



# TX-604 WACO/MCLENNAN COUNTY FY 24-25 COC RENEWAL PROJECT EVALUATION

Name of Agency and Project: \_\_\_\_\_

Project Type:  PSH  RRH  DV PSH  DV RRH  DV TH

Name of Reviewer: \_\_\_\_\_

The Continuum of Care (CoC) Scoring and Ranking Committee will complete a Renewal Project Evaluation Tool for each renewing CoC project (except for 1<sup>st</sup> year renewals due to lack of an Annual Performance Review to use for scoring). Projects failing to submit required information need to score a question, will receive zero points for that question. After completing all Renewal Project Evaluation Tools, the CoC Scoring and Ranking Committee will rank all renewal projects according to their evaluation score and how well they meet the priorities set by HUD and HOTHHC.

## DATA SOURCES

While some data will be collected from narratives such as the project descriptions, the majority of the data used in project evaluation comes from projects' Annual Performance Reviews (APRs) and data from the Heart of Texas HMIS/Victim Service Provider Comparable Database. Some information is obtained directly from providers or from Sage. Data from these sources is verified by HUD whenever possible:

- HUD audit/monitoring findings documentation.
- Information on timely draws and unspent funds from each applicant's Line of Credit Control System (LOCCS) accounts.
- Information on project matching funds; and
- Information collected by HUD field offices as shown through SAGE, including total LOCCS draw amounts.

## RENEWAL PROJECT RANKING AND FUNDING RECOMMENDATIONS

The CoC Lead Agency for the Heart of Texas Homeless Coalition accepts all qualifying applications that meet HUD threshold requirements as established in the NOFA. Qualifying projects are then submitted to the CoC Scoring and Ranking Committee for scoring, ranking recommendations, and final approval for the CoC Competition Priority Listing.

## REALLOCATION PROCESS AND PROCEDURE

The HOTHHC Board and CoC Committee understands and acknowledges that through the reallocation process very valuable projects may be defunded. The HOTHHC Board and CoC Committee is striving to develop a reallocation process that will ensure that projects submitted in the CoC Consolidated Application best align with the HUD CoC funding mechanism's priorities and contribute to a competitive application that collaboratively secures these dollars to improve our community. The HOTHHC Board and CoC Committee seeks to make data-driven decisions based on information gathered from APRs and other HUD recommended data tools. This does not mean that the HOTHHC Board and CoC Committee do not value reallocated projects or the diversity of programs in our community. Rather, the HOTHHC Board and CoC Committee anticipates that most reallocated projects will seek funders with priorities better suited to cultivate the unique contributions these projects make to our community that HUD's CoC funding mechanism is not designed to recognize.

# HOUSING FIRST ASSESSMENT WORKSHEET

Project Agency and Name: \_\_\_\_\_

Housing First projects are effective in assisting all homeless people access and sustain permanent stable housing. It has been demonstrated that projects can be well-run and safe without imposing requirements that prevent many homeless individuals from entering and/or remaining in housing. As part of the NOFA solicitation for new and renewal projects applicants are required to answer the following questions related to the existing or proposed project's eligibility criteria and project rules. Each question will be scored as indicated. At the completion of the questionnaire, the applicant will tabulate the total score. Maximum points is 15.

## 1. Low Barrier access:

- a. **Will/Does the project require clients to pass a background screening prior to project entry (excluding sexual offender/predator check)?**

Yes  No  [No = 1 point]

- b. **Will/Does the project require all persons with specified criminal convictions to be excluded on a blanket basis from admission (excluding registered sexual offender/predator, and background screening imposed by other funders)?**

Yes  No  [No = 1 point]

- c. **Will/Does the project require participants to be clean and sober for a specified period prior to project entry as a condition for admission?**

Yes  No  [No = 1 point]

- d. **Will/Does the project serve individuals and families regardless of sexual orientation, family composition, or marital status and are transgendered persons served according to the gender with which they identify?**

Yes  No  [Yes = 1 point]

- e. **Will/Does the project expedite the admission process including aiding in assembling necessary documents to support the application for admission?**

Yes  No  [Yes = 1 point]

- f. **Does the project actively participate in coordinated entry including attendance at meetings and case conferencing and, if applicable, are all new project entrants being referred through coordinated entry?**

Yes  No  [Yes = 1 point]

## 2. Housing Retention

- a. **Will/Does the project terminate participants for failure to participate in treatment or support services including case management?**

Yes  No  [ No = 1 point]

- b. **Will/Does the project terminate participants solely for engaging in substance use?**

Yes  No  [No = 1 [point]

- c. **Will/Does the project require participants to obtain earned or benefit income as a condition of remaining in the project?**

Yes  No  [No = 1 [point]

- d. **Will/Does the project make all efforts to avoid discharging participants into homelessness including referral back to coordinated entry for those who cannot remain in the project?**

Yes  No  [Yes = 1 point]

- e. **Are/Will project participants held to standards/behaviors not found in mainstream leases (such as not being allowed visitors, curfews, required to do chores, or not allowed to have alcoholic beverages in their unit)?**

Yes  No  [No = 1 point]

## 3. Participant engagement

- a. **Will/Does the project provide participant choice in accessing services and are efforts made to connect participants to community-based services?**

Yes  No  [Yes = 1 point]

- b. **Will/Does the project provide regular opportunities for program participants to provide input on project policies and operations?**

Yes  No  [Yes = 1 point]

c. **Will/Does the project employ Person Centered Planning as a guiding principle of the service planning process? Person Centered Planning focuses on helping the individual to identify and then accomplish their own goals in terms of relationships, community and program participation, achieving control over their lives, and developing the skills and resources needed to accomplish these goals.**

Yes  No  [Yes = 1 point]

d. **Are/Will the project staffed be trained in clinical and non-clinical strategies to support participant engagement including harm reduction, motivational interviewing, trauma informed approaches, and strength based?**

Yes  No  [Yes = 1 point]

**TOTAL SCORE:** \_\_\_\_\_

**Comments:**

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**Certification of Responses**

I attest that the answers above are true and are provided without any additional comment or clarification.

\_\_\_\_\_  
**Authorized Applicant Signature**

\_\_\_\_\_  
**Authorized Applicant Name and Title**

\_\_\_\_\_  
**Date**

# RACIAL EQUITY QUESTIONNAIRE

Project Agency and Name: \_\_\_\_\_

Centering race equity is a value in our Continuum of Care (CoC) and in how we approach homeless design and services. It is achieved as a series of steps taken to move toward a more equitable practice. We will use this information to learn the actions organizations are taking in this important work to help further cultivate race equity throughout our CoC.

The survey is divided into two parts. **Part One** asks you to reflect on your organization's readiness for race equity practices and policies. **Part Two** focuses on how race equity is being considered across multiple areas of your organization.

**Directions: Please answer the questions below using the scale below:**

1 = We haven't started work in this area yet

2 = Plans exist to use race equity in planning and implementation

3 = This is in place in sections of our organization, and we have evidence of its use

4 = This is part of our routine, and we model it throughout our project and organization.

## ORGANIZATIONAL CHARACTERISTICS:

### 1. Institutional commitment to addressing/eliminating racial and ethnic inequities (1-4):

1

2

3

4

\*\*For HUD CoCs (Continuums of Care), institutional commitment to racial equity means that the CoC and its affiliated organizations are dedicated to addressing and dismantling systemic racial disparities within the homelessness response system. This commitment involves actively working to eliminate racial inequities and promoting fair and equitable access to housing and services for all individuals, regardless of their race or ethnicity.

### 2. Hiring to address racial and ethnic inequities, prioritizing the hiring of employees who represent communities of color, immigrants, and/or refugees (1-4):

1

2

3

4

### 3. Inclusive and culturally responsive internal communications (1-4):

1

2

3

4

\*\* Internal communications in addressing racial equity within a CoC (Continuum of Care) refer to the strategies and practices employed to promote dialogue, awareness, and action among agency staff, board regarding racial disparities and the pursuit of racial equity within the homelessness response system.

### 4. Supporting staff to address racial and ethnic inequities (1-4):

1

2

3

4

**5. Data and planning practices are developed, as appropriate, with input from community stakeholders of color to incorporate their experiences into how data are collected, analyzed, and employed (1-4):**

1

2

3

4

ORGANIZATIONAL COMMITMENT, LEADERSHIP & GOVERNANCE

**Directions: Please answer the questions below. Put a “Yes”, “No” or “I don't know” in the field.**

**1. Has your organization made a public statement to racial equity?**

Yes  No  I don't know

**2. Does your organization have a public statement that incorporates racial equity?**

Yes  No  I don't know

**3. Does your organization have an internal structure whose goal is to address issues of racial equity, for example, an equity committee?**

Yes  No  I don't know

**4. To what extent does your organization's leadership team and board of directors represent the racial, ethnic, and linguistic diversity of the clients you serve?**

Please include a short response here:

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\_\_\_\_\_

## RACIAL EQUITY POLICIES & IMPLEMENTATION PRACTICES

### 5. Does your organization have a racial equity policy?

Yes  No  I don't know

### 6. Does your organization have a written racial equity plan with clear actions, timelines, a committee, people responsible for each action, indicators of progress, and/or processes for monitoring and evaluation?

Yes  No  I don't know

## ORGANIZATIONAL CLIMATE, CULTURE & COMMUNICATIONS

### 7. Does your organization visibly post materials in languages other than English?

Yes  No  I don't know

## SERVICE-BASED EQUITY

### 8. Do you provide language interpreter/translator services for people who speak languages other than English?

Yes  No  I don't know

## SERVICE-USER VOICE & INFLUENCE

### 9. Do you collect data on service-user or constituent satisfaction with your organization regarding racial equity?

Yes  No  I don't know

## WORKFORCE COMPOSITION & QUALITY

### 10. Do you regularly evaluate the racial, ethnic, and linguistic makeup of your workforce?

Yes  No  I don't know

### 11. Does your organization have written procedures to increase the recruitment, retention, and promotion of people of color?

Yes  No  I don't know

**12. Does your organization have an internal structure or position dedicated to promoting workforce diversity?**

Yes  No  I don't know

**13. Are racial equity and cultural competency training and capacity building made available to your workforce?**

Yes  No  I don't know

**14. To what extent does your organization's staff team represent the racial, ethnic, and linguistic diversity of the clients you serve?**

Please include a short response here:

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**COMMUNITY COLLABORATION**

**15. Does your organization have formal partnerships with organizations of color?**

Yes  No  I don't know

**\*\*Organizations of color refer to non-profit organizations or community-based organizations that are primarily led by and serve individuals from racial and ethnic minority groups. These organizations focus on addressing the specific needs, challenges, and disparities faced by communities of color and work towards promoting social justice, equality, and empowerment.**



**16. Does your organization allocate resources for engagement and outreach in communities of color?**

Yes  No  I don't know

**DATA, METRICS, & CONTINUOUS QUALITY IMPROVEMENT**

**17. Does your organization have a written policy or formal practice regarding the collection of race and ethnicity data?**

Yes  No  I don't know

**18. Does your organization meet regularly with leaders from communities of color specifically to discuss racial equity within your organization?**

Yes  No  I don't know

**Certification of Responses**

I attest that the answers above are true and are provided without any additional comment or clarification.

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**Authorized Applicant Signature**

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**Authorized Applicant Name and Title**

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**Date**

**FOR SCORING AND RANKING COMMITTEE**

**Evaluation of Racial Equity Questionnaire by Scoring & Ranking Committee:**

Excels  Average  Poor

# PRIORITY CHECKLIST WORKSHEET

In review of the project application, does the project meet these priorities?

PRIORITY	TOTAL POINTS AVAILABLE	SCORE
<b>ENDING HOMELESSNESS FOR ALL PERSONS</b>	<b>10</b>	
<ul style="list-style-type: none"> <li>• Identify, engage, and effectively serve persons experiencing homelessness.</li> <li>• Develop housing and supportive services tailored to the needs of those experiencing homelessness.</li> <li>• Use data to measure project effectiveness in ending homelessness.</li> </ul>		
<b>REDUCING UNSHELTERED HOMELESSNESS</b>	<b>10</b>	
<ul style="list-style-type: none"> <li>• Provides access to low barrier housing and services to youth and adults experiencing homelessness that is not conditional to a particular subpopulation or service provision (i.e., person served does not have to be a Veteran, fleeing domestic violence, in services with any particular agency to receive assistance).</li> <li>• Project assists Coalition in meeting benchmarks towards achieving the goal of making homelessness brief, rare, and non-recurring.</li> <li>• Agency implements trauma-informed practices that emphasize resiliency and strength-based strategies.</li> <li>• Project targets hard to serve populations and persons coming from literal homeless situations.</li> </ul>		
<b>USES A HOUSING FIRST APPROACH</b>	<b>10</b>	
<ul style="list-style-type: none"> <li>• Meets Housing First requirements outlined in Housing First Assessment Worksheet.</li> <li>• Individuals are rapidly placed and stabilized in housing without any preconditions regarding income, work effort, sobriety, or any other factor.</li> <li>• Projects should help participants move quickly into permanent housing and should measure and reduce the length of time people experience homelessness.</li> <li>• Projects engage landlords and property owners, remove barriers to entry, and adopt client-centered service methods.</li> <li>• Service participation requirements occur only after a person has been stabilized in housing, and program participants are not required to participate in disability-related services (i.e., mental health services, outpatient health services, provision of medication) as a condition of continued participation in the program.</li> </ul>		
<b>PERSONS WITH LIVED EXPERIENCE</b>	<b>20</b>	
<ul style="list-style-type: none"> <li>• Agency prioritizes hiring people with lived experience.</li> <li>• Agency includes persons with lived experience in their planning and decision-making processes, including representation in staff and on the board of directors.</li> <li>• Project evaluation process includes persons with lived experience.</li> </ul>		
<b>IMPROVE SYSTEM PERFORMANCE</b>	<b>20</b>	
<ul style="list-style-type: none"> <li>• Using cost, performance, and outcome data, project should improve how resources are utilized to end homelessness.</li> <li>• Uses data to review project quality, performance, and cost effectiveness.</li> <li>• Participates in the Coordinated Entry System and follows the Order of Priority designated by the CoC to fill openings.</li> </ul>		

PRIORITY	TOTAL POINTS AVAILABLE	SCORE
<ul style="list-style-type: none"> <li>Employs strong use of data and evidence, including the cost-effectiveness and impact of project on positive housing outcomes, recovery, self-sufficiency, and reducing homelessness.</li> <li>Trains project staff on best practices, which are then implemented when working with project participants.</li> <li>For HMIS and CE projects, projects meet HUD standards. The priority will be to improve data quality, continuous quality improvement, system flow, and decrease time from homeless to housed.</li> </ul>		
<b>PARTNERING WITH HOUSING, HEALTH, AND SERVICE AGENCIES</b>		
<ul style="list-style-type: none"> <li>Collaborates with mainstream resources in the community to connect participants with assistance in areas such as employment, education, healthcare, and benefits.</li> <li>Partners with local workforce development center to improve employment opportunities.</li> <li>Works closely with public and private health and mental health care organizations to connect program participants to health insurance and health services.</li> </ul>	<b>10</b>	
<b>ADVANCING EQUITY</b>		
<ul style="list-style-type: none"> <li>Agency are creating policies, procedures, and processes with attention to eliminating barriers for persons of color, gender identity, and sexual orientation with the aim to improve equity and to address disparities.</li> <li>Agency should address the needs of LGBTQ+, transgender, gender non-conforming, and non-binary individuals and families, ensuring privacy, respect, safety, and access regardless of gender identity or sexual orientation in programs.</li> <li>Agency hires staff and has board members that are diverse and are representative of the clients in services.</li> <li>Agency participates in the work to reduce the over representation of people of color and LGBTQ+ experiencing homelessness and housing instability.</li> </ul>	<b>20</b>	
<b>Total Points</b>	<b>100</b>	

*\*Priorities obtained from the FY 24-25 Continuum of Care NOFA and the HOTHHC Priorities.*

Comments:

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# CONTINUUM OF CARE GRANT RENEWAL SCORING TOOL

Category	Evaluation Criteria	Source	Calculation	10 Points	5 Points	0 Points	Points	Score		
Priorities	1. Meets HUD and HOTH C Priorities	Priority Checklist Worksheet	Number of met priorities	90-100 points	75-89 points	0-74 points	10			
Project Performance	2a. PSH Programs: Percentage of participants who gained or increased earned income from entry to latest status	APR Q19a1; row 1, performance measure column	Percent of persons who accomplished this measure <i>(DV Exception Included)</i>	20-100%	15-19%	0-14%	10			
				<i>DV 15-100%</i>	<i>DV 5-14%</i>	<i>DV 0-4%</i>				
	2b. RRH Programs: Percentage of participants who gained or increased earned income from entry to exit	APR Q19a2; row 1, performance measure column	Percent of persons who accomplished this measure <i>(DV Exception Included)</i>	60-100%	40-59%	0-39%				
				<i>DV 50-100%</i>	<i>DV 30-49%</i>	<i>DV 0-29%</i>				
	2c. TH Programs: Percentage of participants who gained or increased earned income from entry to exit	APR Q19a2; row 1, performance measure column	Percent of persons who accomplished this measure <i>(DV Exception Included)</i>	50-100%	25-49%	0-24%				
				<i>DV 40-100%</i>	<i>DV 20-39%</i>	<i>DV 0-19%</i>				
	3a. PSH Programs: Percentage of participants who gained or increased other income from entry to latest status	APR Q19a1; row 3, performance measure column	Percent of persons who accomplished this measure <i>(DV Exception Included)</i>	40-100%	25-39%	0-24%			10	
				<i>DV 30-100%</i>	<i>DV 20-29%</i>	<i>DV 0-19%</i>				
3b. RRH Programs: Percentage of participants who gained or increased other income from entry to exit	APR Q19a2; row 3, performance measure column	Percent of persons who accomplished this measure	50-100%	25-49%	0-24%					
			50-100%	25-49%	0-24%					
3c. TH Programs: Percentage of participants who gained or increased other income from entry to exit	APR Q19a2; row 3, performance measure column	% of persons who accomplished this measure	50-100%	25-49%	0-24%					
			50-100%	25-49%	0-24%					
4a. PSH Programs: Percentage of persons who exited to a Positive Housing Destination	APR Q23c	Last row of chart labeled "Percentage"	80-100%	60-79%	0-59%	10				

Category	Evaluation Criteria	Source	Calculation	10 Points	5 Points	0 Points	Points	Score
	4b. RRH Programs: Percentage of persons who exited to a Positive Housing Destination	APR Q23c	Last row of chart labeled "Percentage"	70-100%	50-69%	0-49%		
	4c. TH Programs: Percentage of persons who exited to a Positive Housing Destination	APR Q23c	Last row of chart labeled "Percentage"	70-100%	50-69%	0-49%		
	5a. PSH Programs: Retention in PSH for 365 days or more	APR Q23c and Q5a	(Q5a Total Persons Served – (Q23c Total Number of Persons Leaving – Persons Excluded*))/Q5a Total Persons Served	85-100%	80-84%	0-79%	10	
	5b. RRH Programs: Average length of participation for leavers	APR Q22b	Average length of participation for leavers <i>(DV Exception Included)</i>	<365 <i>DV &gt;730</i>	366-729 <i>DV 366-729</i>	>730 <i>DV &lt;365</i>		
	5c. TH Programs: Average length of participation for leavers	APR Q22b	Average length of participation for leavers <i>(DV Exception Included)</i>	<365 <i>DV &gt;730</i>	366-729 <i>DV 366-729</i>	>730 <i>DV &lt;365</i>		
	6. Program's commitment to connecting participants with mainstream resources/benefits	Application 4A	Answers "Yes" to all relevant questions on project application.	Yes to all 4	Yes to 3	Yes to only 1-2	10	
	7a. RRH and PSH Programs: Average length of time between "Project Entry" to "Housing Move-In Date"	APR Q22C	Quickly move to PH (30 days or less)	30 days or less	31-120 days	Over 120 days	10	
	7b. TH Programs: Percentage of participants who exit to permanent destinations	APR Q23c	Permanent Destinations Total/Total	80%-100%	50-79%	0-49%		
	8a. RRH & TH Programs: Percentage of participants with health insurance at exit for RRH and TH	APR Q21	Percentage of participants with health insurance at exit	90%-100%	89-50%	0-49%	10	

Category	Evaluation Criteria	Source	Calculation	10 Points	5 Points	0 Points	Points	Score
	8b. PSH Programs: Percentage of participants with health insurance at annual follow-up	APR Q21	Percentage of participants with health insurance at annual follow-up	90%-100%	89-50%	0-49%		
	9. Number of adult stayers with required annual assessment	APR Q18	Number of stayers with completed annual assessment/Total adults (minus not yet required)	90-100%	80-89%	0-79%	10	
Targeting Hard to Serve	10. Percent of entries from places not meant for human habitation	APR Q15 & Q5a	Number of Entries from Place Not Meant for Habitation/ Adult Heads of Household	50-100%	25-49%	0-24%	10	
	11. Participants with no income at entry	APR Q18	% of entries with no income (Number of participants with no income/Total Adults)	50-100%	25-49%	0-24%	10	
	12. Participants with more than one disability at entry.	APR13a2	% of persons with more than one disability (Total persons with 2 conditions + total persons with 3+ conditions/Total)	50-100%	25-49%	0-24%	10	
	13. Project uses a Housing First Model	Housing First Assessment Worksheet	Scoring of Housing First Assessment Worksheet	15	10-14	0-9	10	
Financial & Cost Effectiveness	14. Audit Review	Audit submitted by agency	Outcome of audit	Low risk auditee AND has no findings	Low risk auditee OR agency has no findings	High risk auditee AND findings	10	
	15. Grant Spent Down	APR Q28/Q1a	% of grant expended (Q28 Total Expenditures / Q1a Total Award for Grant Year)	90-100%	80-89%	0-79%	10	
HMIS & Data	16. PIT Involvement	Registered Users in Counting Us App from last PIT Count	Staff involved in conducting PIT	Yes	—	No	10	

Category	Evaluation Criteria	Source	Calculation	10 Points	5 Points	0 Points	Points	Score
	17a. HMIS Data Quality and Completeness	HMIS	Score on Data Completeness Report Card	<b>20 points:</b> 95-100%	<b>10 points:</b> 90-94%	<b>0 points:</b> 0-89%	20	
	<b>17b. DV Project Data Quality (DV Exception)</b>	<b>APR Q6a, 6b, 6c</b>	<b>Average of % Error Column except for SS#</b>	<b>20 points:</b> <b>0-5%</b>	<b>10 points:</b> <b>6-10%</b>	<b>0 points:</b> <b>11-100%</b>		
	18. Missing data for client destination at exit	APR Q23c & Q5a	Percentage of all households with data not collected/total heads of households	0-25%	26-50%	51-100%	10	
<b>Equity</b>	19. Racial Equity Questionnaire	Racial Equity Questionnaire	Evaluation of Racial Equity Questionnaire	Excels	Average	Poor	10	
<b>Penalty</b>	20. Application turned in after internal deadline	Submission Email	Application Submission Date	Turned in after internal deadline	—	Turned in on time	<b>-10</b>	
<b>Total</b>	<b>Total Possible Points before Penalty Points</b>						<b>200</b>	

\* HUD Approved Excluded Exits include: Deceased, Foster Care, Hospital & Nursing Facility.

Comments:

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