# **Suburban Metro Area CoC Project Evaluation Tool**

Each COC-funded project will be ranked using the SMAC Project Evaluation Tool. The scoring criteria is based on performance, both operations and project level. The information and data used to complete the evaluation tool includes: CoC project annual performance report (APR) submitted in SAGE, ICA generated HMIS reports, and CoC project applications. The maximum possible number of points a project can earn is 80 points.

## Where do the points come from?

	Category	Total	Data Source	Percentage
		Points Possible		of the total
Part 1	Project Performance – Operations  1) Effective Use of Funds 2) Drawdowns 3) Unit Utilization 4) Data Completeness 5) Housing First	40 points	SAGE APR eLOCCS report Project Application	50% of total
Part 2a – PSH only	Project Performance – PSH  1) Chronic Homeless dedicated beds  2) Exits to Permanent Housing  3) Maintain or increase nonearned income  4) Maintain or increase total income  5) Reoccurrence (all exits)  6) Reoccurrence (successful exits)  7) Mainstream Benefits  8) Health Insurance	40 points	SAGE APR Project Application ICA – SPM report ICA – Returns report	50% of total
Part 2b – RRH only	Project Performance – RRH  1) Exits to Permanent Housing  2) Increase earned income 3) Increase total income 4) Stabilizer Metric 5) Reoccurrence (all exits) 6) Reoccurrence (successful exits) 7) Mainstream Benefits 8) Health Insurance	40 points	SAGE APR Project Application ICA – SPM report ICA – Returns report	50% of total

<sup>\*\*</sup>CoC Coordinator will pull APR data from Sage based on the project's most recent APR submission. Last data to submit APR data to be considered in 2018 scoring is 6/1/18.

## **Point Breakdown:**

Part 1: Program Performance – Operations (40 points possible)

Criteria	8 points	6 points	4 points	o points
1) Effective Use of	Spent 90-	Spent 8o-	Spent 75-	Spent less
Funds	100% of	89% of	79% of	than 74% of
	grant	grant	grant	grant

#### Source:

- (1) Effective Use of Funds SAGE APR, Q28. Financial Information
  - Divide the Total Expenditures (not including match) by the Total Amount of grant awarded as documented in the HUD announcement
  - In the example below: 113,250 divided by 115,000 = .98478 or 98% of grant was used

## Total Expenditures

113,250.00

#### Total Grant Award \$115,000.00

Criteria	8 points	o points	
2) eLOCCS	At least 1	Less than 1	
Drawdowns	time per	time per	
	quarter	quarter	
3) Housing First	Yes	No	

#### Source:

- (1) eLOCCS drawdowns submission by agency and/or request from HUD Field Office
- (2) Housing First questions found in CoC Project Application

Criteria	8 points	6 points	4 points	2 points	o points
4) Unit Utilization	96-100%	90-95%	80-89%	70 - 79%	69% or less
5) Data	All 3 are	2 of the 3 are	1 of the 3 are	o are below	o of the 3
<b>Completeness:</b>	below 2.0%	below 2.0%	below 2.0%	2.0% but	are below
(a), (b), and (c)				none are	1.0% and
				above 5.0%	one or
					more are
					above 5.0%

#### Source:

- (1) Unit Utilization SAGE APR, Qo2. Bed and Unit Inventory and Utilization
  - Add the four percentages together and divide by four to get the average unit utilization for the program year.
  - In the example below: 38.89 + 33.33 + 55.56 + 50 = 177.78 divided by 4 = 44.445%

Utilization Rate - Unit	
January	38.89%
April	33.33%
July	55.56%
October	50.00%

(2) Data Completeness – SAGE APR, Qo6a. Data Quality: Personally Identifying Information (PII); Qo6b. Data Quality: Universal Data Elements; Qo6c. Data Quality: Income and Housing Data Quality

- To calculate each percentage:
  - o Qo6a overall score row & % of error rate column
  - o Qo6b % of error rate column for 5 elements (add and divide by 5)
  - O Qo6c % of error rate column for 4 elements (add and divide by 4)
- In the example below: (a) 0.02% (b) 0.00% (c) 0.00%

Q06a: Data Quality: Personally Identifying Information (PII)							
Data Element	Client Doesn't Know/Refused	Information Missing	Data Issues	% of Error Rate			
Name	0	0	0	0.00 %			
Social Security Number	0	0	0	0.00 %			
Date of Birth	0	0	1	0.02 %			
Race	0	0	0	0.00 %			
Ethnicity	0	0	0	0.00 %			
Gender	0	0	0	0.00 %			
Overall Score				0.02.%			

- Q06b: Data Quality: Universal Data Elements

- Q06b: Data Quality: Universal Data Elements

	Error Count	% of Error Rate
Veteran Status	0	0.00 %
Project Start Date	0	0.00 %
Relationship to Head of Household	0	0.00 %
Client Location	0	0.00 %
Disabiling Condition	0	0.00 %

	Error Count	Error Rate
Veteran Status	0	0.00 %
Project Start Date	0	0.00 %
Relationship to Head of Household	0	0.00 %
Client Location	0	0.00 %
Disabiling Condition	0	0.00 %

- Q06c: Data Quality: Income and Housing Data Quality

- Q06c: Data Quality: Income and Housing Data Quality

	Error Count	% of Error Rate
Destination	0	0.00 %
Income and Sources at Start	0	0.00 %
Income and Sources at Annual Assessment	0	0.00 %
Income and Sources at Exit	0	0.00 %

	Error Count	% of Error Rate
Destination	0	0.00 %
Income and Sources at Start	0	0.00 %
Income and Sources at Annual Assessment	0	0.00 %
Income and Sources at Evit	0	0.00 %

Part 2a: Program Performance – Permanent Supportive Housing (PSH) (40 points possible)

Criteria	5 points	4 points	3 points	2 points	1 point
1) Dedicated	90% or higher	85 – 89%	80 - 84%	75 – 79%	74% or less
Chronic					
Homeless Beds					
2) Housing	90% or higher	85 – 89%	80 - 84%	75 – 79%	74% or less
Stability					
3) Maintain or	60% or higher	55 - 59%	50 - 54%	45 - 49%	44% or less
Increase Non-					
Earned Income					
4) Maintain or	75% or higher	70 - 74%	65 - 69%	60 - 64%	59% or less
Increase Total					
Income					
5) Non-Cash	90% or higher	80 – 89%	70 - 79%	60 - 69%	59% or less
Benefits					
6) Health	90% or higher	80 – 89%	70 - 79%	60-69%	59% or less
Insurance					
7) Reoccurrence	0 - 5%	5.1 - 10%	10.1 – 15%	15.1 - 20%	20.1% or
(SPM)					higher
8) Reoccurrence	0 - 5%	5.1 - 10%	10.1 – 15%	15.1 – 20%	20.1% or
(Returns report)					higher

## Source:

- (1) Dedicated Chronic Homeless Beds questions found in CoC Project Application
- (2) Housing Stability SAGE APR, Q23a: Exit Destination More than 90 Days; Q23b: Exit Destination Less than 90 Days
  - Add Q23a "Total persons exiting to positive housing destination" in the Total column to Q23b "Total persons exiting to positive housing destination" in the Total column to get answer A.
  - Add the number of stayers from Q22a1, column Stayers & row "Total" to Answer A to get answer B.
  - Add Q 23a "Total" in the Total column to Q23b "Total" in the Total column to get answer C.
  - Add the number of stayers from Q22a1, column Stayers & row "Total" to Answer C to get Answer D.
  - Divide Answer B by Answer D to get the number of exits to permanent destination including stayers.
  - In the example below:
    - $\circ$  10 + 9 = 19 (Answer A)
    - $\circ$  19 + 26 = 45 (Answer B)
    - o 10 + 11 = 21 (Answer C)
    - $\circ$  21 + 26 = 47 (Answer D)
    - o 45 divided by 47 = .957446 or 95.7%

Total	10	0	1
Total persons exiting to positive housing destinations	10	0	1
Total persons whose destinations excluded them from the calculation	0	0	0
Percentage	100.00 %		1

Total	11 0 11
Total persons exiting to positive housing destinations	9 0 9
Total persons whose destinations excluded them from the calculation	0 0 0
Percentage	81.82 % 81.82 %
Total	11 0 11
Total persons exiting to positive housing destinations	9 0 9
Total persons whose destinations excluded them from the calculation	0 0 0
•	

#### - Q22a1: Length of Participation - CoC Projects

	Total	Leavers	Stayers
30 Days or Less	0	0	0
31 to 60 Days	4	4	0
61 to 90 Days	7	7	0
91 to 180 Days	0	0	0
181 to 365 Days	9	6	3
366 to 730 Days (1-2 yrs)	27	4	23
731 to 1,095 Days (2-3 yrs)	0	0	0
1096 to 1,460 Days (3-4 yrs)	0	0	0
1461 to 1,825 Days (4-5 yrs)	0	0	0
More than 1,825 Days (>5 yrs)	0	0	0
Data Not Collected	0	0	0
Total	47	21	26

- (3) Maintain or Increase Non-Earned Income SAGE APR, Q19a3: Client Cash Income Change Income Source by Start and Latest Status/Exit
  - This measure only looks at the 3<sup>rd</sup> row "Number of Adults with Other Income."
  - Add number from 3<sup>rd</sup> column "Retained Income category and same \$ at annual assessment/exit as at start" to number from 8<sup>th</sup> column "Performance measure: Adults Who Gained or Increased Income from Start to Annual Assessment/Exit" for Answer A.
  - Note number from 7<sup>th</sup> column "Total Adults (including those with no income" as Answer B.
  - Divide Answer A by Answer B.
  - In the example below:
    - $\circ$  14 + 5 = 19 (Answer A)
    - o 48 (Answer B)
    - o 19 divided by 46 = .4130 41.3%

· Q19a3: Client Casi	h Income Change - Income 5	Source - by Start and Latest !	Status/Exit						
	Had income Category at Start and Did Not have it at Annual Assessment/Exit	Retained Income Category But Had Less \$ at Annual Assessment Than at Start	Retained Income Category and Same S at Annual Assessment/Exit as at Start	Retained Income Category and Increased \$ at Annual Assessment/exit	Did Not Have the Income Category at Start and Gained the Income Category at Annual Assessment/Exit	Did Not have the Income Category at Start or Annual Assessment/Exit	Total Adults (including Those with No Income)	Performance Measure: Adults Who Gained or increased income from Start to Annual Assessment/Exit; Average Gain	Performance measure: Percent of persons wh accomplished this measure
lumber of Adults with Earned ncome (i.e., Employment ncome)	3	2	5	6	6	26	48	12	25.00 %
Average Change in Earned Income	-563.33	-690.00	0.00	435.17	1585.00	0.00	0.00	1010.08	0.00
Aumber of Adults with Other Income	4	1	14	4	1	24	48	5	10.42 %
Werage Change in Other Income	-392.75	-208.00	0.00	540.75	553.00	0.00	0.00	543.20	0.00
lumber of Adults with Any Income i.e., total Income)	3	4	15	11	5	10	48	16	33.33 %
Werage Change in Overall Income	-714.33	-414.75	0.00	452.73	1762 00	0.00	208.00	861.88	0.00

- (4) Maintain or Increase Total Income –SAGE APR, Q19a3: Client Cash Income Change Income Source by Start and Latest Status/Exit
  - This measure only looks at the 5<sup>th</sup> row "Number of Adults with Any Income (i.e. total income)."
  - Add number from 3<sup>rd</sup> column "Retained Income category and same \$ at annual assessment/exit as at start" to number from 8<sup>th</sup> column "Performance measure: Adults Who Gained or Increased Income from Start to Annual Assessment/Exit" for Answer A.

- Note number from 7<sup>th</sup> column "Total Adults (including those with no income" as Answer B.
- Divide Answer A by Answer B.
- In the example below:
  - $\circ$  15 + 16 = 31 (Answer A)
  - o 48 (Answer B)
  - o 31 divided by 46 = .6739 67.4%

- Q19a3: Client Cas	— Q19a3: Client Cash Income Change - Income Source - by Start and Latest Status/Exit								10
	Had income Category at Start and Did Not have it at Annual Assessment/Exit	Retained Income Category But Had Less \$ at Annual Assessment Than at Start	Retained Income Category and Same \$ at Annual Assessment/Exit as at Start	Retained Income Category and Increased \$ at Annual Assessment/exit	Did Not Have the Income Category at Start and Gained the Income Category at Annual Assessment/Exit	Did Not have the Income Category at Start or Annual Assessment/Exit	Total Adults (Including Those with No Income)	Performance Measure: Adults Who Gained or increased income from Start to Annual Assessment/Exit; Average Gain	Performance measure: Percent of persons who accomplished this measure
Number of Adults with Earned Income (i.e., Employment Income)	3	2	5	6	6	26	48	12	25.00 %
Average Change in Earned Income	-563.33	-690.00	0.00	435.17	1585.00	0.00	0.00	1010.08	0.00
Number of Adults with Other Income	4	1	14	4	1	24	48	5	10.42 %
Average Change in Other Income	-392.75	-208.00	0.00	540.75	553.00	0.00	0.00	543.20	0.00
Number of Adults with Any Income (i.e., total income)	3	4	15	11	5	10	48	16	33.33 %
Average Change in Overall Income	-714.33	-414.75	0.00	452.73	1762.00	0.00	208.00	861.88	0.00

#### (5) Non-Cash Benefits – SAGE APR, Q20b: Number of Non-Cash Benefit Sources

- This measure only includes adults in households.
- Note the number of adults in the program from Qo5a: Report Validation Table number of adults (age 18 or over).
- Add number of people in row "No Sources," column "Benefit at latest annual assessment for stayers to column "Benefit at exit for leavers."
- Subtract from the total number of adults.
- Divide that number by the number of adults.
- In the example below:
  - Number of Adults = 17
  - o Number of No Sources "Benefit at latest annual assessment for stayers" = 3
  - o Number of No Source "Benefit at exit for leavers" = 2
  - o 3+2 = 5; 17-5 = 12; 12 divided by 17 = .7058

Q05a: Report Validations Table	
Total Number of Persons Served	47
Number of Adults (Age 18 or Over)	17
Number of Children (Under Age 18)	30
Number of Persons with Unknown Age	0

Q20b: Number of Non-Cash Benefit Sources								
	Benefit at Start	Benefit at Latest Annual Assessment for Stayers	Benefit at Exit for Leavers					
No sources	5	3	2					
1+ Source(s)	11	5	6					
Client Doesn't Know/Client Refused	0	0	0					
Data Not Collected	1	1	0					
Total	17	9	8					

#### (6) Health Insurance – SAGE APR, Q21: Health Insurance

• This measure includes everyone (adults and children).

- Note the number of total people served in the program from Qo5a: Report Validation Table Total Number
  of Persons Served.
- Add number of people in row "No Health Insurance," column "At Annual assessment for Stayers" and column "At exit for leavers" for Answer A.
- Take Total Number of Persons served and subtract the number in row "Number of Stayers Not Yet Required to Have an Annual Assessment" column "At Annual assessment for Stayers" for Answer B.
- Take Answer A and subtract from Answer B to get Answer C.
- Divide Answer C by Answer B.
- In the example below:
  - Total Number of Persons served = 47
  - 7 + 12 = 19 (Answer A)
  - $\circ$  47 -1 = 46 (Answer B)
  - o 46-19 = 27 (Answer C)
  - o 27 divided by 46 = .5869 or 58.7%

<ul> <li>Q05a: Report Validations Table</li> </ul>			
Total Number of Persons Served	47		
Number of Adults (Age 18 or Over)	17		
Number of Children (Under Age 18)			30
Number of Persons with Unknown Age			0
— Q21: Health Insurance			
	At Start	At Annual Assessment for Stayers	At Exit for Leavers
Medicaid	3	0	2
Medicare	0	0	0
State Children's Health Insurance Program	22	12	6
VA Medical Services	0	0	0
Employer Provided Health Insurance	0	0	0
Health Insurance Through COBRA	0	0	0
Private Pay Health Insurance	0	0	0
State Health Insurance for Adults	5	4	1
Indian Health Services Program	0	0	0
Other	0	0	0
No Health Insurance	18	7	12
Client Doesn't Know/Client Refused	0	0	0
Data Not Collected	0	0	0
Number of Stayers Not Yet Required to Have an Annual Assessment	0	1	0
1 Source of Health Insurance	28	14	9

#### (7) Reoccurrence (SPM) – ICA generated HMIS report

More than 1 Source of Health Insurance

• The SPM (system performance measure) report calculates any successful exit from a CoC-funded housing program into an Emergency Shelter/motel voucher program that uses HMIS within 2 years of an exit.

#### (8) Reoccurrence (MN Returns report) - ICA generated HMIS report

• The MN Returns report calculates any exit from a CoC-funded housing program into an Emergency Shelter/motel voucher program that uses HMIS within 2 years of an exit.

Part 2b: Program Performance – Rapid Re-Housing (RRH) (40 points possible)

Criteria	5 points	4 points	3 points	2 points	1 point
1) Housing Stability	75% or higher	70 - 74%	65 - 69%	60 - 64%	59% or less
2) Increase Earned Income	30% or higher	25 - 29%	20 - 24%	15 - 19%	14% or less
3) Increase Total Income	60% or higher	55 - 59%	50 -54%	45 - 49%	44% or less
4) Automatic Stabilizer	All projects	N/A	N/A	N/A	N/A
5) Non-Cash Benefits	90% or higher	80 – 89%	70 - 79%	60 - 69%	59% or less
6) Health Insurance	90% or higher	80 – 89%	70 - 79%	60- 69%	59% or less
7) Reoccurrence (SPM)	o – 5%	5.1 – 10%	10.1 – 15%	15.1 – 20%	20.1% or higher
8) Reoccurrence (Returns report)	0 – 5%	5.1 – 10%	10.1 – 15%	15.1 – 20%	20.1% or higher

#### Source:

- (1) Housing Stability SAGE APR, Q23a: Exit Destination More than 90 Days; Q23b: Exit Destination Less than 90 Days
  - Add Q23a "Total persons exiting to positive housing destination" in the Total column to Q23b "Total persons exiting to positive housing destination" in the Total column to get answer A.
  - Add Q 23a "Total" in the Total column to Q23b "Total" in the Total column to get answer B.
  - Divide Answer A by Answer B to get the number of exits to permanent destination.
  - In the example below:
    - $\circ$  10 + 9 = 19 (Answer A)
    - o 10 + 11 = 21 (Answer B)
    - o 19 divided by 21 = .90476% 90.48%

Total		1	10	0	1
Total persons exiting to positive housing destinations		1	10	0	1
Total persons whose destinations excluded them from the calculation		(	0	0	0
Percentage		1	100.00 %		1
Total	11	0		11	
Total  Total persons exiting to positive housing destinations	11 9	0		<b>11</b> 9	
Total persons exiting to positive housing destinations	9	0		9	

- (2) Increase Earned Income SAGE APR, Q19a3: Client Cash Income Change Income Source by Start and Latest Status/Exit
  - This measure only looks at the 1st row "Number of Adults with Earned Income."
  - Use the percentage from the 9<sup>th</sup> column "Performance measure: percent of persons who accomplished this
    measure."
    - This number is calculated automatically by dividing the number of people who gained or increased (8th column) by the total number of adults (7th column).
  - In the example below: 25.00% 12 divided by 48 = .25

#### **FINAL**

- Q19a3: Client Casi	t Cash Income Change - Income Source - by Start and Latest Status/Exit								II.
	Had Income Category at Start and Did Not have it at Annual Assessment/Exit	Retained Income Category But Had Less \$ at Annual Assessment Than at Start	Retained Income Category and Same \$ at Annual Assessment/Exit as at Start	Retained Income Category and Increased S at Annual Assessment/exit	Did Not Have the Income Category at Start and Gained the Income Category at Annual Assessment/Exit	Did Not have the Income Category at Start or Annual Assessment/Exit	Total Adults (Including Those with No Income)	Performance Measure: Adults Who Gained or Increased Income from Start to Annual Assessment/Exit; Average Gain	Performance measure: Percent of persons who accomplished this measure
Number of Adults with Earned Income (i.e., Employment Income)	3	2	5	6	6	26	48	12	25.00 %
Average Change in Earned Income	-563.33	-690.00	0.00	435.17	1585.00	0.00	0.00	1010.08	0.00
Number of Adults with Other Income	4	1	14	4	1	24	48	5	10.42 %
Average Change in Other Income	-392.75	-208.00	0.00	540.75	553.00	0.00	0.00	543.20	0.00
Number of Adults with Any Income (i.e., total income)	3	4	15	11	5	10	48	16	33.33 %
Average Change in Overall Income	-714.33	-414.75	0.00	452.73	1762.00	0.00	208.00	861.88	0.00

- (3) Increase Total Income –SAGE APR, Q19a3: Client Cash Income Change Income Source by Start and Latest Status/Exit
  - This measure only looks at the 5<sup>th</sup> row "Number of Adults with Any Income."
  - Use the percentage from the 9<sup>th</sup> column "Performance measure: percent of persons who accomplished this
    measure."
    - This number is calculated automatically by dividing the number of people who gained or increased (8<sup>th</sup> column) by the total number of adults (7<sup>th</sup> column).
  - In the example below: 33.33% 16 divided by 48 = .3333



- (4) Automatic Stabilizer = all RRH projects get an automatic 5 points to help stabilize the impact of the new increase only measures
- (5) Non-Cash Benefits SAGE APR, Q20b: Number of Non-Cash Benefit Sources
  - This measure only includes adults in households.
  - Note the number of adults in the program from Qo5a: Report Validation Table number of adults (age 18 or over).
  - Add number of people in row "No Sources," column "Benefit at latest annual assessment for stayers to column "Benefit at exit for leavers."
  - Subtract from the total number of adults.
  - Divide that number by the number of adults.
  - In the example below:
    - Number of Adults = 17
    - o Number of No Sources "Benefit at latest annual assessment for stayers" = 3
    - o Number of No Source "Benefit at exit for leavers" = 2
    - o 3+2 = 5; 17-5 = 12; 12 divided by 17 = .7058

#### - Q05a: Report Validations Table

Total Number of Persons Served	47
Number of Adults (Age 18 or Over)	17
Number of Children (Under Age 18)	30
Number of Persons with Unknown Age	0

#### - Q20b: Number of Non-Cash Benefit Sources

	Benefit at Start	Benefit at Latest Annual Assessment for Stayers	Benefit at Exit for Leavers
No sources	5	3	2
1+ Source(s)	11	5	6
Client Doesn't Know/Client Refused	0	0	0
Data Not Collected	1	1	0
Total	17	9	8

#### (6) Health Insurance – SAGE APR, Q21: Health Insurance

- This measure includes everyone (adults and children).
- Note the number of total people served in the program from Qo5a: Report Validation Table Total Number
  of Persons Served.
- Add number of people in row "No Health Insurance," column "At Annual assessment for Stayers" and column "At exit for leavers" for Answer A.
- Take Total Number of Persons served and subtract the number in row "Number of Stayers Not Yet Required to Have an Annual Assessment" column "At Annual assessment for Stayers" for Answer B.
- Take Answer A and subtract from Answer B to get Answer C.
- Divide Answer C by Answer B.
- In the example below:
  - o Total Number of Persons served = 47
  - $\circ$  7 + 12 = 19 (Answer A)
  - $\circ$  47 -1 = 46 (Answer B)
  - o 46-19 = 27 (Answer C)
  - o 27 divided by 46 = .5869 or 58.7%

#### - Q05a: Report Validations Table

Total Number of Persons Served	47
Number of Adults (Age 18 or Over)	17
Number of Children (Under Age 18)	30
Number of Persons with Unknown Age	0

— Q21: Health Insurance				
	At Start	At Annual Assessment for Stayers	At Exit for Leavers	
Medicaid	3	0	2	
Medicare	0	0	0	
State Children's Health Insurance Program	22	12	6	
VA Medical Services	0	0	0	
Employer Provided Health Insurance	0	0	0	
Health Insurance Through COBRA	0	0	0	
Private Pay Health Insurance	0	0	0	
State Health Insurance for Adults	5	4	1	
Indian Health Services Program	0	0	0	
Other	0	0	0	
No Health Insurance	18	7	12	
Client Doesn't Know/Client Refused	0	0	0	
Data Not Collected	0	0	0	
Number of Stayers Not Yet Required to Have an Annual Assessment	0	1	0	
1 Source of Health Insurance	28	14	9	
More than 1 Source of Health Insurance	1	1	0	

## (7) Reoccurrence (SPM) – ICA generated HMIS report

• The SPM (system performance measure) report calculates any successful exit from a CoC-funded housing program into an Emergency Shelter/motel voucher program that uses HMIS within 2 years of an exit.

## (8) Reoccurrence (MN Returns report) – ICA generated HMIS report

• The MN Returns report calculates any exit from a CoC-funded housing program into an Emergency Shelter/motel voucher program that uses HMIS within 2 years of an exit.