



2026 Rules and Procedures for Ranking HUD Applications

Guidelines:

The 2026 competition scoring will be based predominantly on objective criteria taken from HMIS and the applicant’s APR or for Domestic Violence provider, a comparable database. While applicants may still be required to provide answers in several scoring categories, reallocated and renewal project scores will be based mainly on project outcomes. Points will also be included in the score based on the HUD Project Scoring sheet found below in this document. Please carefully review these rules and procedures to ensure a complete application.

SCCHAP has established the following application priorities and guidelines for determination of project priorities and rankings for the 2026 grant cycle:

1. **NEW, REALLOCATED, TRANSITION AND RENEWAL** projects that address priorities in the HUD NOFO will be considered.
2. If projects submitted exceed the eligible amount, projects will be ranked based on SCCHAP and HUD priorities by the Grants, Planning and Housing Committee.

Review Process and Timelines:

For all projects, the Intent to Apply and attachments must be submitted to the CoC Coordinator by **5:00 p.m. on June 25, 2026**. The Project Application and attachments (if applicable) requested MUST be received by the date listed in the timeline at the end of this document. It must be submitted in the prescribed methods outlined further in this document. SCCHAP’s CoC Coordinator will conduct an initial review of all proposals to ensure the required documents are complete and the application is consistent with these instructions. The CoC Coordinator and HMIS System Administrator will score each reallocation and renewal project based on the project’s performance outcomes and the HUD Renewal Scoring Sheet. Data for outcomes scoring will be taken directly from the HMIS (or DV compatible system) and project APR’s. Data for reallocation projects will come from the most recent project that is being reallocated. Once the initial review and project outcome scoring is complete, applications will be submitted to the Grants, Planning and Housing Committee. Only committee members that represent a non-HUD funded agency will participate. The Committee will review HUD priorities, application materials/information submitted, and outcome scoring and affirm ranking. **NOTE: ALL submissions must be completed in the prescribed manner along with required attachments for the application to be deemed complete. Incomplete or late applications will NOT be considered eligible for funding.**

Criteria for Project Review:

SCCHAP will utilize the following primary categories in the review of all complete project proposals. These scores will be based on review of application materials, performance outcome measures as outlined in the Project Renewal Scoring– 2026 (can be found below).

Criterion	Maximum Points
1. Agency Track Record	5
2. Financial Performance	20
3. CoC Participation	10

4. Bonus Points	15
5. HMIS Performance	115
6. HMIS Quality/Scorecard	34
7. Project Performance/Scorecard	66
TOTAL	265

SCCHAP scorecard templates are below and show specific scoring details for each project type.

Project scoring will be outcome driven and evidence based using data from HMIS and project APR's (DV comparable database).

Application forms and Materials:

The application form entitled “**Project Application**” (Exhibit 2) in eSNAPS

Requirements for New/Reallocated /Renewal Project Applications:

New/Reallocated:

1. The completed Project Application must be submitted electronically to the CoC Coordinator pursuant to the instructions in eSNAPS. One PDF copy of the application must be submitted to the CoC Coordinator via e-mail.
2. One set of the following documentation to be submitted with the Intent to Apply
 - a. Agency current audit (if required by law or funding sources) or current financial statement if the audit is not required.
 - b. Current Form 990 (if applicable).
 - c. Evidence of 501c3 status.
 - d. Provide proof of proper spend down of funds. Please submit the final eLOCCS report from your most recently completed grant year (reallocation only).
3. New and reallocated projects will be placed in Tier 2. They will be ranked based on the process described above. Reallocated projects will be ranked using the scorecard of the most recent original project. New projects will not have data to develop a score and therefore will only have scores based on the HUD Project Score Sheet. **The local CoC does NOT award funds for Tier 2 projects. HUD does this based upon scoring factors/preferences listed in the NOFO.**
4. Match Amounts and Sources of Funding (due with Intent to Apply):
 - a. **HUD requires a 25% Match for both services and administration.**
 - i. Source and amount cannot already have been committed as match for another state/federal program.
 - ii. Match must be provided during the HUD grant term.
 - iii. Match must be used for only eligible activities of the grant.
 - iv. Match must be used for HUD eligible clients.
 - v. Match must be documented in the same way that a HUD dollar would be.
 - vi. There is no prohibition of this source to be used as match.
 - vii. If you are using another grant to meet the HUD match, **you must attach a copy of the award letter**
 - viii. In-kind match is acceptable. **Proof of in-kind match must be submitted.**

Renewal:

1. The completed Project Application must be submitted electronically pursuant to the instructions in eSNAPS. One PDF copy of the application must be submitted to the CoC Coordinator via e-mail.
2. One set of the following documentation to be submitted with the Intent to Apply:
 - a. Agency current audit (if required by law or funding sources) or current financial statement if the audit is not required.
 - b. Current Form 990 (if applicable).
 - c. Evidence of 501c3 status.
 - d. HUD monitoring reports, corrective action plans, and responses to corrective action plans of the program seeking funding during the most recent grant period (renewals only).
 - e. Provide proof of proper spend down of funds. Please submit the final eLOCCS report from your most recently completed grant year.
3. Match Amounts and Sources of Funding (due with Intent to Apply):
 - a. **HUD requires 25% Match for both services and administration.**
 - i. Source and amount cannot already have been committed as match for another state/federal program.
 - ii. Match must be provided during the HUD grant term.
 - iii. Match must be used for only eligible activities of the grant.
 - iv. Match must be used for HUD eligible clients.
 - v. Match must be documented in the same way that a HUD dollar would be.
 - vi. There is no prohibition of this source to be used as match.
 - vii. If you are using another grant to meet the HUD match, **you must provide a copy of the award letter.**
 - viii. In-kind match is acceptable. **Proof of in-kind match must be submitted.**

Formatting Requirements:

1. Attachments: Other than the information specifically requested, no other attachments will be accepted (brochures, business cards, letters of support, videos, or other items not specifically requested above).
2. Number of Copies: Project applicant must submit one (1) application via eSNAPS and one (1) PDF version of the project application via e-mail. Match documentation must be clearly marked with the project name for which it applies.

Due Date for Application for Funding:

Completed Intent to Apply and attachments due no later than **June 25, 2026.**

Completed eSNAPS applications and .pdf submitted to CoC coordinator due no later than **5:00 p.m. on July 23, 2026.**

Submission of Completed Applications:

Completed eSNAPS applications are to be submitted directly from eSNAPS. PDF copy(ies) of eSNAPS application(s) are to be sent to eriley@unitedwaysaginaw.org.

Note: Incomplete or late applications will not be considered eligible for funding. Your application will not be deemed completed until all submission requisites have been met.

Questions/Additional Information:

For any additional information or if you have questions, please contact Erin Riley at 989-776-0546 or e-mail at eriley@unitedwaysaginaw.org.

HUD 2026 COMPETITION TIMELINES

<u>Process Step</u>	<u>Due Date</u>
Intent to Apply	Thursday, June 25, 2026, by 5:00 p.m.
Project Application due to CoC and uploaded in eSnaps	Thursday, July 23, 2026, by 5:00 p.m.
Scoring/Ranking of Grants	July 27 – 28, 2026
Notify Applicant of Results	No later than Friday, August 7, 2026
Applicant Appeal	No later than Wednesday, August 12, 2026
Exhibit 1 and Priority Listings Due in eSNAPS	Wednesday, August 26, 2026

HUD PROJECT SCORING – 2026

The remainder of this document will be scored by the CoC Coordinator and HMIS System Administrator. Do not respond to any of the sections that follow. They were included in these instructions as information only for the applicants on outcomes scoring.

NOTE: Percentages for scoring will not be rounded

1. AGENCY TRACK RECORD - Applies to ALL PROJECTS – 5 Points	
	Scoring range and possible points
	Yes = 0 No
1. In the past three (3) years has your agency:	() Yes () No 2pts
a. Had any independent financial audits reflecting significant deficiencies	() Yes () No 1 pt
b. Lost a HUD homeless service contract due to performance	() Yes () No 1 pt
c. Had to return money <u>spent</u> to HUD	() Yes () No 1 pt
d. Received notification from HUD that your agency is not getting up and running within contract’s normal homeless program parameters (slow starter criteria)	() Yes () No 1 pt
2. FINANCIAL PERFORMANCE Value = 20 Points <i>Reporting period: Most recently completed project year</i>	
	Scoring range and possible points
Project Spend Down at Grant Expiration	95% - 100%: 15 points 90% - 94%: 10 points 85% - 89%: 5 points Below 85%: 0 points
1. Housing Activities (rent, utilities, operations) to Service Details (case management): Percentage of project budget for housing activities.	90% - 100% 5 points 80% - 89% 4 points 70% - 79% 3 points 60% - 69% 2 points 50% - 59% 1 points Below 50% 0 points
3. CoC PARTICIPATION Value = 10 Points <i>Reporting period: 7/1/2023 – 6/30/2024</i>	
	Scoring range and possible points
1. Attended at least 75% of all full membership meetings based on previous calendar	75% - 100%: 4 points Below 75%: 0 points
2. Committees: Served on at least one and attended at least 75% of the meetings based on previous calendar year	75% - 100%: 4 points Below 75%: 0 points
3. Participated in the Point In Time Count Planning	1 Points

4. Participated in the Point in Time Count Outreach	1 Points
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4. HUD Priorities Value = 15 Points									
	Scoring range and possible points								
1. Reduction in Homelessness/Recidivism	<table border="0"> <tr> <td>0 to 20%</td> <td>5 Points</td> </tr> <tr> <td>21% - 25%</td> <td>3 Points</td> </tr> <tr> <td>26% - 30%</td> <td>1 point</td> </tr> <tr> <td>>31%</td> <td>0 Points</td> </tr> </table>	0 to 20%	5 Points	21% - 25%	3 Points	26% - 30%	1 point	>31%	0 Points
0 to 20%	5 Points								
21% - 25%	3 Points								
26% - 30%	1 point								
>31%	0 Points								
<p>2. <i>These were all answered on the Intent to Apply.</i></p> <p>Does your organization certify that it will not engage in racial preferences or other forms of illegal discrimination? Yes_____ No ____</p> <p>Does your organization certify that it will not conduct activities under the pretext of "harm reduction"? <i>Please confirm that your organization will not operate drug injection sites or "safe consumption sites," knowingly distribute drug paraphernalia on or off of property under its control, nor permit the use or distribution of illicit drugs on property under its control.</i> Yes_____ No ____</p> <p>Does your organization certify that it will not conduct activities that rely on or otherwise use a definition of sex other than as binary in humans? Yes_____ No ____</p> <p>Will your organization cooperate with law enforcement agencies to advance public safety for the entire community impacted by homelessness? Yes_____ No ____</p> <p>If applicable to your project, will your organization prioritize treatment and recovery services to assist people in recovering and regaining self-sufficiency, including behavioral health, wraparound supportive services and participation requirements? Yes_____ No ____</p> <p>Will your organization minimize the trauma of homelessness by providing trauma-informed care and ensuring participant safety, especially (if applicable) for youth and survivors of domestic violence, dating violence, sexual assault and stalking? Yes_____ No ____</p> <p>Will your organization supplement its project with resources from other public or private sources that may include health, social, and employment programs such as Medicare, Medicaid, SSI and SNAP? Yes_____ No ____</p>	<p>7 total points</p> <p>Yes = 1 pt No = 0 pt</p>								
3. Will your nonprofit organization voluntarily, thoroughly, and demonstrably facilitate immigration status verification before distribution of benefits to all HUD program recipients using SAVE directly or in coordination with a governmental entity. Yes_____ No	<p>Yes = 3 pts</p> <p>No = 0 pts</p>								

5. HMIS Project Scoring Value = 115 Points	
	Scoring range and possible points
1. HMIS Policies and Procedures in Place	15 Points
2. HMIS Governance Charter in Place	20 Points
3. HIC, PIT reports submitted on time to HUD	15 Points
4. Bed Coverage meets HUD standards of 86% or higher for inclusion on the HIC	10 Points
5. Data Quality meets HUD standards as evidenced by data inclusion in the AHAR	20 Points
6. Required HMIS Reporting Done: APR, AHAR, System Measures, HIC, PIT	20 Points
7. Financial Performance – Project Spend Down	95% - 100%: 15 points 90% - 94%: 10 points 85% - 89%: 5 points Below 85%: 0 points

TIE BREAKERS	
First Tie Breaker - All Projects EXCEPT Supportive Service Only Grants	
1. Overall Average Occupancy – Project overall average occupancy will be used	
Second Tie Breaker – All Projects	
2. Exits to Permanent Housing	
Third Tie Breaker – All Projects	
3. Project Spend Down – Actual percent of spend down	

HMIS Quality and Project Performance Scorecard templates are attached for your review.

**Permanent Supportive Housing (PSH)
Quarterly Performance Scorecard**

AGENCY NAME:	
PROJECT NAME:	
HMIS PROJECT ID:	
REPORTING PERIOD:	

Scorecard Summary

Rating Category	Maximum Points	Project Score <i>(This section auto-populates as card is completed)</i>	
1. HMIS Data Quality	34	0	
2. Project Performance	66	0	
Total Points	100	0	0%

The purpose of these Scorecards is for SCCHAP CoC-funded projects monitor compliance and performance on a quarterly basis. Scores are generated from reports using ServicePoint, the local HMIS database. Data collected from reports is then entered into the Quarterly Performance Scorecard. Save this as a PDF to submit with your Scorecard. Agencies using a comparable database (e.g., Victim Service Providers) must provide the CoC HMIS Lead Agency documentation on how all data generated follows and matches the same reporting logic.

1. Overview of HMIS Data Quality Questions

▶ HMIS participation and data quality are priorities for both SCCHAP and the U.S. Department of Housing and Urban Development (HUD). Accurate, complete and timely data is crucial to determine whether projects are contributing to ending homelessness.

2: Overview of Project Performance Questions

▶ Achieving program outcomes is crucial to ensure programs are making an impact and ending homelessness for their program participants.
▶ Assessing and monitoring project outcomes is also necessary to understand a program's rate of success and their contribution to meeting performance goals at the CoC level.

3: Scorecard Comments

► Use this space after completing scorecard to write any comments on your score.

Supporting Reports Included with Scorecard Submission		YES/NO
	APR Report	
	Clients with Missing or Expired ROI's	
	Annual Review Audit Report	

Summary of Clients Counts		
	Total Clients	ServicePoint > Reports > CoC APR, or CoC CAPER> 5a Report Validations Table> 1. Total Number of Persons Served
	Total Households Served	ServicePoint > Reports > CoC APR , or CoC CAPER> 8a Number of Households Served> Total Households
	Households Moved into Housing	ServicePoint > Reports > CoC APR , or CoC CAPER> 8a Number of Households Served> the total households served who moved into housing

#	Overview	Where to find information?	PROJECT ANSWER	Scoring Mechanism	Maximum Possible Pts	PROJECT SCORE
1: HMIS Data Quality						
1.1	<p>Data Completeness</p> <p>The CoC is monitored by HUD for HMIS data quality including completeness.</p> <p><i>What is the projects' percentage of completed values on all HUD required data elements for the last quarter?</i></p>	ServicePoint > Reports > CoC APR > Number of Project Start Records Boxes 6a, 6b, 6c Data Quality PII, UDE, IHDQ	___ of 13	<p>Number of Categories w/less than 5% Error Rate</p> <ul style="list-style-type: none"> • 13 out of 13 → 10 pts • 11-12 out of 13 → 8 pts • 9-10 out of 13 → 6 pts 	10	

<p>1.2 Timely APR Submission</p>	<p>Timely submission of APRs to HUD is important for the CoC as it impacts its CoC funding.</p> <p><i>Did your project submit the last applicable APR within the required period, that is within 90 days of the end of your agency's operating year?</i></p>	<p>To calculate, subtract the Submission Date minus the End of the Operating Year</p> <p>SCCHAP will verify submission date in Sage.</p>	<p>YES/NO</p>	<p><i>Timely APR Submission</i></p> <ul style="list-style-type: none"> • APR submitted on time → 6 pts • APR not submitted on time → 0 pts 	<p>6</p>	
<p>1.3 Timeliness of Data Entry - Project Entry</p>	<p>The CoC and CoC-funded projects are monitored by HUD for data quality including timeliness in HMIS. HMIS Policies and Procedures require data to be input within 6 days of interaction with a client.</p> <p><i>What % of entries were created in 6 days or less during the reporting period?</i></p>	<p>To calculate Rate of Timely Data Entry:</p> <p>1. (# of Start Records in 6 days or less)/(Total # Start Records)</p> <p>To calculate 1: ServicePoint > Reports > CoC APR > <u>6e Data Quality: Timeliness</u> > Number of Project Start Records</p>	<p>___%</p>	<p><i>Rate of Timely Data Entry = Project Entries:</i></p> <ul style="list-style-type: none"> • 91% - 100% → 6 pts • 81% - 90% → 4 pts • 71% - 80% → 2 pts 	<p>6</p>	
<p>1.4 Timeliness of Data Entry - Project Exit</p>	<p>The CoC and CoC-funded projects are monitored by HUD for data quality including timeliness in HMIS. HMIS Policies and Procedures require data to be input within 6 days of interaction with a client.</p> <p><i>What % of exits were created in 6 days or less during the reporting period?</i></p>	<p>To calculate Rate of Timely Data Entry:</p> <p>1. (# of Exit Records in 6 days or less)/(Total # Exit Records)</p> <p>To calculate 1: ServicePoint > Reports > CoC APR > 6e Data Quality: Timeliness > Number of Project Exit Records</p>	<p>___%</p>	<p><i>Rate of Timely Data Entry - Project Exits:</i></p> <ul style="list-style-type: none"> • 91% - 100% → 6 pts • 81% - 90% → 4 pts • 71% - 80% → 2 pts 	<p>6</p>	

1.5	Data Quality: Active electronic Release of Information (eROI) Current eROI's consistently updated in our HMIS system are essential for data sharing, and reporting to function properly. All agencies, and HMIS staff have received training on how to complete, and upkeep ROI's in the HMIS system. It is required that all clients have a completed eROI prior to HMIS data entry. Because all Programs also take part in Coordinated Entry, programs are responsible for ensuring that clients enrolled in their program also have an active	ServicePoint > ART > Public Folder > Data Quality > Incongruity and Audit > Clients with Missing or Expired ROIs > Calculate the percent of current eROIs using the Calculators Tab	___%	Percent of Active eROIs Completed in HMIS <ul style="list-style-type: none"> • 100% → 6 pts • 95%-99% → 4 pts • 90%-94% → 2 pts 	6	
Total HMIS Data Quality					34	0
2: Project Performance						
2.1	Retention and Successful Housing Placement from PSH Successful housing outcomes are one of the most important measures of program success. <i>What is the percentage of persons that that exited to a permanent housing destination?</i>	ServicePoint > Reports > CoC APR > 23c > Percentage of Total Persons Exiting to Positive Housing Destinations, and Number of Stayers. Calculate using the Calculators Tab	___%	<i>Retention & Successful Housing Placement from PSH</i> <ul style="list-style-type: none"> • 91%-100 % → 14 pts • 81%-90 % → 12 pts • 71%-80 % → 10 pt 	14	

<p>2.2</p>	<p>Returns to Homelessness Reducing returns to homelessness is one of the most important measures of program success..</p> <p><i>What is the percentage of persons returning to homelessness from PSH Project?</i></p>	<p>ServicePoint > Reports > CoC APR > 23c> Percentage of Total Persons Exiting to Temporary Destinations</p>	<p>___%</p>	<p><i>Returns to Homelessness</i></p> <ul style="list-style-type: none"> • 0%-9% → 14 pts • 10%-19% → 10 pts • 20%-29% → 6 pts 	<p>14</p>	
<p>2.3</p>	<p>Total Income Growth for Stayers Improving someone's access to financial resources is crucial to reducing the person's vulnerability to homelessness. HUD is encouraging CoCs to increase program participants' income through the NOFO and System Performance Measures.</p> <p><i>What is the percentage of adults who increased total income (earned and non-employment) over the reporting period?</i></p>	<p>ServicePoint > Reports > CoC APR > 19a1> Percentage of Total Adults who Gained or Increased Income from Start to Annual Assessment</p>	<p>___%</p>	<p><i>Income Growth for Stayers</i></p> <ul style="list-style-type: none"> • 81-100 % → 6 pts • 61-80 % → 4 pts • 41-60 % → 2 pt 	<p>6</p>	

<p>2.4 Earned Income Growth for Stayers</p>	<p>Improving someone's access to financial resources is crucial to reducing the person's vulnerability to homelessness. HUD is encouraging CoCs to increase program participants' income through the NOFO and System Performance Measures.</p> <p><i>What is the percentage of adults who increased total income (earned and non-employment) over the reporting period?</i></p>	<p>ServicePoint > Reports > CoC APR > 19a1> Percentage of Total Adults who Gained or Increased Earned Income from Start to Annual Assessment</p>	<p>___%</p>	<p><i>Earned Income Growth for Stayers</i></p> <ul style="list-style-type: none"> • 81-100 % → 6 pts • 61-80 % → 4 pts • 41-60 % → 2 pt 	<p>6</p>	
<p>2.5 Total Income Growth for Leavers</p>	<p>Improving someone's access to financial resources is crucial to reducing the person's vulnerability to homelessness. HUD is encouraging CoCs, through the NOFO and System Performance Measures, to increase program participants' income.</p> <p><i>What is the percentage of adults who increased total income (earned and non-employment) over the reporting period?</i></p>	<p>ServicePoint > Reports > CoC APR > 19a2> Percentage of Total Adults who Gained or Increased Income from Start to Exit</p>	<p>___%</p>	<p><i>Income Growth for Leavers</i></p> <ul style="list-style-type: none"> • 81-100 % → 6 pts • 61-80 % → 4 pts • 41-60 % → 2 pt 	<p>6</p>	

<p>2.6 Earned Income Growth for Leavers Improving someone's access to financial resources is crucial to reducing the person's vulnerability to homelessness. HUD is encouraging CoCs, through the NOFO and System Performance Measures, to increase program participants' income.</p> <p><i>What is the percentage of adults who increased Earned income over the reporting period?</i></p>	ServicePoint > Reports > CoC APR > 19a2> Percentage of Total Adults who Gained or Increased Earned Income from Start to Exit	___%	<p><i>Earned Income Growth for Leavers</i></p> <ul style="list-style-type: none"> • 81-100 % → 6 pts • 61-80 % → 4 pts • 41-60 % → 2 pt 	6	
<p>2.7 Completed Annual Assessments HUD requires CoC-funded projects to complete Annual Assessments no more than 30 days before or after the anniversary of the client's Project Start Date.</p> <p><i>What percent of the Annual Assessments that were due during the reporting period were completed on time?</i></p>	ServicePoint > ART > Public Folder > Data Quality> Incongruity and Audit > Annual Review Audit Report v5-Calculate the percent of completed annual assessments. Calculate using the Calculators Tab.	___%	<p><i>Percent of Annual Assessments Completed on Time</i></p> <ul style="list-style-type: none"> • 100% → 6 pts • 95%-99% → 4 pts • 85%-94% → 2 pts 	6	

2.8	Participation in Coordinated Entry HUD requires all funded programs participate in the local community's Coordinated Entry Process. It is the responsibility of each agency to ensure that all clients enrolled in their program have the appropriate Coordinated Entry Event and Assessments for their Project Type. For PSH Programs all new clients need to have a Referral to PSH Project Resource Opening correctly entered into HMIS.	Agency takes part in Coordinated Entry Project and fills all open program slots through interagency discussions around the By-Name List.	YES/NO	Percent of Clients who Received Referral through CE <ul style="list-style-type: none"> • Program fills all program slots using CE Process → 8 pts • Program does not fill all program slots using CE Process → 0 pts 	8	
Total Project Performance					66	0

Rapid Rehousing Housing (RRH) Quarterly Scorecard

AGENCY NAME:	
PROJECT NAME:	
HMIS PROJECT ID:	
REPORTING PERIOD:	

Scorecard Summary

Rating Category	Maximum Points	Project Score <i>(This section auto-populates as card is completed)</i>	
1. HMIS Data Quality	34	0	
2. Project Performance	66	0	
Total Points	100	0	0%

The purpose of this scorecard is to provide a tool for measuring HUD Project performance during the CoC competitive application process, and to track Project performance on a quarterly basis. Scores are generated from reports using ServicePoint, the local HMIS database. Agencies using a comparable database must provide the CoC HMIS Lead documentation on how all data generated follows and matches the same reporting logic. □□

1. Overview of HMIS Data Quality Questions

▶ HMIS participation and data quality are priorities for both SC-CHAP and the U.S. Department of Housing and Urban Development (HUD). Accurate, complete and timely data is crucial to determine whether projects are contributing to ending homelessness.

2: Overview of Project Performance Questions

▶ Achieving program outcomes is crucial to ensure programs are ending homelessness for their clients.

▶ Assessing and monitoring project outcomes is also necessary to understand a program's rate of success and their contribution to meeting performance goals at the CoC level.

3: Scorecard Comments

► Use this space after completing scorecard to write any comments on your score.

Supporting Reports Included with Scorecard Submission		YES/NO
	APR Report	
	Clients with Missing or Expired ROI's	
	Annual Review Audit Report	

Summary of Clients Counts		
	Total Clients	ServicePoint > Reports > CoC APR, or CoC CAPER> 5a Report Validations Table> 1. Total Number of Persons Served
	Total Households Served	ServicePoint > Reports > CoC APR , or CoC CAPER> 8a Number of Households Served> Total Households
	Households Moved into Ho	ServicePoint > Reports > CoC APR , or CoC CAPER> 8a Number of Households Served> the total households served who moved into housing

#	Overview	Where to find information?	PROJECT ANSWER	Scoring Mechanism	Maximum Possible Pts	PROJECT SCORE
1: HMIS Data Quality						

1.1	<p>Data Completeness</p> <p>The CoC is monitored by HUD for HMIS data quality including completeness.</p> <p><i>What is the projects' percentage of completed values on all HUD required data elements for the last quarter?</i></p>	<p>ServicePoint > Reports > CoC APR > Number of Project Start Records Boxes 6a, 6b, 6c Data Quality PII, UDE, IHDQ</p>	<p>___ of 13</p>	<p>Number of Categories w/less than 5% Error Rate</p> <ul style="list-style-type: none"> • 13 out of 13 → 10 pts • 11-12 out of 13 → 8 pts • 9-10 out of 13 → 6 pts 	<p>10</p>	
1.2	<p>Timely APR Submission</p> <p>Timely submission of APRs to HUD is important for the CoC as it impacts its CoC funding.</p> <p><i>Did your project submit the last applicable APR within the required period, that is within 90 days of the end of your agency's operating year?</i></p>	<p>To calculate, subtract the <i>Submission Date</i> minus the <i>End of the Operating Year</i></p> <p>SC-CHAP will verify submission date in Sage.</p>	<p>YES/NO</p>	<p><i>Timely APR Submission</i></p> <ul style="list-style-type: none"> • APR submitted on time → 6 pts • APR not submitted on time → 0 pts 	<p>6</p>	

1.5	Data Quality: Active electronic Release of Information (eROI) Current eROI's consistently updated in our HMIS system are essential for data sharing, and reporting to function properly. All agencies, and HMIS staff have received training on how to complete, and upkeep ROI's in the HMIS system. It is required that all clients have a completed eROI prior to HMIS data entry. Because all Programs also take part in Coordinated Entry	ServicePoint > ART > Public Folder > Data Quality> Incongruity and Audit > Clients with Missing or Expired ROIs > Calculate the percent of current eROIs using the Calculators tab.	___%	<i>Percent of Active eROIs Completed in HMIS</i> <ul style="list-style-type: none"> • 100% → 6 pts • 95%-99% → 4 pts • 90%-94% → 2 pts 	6	
Total HMIS Data Quality					34	0
2: Project Performance						
2.1	Successful Housing Placement from RRH Successful housing outcomes are one of the most important measures of program success. <i>What is the percentage of persons that that exited to a permanent housing destination?</i>	ServicePoint > Reports > CoC APR > 23c> <i>Percentage of Total Persons Exiting to Positive Housing Destinations.</i>	___%	<i>Successful Housing Placement from RRH</i> <ul style="list-style-type: none"> • 91%-100 % → 16 pts • 81%-90 % → 12 pts • 71%-80 % → 8 pt 	16	

<p>2.2</p>	<p>Returns to Homelessness Reducing returns to homelessness is one of the most important measures of program success.. <i>What is the percentage of persons returning to homelessness from RRH Project?</i></p>	<p>ServicePoint > Reports > CoC APR > 23c> Percentage of Total Persons Exiting to Temporary Destinations</p>	<p>___%</p>	<p><i>Returns to Homelessness</i></p> <ul style="list-style-type: none"> • 0%-9% → 12 pts • 10%-19% → 8 pts • 20%-29% → 4 pts 	<p>12</p>	
<p>2.3</p>	<p>Total Income Growth for Stayers Improving someone's access to financial resources is crucial to reducing the person's vulnerability to homelessness. HUD is encouraging CoCs to increase program participants' income through the NOFO and System Performance</p>	<p>ServicePoint > Reports > CoC APR > 19a1> Percentage of Total Adults who Gained or Increased Income from Start to Annual Assessment</p>	<p>___%</p>	<p><i>Income Growth for Stayers</i></p> <ul style="list-style-type: none"> • 81-100 % → 6 pts • 61-80 % → 4 pts • 41-60 % → 2 pt 	<p>6</p>	

<p>2.4 Earned Income Growth for Stayers Improving someone's access to financial resources is crucial to reducing the person's vulnerability to homelessness. HUD is encouraging CoCs to increase program participants' income through the NOFO and System Performance Measures.</p> <p><i>What is the percentage of adults who increased total income (earned and non-employment) over the reporting period?</i></p>	ServicePoint > Reports > CoC APR > 19a1> Percentage of Total Adults who Gained or Increased Earned Income from Start to Annual Assessment	____%	<i>Earned Income Growth for Stayers</i> <ul style="list-style-type: none"> • 81-100 % → 6 pts • 61-80 % → 4 pts • 41-60 % → 2 pt 	6	
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<p>2.5</p>	<p>Total Income Growth for Leavers Improving someone's access to financial resources is crucial to reducing the person's vulnerability to homelessness. HUD is encouraging CoCs, through the NOFO and System Performance Measures, to increase program participants' income.</p> <p><i>What is the percentage of adults who increased total</i></p>	<p>ServicePoint > Reports > CoC APR > 19a2> Percentage of Total Adults who Gained or Increased Income from Start to Exit</p>	<p>___%</p>	<p><i>Income Growth for Leavers</i></p> <ul style="list-style-type: none"> • 81-100 % → 6 pts • 61-80 % → 4 pts • 41-60 % → 2 pt 	<p>6</p>	
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<p>2.6 Earned Income Growth for Leavers Improving someone's access to financial resources is crucial to reducing the person's vulnerability to homelessness. HUD is encouraging CoCs, through the NOFO and System Performance Measures, to increase program participants' income.</p> <p><i>What is the percentage of adults who increased Earned income over the reporting period?</i></p>	ServicePoint > Reports > CoC APR > 19a2> Percentage of Total Adults who Gained or Increased Earned Income from Start to Exit	____%	<i>Earned Income Growth for Leavers</i> <ul style="list-style-type: none"> • 81-100 % → 6 pts • 61-80 % → 4 pts • 41-60 % → 2 pt 	6	
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<p>2.7 Completed Annual Assessments HUD requires CoC-funded projects to complete Annual Assessments no more than 30 days before or after the anniversary of the client's Project Start Date.</p> <p><i>What percent of the Annual Assessments that were due during the reporting period were completed on time?</i></p>	<p>ServicePoint > ART > Public Folder > Data Quality> Incongruity and Audit > Annual Review Audit Report v5- Calculate the percent of completed annual assessments. Calculate using the Calculators Tab.</p>	<p>___%</p>	<p><i>Percent of Annual Assessments Completed on Time</i></p> <ul style="list-style-type: none"> • 100% → 6 pts • 95%-99% → 4 pts • 85%-94% → 2 pts 	<p>6</p>	
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2.8	Participation in Coordinated Entry HUD requires all funded programs participate in the local community's Coordinated Entry Process. It is the responsibility of each agency to ensure that all clients enrolled in their program have the appropriate Coordinated Entry Event and Assessments for their Project Type. For RRH Programs all new clients need to have a Referral to RRH Project Resource Opening correctly entered into HMIS.	Agency takes part in Coordinated Entry Project and fills all open program slots through interagency discussions around the By-Name List.	YES/NO	Percent of Clients who Received Referral through CE <ul style="list-style-type: none"> • Program fills all program slots using CE Process → 8 pts • Program does not fill all program slots using CE Process → 0 pts 	8	
Total Project Performance					66	0

Transitional Housing (TH)/Safe Haven (SH) Quarterly Scorecard

AGENCY NAME:	
PROJECT NAME:	
HMIS PROJECT ID:	
REPORTING PERIOD:	

Scorecard Summary

Rating Category	Maximum Points	Project Score <i>(This section auto-populates as card is completed)</i>	
1. HMIS Data Quality	34	0	
2. Project Performance	66	0	
Total Points	100	0	0

The purpose of this scorecard is to provide a tool for measuring HUD Project performance during the CoC competitive application process, and to track Project performance on a quarterly basis. Scores are generated from reports using ServicePoint, the local HMIS database. Agencies using a comparable database must provide the CoC HMIS Lead documentation on how all data generated follows and matches the same reporting logic. ☐☐

1. Overview of HMIS Data Quality Questions

▶ HMIS participation and data quality are priorities for both SC-CHAP and the U.S. Department of Housing and Urban Development (HUD). Accurate, complete and timely data is crucial to determine whether projects are contributing to ending homelessness.

2: Overview of Project Performance Questions

▶ Achieving program outcomes is crucial to ensure programs are ending homelessness for their clients.

▶ Assessing and monitoring project outcomes is also necessary to understand a program's rate of success and their contribution to meeting performance goals at the CoC level.

<p>1.1 Data Completeness</p>	<p>The CoC is monitored by HUD for HMIS data quality including completeness.</p> <p><i>What is the projects' percentage of completed values on all HUD required data elements for the last quarter?</i></p>	<p>ServicePoint > Reports > CoC APR > Number of Project Start Records Boxes 6a, 6b, 6c Data Quality PII, UDE, IHDQ</p>	<p>___ of 13</p>	<p>Number of Categories w/less than 5% Error Rate</p> <ul style="list-style-type: none"> • 13 out of 13 → 10 pts • 11-12 out of 13 → 8 pts • 9-10 out of 13 → 6 pts 	<p>10</p>	
<p>1.2 Timely APR Submission</p>	<p>Timely submission of APRs to HUD is important for the CoC as it impacts its CoC funding.</p> <p><i>Did your project submit the last applicable APR within the required period, that is within 90 days of the end of your agency's operating year?</i></p>	<p>To calculate, subtract the <i>Submission Date</i> minus the <i>End of the Operating Year</i></p> <p>SC-CHAP will verify submission date in Sage.</p>	<p>YES/NO</p>	<p><i>Timely APR Submission</i></p> <ul style="list-style-type: none"> • APR submitted on time → 6 pts • APR not submitted on time → 0 pts 	<p>6</p>	
<p>1.3 Timeliness of Data Entry - Project Entry</p>	<p>The CoC and CoC-funded projects are monitored by HUD for data quality including timeliness in HMIS. HMIS Policies and Procedures require data to be input within 6 days of interaction with a client.</p> <p><i>What % of entries were created in 6 days or less during the reporting period?</i></p>	<p>To calculate Rate of Timely Data Entry:</p> <p>1. (# of Start Records in 6 days or less)/(Total # Start Records)</p> <p>To calculate 1:</p> <p>ServicePoint > Reports > CoC APR > <u>6e Data Quality: Timeliness</u> > Number of Project Start Records</p>	<p>___%</p>	<p><i>Rate of Timely Data Entry = Project Entries:</i></p> <ul style="list-style-type: none"> • 91% - 100% → 6 pts • 81% - 90% → 4 pts • 71% - 80% → 2 pts 	<p>6</p>	

1.4	Timeliness of Data Entry - Project Exit The CoC and CoC-funded projects are monitored by HUD for data quality including timeliness in HMIS. HMIS Policies and Procedures require data to be input within 6 days of interaction with a client. <i>What % of exits were created in 6 days or less during the reporting period?</i>	To calculate Rate of Timely Data Entry: 1. (# of Exit Records in 6 days or less)/(Total # Exit Records) To calculate 1: ServicePoint > Reports > CoC APR > 6e Data Quality: Timeliness > Number of Project Exit Records	___%	Rate of Timely Data Entry - Project Exits: <ul style="list-style-type: none"> • 91% - 100% → 6 pts • 81% - 90% → 4 pts • 71% - 80% → 2 pts 	6	
1.5	Data Quality: Active electronic Release of Information (eROI) Current eROI's consistently updated in our HMIS system are essential for data sharing, and reporting to function properly. All agencies, and HMIS staff have received training on how to complete, and upkeep ROI's in the HMIS system. It is required that all clients have a completed eROI prior to HMIS data entry. Because all Programs also take part in Coordinated Entry	ServicePoint > ART > Public Folder > Data Quality > Incongruity and Audit > Clients with Missing or Expired ROIs > Calculate the percent of current eROIs using the Calculators tab.	___%	<i>Percent of Active eROIs Completed in HMIS</i> <ul style="list-style-type: none"> • 100% → 6 pts • 95%-99% → 4 pts • 90%-94% → 2 pts 	6	
Total for Section 1					34	0
2: Project Performance						

<p>2.1 Successful Housing Placement from TH</p>	<p>Successful housing outcomes are one of the most important measures of program success.</p> <p><i>What is the percentage of persons that that exited to a permanent housing destination?</i></p>	<p>ServicePoint > Reports > CoC APR > 23c> Percentage of Total Persons Exiting to Positive Housing Destinations</p>	<p>___%</p>	<p><i>Successful Housing Placement from TH</i></p> <ul style="list-style-type: none"> • 91%-100 % → 20 pts • 81%-90 % → 16 pts • 71%-80% → 12 pt • 61%-70 % → 8 pts • 51%-60% → 4 pt 	<p>20</p>	
<p>2.2 Returns to Homelessness</p>	<p>Reducing returns to homelessness is one of the most important measures of program success..</p> <p><i>What is the percentage of persons returning to homelessness from TH Project?</i></p>	<p>ServicePoint > Reports > CoC APR > 23c> Percentage of Total Persons Exiting to Temporary Destinations</p>	<p>___%</p>	<p><i>Returns to Homelessness</i></p> <ul style="list-style-type: none"> • 0%-9% → 16 pts • 10%-19% → 12 pts • 20%-29% → 8 pts • 30%-39% → 6 pts • 40%-49% → 4 pts 	<p>16</p>	

<p>2.3 Total Income Growth for Stayers Improving someone's access to financial resources is crucial to reducing the person's vulnerability to homelessness. HUD is encouraging CoCs to increase program participants' income through the NOFO and System Performance Measures.</p> <p><i>What is the percentage of adults who increased total income (earned and non-employment) over the reporting period?</i></p>	ServicePoint > Reports > CoC APR > 19a1> Percentage of Total Adults who Gained or Increased Income from Start to Annual Assessment	____%	<i>Income Growth for Stayers</i> <ul style="list-style-type: none"> • 81-100 % → 6 pts • 61-80 % → 4 pts • 41-60 % → 2 pt 	6	
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<p>2.4 Earned Income Growth for Stayers Improving someone's access to financial resources is crucial to reducing the person's vulnerability to homelessness. HUD is encouraging CoCs to increase program participants' income through the NOFO and System Performance Measures.</p> <p><i>What is the percentage of adults who increased total income (earned and non-employment) over the reporting period?</i></p>	ServicePoint > Reports > CoC APR > 19a1> Percentage of Total Adults who Gained or Increased Earned Income from Start to Annual Assessment	____%	<i>Earned Income Growth for Stayers</i> <ul style="list-style-type: none"> • 81-100 % → 6 pts • 61-80 % → 4 pts • 41-60 % → 2 pt 	6	
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<p>2.5</p>	<p>Total Income Growth for Leavers Improving someone's access to financial resources is crucial to reducing the person's vulnerability to homelessness. HUD is encouraging CoCs, through the NOFO and System Performance Measures, to increase program participants' income.</p> <p><i>What is the percentage of adults who increased total income (earned and non-employment) over the reporting period?</i></p>	<p>ServicePoint > Reports > CoC APR > 19a2> Percentage of Total Adults who Gained or Increased Income from Start to Exit</p>	<p>___%</p>	<p><i>Income Growth for Leavers</i></p> <ul style="list-style-type: none"> • 81-100 % → 6 pts • 61-80 % → 4 pts • 41-60 % → 2 pt 	<p>6</p>	
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<p>2.6 Earned Income Growth for Leavers</p> <p>Improving someone's access to financial resources is crucial to reducing the person's vulnerability to homelessness. HUD is encouraging CoCs, through the NOFO and System Performance Measures, to increase program participants' income.</p> <p><i>What is the percentage of adults who increased Earned income over the reporting period?</i></p>	<p>ServicePoint > Reports > CoC APR > 19a2> Percentage of Total Adults who Gained or Increased Earned Income from Start to Exit</p>	<p>___%</p>	<p><i>Earned Income Growth for Leavers</i></p> <ul style="list-style-type: none"> • 81-100 % → 6 pts • 61-80 % → 4 pts • 41-60 % → 2 pt 	<p>6</p>	
<p>2.7 Completed Annual Assessments</p> <p>HUD requires CoC-funded projects to complete Annual Assessments no more than 30 days before or after the anniversary of the client's Project Start Date.</p> <p><i>What percent of the Annual Assessments that were due during the reporting period were completed on time?</i></p>	<p>ServicePoint > ART > Public Folder > Data Quality> Incongruity and Audit > Annual Review Audit Report v5-</p> <p><i>Calculate the percent of completed annual assessments using the Calculators tab.</i></p>	<p>___%</p>	<p><i>Percent of Annual Assessments Completed on Time</i></p> <ul style="list-style-type: none"> • 100% → 6 pts • 95%-99% → 4 pts • 85%-94% → 2 pts 	<p>6</p>	

		Total for Section 2	66	0
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