

IL509 PROJECT EVALUATION FORM  
COCRANKING

Grant Year 2018

IL509 will provide this form on their website at all times. Before or at the time of the NOFA release, an announcement will be distributed and posted publicly for agencies wishing to submit a new or renewal request for CoC funds.

Each project request (new or renewal) will need to complete this form and submit it, and all data requested below by the date specified in the announcement. **THIS IS A TIGHT TIME FRAME.**

This form will be used by the CoC Ranking Committee. In order to meet HUD performance review standards for all new and renewal projects. Each applicant is asked to bring:

- Copies of their most recent HUD APR
- Any HUD monitoring visit reports (note any concerns or findings),
- The most recent agency audit letter of findings/no findings
- Any consumer satisfaction survey information.
- A header with your project name must be completed on all pages or bound together with identifying data.
- Each applicant will be asked to make a short verbal presentation to the Ranking Committee which includes:
  - Describe your program
  - Performance measure results
  - For Transitional Housing, give % who exited to permanent housing and their average length of stay.
  - Successes and Strength stories
  - Failures and Stumbles – what are you doing about it
  - Housing First and Low Barrier -how are you implementing this?
  - Monitoring Results

|               |  |
|---------------|--|
| Agency Name:  |  |
| Project Name: |  |
| Project Type: |  |

**1. PROJECT POPULATION -SERVING THOSE WITH THE HIGHEST NEEDS -5points.**

Is your project serving those with the highest needs? Check all that apply.

- Chronically homeless
- Specialized population such as DV(Victim Service), LGBTQ, youth, veterans
- Substance abuse, health or mental health impairments
- Coming from the streets

2. **HOUSING FIRST -5 Points.**

Is your project  Permanent Supportive Housing OR  Transitional Housing?

Does your project use a Housing First Approach?  Yes  No

A Housing First approach is offered without pre-conditions or service participation requirements. Housing stabilization is the primary goal. Persons are not terminated for failure to participate in support services, make progress on a service plan, loss of income, being a victim of domestic violence or any other activity not included in a typical lease agreement.

3. **LOW BARRIER – 5 Points**

Does the project use low barrier approach?  Yes  No

Low barrier means projects allow entry to persons that have low or no income, current or past substance abuse, criminal records (with some exceptions), and history of domestic violence.

4. **BEDS DEDICATED TO CHRONICALLY HOMELESS – 5 Points**

Type of Project:  PSH  TH  OTHER

Number of beds dedicated Chronically Homeless: \_\_\_\_\_

Chronically Homeless % of Total Beds: \_\_\_\_\_

Change in Chronic Beds from previous year to current year (HIC): \_\_\_\_\_

Increase  Decrease

5. **NON-DEDICATED BEDS PRIORITIZED FOR CHRONICALLY HOMELESS– 5 Points**

Type of Project:  PSH  TH  OTHER

Are 100% of the beds already designated for Chronic Persons?  Yes  No (+5 Points)

If not, what % of your total PSH beds are designated for Chronic Persons? \_\_\_\_\_

Are you willing to prioritize admission of the Chronically Homeless to non-dedicated units as units are vacated through turnover?  Yes  No How many? \_\_\_\_\_

What is the total % of non-dedicated beds that will be prioritized for CH through turnover? \_\_\_\_\_

6. **HOUSING STABILITY PERFORMANCE – 5 Points**

From the most recent HUD Annual Progress Report:

Percent of participants remaining in PSH or exiting to a permanent destination? \_\_\_\_\_%

Percent of participants exiting TH to a permanent destination? \_\_\_\_\_%

7. **INCREASING INCOME – 5 Points**

From the most recent HUD Annual Progress Report [19a1 & a3]:

**Client Cash Income Change – Income Source: Performance Measure: % of Persons who Accomplished Measure?**

19a1 - By Start and Last Status:                      Previous Year: \_\_\_\_\_%                      Current Year: \_\_\_\_\_%

19a3 - By Start and Latest Status/Exit:                      Previous Year: \_\_\_\_\_%                      Current Year: \_\_\_\_\_%

8. **ACCESSING MAINSTREAM BENEFITS – 5 Points**

Does the project meet all 5 criteria for assisting participants with mainstream benefits? Yes No

These include providing transportation assistance to appointments, use of a single application form for 4 or more benefits, annual follow-ups to ensure benefits are received and renewed, giving participants access to technical assistance for SSI/SSDI, and having a staff person who has completed SOAR training in the past 24 months?

9. **MATCH – 5 Points**

What percent of your total HUD request is the total amount of your match?

25%     Other: \_\_\_\_\_

10. **ADMINISTRATION CAPACITY – 5 Points**

Drawdown of funds from the LOCCS system in the last project year:

Less than 4x     More than 4x

Timely and correct submission of the project APR for the last operating year in eSnaps on or before the due date? (i.e. approved by HUD with no revisions required). Yes No

11. **RECAPTURED FUNDS – 5 Points**

Did your project have any recaptured funds in the last completed grant year? Yes No

If yes, amount of recaptured funds: \_\_\_\_\_

Percentage of the total grant \_\_\_\_\_%

|                                   |               |
|-----------------------------------|---------------|
| <b>Total Points Possible = 55</b> | <b>Score:</b> |
|-----------------------------------|---------------|

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**MANDATORY NON-SCORED INFORMATION**

*Please keep answers concise*

12. Adequate participation in the DeKalb County CoC HMIS system, including entering universal data elements, regular data quality checks, and running performance reports from HMIS. (This will be verified). Yes No

Have you been notified of any data quality issues? If yes, explain how you resolved them:

**13. EDUCATION POLICY**

If your project serves persons under 18, do you have a written policy with practices consistent with the McKinney Vento education laws? Yes No

If your project serves families, does your project have a designated staff person responsible for enrolling homeless children in school and linking them to other services? Yes No

If yes, please give name and position title: \_\_\_\_\_

If yes, please describe your efforts to collaborate with local education agencies to assist in the identification of homeless families and inform them of their eligibility for McKinney-Vento education services.

If yes, describe how your program considers the educational needs of children when families are placed in emergency or transitional shelter.

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**14. COORDINATED ENTRY PROCESS**

Does the project fully participate in the CoC Coordinated Entry Process? Yes No

If yes, how outreach is designed and conducted to identify all and engage all populations?

If yes, how does your agency advertise the coordinated entry process to reach homeless persons?

If yes, how does the process ensure that program participants are directed to appropriate housing and services?

>> THIS PAGE TO BE COMPLETED BY RANKING COMMITTEE <<

|   |                                     |
|---|-------------------------------------|
| Ranking Committee Member Name:  | Signature:                          |
| Project Name:   | Date of Eval:                       |
| Project Type:<br><input type="checkbox"/> TH <input type="checkbox"/> PH <input type="checkbox"/> RRH <input type="checkbox"/> HMIS | Utilization Rate in last APR (Q10): |

| #                            | Description  | Max Points       | Points Awarded |
|------------------------------|--|------------------|----------------|
| 1                            | <b>Project Population - Serving those with the Highest Need:</b> 1 point for each population served  | 5                |                |
| 2                            | <b>Housing First:</b> 5 points if the project meets all criteria. 0 points if it does not meet all.  | 5                |                |
| 3                            | <b>Low Barrier:</b> 5 points if the project meets all criteria. 0 points if it does not meet all.  | 5                |                |
| 4                            | <b>Beds dedicated to CH persons:</b> 5 points if the reported number increased on the previous HIC or is 100% of beds, 3 points if the project remained constant, 2 points if it is a transitional housing project, 0 points if the number decreased from the previous HIC.  | 5                |                |
| 5                            | <b>Beds non-dedicated to CH persons that are prioritized for CH persons:</b> 5 points if 100% of beds are already dedicated to CH person, 5 points if 50% or higher of non-dedicated beds will be turned over to CH, 2 points if 50-30% will be turned over, 0 points if under 30% or the project is transitional housing. | 5                |                |
| 6                            | <b>Housing Stability Performance - % of participants remaining in PSH or exiting to another PH destination or exiting TH to a PH destination:</b> 5 points if at least 80%, 2 points if at least 65%, 0 points if below 65%.   | 5                |                |
| 7                            | <b>Increasing Income – % of participants (leavers and stayers) meeting employment income or total income measures:</b> 5 points if at least 50%, 2 points if at least 25%, 0 points if under 25%.  | 5                |                |
| 8                            | <b>Accessing Mainstream Benefits:</b> 5 points if the project meets all criteria for assisting participants with mainstream benefits in Q3a, b, c and 4, 4a. 0 points if less than all 5 criteria.   | 5                |                |
| 9                            | <b>Match:</b> 5 points if 25%, 0 points if below 25%   | 5                |                |
| 10                           | <b>Administration Capacity:</b> 2 points for quarterly or more drawdown of funds from LOCCS. 3 points for timely and correct submission of the APR in eSnaps for the last operating year.  | 5                |                |
| 11                           | <b>Recaptured funds:</b> 5 points are awarded if no funds are recaptured, 4 points if recaptured funds are >0.5% of the total budget, 3 points if less than 1%, 2 points if less than 2%, 0 points if 2% or more   | 5                |                |
| <b>TOTAL POINTS POSSIBLE</b> |  | <b>55</b>        |                |
| 12                           | <b>Adequate HMIS participation:</b> including entering universal data elements, regular data quality checks, and running performance reports from HMIS.  | <b>Mandatory</b> | Y / N          |
| 13                           | <b>Education Policy:</b> Agency follows the McKinney Vento Laws regarding education of homeless students   | <b>Mandatory</b> | Y / N          |
| 14                           | <b>Coordinated Entry Process:</b> Agency participates in the CoC coordinated entry process   | <b>Mandatory</b> | Y / N          |