

**Heart of Texas Homeless Coalition  
Continuum of Care Committee  
2015 Renewal CoC Project Evaluation**

**Introduction and Background**

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The Heart of Texas Homeless Coalition- CoC Subcommittee (HOTHCC) has adopted a renewal CoC project evaluation process utilizing the Renewal Grant Evaluation tool, which was created by The Texas Homeless Network. It is hoped that the evaluation process will help the HOTHCC fully maximize CoC Program funds and help make decisions related to funding cuts if needed.

**Renewal CoC Project Evaluation Process**

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*Project Evaluation: Overview*

The Project Evaluation Workgroup developed a renewal CoC project evaluation process and tool that will be used to review, score, and rank all renewal CoC projects as part of the 2013 CoC Competition. The priority areas that will be reviewed are as follows:

Project Participant Impact

- Housing stability
- Access to income and benefits
- Length of time homeless

Meeting Community Need

- Bed utilization
- Targeting hard to serve persons/households

Project Capacity

- Meeting reporting requirements
- Unspent funds
- HMIS data quality
- Leverage documentation
- Audit/monitoring findings

*Data Sources*

Almost all data used in project evaluation comes from projects' most recently submitted APRs. HMIS Data Quality information will be obtained from the Completion Summary, and unspent funds information comes from HUD's LOCCS. Details about the data source for each priority area are listed in the Project Evaluation Tool.

Information for two Project Capacity priority areas can only be obtained directly from providers themselves. Information related to audit/monitoring findings and 2012 leverage documentation will need to be submitted directly to the HMIS Lead. Details about the submission process and timeline follow.

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### *Renewal Project Evaluation*

The Evaluation Committee and the CoC Lead will complete a Renewal Project Evaluation Tool for each renewing CoC project. Projects failing to submit required information for a priority area will receive zero points for that priority area.

After completing all Renewal Project Evaluation Tools the HOTHCO COC Lead and Evaluation Committee will rank all renewal projects according to their evaluation score – projects scoring highest are ranked best, those scoring lowest are ranked at the bottom.

### *Renewal Project Ranking and Funding Recommendations*

The Evaluation Committee will make ranking recommendations to the CoC committee who will have final approval of the final CoC Competition project ranking.

## **Submission of Project Information**

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***Any projects planning NOT to renew CoC funding, must let the CoC Lead know ASAP.***

### *Submission of Project Information*

Renewal CoC projects will need to provide some information to the HMIS Lead as part of the renewal project evaluation process. In addition to submitting APRs using the regular process, All CoC renewal projects will need to provide the following items:

- Annual Performance Report (APR)
- Recent HUD audit/monitoring results
  - If there were findings that have since been resolved, please provide documentation from HUD or ODSA
  - If there were findings that are currently being resolved, please provide an explanation of what efforts are currently underway
- CoC project leverage documentation
  - This should include all cash/in-kind match commitment letters for all leverage reported as part of the 2012 CoC Competition
  - If this is a first-time renewal (as listed in Appendix A), then no leverage documentation needs to be provided [we will only use if we collect 2012 leverage data]

***All audit/monitoring results and leverage documentation must be emailed to the CoC Lead prior to the internal competition deadline.*** E-mail address is TeriHoltkamp@wacotx.gov

Failure to submit a timely APR, or any of the two items mentioned above will automatically result in a lower scoring project evaluation and lower ranking among renewal projects.

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**APPENDIX B**

**HOTHCO COC 2015 Renewal Project  
Evaluation Tool-PH/PSH Projects**

*\*Projects achieving the goal will receive full points for the priority area. Projects coming within 5% of the goal will receive 75% of the available points for the priority area.*

Grantee Name:			Project Name:				
Priority Area			Goal	Project Performance	Points Possible	Score	
<b>Project Participant Impact</b>							
Total Participants During Operating Year:			Total Leavers During Operating Year:				
<b>Housing Stability</b>							
ph/sh	% participants retaining PH for 6 months or more		≥83%		10		
ph/sh	% participants who remained in project as of end of operating year or exited to PH during the operating year		≥72%		10		
all	% Exits to family/friends (permanent tenure)		≤14%		10		
<b>Access to Income and Benefits</b>							
ph/sh	% participants employed at exit		≥17%		10		
all	% participants with 1+ source of non-cash benefits at exit		≥32%		10		
all	% participants age 18 and older who maintained or increased their total income (from all sources) as of the end of the operating year or program exit		≥73%		10		
<b>Meeting Community Need</b>							
<b>Project Demand</b>							
all	Average daily bed utilization		≥84%		10		
<b>Targeting Hard to Serve</b>							
ph/sh	% entries from streets/emergency shelter only		≥76%		10		
all	% entries with no income		≥48%		10		
<b>Project Capacity</b>							
<b>Reporting Requirements</b>							
all	HIC/PIT data submitted on time		yes		5		
<b>Unspent Funds</b>							
all	On track to spend 2013-2014 CoC Award		yes		7.5		
<b>HMIS Data Quality</b>							
all	DQ grade in Completion Summary		≥98		15		
<b>Project Leverage</b>							
all	CoC Application leverage documented		100% documented		10		
<b>Project Monitoring Results</b>							
all	No unresolved HUD monitoring findings noted		none noted		10		

**APPENDIX B**

**HOTHCO COC2015Renewal Project  
Evaluation Tool- TH/SSO Projects**

*\*Projects achieving the goal will receive full points for the priority area. Projects coming within 5% of the goal will receive 75% of the available points for the priority area.*

Grantee Name:			Project Name:			
Priority Area	Goal	Project Performance	Points Possible	Score		
<b>Project Participant Impact</b>						
Total Participants During Operating Year:		Total Leavers During Operating Year:				
<b>Housing Stability</b>						
th/sso	% TH participants moving from TH to PH at exit	≥61%		10		
all	% Exits to family/friends (permanent tenure)	≤14%		10		
<b>Access to Income and Benefits</b>						
th/sso	% TH/SSO participants employed at exit	≥20%		10		
all	% participants with 1+ source of non-cash benefits at exit	≥32%		10		
all	% participants age 18 and older who maintained or increased their total income (from all sources) as of the end of the operating year or program exit	≥73%		10		
<b>Length of Time Homeless</b>						
th/sso	Average length of stay in facility-based TH (in days)	≤240 days		10		
th/sso	Average length of stay in voucher-based TH or SSO (in days)	≤180 days				
<b>Meeting Community Need</b>						
<b>Project Demand</b>						
all	Average daily bed utilization	≥84%		10		
<b>Targeting Hard to Serve</b>						
th/sso	% entries from literal homelessness	≥76%		10		
all	% entries with no income	≥48%		10		
<b>Project Capacity</b>						
<b>Reporting Requirements</b>						
all	HIC/PIT data submitted on time	yes		5		
<b>Cost Effectiveness</b>						
<b>Unspent Funds</b>						
all	2013 - 214 Total CoC Expenditures =	≤5% unspent funds				
all	On track to spend 2013-2014 CoC Award	yes		5		
<b>HMIS Data Quality</b>						
all	% errors in Completion Summary	≤2%		15		
<b>Project Leverage</b>						
all	CoC Application leverage documented	100% documented		10		
<b>Project Monitoring Results</b>						
all	No unresolved HUD monitoring findings noted	none noted		10		

**APPENDIX C**  
**HOTHC COC 2015 Renewal Project Evaluation Tool:**  
**Data Sources**

Priority Area		Data Source
<b>Project Participant Impact</b>		
Housing Stability		
ph/sh	% PH participants retaining PH for 6 months or more	APR
ph/sh	% participants who remained in project as of end of operating year or exited to PH during the operating year	APR
th/sso	% TH participants moving from TH to PH at exit	APR
all	% Exits to family/friends (permanent tenure)	APR
Access to Income and Benefits		
all	% participants employed at exit	APR
all	% participants with 1+ source of non-cash benefits at exit	APR
all	% participants age 18 and older who maintained or increased their total income (from all sources) as of the end of the operating year or program exit	APR
Length of Time Homeless		
th/sso	Average length of stay for leavers in facility-based TH (in days)	APR
th/sso	Average length of stay for leavers in voucher-based TH (in days)	APR
<b>Meeting Community Need</b>		
Project Demand		
all	Average daily bed utilization	APR
Targeting Hard to Serve		
ph/sh	% entries from streets/emergency shelter only	APR
all	% entries with no income	APR
th/sso	% entries from literal homelessness (i.e., category 1 homeless)	APR
<b>Project Capacity</b>		
Reporting Requirements		
all	HIC/PIT data submitted on time	HIC/PIT data submission records
all	Cost Effectiveness	
Unspent Funds		
all	2013 - 2014 Total CoC Expenditures =	HUD LOCCS
all	On track to spend current CoC Award	HUD LOCCS
HMIS Data Quality		
all	% error in Completion Summary	HMIS Data Completion Report
Project Leverage		
all	CoC Application leverage documented	Renewal CoC application and commitment letters provided by grantees
Project Monitoring Results		
all	No unresolved HUD monitoring findings noted	Most recent HUD (if applicable) audit/monitoring letters and documentation of resolved issues