score**
d.) Applicant thoroughly described the proposed project, population served, and overall program design. Project addresses a critical area of need for the homeless response system. If applying for DV Bonus, must include how survivors will be assisted in a way that address their needs and includes a trauma-informed approach.	*e-snaps* 3B1 *Local Application Questions* DV1 - DV13 (DV Bonus Only)	10	
e.) Applicant agrees to participate in the CoC's Coordinated Entry process or recipient organization is a victim service provider, as defined in 24 CFR 578.3 and uses an alternate CE process that meets HUD's minimum requirements.	*e-snaps* 3B4	3	

f.) Applicant demonstrates the average cost per household served for the project is reasonable.	*e-snaps* 3B2	2	
g.) Applicant describes specific plan to coordinate and integrate with other mainstream health, social services, and employment programs: i. How applicant will assist program participants with obtaining and increasing employment income that will lead to successful exits from homelessness. ii. The type of mainstream services the applicant will assist participants with obtaining to increase income. iii. The type of social services the applicant will provide access to and help participants obtain housing.	*e-snaps* 4A2	5	
h.) Applicant outlines partnerships with employment/workforce development programs to support participants in self sufficiency.	*Local Application Question* NP2	5	
i.) Applicant outlines partnerships or dedicated staffing for recovery and treatment services for program participants.	*Local Application Question* NP3	5	
j.) **PSH, RRH only:** Applicant providers individualized services for program participants that will result in at least 20 hours per week of engagement in services, activities or employment for all program participants (except for participants over age 62 or who have disabilities as described in CFR 8.3 and 24 CFR 578.3)	*Local Application* NP4	10	
k.) **TH-RRH, TH only:** Applicant describes how the proposed project will assess the service needs of program participants, and provide individualized services for program participants during their time in Transitional Housing that will result in at least 20 hours per week of engagement in services, activities or employment for all program participants (except for participants over age 62 or who have disabilities as described in CFR 8.3 and 24 CFR 578.3)	*Local Application Question* TH5	10	
l.) SSO Stand Alone only: Applicant outlines that the proposed project has a strategy for providing supportive services to eligible	*Local Application Question* SSO Standalone 2	10	

program participants including those with histories of unsheltered homelessness and those who do not traditionally engage with supportive services.			
m.) SSO Street Outreach only: Applicant demonstrates that they have a history of, or a plan for, partnering with first responders and law enforcement to engage people living in places not meant for human habitation to access emergency shelter, treatment programs, reunification with family, transitional housing or independent living.	*Local Application Questions SSO Street Outreach 3 and SSO Street Outreach 4*	10	
Section 3: Local TX-500 Application			
Scoring Descriptor	**Reference Documents**	**Max Points**	**Final Score**
n.) Applicant describes how the new project would improve the following CoC System Performance Measures: length of time persons remain homeless, returns to homelessness, employment and income growth.	*Local Application Question 11*	25	
o.) Applicant provided thorough explanation of how the project aligns with local funding priorities.	*Local Application Question NP4*	2	
p.) Applicant attended a Grant Conference or attended required technical assistance session with Close to Home.	*Local Application Question 19*	2	
q.) Applicant explained how their policies, procedures, and training align with the CoC's Grievance Policy and their organization's process to ensure clients can file grievances.	*Local Application Question 8*	2	
r.) Applicant submitted the threshold attachment and accurately described how the project meets required thresholds.	*Threshold Attachment*	2	
s.) Applicant has not deobligated, recaptured, or transferred any federal grants or had federal funding involuntarily reallocated.	*Local Application Question 13*	3	
t.) Applicant thoroughly described how they will (or have been) an active and engaged member of the Alliance to House Everyone.	*Local Application Question 14*	2	
u.) Applicant agrees they will not engage in racial discrimination or operate safe consumption	*Local Application Question 20*	2	

sites and agrees to comply with CoC Grantee Requirements.	*Local Application Question* 21		
v.) Bonus: agency attends and participates in one CoC Parent Committee.	N/A	3	
w.) Application Submission Category: Points deducted at Close to Home discretion based on application submission time. Applications submitted after the deadline will receive a two point deduction from this category of the scoring rubric and two point deductions at the start of every hour until the application is submitted, or the final score is zero in this category. Applications submitted more than 48 hours after the deadline will not be reviewed.	CTH Staff will complete	2	
Total		**100**	

<u>New Project – Coordinated Entry (CE)</u>

Section 1: Applicant Experience and Capacity			
Scoring Descriptor	**Reference Documents**	**Max Points**	**Final Score**
a.) Applicant has experience effectively utilizing and leveraging federal funds and performing the activities proposed in the application: i. No experience (0 points) ii. >0 and <3 years (1 point) iii. >3 and <5 years (3 points) iv. >5 years (5 points)	*e-snaps* 2B1 and *e-snaps* 2B2	5	
b.) Applicant's fiscal management structure is in accordance with generally accepted accounting principles. Applicant describes internal controls and financial policies and procedures.	*e-snaps* 2B3 and Audit Attachment	5	
c.) Applicant successfully submitted the budget attachment, is in compliance with the required 25% match funding, and demonstrates cost effectiveness.	Budget Attachment	5	
d.) Applicant has no unresolved HUD monitoring or Office of Inspector General (OIG) audit findings for any HUD grants.	*e-snaps 2B4*	5	
Section 2: Project Description & Alignment with CE Regulations			

Scoring Descriptor	Reference Documents	Max Points	Final Score
e.) Applicant provides thorough description of project to include project plan for addressing coordinated entry needs, anticipated project outcome(s), coordination with other organizations, describes the strategy for advertising, and how the CoC Program funding will be used. If applying for DV Bonus, must include how survivors will be assisted in a way that addresses their needs and includes a trauma-informed approach.	*e-snaps* 3B1	25	
f.) The applicant certifies that the Coordinated Entry system is readily available and accessible to all individuals within the CoC's geographic area who are seeking homelessness assistance. The system is also designed to be fully accessible to people with disabilities.	e-snaps 3B4 – 3B4f	5	
g.) Applicant ensures there is a standardized assessment process, with the assessment attached.	*e-snaps* 3B4d	5	
h.) Acknowledgement that the project will ensure program participants are directed to appropriate housing and services that fit their needs.	*e-snaps* 3B4e	5	
Section 3: Local TX-500 Application			
Scoring Descriptor	**Reference Documents**	**Max Points**	**Final Score**
i.) Applicant provided thorough explanation of how the project aligns with local funding priorities.	*Local Application Question* NP4	10	
j.) Applicant attended a Grant Conference or attended required technical assistance session with Close to Home.	*Local Application Question* 19	5	
k.) Applicant updates and maintains local CE Policies and Procedures in a community-led and transparent way.	*Local Application Question* CE 5	10	
l.) Applicant submitted the threshold attachment and accurately described how the project meets required thresholds.	*Threshold Attachment*	5	

m.) Applicant has not deobligated, recaptured, or transferred any federal grants or had federal funding involuntarily reallocated.	*Local Application Question 13*	8	
n.) Applicant agrees they will not engage in racial discrimination or operate safe consumption sites.	*Local Application Question 21*	2	
o.) Application Submission Category: Points deducted at IRT discretion based on application submission time. Applications submitted after the deadline will receive a two point deduction from this category of the scoring rubric and two point deductions at the start of every hour until the application is submitted, or the final score is zero in this category. Applications submitted more than 48 hours after the deadline will not be reviewed.	*IRT will complete via Good Grants Submission*	2	
Total		**100**	

New Project – Homeless Management Information System (HMIS)

Section 1: Applicant Experience and Capacity			
Scoring Descriptor	**Reference Documents**	**Max Points**	**Final Score**
a.) Applicant has experience effectively utilizing and leveraging federal funds and performing the activities proposed in the application: i. No experience (0 points) ii. >0 and <3 years (1 point) iii. >3 and <5 years (3 points) iv. >5 years (5 points)	*e-snaps* 2B1 and *e-snaps* 2B2	5	
b.) Applicant's fiscal management structure is in accordance with generally accepted accounting principles. Applicant describes internal controls and financial policies and procedures.	*e-snaps* 2B3 and Audit Attachment	5	
c.) Applicant successfully submitted the budget attachment, is in compliance with the required 25% match funding, and demonstrates cost effectiveness.	Budget Attachment	5	
d.) Applicant has no unresolved HUD monitoring or Office of Inspector General (OIG) audit findings for any HUD grants.	*e-snaps* 2B4	5	

Section 2: Project Description & Alignment with HMIS Regulations			
Scoring Descriptor	**Reference Documents**	**Max Points**	**Final Score**
e.) Applicant provides thorough description of project to include community needs, the design and implementation of the HMIS system, anticipated project outcome(s), coordination with other organizations, and how the CoC Program funding will be used.	*e-snaps* 3B1	15	
f.) Acknowledgement that the HMIS provides the CoC with an unduplicated count of program participants receiving services in the CoC.	e-snaps 4A	15	
g.) Acknowledgement that the HMIS produces HUD-required reports and provides data needed for HUD reporting.	*e-snaps* 4A2	5	
h.) Acknowledgement that the HMIS can generate all reports required by Federal partners, including HUD, VA, and HHS.	*e-snaps* 4A3	5	

Section 3: Local TX-500 Application			
Scoring Descriptor	**Reference Documents**	**Max Points**	**Final Score**
i.) Applicant provided thorough explanation of how the project aligns with local funding priorities.	*Local Application Question* NP4	10	
j.) Applicant attended a Grant Conference or attended required technical assistance session with Close to Home.	*Local Application Question* 19	5	
k.) Applicant submitted the threshold attachment and accurately described how the project meets required thresholds.	Threshold Attachment	5	
l.) Applicant has not deobligated, recaptured, or transferred any federal grants or had federal funding involuntarily reallocated.	*Local Application Question* 13	10	
m.) Applicant thoroughly described how they will (or have been) an active and engaged member of the Alliance to House Everyone.	*Local Application Question* 14	5	
n.) Applicant agrees they will not engage in racial discrimination or operate safe consumption sites and agrees to comply with CoC Grantee Requirements.	*Local Application Question* 20	5	

o.) Application Submission Category: Points deducted at Close to Home discretion based on application submission time. Applications submitted after the deadline will receive a two point deduction from this category of the scoring rubric and two point deductions at the start of every hour until the application is submitted, or the final score is zero in this category. Applications submitted more than 48 hours after the deadline will not be reviewed.	*Close to Home Staff will complete*	2	
Total		**100**	

First-Time Renewal Project – For Unsheltered Projects Only

Section 1: Applicant Experience and Capacity			
Scoring Descriptor	**Reference Documents**	**Max Points**	**Final Score**
a.) Applicant had no funds remaining available for recapture by HUD for the most recently expired grant term related to this renewal project request.	*e-snaps* 1.4	15	
b.) Applicant has no unresolved HUD Monitoring or Office of Inspector General (OIG) Audit finding(s) concerning any previous grant term related to this renewal project.	*e-snaps* 1.2	15	
c.) Applicant submitted the previous year's Annual Performance Report (APR) on time.	*e-snaps* 1.1	10	
Section 2: Project Description, Housing Services, and Program Participants			
Scoring Descriptor	**Reference Documents**	**Max Points**	**Final Score**
d.) Applicant submitted the threshold attachment and accurately described how the project meets required thresholds.	Threshold Attachment	20	
e.) Applicant provides thorough description of project to include target population(s) to be served, project plan for addressing the identified housing and supportive service needs, anticipated project outcome(s), coordination with other organizations, how the CoC Program funding will be used, and acknowledges the project will ensure privacy, respect, safety, and access. If renewing with DV Bonus, must include how survivors will be	*e-snaps* 3B1	20	

Scoring Descriptor	Reference Documents	Max Points	Final Score
assisted in a way that address their needs and includes trauma-informed approach.			
Section 3: Local TX-500 Application			
Scoring Descriptor	**Reference Documents**	**Max Points**	**Final Score**
f.) Applicant's written project policies and procedures align with the community's CoC and ESG Written Standards.	*Local Application Question 9*	20	
g.) Applicant explained how their policies, procedures, and training align with the CoC's Grievance Policy and their organization's process to ensure clients can file grievances.	*Local Application Question 8*	20	
h.) Applicant has signed the MOU with the TX-500 Collaborative Applicant.	*Local Application Question R5*	10	
i.) Applicant agrees they will not engage in racial discrimination or operate safe consumption sites.	*Local Application Question 20*	5	
j.) Applicant thoroughly described how they have been an active and engaged member of the Alliance to House Everyone.	*Local Application Question 14*	15	
k.) BONUS: Agency has identified one staff member that attends monthly Skilled Assessors meeting.	*Local Application Question 10*	3	
l.) Application Submission Category: Points deducted at Close to Home discretion based on application submission time. Applications submitted after the deadline will receive a two point deduction from this category of the scoring rubric and two point deductions at the start of every hour until the application is submitted, or the final score is zero in this category. Applications submitted more than 48 hours after the deadline will not be reviewed.	*Close to Home Staff will complete*	2	
Total		**150**	

Renewal Project

Scoring Descriptor	Reference Documents	Max Points	Final Score
Section 1: Applicant Performance			

a.) Applicant submitted the previous year's Annual Performance Report (APR) on time.	*e-snaps* 1.1	4	
b.) Applicant has no unresolved HUD Monitoring or Office of Inspector General (OIG) Audit finding(s) concerning any previous grant term related to this renewal project.	*e-snaps* 1.2	4	
c.) Applicant drew funds down quarterly for their current renewal project.	*e-snaps* 1.3	4	
d.) Applicant had no funds remaining available for recapture by HUD for the most recently expired grant term related to this renewal project request.	*e-snaps* 1.4	4	
e.) TX-500 CoC Scorecard Metrics i. HMIS or Comparable Database Data Quality (data completeness, timeliness of data entry, annual assessment) (15 points) ii. Coordinated Entry (CE participation, CE referral acceptance rate) (15 points) iii. Ending Homelessness Measures as aligned with **HUD System Performance Measures** (rapid placement into housing, exits to permanent housing, returns to homelessness 0-6 months, returns to homelessness 7-12 months, returns to homelessness 13-24 months, increase in employment income, increase in benefit income) (45-55 points)	*CoC System Performance Scorecard Dashboard*	100	
Section 2: Project Description, Housing Services, and Program Participants			
Scoring Descriptor	**Reference Documents**	**Max Points**	**Final Score**
f.) Applicant provides thorough description of project to include target population(s) to be served, project plan for addressing the identified housing and supportive service needs, anticipated project outcome(s), coordination with other organizations, how the CoC Program funding will be used, and acknowledges the project will ensure privacy, respect, safety, and access. If renewing with DV Bonus, must include how survivors will be assisted in a way that address their needs and includes trauma-informed approach.	*e-snaps* 3B1	10	

g.) Applicant submitted the threshold attachment and accurately described how the project meets required thresholds.	*e-snaps* 3B3	4	
h.) Project outlines partnerships or dedicated staffing for recovery and treatment services for program participants.	*Local Application Question R6*	4	
i.) Project outlines partnerships with employment/workforce development programs to support participants in self-sufficiency.	*Local Application Question R7*	4	
Section 3: Local TX-500 Application			
Scoring Descriptor	**Reference Documents**	**Max Points**	**Final Score**
j.) Applicant's written project policies and procedures align with the community's CoC and ESG Written Standards.	*Local Application Question 8*	3	
k.) Applicant explained how their policies, procedures, and training align with the CoC's Grievance Policy and their organization's process to ensure clients can file grievances.	*Local Application Question 9*	3	
l.) Applicant agrees they will not engage in racial discrimination of operate safe consumption sites.	*Local Application Question 20*	2	
m.) Applicant has signed the MOU with the TX-500 Collaborative Applicant.	*Local Application Question R5*	2	
n.) Applicant thoroughly described how they have been an active and engaged member of the Alliance to House Everyone.	*Local Application Question 14*	2	
o.) BONUS: Project has participated in at least one Pathways to Progress Session.	*N/A*	3	
p.) Application Submission Category: Points deducted at Close to Home discretion based on application submission time. Applications submitted after the deadline will receive a two point deduction from this category of the scoring rubric and two point deductions at the start of every hour until the application is submitted, or the final score is zero in this category. Applications submitted more than 48 hours after the deadline will not be reviewed.	*Close to Home Staff will complete*	2	
Total		**150**	

Renewal Project (Including First Time) – Coordinated Entry

Section 1: Applicant Performance			
Scoring Descriptor	**Reference Documents**	**Max Points**	**Final Score**
a.) Applicant submitted the previous year's Annual Performance Report (APR) on time.	*e-snaps* 1.1	15	
b.) Applicant has no unresolved HUD Monitoring or Office of Inspector General (OIG) Audit finding(s) concerning any previous grant term related to this renewal project.	*e-snaps* 1.2	15	
c.) Applicant drew funds down quarterly for their current renewal project.	*e-snaps* 1.3	15	
d.) Applicant had no funds remaining available for recapture by HUD for the most recently expired grant term related to this renewal project request.	*e-snaps* 1.4	15	
Section 2: Project Description and CE Requirements			
Scoring Descriptor	**Reference Documents**	**Max Points**	**Final Score**
e.) Applicant provides thorough description of project to include project plan for addressing coordinated entry needs, anticipated project outcome(s), coordination with other organizations, how the CoC Program funding will be used, and acknowledges the project will ensure privacy, respect, safety, and access. If renewing with DV Bonus, must include how survivors will be assisted in a way that address their needs and includes a trauma-informed approach.	*e-snaps* 3B1	20	
f.) Applicant confirms the Coordinated Entry system is easily available and reachable for all persons within the CoC's geographic area who are seeking homelessness assistance. The system must also be accessible for persons with disabilities in the CoC.	*e-snaps* 3B4a	10	
g.) Applicant describes the strategy for advertising that is designed specifically to reach households experiencing homelessness with the highest needs.	*e-snaps* 3B4b	5	

h.) Acknowledgement that the coordinated entry process uses a comprehensive, standardized process.	*e-snaps* 3B4d	5	
i.) A thorough description of the referral process and how it ensures participants are directed to appropriate housing and services in coordination with CoC and ESG providers.	*e-snaps* 3B4e	10	
Section 3: Local TX-500 Application			
Scoring Descriptor	**Reference Documents**	**Max Points**	**Final Score**
j.) Applicant submitted the threshold attachment and accurately described how the project meets required thresholds.	Threshold Attachment	10	
k.) Applicant updates and maintains local CE Policies and Procedures in a community-led and transparent way.	*Local Application Question CE 5*	15	
l.) Applicant has not deobligated, recaptured, or transferred any federal grants or had federal funding involuntarily reallocated.	*Local Application Question* 13	10	
m.) Applicant agrees they will not engage in racial discrimination or operate safe consumption sites.	*Local Application Question* 20	5	
n.) BONUS: Project is a required HUD component of the CoC Program.	N/A	5	
o.) Application Submission Category: Points deducted at IRT discretion based on application submission time. Applications submitted after the deadline will receive a two point deduction from this category of the scoring rubric and two point deductions at the start of every hour until the application is submitted, or the final score is zero in this category. Applications submitted more than 48 hours after the deadline will not be reviewed.	*IRT will complete via Good Grants Submission*	2	
Total		**150**	

<u>Renewal Project (Including First Time) – Homeless Management Information System</u>

Section 1: Applicant Performance			
Scoring Descriptor	**Reference Documents**	**Max Points**	**Final Score**

a.) Applicant submitted the previous year's Annual Performance Report (APR) on time.	*e-snaps* 1.1	15	
b.) Applicant has no unresolved HUD Monitoring or Office of Inspector General (OIG) Audit finding(s) concerning any previous grant term related to this renewal project.	*e-snaps* 1.2	15	
c.) Applicant drew funds down quarterly for their current renewal project.	*e-snaps* 1.3	15	
d.) Applicant had no funds remaining available for recapture by HUD for the most recently expired grant term related to this renewal project request.	*e-snaps* 1.4	15	
Section 2: Project Description and CE Requirements			
Scoring Descriptor	**Reference Documents**	**Max Points**	**Final Score**
e.) Applicant provides thorough description of project to include community needs, the design and implementation of the HMIS system, anticipated project outcome(s), coordination with other organizations, and how the CoC Program funding will be used.	*e-snaps* 3B1	25	
f.) Applicant confirms the HMIS collects all Universal Data Elements as set forth in the HMIS Data Standards.	*e-snaps* 4A1 *Local Application Question* HMIS 2	10	
g.) Acknowledgement that the HMIS produces HUD-required reports and provides data needed for HUD reporting.	*e-snaps* 4A2 *Local Application Question* HMIS 4	10	
h.) Acknowledgement that the HMIS can generate all reports required by Federal partners, including HUD, VA, and HHS.	*e-snaps* 4A3 *Local Application Question* HMIS 4	10	
i.) Acknowledgement that the HMIS provides the CoC with an unduplicated count of program participants receiving services in the CoC.	*e-snaps* 4A4 *Local Application Question* HMIS 3	10	
j.) HMIS Lead acknowledges they conduct Privacy and Security Training and follow up on privacy and security standards on a regular basis.	*e-snaps* 4A7	10	
k.) Applicant describes CoC's policy and procedures for managing a breach of PII in HMIS.	*e-snaps* 4A8	10	

Section 3: Local TX-500 Application			
Scoring Descriptor	**Reference Documents**	**Max Points**	**Final Score**
l.) Applicant has not deobligated, recaptured, or transferred any federal grants or had federal funding involuntarily reallocated.	*Local Application Question 13*	3	
m.) Applicant agrees they will not engage in racial discrimination or operate safe consumption sites.	*Local Application Question 20*	2	
n.) BONUS: Project is a required HUD component of the CoC Program.	N/A	5	
o.) Application Submission Category: Points deducted at Close to Home discretion based on application submission time. Applications submitted after the deadline will receive a two point deduction from this category of the scoring rubric and two point deductions at the start of every hour until the application is submitted, or the final score is zero in this category. Applications submitted more than 48 hours after the deadline will not be reviewed.	*Close to Home Staff will complete*	2	
Total		**150**	

<u>Transition Project</u>

Section 1: Applicant Experience and Capacity			
Scoring Descriptor	**Reference Documents**	**Max Points**	**Final Score**
a.) Applicant has experience effectively utilizing and leveraging federal funds and performing the activities proposed in the application: i. No experience (0 points) ii. >0 and <3 years (1 point) iii. >3 and <5 years (3 points) iv. >5 years (5 points)	*e-snaps* 2B1 *and* *e-snaps* 2B2	5	
b.) Applicant's fiscal management structure is in accordance with generally accepted accounting principles and most recent audit or audited financials show no findings. Applicant describes internal controls and financial policies and procedures.	*e-snaps* 2B3 *and* Audit Attachment	5	

c.) Applicant successfully submitted the budget attachment, is in compliance with the required 25% match funding, and demonstrates cost effectiveness.	*e-snaps* 6I Budget Attachment	5	
d.) Applicant has no unresolved HUD Monitoring or Office of Inspector General (OIG) Audit finding(s) concerning any previous grant term related to this transition project.	*Local Application Question* Transition 1	5	
Section 2: Project Description and CE Requirements			
Scoring Descriptor	**Reference Documents**	**Max Points**	**Final Score**
e.) Applicant thoroughly described the proposed project, population served, and overall program design. Project addresses a critical area of need for the homeless response system. If applying for DV Bonus, must include how survivors will be assisted in a way that address their needs and includes a trauma-informed approach.	*e-snaps* 3B1 *Local Application Questions* DV1 - DV13 (DV Bonus Only)	10	
f.) Applicant agrees to participate in the CoC's Coordinated Entry process or recipient organization is a victim service provider, as defined in 24 CFR 578.3 and uses an alternate CE process that meets HUD's minimum requirements.	*e-snaps* 3B4	3	
g.) Applicant demonstrates the average cost per household served for the project is reasonable.	*e-snaps* 3B2	2	
h.) Applicant describes specific plan to coordinate and integrate with other mainstream health, social services, and employment programs: i. How applicant will assist program participants with obtaining and increasing employment income that will lead to successful exits from homelessness. ii. The type of mainstream services the applicant will assist participants with obtaining to increase income. iii. The type of social services the applicant will provide access to and help participants obtain housing.	*e-snaps* 4A2	5	
i.) Applicant outlines partnerships with employment/workforce development	*Local Application Question* NP2	5	

programs to support participants in self sufficiency.			
j.) Applicant outlines partnerships or dedicated staffing for recovery and treatment services for program participants.	*Local Application Question* NP3	5	
k.) **PSH, RRH only**: Applicant providers individualized services for program participants that will result in at least 20 hours per week of engagement in services, activities or employment for all program participants (except for participants over age 62 or who have disabilities as described in CFR 8.3 and 24 CFR 578.3)	*Local Application* NP4	10	
l.) **TH only**: Applicant describes how the proposed project will assess the service needs of program participants, and provide individualized services for program participants during their time in Transitional Housing that will result in at least 20 hours per week of engagement in services, activities or employment for all program participants (except for participants over age 62 or who have disabilities as described in CFR 8.3 and 24 CFR 578.3)	*Local Application Question* TH5	10	
m.) **SSO Stand Alone only**: Applicant outlines that the proposed project has a strategy for providing supportive services to eligible program participants including those with histories of unsheltered homelessness and those who do not traditionally engage with supportive services.	*Local Application Question* SSO Standalone 2	10	
n.) **SSO Street Outreach only**: Applicant demonstrates that they have a history of, or a plan for, partnering with first responders and law enforcement to engage people living in places not meant for human habitation to access emergency shelter, treatment programs, reunification with family, transitional housing or independent living.	*Local Application Questions* SSO Street Outreach 3 and SSO Street Outreach 4	10	
Section 3: Local TX-500 Application			
Scoring Descriptor	**Reference Documents**	**Max Points**	**Final Score**

o.) Applicant provided thorough explanation of how the project aligns with local funding priorities.	*Local Application Question NP4*	5	
p.) Applicant attended a Grant Conference or attended required technical assistance session with Close to Home.	*Local Application Question 19*	5	
q.) Applicant explained how their policies, procedures, and training align with the CoC's Grievance Policy and their organization's process to ensure clients can file grievances.	*Local Application Question 8*	5	
r.) Applicant submitted the threshold attachment and accurately described how the project meets required thresholds.	Threshold Attachment	5	
s.) Applicant describes how the new project would improve the following CoC system performance measures: length of time persons remain homeless, returns to homelessness, employment and income growth.	*Local Application Question 11*	5	
t.) Applicant has not deobligated, recaptured, or transferred any federal grants or had federal funding involuntarily reallocated.	*Local Application Question 13*	5	
u.) Applicant thoroughly described how they will (or have been) an active and engaged member of the Alliance to House Everyone.	*Local Application Question 14*	5	
v.) Applicant agrees they will not engage in racial discrimination or operate safe consumption sites and agrees to comply with CoC Grantee Requirements.	*Local Application Question 20*	5	
w.) Bonus: Applicant's transition project is a priority project model type and includes local priority characteristics such as connections to behavioral health, substance use treatment, Activities of Daily Living (ADL) support, and ongoing stabilization resources for individuals with chronic health conditions, disabilities, or aging related needs.	N/A	3	
x.) Application Submission Category: Points deducted at Close to Home discretion based on application submission time. Applications submitted after the deadline will receive a two point deduction from this category of the scoring rubric and two point deductions at the start of every hour until the application is submitted, or the final score is zero in this	*Close to Home Staff will complete*	2	

category. Applications submitted more than 48 hours after the deadline will not be reviewed.			
Total		**100**	

Appendix B: CoC Program MOU

TX-500 CoC Program Memorandum of Understanding (MOU) Between Close to Home (TX-500 Collaborate Applicant) and

Agency Name: ______________________________

For Project(s) / Grante ID#(s): ______________________________

____

____

____

____

Effective Dates: ______________________________

CoC Program Fiscal Year (FY): ______________________________

I. Purpose and Background

The purpose of this Memorandum of Understanding ("MOU") is to confirm agreements between the Continuum of Care ("CoC") agencies funded by the Department of Housing and Urban Development ("HUD") and the Collaborative Applicant for the CoC, Close to Home. This MOU defines the roles and specific responsibilities of each party relating to key aspects of the operation of the CoC.

This MOU is an effort to ensure a mutual understanding and strengthening of our partnership to ensure that everyone has a place to call home in San Antonio and Bexar County.

This MOU supersedes and replaces the prior MOU between the parties concerning the subject matter hereof.

II. Authorization

CoC Authority

The CoC program is authorized by subtitle C of title IV of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11381-11389). The program is designed to:

- Promote communitywide commitment to the goal of ending homelessness;
- Provide funding for efforts by nonprofit providers, States, and local governments to quickly rehouse homeless individuals (including unaccompanied youth) and families, while minimizing the trauma and dislocation caused to homeless individuals, families, and communities by homelessness;
- Promote access to and effective utilization of mainstream programs by homeless individuals and families; and
- Optimize self-sufficiency among individuals and families experiencing homelessness.

A CoC is a geographically based group of representatives that carries out the planning responsibilities of the Continuum of Care program, as set out by regulation. The CoC is designed to address the critical problem of homelessness through a coordinated community-based process of identifying needs and building a system of housing and services to address those needs. The geographic jurisdiction of the TX-500 CoC is San Antonio/Bexar County.

Collaborative Applicant Designation

The CoC Board of Directors designates Close to Home as the Collaborative Applicant to manage the required HUD processes on its behalf to ensure the maximum amount of funds are received by the jurisdiction, that the CoC is following all applicable HUD rules and regulations, and that CoC-funded grantees are compliant and high-performing. Close to Home performs these tasks at the direction of the CoC Board of Directors.

III. Terms of Agreement

This MOU will adhere to the following agreements:

1. This MOU shall be effective upon adoption by each signatory agency and entity.
2. The Agency has 45 calendar days from the issuance of a new grant agreement to meet with Close to Home and execute a new MOU. The new MOU effective date should reflect the grant agreement execution date coordinated with the local HUD CPD Field Office for the CoC-funded project.
3. This agreement will renew automatically unless either party gives notification, but should be updated, reviewed, and signed annually prior to contract execution.
4. This MOU shall be reviewed and revised as needed to further implementation of strategic and long-term goals of the project.
5. This MOU can be expanded, modified, or amended, as needed, at any time by the consent of all agencies.
6. This MOU shall be in effect until the end of this project unless terminated by agreement in writing prior to the project end date.

IV. General Understandings

Close to Home, as the Collaborative Applicant will:

1. Maintain CoC policies and procedures and ensure they are transparently documented on the CoC website. Communicate changes to policies and procedures with CoC-funded agencies and assist with implementation.
2. Complete the Consolidated Application for HUD CoC Program funds on behalf of the community, including holding a fair and transparent local competition, communicating Grant Inventory Worksheet changes with the local HUD CPD field office, assisting recommended applicants with submitting final applications in e-snaps, and allowing adequate time for public comment on the CoC Application prior to submission;
3. Provide HUD policy guidance, technical assistance, and training to projects funded through the CoC Program, including coordinating technical assistance with the local HUD CPD field office;
4. Monitor performance of CoC-funded agencies and ensure robust accountability and improvement measures to address low performing projects through a documented process;

5. Assist agencies with requesting grant amendments as outlined in the CoC Program Policies and Procedures;
6. Coordinate with the HMIS Lead Agency to provide technical assistance to CoC-funded projects.
7. Submit required federal reports on behalf of the CoC, including the Point-in-Time Count, Housing Inventory Count, System Performance Measures, and the Longitudinal Systems Analysis;
8. Monitor Federal Regulations and their effects on the CoC, while providing technical assistance for new regulation implementation;
9. Administer the CoC Governance Structure, including coordination of the CoC Board, Alliance Advisory Board, and Parent Committees.[3] Support implementation and oversee system effectiveness and make recommendations to governing bodies when system barriers are identified;
10. Ensure uniform application of Governance Charter and adopted guidelines to all members of the CoC governing bodies;
11. Coordinate with Consolidated Plan Jurisdictions to develop and maintain local CoC and ESG Written Standards of Care, align project performance measures, respond to grievance appeals, and coordinate funding strategy;
12. Support fundraising efforts of CoC-funded agencies;
13. Support and further coordination with local funders;
14. Advocate for ending and preventing homelessness including letters of support and resources;
15. Provide direction and oversight through the development and periodic review and refinement of strategies, goals and objectives to end homelessness;
16. Consider and recommend policy changes to the CoC Board regarding Continuum of Care strategies, funding allocations, funding awards, grant management, and grant performance;
17. Serve as the Coordinated Entry Lead to operationalize and develop community-led strategies to improve the local Coordinated Entry System.

The CoC-Funded Agency will:

1. Inform Close to Home when the agency has entered into the final Grant Agreement for the CoC-funded project and provide a copy;
2. Inform Close to Home of the grant execution date and estimated project start date;
3. Complete CoC Program Onboarding with Close to Home staff, including development of a spending plan, requesting project set-up in HMIS (if applicable), and coordinating site visits with Close to Home staff;
4. Implement projects as outlined in the HUD applications. Any deviation from the project description, number of people served, population(s) served, budget, etc. must be approved by Close to Home and HUD, if applicable;
5. Adhere to the process outlined in the CoC Program Policies and Procedures to submit any significant grant amendments or project changes to HUD;
6. Submit spending plan to pay annual CoC dues to Close to Home at a rate of 1.75% of each CoC project grant within 90 days of final Grant Agreement execution or quarterly based on the decision of the CoC Funded Agency. HUD CoC funds cannot be used to

[3] Parent Committees within the CoC's Governance Structure are represented by the Homeless Response System Advisory Committee and the HMIS & Data Advisory Committee.

pay these costs. Dues must be current in order to apply for new project funding.[4] This is not applicable to grants in the demonstration program[5];

7. Ensure staff complete necessary training requirements, including HMIS and Homelink trainings (if applicable) and requirements outlined in the CoC, ESG and Local Written Standards;
8. Ensure staff complete necessary trainings when updates are made to the Homelink Workflow
9. Sign Contributory HMIS Agreement with the HMIS Lead Agency and maintain data completeness and accuracy in accordance with HUD Data Standards and local HMIS Policies and Procedures[6];
10. Follow HUD requirements of accepting all eligible referrals through Homelink. If the agency is a Victim Service Provider (VSP) by HUD's definition or receives funding that prohibits client data entry into HMIS, the agency cannot utilize HMIS. Agencies with these restrictions agree to work with the CE Lead to determine the best process for the agency to coordinate with the CE system;
11. Create and maintain program policies and procedures in alignment with HUD CFR; CoC, ESG and Local Written Standards; the Emergency Transfer Plan; Homelink Policies and Procedures; and HMIS Policies and Procedures. Upon completion of finalized Policies and Procedures provide a finalized copy to Close to Home.
12. Ensure projects are fully accessible to all individuals;
13. Designate a minimum of one eLOCCS approving officials to maintain oversight of the organization's eLOCCS accounts to help prevent security violations and delays in making draws. Submit eLOCCS reports to Close to Home to demonstrate timely drawdown of funds, as requested;
14. Ensure timely drawdowns as required by HUD at a minimum of a quarterly basis;
15. Coordinate with Close to Home and HMIS Lead Agency during data quality screening and submissions for the Point-in-Time Count, Housing Inventory Count, System Performance Measures, and Longitudinal Systems Analysis;
16. Coordinate as required by both HUD and the CoC with lived expertise boards to ensure appropriate policies and procedures of project and improve program participant experience;
17. Collaborate with Close to Home in collecting Lived Expertise feedback with program participants;
18. Participate in local community surveying initiatives, such as Pathways to Progress,[7] to ensure proper homeless response system monitoring and continuous quality improvement;

[4] Delinquent Dues: If CoC dues have reached a 6 month late period for agencies choosing an annual payment option or have reached a 90 day late period for agencies choosing quarterly payments, the CoC Board of Directors and Homeless Strategic Plan Advisory Board will be notified to determine next steps and determine if there are broader cash flow or spending concerns with the agency.

[5] This is not applicable to YHDP and Special Unsheltered grants in the demonstration program

[6] If the agency is a Victim Service Provider (VSP) by HUD's definition or receives funding that prohibits client data entry into HMIS, the agency cannot utilize HMIS. Agencies with these restrictions will maintain a comparable database aligned with HUD's HMIS Data Standards and will work with the CoC Lead and HMIS Lead to ensure client confidentiality, data accuracy, and data completeness

[7] Participation in Pathways to Progress requires a minimum of 75% of agency Skilled Assessors to register in quarterly surveying, selection may be limited but credit will be awarded based on the total number of individuals registered from each agency.

19. Support of Lived Expertise input through sharing of program participant surveying within the homeless response system[8];
20. Participate in the formal CoC Governance system to increase an aligned and comprehensive homelessness response through attending at least 75% of Alliance Advisory Board Meetings,[9] where representation should be from the agency's Executive Leadership;
21. Engage, and participate in policy making decisions within one CoC Committee regularly, with at least 75% of Committee Meetings being attended[10];
22. Understand that system performance is comprised of individual agency's performance, hence the development and practice of internal performance and quality assurance is crucial. Provide Close to Home with performance and assurance plan or add to agency policies[11];
23. Ensure 75% of CoC-Funded Program Full Time Employees participate in the Annual Point-in-Time Count event as Volunteers[12];
24. Ensure staff conducting field work in capacity for the CoC utilize the community's locally approved tool as notated within the San Antonio Homeless Street Outreach Standards;
25. Maintain compliance with interim and final rules that are specific to the CoC program and issued by HUD;
26. Submit Annual Performance Report in Sage by required deadline. Unsheltered Special CoC grantees must submit quarterly reports as required;
27. Submit the final HUD Closeout Report to the local HUD field office within the required HUD timelines and provide a copy to Close to Home;
28. Notify Close to Home of significant staff and organizational changes that would impact project performance;
29. Informing Close to Home of HUD findings or deficiencies with the CoC-funded project;
30. Will not represent the TX-500 CoC, Alliance to House Everyone, nor Close to Home without prior approval;
31. Will not use the TX-500 CoC's, Alliance to House Everyone, nor Close to Home logos without prior approval

[8] CoC Funded Agencies will be required to share flyers regarding Pathways to Progress surveying with program participants, which can be accomplished through bulletin board flyers in common areas or in case management offices.

[9] The Alliance Advisory Board is a CoC Governing body that convenes a representative group of agencies committed to preventing homelessness at least semi-annually to coordinate, address agency-wide barriers, approve priorities for the Alliance, approve priorities for CoC program funding, form communications strategies for humanizing homelessness, share resources, learn best practices, and network.

[10] CoC Parent Committees include Homeless Response System Advisory Committee and HMIS & Data Advisory Committee. These Committees meet once a month throughout the calendar year and do not require CoC Grantees to hold a voting seat but do require active engagement and maintained attendance.

[11] If applicable due to performance/quality concerns, abide by CoC Board issued Quality Improvement plan.

[12] Participation in the annual Point in Time Count requires staff to participate in trainings, leading teams (if applicable) and attending to volunteer for one of the three counts defined as the afternoon count, midnight count, or encampment count. Participation does not require individuals to be team leads, only general volunteers, but individuals are still encouraged to volunteer as team leads if desired.

V. Confidentiality

All parties agree that they shall be bound by and shall abide by all applicable Federal or State statutes, laws, or regulations pertaining to the confidentiality of client records or information, including volunteers who access the Homeless Management Information System (HMIS). The parties shall not use or disclose any information about a recipient of the services provided under this agreement for any purpose connected with the parties' contract responsibilities, except in accordance with applicable Federal or State statutes, laws, or regulations or with the written consent of such recipient, recipient's attorney, or recipient's parent or guardian.

VI. Equal Opportunity

All parties agree to be bound by and abide by all applicable anti-discrimination statutes, regulations, policies, and procedures as may be applicable under any Federal or State contracts, statutes, or regulations, or otherwise as presently or hereinafter adopted by the agency.

VII. Termination

To receive funding, agencies must enter into an MOU with the Collaborative Applicant. Thus, this MOU may only be terminated under one of the following conditions:

- The funds relied upon to undertake activities described in this MOU are withdrawn or reduced; or
- Additional or updated conditions are placed on the funded project that requires an updated MOU; or
- The funds are transferred to a different organization; or
- There was a mistake in the MOU that requires an updated MOU.

If the above condition is met, any party may terminate this MOU within 30 days by providing written notice to the other party. The termination will be effective on the date specified in the notice of termination.

____

Collaborative Applicant (Close to Home) Representative Name

____ __________

Collaborative Applicant (Close to Home) Representative Signature Date

____

CoC Funded Agency Representative Name

CoC Funded Agency Representative Signature | Date

Appendix C: Program Performance Scorecards

Permanent Supportive Housing Scorecard

#	Metric	Benchmark	Max. Possible Points	Metric Value	Metric Population	How is this calculated?
1.1	Data Completeness	<= 2% = 5 points; <= 4% and >2% = 3 points;	5	%	# missing data elements for # clients	The number of data elements that apply to all clients that are missing, as indicated by a NULL or data not collected, divided by the number of clients times the common Universal Data Elements (UDEs).
1.2	Timeliness of Data Entry	<= 3 days = 5 points; > 3 days and <= 5 days = 2 points	5	Days	# entry records	The average number of days between enrollment member begin date and created date (for new enrollees) as well as the number of days between enrollment member end date and exit time stamp (for leavers).
1.3	Annual Assessment Completeness	0% = 5 points; < 10% and >0% = 2 points	5	%	# out of # clients due for exit	The percentage of clients that do not have an annual financial assessment where the enrollment anniversary date falls during the reporting time frame. Only clients that are HoH, were over 17 at time of entry, or were over 17 at the enrollment anniversary date with an enrollment length of over a year are included.
Metric 1 "HMIS Data Quality" Sub Total: 15 Points						
2.1	CE Participation	100% = 5 points; >= 90% and < 100% = 3 points	5	%	# out of # clients with open Homelink enrollment	The percentage of households that are on the Resource Eligibility List and have a CE Referral Event during the reporting time frame

2.2	Referral Acceptance Rate	>= 85% = 10 points; >=75% and <85% = 2 points	10	%	# out of # clients accepted into project	This percentage is calculated by looking at the number of referrals that ended with the outcome of Accepted/Approved WHERE the associated client received a service FROM an Outreach, CY, or Emergency Shelter project within 7 days of the referral date divided by the total number of referrals during the time frame. The 7-day window looks no further than the end of the time frame and no earlier than when the referral was opened.
Metric 2 "CE Participation" Sub Total : 15 points						
3.2	Exits to or Retention of Permanent Housing	>= 90% = 15 points; >=85% and <90% = 10 points; >=80% and <85% = 5 points	15	%	# clients	The number of clients that are either stayers or have a housing move-in date in all PH projects except PH-RRH and how many of those stayers or leavers exited to PH (based off of the HUD list of destinations) during the reporting time frame divided by the total number of clients with an open enrollment during the time reporting time frame.
3.3	Returns to Homelessness after Permanent Housing Outcome: (0 – 6 months)	<= 10% = 10 points; <=20% and >10% = 2 points	10	%	# clients	This calculation is based off of System Performance Measures' Measure 2 calculations. The earliest PH exit per client for the past 2 years is included WHERE recidivism is marked by an ES, TH, Outreach, or CY project enrollment. Clients that returned up to 6 months

						FROM their PH exit date are included divided by all clients with a PH exit within the two years FROM the reporting start date. Reporting Start Date = Project Start Date
3.4	Returns to Homelessness after Permanent Housing Outcome: (7 – 12 months)	<= 15% = 5 points; <=25% and >15% = 2 points	5	%	# clients	This calculation is based off of System Performance Measures' Measure 2 calculations. The earliest PH exit per client for the past 2 years is included WHERE recidivism is marked by an ES, TH, Outreach, or CY project enrollment. Clients that returned 7-12 months FROM their PH exit date are included divided by all clients with a PH exit within the two years FROM the reporting start date. Reporting Start Date = Project Start Date
3.5	Returns to Homelessness after Permanent Housing / TOTAL Returns to Homelessness : (13 – 24 months)	<= 20% = 5 points; <=30% and >20% = 2 points	5	%	# clients	This calculation is based off of System Performance Measures' Measure 2 calculations. The earliest PH exit per client for the past 2 years is included WHERE recidivism is marked by an ES, TH, Outreach, or CY project enrollment. All clients that returned 13-24 months FROM the reporting start date are included divided by all PH exit clients within the two years FROM the reporting start date. Reporting Start Date = Project Start Date

3.7	Overall Increase Income (Employment Only)	>= 25% = 10 points; >= 20% and < 25% = 5 points; >=15% and <20% = 3 points	10	%	# clients	The number of adult clients, both leavers and stayers, which either gained or increased total employment income as indicated by their most recent HUD Financial assessment.
3.8	Overall Increase Income (Benefits Only)	>= 25% = 10 points; >= 20% and < 25% = 5 points; >=15% and <20% = 3 points	10	%	# clients	The number of adult clients, both leavers and stayers, which either gained or increased total benefits income as indicated by their most recent HUD Financial assessment.
Metric 3 "System Performance Measures" Sub Total: 55 Points						
Total Maximum Points on Project Performance: 85 Points						

Rapid Rehousing Scorecard

#	Metric	Benchmark	Max. Possible Points	Metric Value	Metric Population	How is this calculated?
1.1	Data Completeness	<= 2% = 5 points; <= 4% and >2% = 3 points;	5	%	# missing data elements for # clients	The number of data elements that apply to all clients that are missing, as indicated by a NULL or data not collected, divided by the number of clients times the common Universal Data Elements (UDEs).
1.2	Timeliness of Data Entry	<= 3 days = 5 points; > 3 days and <= 5 days = 2 points	5	Days	# entry records	The average number of days between enrollment member begin date and created date (for new enrollees) as well as the number of days between enrollment member end date and exit time stamp (for leavers).
1.3	Annual Assessment Completeness	0% = 5 points; < 10% and	5	%	# out of # clients due for exit	The percentage of clients that do not have an annual financial

		>0% = 2 points				assessment where the enrollment anniversary date falls during the reporting time frame. Only clients that are HoH, were over 17 at time of entry, or were over 17 at the enrollment anniversary date with an enrollment length of over a year are included.
Metric 1 "HMIS Data Quality" Sub Total: 15 Points						
2.1	CE Participation	100% = 5 points; >= 90% and < 100% = 3 points	5	%	# out of # clients with open Homelink enrollment	The percentage of households that are on the Resource Eligibility List and have a CE Referral Event during the reporting time frame
2.2	Referral Acceptance Rate	>= 85% = 10 points; >=75% and <85% = 2 points	10	%	# out of # clients accepted into project	This percentage is calculated by looking at the number of referrals that ended with the outcome of Accepted/Approved WHERE the associated client received a service FROM an Outreach, CY, or Emergency Shelter project within 7 days of the referral date divided by the total number of referrals during the time frame. The 7-day window looks no further than the end of the time frame and no earlier than when the referral was opened.
Metric 2 "CE Participation" Sub Total: 15 points						
3.1	Rapid Placement into Permanent Housing	< 30 days = 15 points; 30-60 days = 10 point; 60-90 days = 5 points	15	Days	# clients	Average days from Project Start to Hosing Move-in Date (Head of Household Only). If Move-in Date is missing, uses Project Exit date, truncated at report end.

3.2	Exits to or Retention of Permanent Housing	>= 90% = 15 points; >=85% and <90% = 10 points; >=80% and <85% = 5 points	15	%	# clients	The number of clients that are either stayers or have a housing move-in date in all PH projects except PH-RRH and how many of those stayers or leavers exited to PH (based off of the HUD list of destinations) during the reporting time frame divided by the total number of clients with an open enrollment during the reporting time frame.
3.3	Returns to Homelessness after Permanent Housing Outcome: (0 – 6 months)	<= 10% = 10 points; <=20% and >10% = 2 points	10	%	# clients	This calculation is based off of System Performance Measures' Measure 2 calculations. The earliest PH exit per client for the past 2 years is included WHERE recidivism is marked by an ES, TH, Outreach, or CY project enrollment. Clients that returned up to 6 months FROM their PH exit date are included divided by all clients with a PH exit within the two years FROM the reporting start date. Reporting Start Date = Project Start Date
3.4	Returns to Homelessness after Permanent Housing Outcome: (7 – 12 months)	<= 15% = 5 points; <=25% and >15% = 2 points	5	%	# clients	This calculation is based off of System Performance Measures' Measure 2 calculations. The earliest PH exit per client for the past 2 years is included WHERE recidivism is marked by an ES, TH, Outreach, or CY project enrollment. Clients that returned 7-12 months FROM their PH exit date are included divided by

						all clients with a PH exit within the two years FROM the reporting start date. Reporting Start Date = Project Start Date
3.5	Returns to Homelessness after Permanent Housing / TOTAL Returns to Homelessness : (13 – 24 months)	<= 20% = 5 points; <=30% and >20% = 2 points	5	%	# clients	This calculation is based off of System Performance Measures' Measure 2 calculations. The earliest PH exit per client for the past 2 years is included WHERE recidivism is marked by an ES, TH, Outreach, or CY project enrollment. All clients that returned 13-24 months FROM the reporting start date are included divided by all PH exit clients within the two years FROM the reporting start date. Reporting Start Date = Project Start Date
3.7	Overall Increase Income (Employment Only)	>= 25% = 10 points; >= 20% and < 25% = 5 points; >=15% and <20% = 3 points	10	%	# clients	The number of adult clients, both leavers and stayers, which either gained or increased total employment income as indicated by their most recent HUD Financial assessment.
3.8	Overall Increase Income (Benefits Only)	>= 25% = 10 points; >= 20% and < 25% = 5 points; >=15% and <20% = 3 points	10	%	# clients	The number of adult clients, both leavers and stayers, which either gained or increased total benefits income as indicated by their most recent HUD Financial assessment.
Metric 3 "System Performance Measures" Sub Total: 70 Points						
Total Maximum Points on Project Performance: 100 Points						

Transitional Housing Scorecard

#	Metric	Benchmark	Max. Possible Points	Metric Value	Metric Population	How is this calculated?
1.1	Data Completeness	<= 2% = 5 points; <= 4% and >2% = 3 points;	5	%	# missing data elements for # clients	The number of data elements that apply to all clients that are missing, as indicated by a NULL or data not collected, divided by the number of clients times the common Universal Data Elements (UDEs).
1.2	Timeliness of Data Entry	<= 3 days = 5 points; > 3 days and <= 5 days = 2 points	5	Days	# entry records	The average number of days between enrollment member begin date and created date (for new enrollees) as well as the number of days between enrollment member end date and exit time stamp (for leavers).
1.3	Annual Assessment Completeness	0% = 5 points; < 10% and >0% = 2 points	5	%	# out of # clients due for exit	The percentage of clients that do not have an annual financial assessment where the enrollment anniversary date falls during the reporting time frame. Only clients that are HoH, were over 17 at time of entry, or were over 17 at the enrollment anniversary date with an enrollment length of over a year are included.
Metric 1 "HMIS Data Quality" Sub Total: 15 Points						
2.1	CE Participation	100% = 5 points; >= 90% and < 100% = 3 points	5	%	# out of # clients with open Homelink enrollment	The percentage of households that are on the Resource Eligibility List and have a CE Referral Event during the reporting time frame
Metric 2 "CE Participation" Sub Total: 5 points						

3.1	Rapid Placement into Permanent Housing	< 30 days = 15 points; 30-60 days = 10 point; 60-90 days = 5 points	15	Days		Average days from Project Start to Hosing Move-in Date (Head of Household Only). If Move-in Date is missing, uses Project Exit date, truncated at report end.
3.2	Exits to or Retention of Permanent Housing	>= 90% = 15 points; >=85% and <90% = 10 points; >=80% and <85% = 5 points	15	%	# clients	The number of clients that are either stayers or have a housing move-in date in all PH projects except PH-RRH and how many of those stayers or leavers exited to PH (based off of the HUD list of destinations) during the reporting time frame divided by the total number of clients with an open enrollment during the time reporting time frame.
3.3	Returns to Homelessness after Permanent Housing Outcome: (0 – 6 months)	<= 10% = 10 points; <=20% and >10% = 2 points	10	%	# clients	This calculation is based off of System Performance Measures' Measure 2 calculations. The earliest PH exit per client for the past 2 years is included WHERE recidivism is marked by an ES, TH, Outreach, or CY project enrollment. Clients that returned up to 6 months FROM their PH exit date are included divided by all clients with a PH exit within the two years FROM the reporting start date. Reporting Start Date = Project Start Date
3.4	Returns to Homelessness after Permanent Housing	<= 15% = 5 points; <=25% and >15% = 2 points	5	%	# clients	This calculation is based off of System Performance Measures' Measure 2 calculations. The earliest PH exit per client for the past 2

	Outcome: (7 – 12 months)					years is included WHERE recidivism is marked by an ES, TH, Outreach, or CY project enrollment. Clients that returned 7-12 months FROM their PH exit date are included divided by all clients with a PH exit within the two years FROM the reporting start date. Reporting Start Date = Project Start Date
3.5	Returns to Homelessness after Permanent Housing / TOTAL Returns to Homelessness : (13 – 24 months)	<= 20% = 5 points; <=30% and >20% = 2 points	5	%	# clients	This calculation is based off of System Performance Measures' Measure 2 calculations. The earliest PH exit per client for the past 2 years is included WHERE recidivism is marked by an ES, TH, Outreach, or CY project enrollment. All clients that returned 13-24 months FROM the reporting start date are included divided by all PH exit clients within the two years FROM the reporting start date. Reporting Start Date = Project Start Date
3.7	Overall Increase Income (Employment Only)	>= 25% = 10 points; >= 20% and < 25% = 5 points; >=15% and <20% = 3 points	10	%	# clients	The number of adult clients, both leavers and stayers, which either gained or increased total employment income as indicated by their most recent HUD Financial assessment.
3.8	Overall Increase Income (Benefits Only)	>= 25% = 10 points; >= 20% and < 25% = 5 points; >=15% and	10	%	# clients	The number of adult clients, both leavers and stayers, which either gained or increased total benefits income as indicated by their most

		<20% = 3 points				recent HUD Financial assessment.
Metric 3 "System Performance Measures" Sub Total: 70 Points						
Total Maximum Points on Project Performance: 90 Points						

SSO Scorecard

#	Metric	Benchmark	Max. Possible Points	Metric Value	Metric Population	How is this calculated?
1.1	Data Completeness	<= 2% = 5 points; <= 4% and >2% = 3 points	5	%	# missing data elements for # clients	The number of data elements that apply to all clients that are missing, as indicated by a NULL or data not collected, divided by the number of clients times the common Universal Data Elements (UDEs).
1.2	Timeliness of Data Entry	<= 3 days = 5 points; > 3 days and <= 5 days = 2 points	5	Days	# entry records	The average number of days between enrollment member begin date and created date (for new enrollees) as well as the number of days between enrollment member end date and exit time stamp (for leavers).
1.3	Annual Assessment Completeness	0% = 5 points; < 10% and >0% = 2 points	5	%	# out of # clients due for exit	The percentage of clients that do not have an annual financial assessment where the enrollment anniversary date falls during the reporting time frame. Only clients that are HoH, were over 17 at time of entry, or were over 17 at the enrollment anniversary date with an enrollment

						length of over a year are included.
Metric 1 "HMIS Data Quality" Sub Total: 15 Points						
3.2	Exits to or Retention of Permanent Housing	>= 90% = 15 points; >=85% and <90% = 10 points; >=80% and <85% = 5 points	15	%	# clients	The number of clients that are either stayers or have a housing move-in date in all PH projects except PH-RRH and how many of those stayers or leavers exited to PH (based off of the HUD list of destinations) during the reporting time frame divided by the total number of clients with an open enrollment during the time reporting time frame.
3.3	Returns to Homelessness after Permanent Housing Outcome: (0 – 6 months)	<= 10% = 10 points; <=20% and >10% = 2 points	10	%	# clients	This calculation is based off of System Performance Measures' Measure 2 calculations. The earliest PH exit per client for the past 2 years is included WHERE recidivism is marked by an ES, TH, Outreach, or CY project enrollment. Clients that returned up to 6 months FROM their PH exit date are included divided by all clients with a PH exit within the two years FROM the reporting start date. Reporting Start Date = Project Start Date
3.4	Returns to Homelessness after Permanent Housing Outcome: (7 – 12 months)	<= 15% = 5 points; <=25% and >15% = 2 points	5	%	# clients	This calculation is based off of System Performance Measures' Measure 2 calculations. The earliest PH exit per client for the past 2 years is included WHERE recidivism is marked by an ES, TH, Outreach, or CY project

						enrollment. Clients that returned 7-12 months FROM their PH exit date are included divided by all clients with a PH exit within the two years FROM the reporting start date. Reporting Start Date = Project Start Date
3.5	Returns to Homelessness after Permanent Housing / TOTAL Returns to Homelessness : (13 – 24 months)	<= 20% = 5 points; <=30% and >20% = 2 points	5	%	# clients	This calculation is based off of System Performance Measures' Measure 2 calculations. The earliest PH exit per client for the past 2 years is included WHERE recidivism is marked by an ES, TH, Outreach, or CY project enrollment. All clients that returned 13-24 months FROM the reporting start date are included divided by all PH exit clients within the two years FROM the reporting start date. Reporting Start Date = Project Start Date
3.7	Overall Increase Income (Employment Only)	>= 25% = 10 points; >= 20% and < 25% = 5 points; >=15% and <20% = 3 points	10	%	# clients	The number of adult clients, both leavers and stayers, which either gained or increased total employment income as indicated by their most recent HUD Financial assessment.
3.8	Overall Increase Income (Benefits Only)	>= 25% = 10 points; >= 20% and < 25% = 5 points; >=15% and <20% = 3 points	10	%	# clients	The number of adult clients, both leavers and stayers, which either gained or increased total benefits income as indicated by their most recent HUD Financial assessment.
Metric 3 "System Performance Measures" Sub Total: 55 Points						

Total Maximum Points on Project Performance: 70 Points

Victim Service Provider – Rapid Rehousing Scorecard

#	Metric	Benchmark	Max. Possible Points	Metric Value	Metric Population	How is this calculated?
1.1	Data Completeness	<= 2% = 5 points; <= 4% and >2% = 3 points	5	%	# missing data elements for # clients	The number of data elements that apply to all clients that are missing, as indicated by a NULL or data not collected, divided by the number of clients times the common Universal Data Elements (UDEs).
1.2	Timeliness of Data Entry	<= 3 days = 5 points; > 3 days and <= 5 days = 2 points	5	Days	# entry records	The average number of days between enrollment member begin date and created date (for new enrollees) as well as the number of days between enrollment member end date and exit time stamp (for leavers).
1.3	Annual Assessment Completeness	0% = 5 points; < 10% and >0% = 2 points	5	%	# out of # clients due for exit	The percentage of clients that do not have an annual financial assessment where the enrollment anniversary date falls during the reporting time frame. Only clients that are HoH, were over 17 at time of entry, or were over 17 at the enrollment anniversary date with an enrollment length of over a year are included.
Metric 1 "HMIS Data Quality" Sub Total: 15 Points						

2.1	DV knowledge base	>90% = 15 points; < 89% and > 80% and = 10 points	15	%	# out of # Clients	The percentage of clients demonstrating their understanding of domestic violence based on the assessment tool administered by the DV case manager at the time of exit. Leavers only.
Metric 2 "CE Participation" Sub Total: 15 points						
3.1	Rapid Placement into Permanent Housing	< 30 days = 15 points; 30-60 days = 10 point; 60-90 days = 5 points	15	Days		Average days from Project Start to Hosing Move-in Date (Head of Household Only). If Move-in Date is missing, uses Project Exit date, truncated at report end.
3.2	Exits to or Retention of Permanent Housing	>= 90% = 15 points; >=85% and <90% = 10 points; >=80% and <85% = 5 points	15	%	# clients	The number of clients that are either stayers or have a housing move-in date in all PH projects except PH-RRH and how many of those stayers or leavers exited to PH (based off of the HUD list of destinations) during the reporting time frame divided by the total number of clients with an open enrollment during the reporting time frame.
3.3	Returns to Homelessness after Permanent Housing Outcome: (0 – 6 months)	<= 10% = 10 points; <=20% and >10% = 2 points	10	%	# clients	This calculation is based off of System Performance Measures' Measure 2 calculations. The earliest PH exit per client for the past 2 years is included WHERE recidivism is marked by an ES, TH, Outreach, or CY project enrollment. Clients that returned up to 6 months FROM their PH exit date are included divided by all clients with a PH exit

						within the two years FROM the reporting start date. Reporting Start Date = Project Start Date
3.4	Returns to Homelessness after Permanent Housing Outcome: (7 – 12 months)	<= 15% = 5 points; <=25% and >15% = 2 points	5	%	# clients	This calculation is based off of System Performance Measures' Measure 2 calculations. The earliest PH exit per client for the past 2 years is included WHERE recidivism is marked by an ES, TH, Outreach, or CY project enrollment. Clients that returned 7-12 months FROM their PH exit date are included divided by all clients with a PH exit within the two years FROM the reporting start date. Reporting Start Date = Project Start Date
3.5	Returns to Homelessness after Permanent Housing / TOTAL Returns to Homelessness : (13 – 24 months)	<= 20% = 5 points; <=30% and >20% = 2 points	5	%	# clients	This calculation is based off of System Performance Measures' Measure 2 calculations. The earliest PH exit per client for the past 2 years is included WHERE recidivism is marked by an ES, TH, Outreach, or CY project enrollment. All clients that returned 13-24 months FROM the reporting start date are included divided by all PH exit clients within the two years FROM the reporting start date. Reporting Start Date = Project Start Date

3.7	Overall Increase Income (Employment Only)	>= 25% = 10 points; >= 20% and < 25% = 5 points; >=15% and <20% = 3 points	10	%	# clients	The number of adult clients, both leavers and stayers, which either gained or increased total employment income as indicated by their most recent HUD Financial assessment.
3.8	Overall Increase Income (Benefits Only)	>= 25% = 10 points; >= 20% and < 25% = 5 points; >=15% and <20% = 3 points	10	%	# clients	The number of adult clients, both leavers and stayers, which either gained or increased total benefits income as indicated by their most recent HUD Financial assessment.
Metric 3 "System Performance Measures" Sub Total: 70 Points						
Total Maximum Points on Project Performance: 100 Points						

Victim Service Provider – Transitional Housing Scorecard

#	Metric	Benchmark	Max. Possible Points	Metric Value	Metric Population	How is this calculated?
1.1	Data Completeness	<= 2% = 5 points; <= 4% and >2% = 3 points	5	%	# missing data elements for # clients	The number of data elements that apply to all clients that are missing, as indicated by a NULL or data not collected, divided by the number of clients times the common Universal Data Elements (UDEs).
1.2	Timeliness of Data Entry	<= 3 days = 5 points; > 3 days and <= 5 days = 2 points	5	Days	# entry records	The average number of days between enrollment member begin date and created date (for new enrollees) as well as the number of days between enrollment member end date and exit time stamp (for leavers).
1.3	Annual Assessment Completeness	0% = 5 points; < 10% and	5	%	# out of # clients due for exit	The percentage of clients that do not have an annual financial

		>0% = 2 points				assessment where the enrollment anniversary date falls during the reporting time frame. Only clients that are HoH, were over 17 at time of entry, or were over 17 at the enrollment anniversary date with an enrollment length of over a year are included.
Metric 1 "HMIS Data Quality" Sub Total: 15 Points						
2.1	DV knowledge base	>90% = 15 points; < 89% and > 80% and = 10 points	15	%	# out of # Clients	The percentage of clients demonstrating their understanding of domestic violence based on the assessment tool administered by the DV case manager at the time of exit. Leavers only.
Metric 2 "CE Participation" Sub Total: 15 points						
3.1	Rapid Placement into Permanent Housing	< 30 days = 15 points; 30-60 days = 10 point; 60-90 days = 5 points	15	Days		Average days from Project Start to Hosing Move-in Date (Head of Household Only). If Move-in Date is missing, uses Project Exit date, truncated at report end.
3.2	Exits to or Retention of Permanent Housing	>= 90% = 15 points; >=85% and <90% = 10 points; >=80% and <85% = 5 points	15	%	# clients	The number of clients that are either stayers or have a housing move-in date in all PH projects except PH-RRH and how many of those stayers or leavers exited to PH (based off of the HUD list of destinations) during the reporting time frame divided by the total number of clients with an open enrollment during the time reporting time frame.

3.3	Returns to Homelessness after Permanent Housing Outcome: (0 – 6 months)	<= 10% = 10 points; <=20% and >10% = 2 points	10	%	# clients	This calculation is based off of System Performance Measures' Measure 2 calculations. The earliest PH exit per client for the past 2 years is included WHERE recidivism is marked by an ES, TH, Outreach, or CY project enrollment. Clients that returned up to 6 months FROM their PH exit date are included divided by all clients with a PH exit within the two years FROM the reporting start date. Reporting Start Date = Project Start Date
3.4	Returns to Homelessness after Permanent Housing Outcome: (7 – 12 months)	<= 15% = 5 points; <=25% and >15% = 2 points	5	%	# clients	This calculation is based off of System Performance Measures' Measure 2 calculations. The earliest PH exit per client for the past 2 years is included WHERE recidivism is marked by an ES, TH, Outreach, or CY project enrollment. Clients that returned 7-12 months FROM their PH exit date are included divided by all clients with a PH exit within the two years FROM the reporting start date. Reporting Start Date = Project Start Date
3.5	Returns to Homelessness after Permanent Housing / TOTAL Returns to Homelessness	<= 20% = 5 points; <=30% and >20% = 2 points	5	%	# clients	This calculation is based off of System Performance Measures' Measure 2 calculations. The earliest PH exit per client for the past 2 years is included WHERE recidivism is marked by an ES, TH,

	: (13 – 24 months)					Outreach, or CY project enrollment. All clients that returned 13-24 months FROM the reporting start date are included divided by all PH exit clients within the two years FROM the reporting start date. Reporting Start Date = Project Start Date
3.7	Overall Increase Income (Employment Only)	>= 25% = 10 points; >= 20% and < 25% = 5 points; >=15% and <20% = 3 points	10	%	# clients	The number of adult clients, both leavers and stayers, which either gained or increased total employment income as indicated by their most recent HUD Financial assessment.
3.8	Overall Increase Income (Benefits Only)	>= 25% = 10 points; >= 20% and < 25% = 5 points; >=15% and <20% = 3 points	10	%	# clients	The number of adult clients, both leavers and stayers, which either gained or increased total benefits income as indicated by their most recent HUD Financial assessment.
Metric 3 "System Performance Measures" Sub Total: 70 Points						
Total Maximum Points on Project Performance: 90 Points						

Appendix D: Quality Improvement Plan (QIP)

CoC Program Quality Improvement Plan

Agency:

Project:

Date:

During the FY__ CoC Program Funding Competition, ______'s renewal project was ranked in Tier _ with a score of ___/150 points. The Independent Review Team overrode the score on the application to ensure the project was included in Tier 1 to prevent a loss of renewal funding so long as the agency underwent a Quality Improvement Plan (QIP) to remedy the deficiencies, as outlined in TX-500 CoC Program Grant Policies and Procedures.

Performance Improvement Measure(s):

Performance Concerns:

Required Action(s) to Address Concerns:

Outcomes:

Duration of QIP: ____ days or when the project has satisfactorily met the requirements outlined in this QIP.

CTH staff will report on ______'s progress at each CoC Board meeting until the end of the Project Quality Improvement Plan. If at ____ days, the project has not shown significant improvement at a level satisfactory to the CoC Board of Directors, the CoC Board of Directors will determine if the project will be involuntarily reallocated in the next funding cycle.

Signatures:

CoC Project's Executive Director/CEO Date ________________

CTH President/CEO Date ________________

CoC Board of Directors President Date ________________