

## NE Oklahoma Continuum of Care Full Membership Meeting

July 14, 2016

### Meeting Minutes

The NE Oklahoma Continuum of Care full membership met at 12:00 noon, Thursday, July 14, 2016 at CREOKS Offices, 711 S. Muskogee, Tahlequah, Oklahoma.

1. **Attendance:** List of attendees is attached.
2. **Introduction of Guests:** Guests present included Rebekah Zahn-Pittser from the Oklahoma Department of Commerce, Deborah Pate from Grand Lake Mental Health, Alisha Waggoner from CREOKS and Terrence Fagan from BRRX4Vets..
3. **Updates and Events:**
  - a. Terry Schroeder announced that Annual Performance Reports for FY2014 COC funded projects are not available on e-snaps and it is unknown when they will be available. A notice will be sent out on the list serve when the Annual Performance Reports are available in e-snaps and agencies will have 90 days from the date of the notice to file the reports.
  - b. Sarada McGaha presented information on the Zarrow Mental Health Symposium to be held in Tulsa on September 28-30, 2016. Several present indicated that the symposium was a great training opportunity.
4. **Consideration and action regarding April 21, 2016 COC Full Partnership meeting minutes:** Copies of the April 21, 2016 COC Full Partnership minutes were sent to COC partners with the meeting notice and agenda. **Motion by Jean Cooper, Seconded by Samuel Westfall to approve the minutes as presented. Motion carried unanimously.**
5. **Consideration and action regarding board member replacement for CREOKS Board Position:** Dorie Watters from CREOKS has taken a new position with the agency and Chelsea Deaton was present at the last board meeting as an alternate for Dorie. Since Dorie will no longer serve on the board, it was suggested that Chelsea be elected to replace her on the board. **Motion by Laura Garner, seconded by Samuel Westfall to elect Chelsea Deaton from CREOKS to the board, replacing Dorie Watters. Motion carried unanimously.**
6. **Discussion and presentation regarding 2016 COC funding application process:** Terry Schroeder reported that the Notice of Funding Availability (NOFA) has been released but applications are not yet available in e-snaps. Terry will notify COC partners when the applications are open in e-snaps. Terry reported that a notice of funding availability for NE OK COC had been distributed to COC partners and that the only funding available for new projects would be approximately \$37,751 in permanent housing bonus funds that must be used to serve either through 1) Permanent Supportive Housing for Chronically Homeless Persons or 2) Rapid Rehousing for literally homeless individuals or families. If any agency is interested in applying for bonus funds, they should send a summary proposal to Terry so the COC will be aware of pending applications. Some discussion ensued regarding appropriate projects, resources for application information and application processes. Terry also discussed processes and reports needed for agencies submitting renewal applications. Deadline for application submittal via e-snaps is August 14, 2016 in order to meet the requirement that the COC set an internal deadline 30 days prior to the final deadline to submit the Collaborative Application, which is September 14, 2016.
7. **Discussion and action regarding COC and ESG funding application rating and review procedures:** Terry Schroeder reported that copies of the COC funding application scorecards had been distributed prior to the June 9, 2016 meeting for comment and that copies of the COC funding application rating and review procedures for HUD COC and Emergency Solutions Grant Programs were sent out with the meeting notification for this meeting (copy of procedures attached). Terry reported that the COC rating and scoring criteria are based on Rules and regulations governing the COC program, HUD scoring requirements from the NOFA and from policy priorities and requirements under the COC SHP program. Emergency Solutions Grant criteria come from the Oklahoma Department of Commerce and the Emergency Solutions Program regulations. No comments have been received regarding the procedures as presented.

**Motion by Lynn O’Connell, seconded by Jean Cooper to approve the Northeast Oklahoma Continuum of Care COC Funding Application Rating and Review Procedures for HUD COC and Emergency Solutions Grant Programs. Motion carried unanimously.**

8. **Discussion and action regarding COC Project Evaluation Procedures for HUD COC and Emergency Solutions Grant Programs:** Copies of the COC Project Evaluation Procedures were sent out with the meeting notice and copies of the COC project evaluation scorecards were distributed at the June 9, 2016 meeting for comment (copy of procedure attached). No comments have been received regarding the procedures. **Motion by Lynn O’Connell, seconded by Samuel Westfall to approve the Northeast Oklahoma Continuum of Care COC Project Evaluation Procedures for HUD COC and Emergency Solutions Grant Programs. Motion carried unanimously.**
9. **Committee Reports:**
  - a. **Planning Committee:** Sarada McGaha reported that she is in the process of developing a COC-wide resource listing. Everyone is encouraged to provide resource contact information for agencies in their area or copies of resource listings for their area and Sarada will oversee the compilation of the listing.
  - b. **Monitoring and Evaluation Committee:** Samuel Westfall reported that scoring and evaluation of the 2016 Emergency Solutions Grant applications has been completed in OK Grants. Now the scores need to be tallied and the applications ranked according to their scores. Terry Schroeder will retrieve the information from OK Grants and will prepare the score sheet to be forwarded to Samuel. The Monitoring and Evaluation Committee will review the scores and the ranking and will make funding recommendations at the next COC meeting. It was reported that a total of 5 applications were received and that the funding requests are such that all 5 could be funded.
  - c. **HMIS:** Victoria Steward and Terry Schroeder presented the HMIS report (attached) and it was noted that data quality remains good. Victoria also reported regarding the processes underway to prepare the system performance standards reports that are being required by HUD. Copies of the System Performance Standard Report for NE OK COC were distributed and Terry and Victoria walked those present through the report results and emphasized that data accuracy is important. This is the first year for the system performance measure reporting and will provide a baseline for performance standards the COC will be held accountable for in the future.
10. **Emergency Solutions Grant Focus Group:** Rebekah Zahn-Pittser conducted an Emergency Solutions Grant Focus Group presenting information regarding proposed program changes and seeking input regarding those changes and other programmatic issues. (A copy of the talking points for the focus group is attached)
11. **Other Business:** None
12. **Next Meeting Date:** The next regularly scheduled COC Board meeting will be held at 12:00 noon on Thursday, August 25, 2016 in at NEOCAA offices in Jay, OK. This is a change to the regular meeting date due to the need to complete COC application processes and review and rank COC and ESG projects. Since the COC applications are not due in esnaps until August 14, this will allow time for application review and scoring so that the Monitoring and Evaluation Committee can prepare funding recommendations for the COC program and also for the ESG program.

Meeting adjourned at 2:45 p.m.

NORTHEAST OKLAHOMA CONTINUUM OF CARE

SIGN-IN SHEET

DATE: JULY 14, 2016

NAME	AGENCY	PHONE	EMAIL	MAILING ADDRESS
Terrence Fagan	NECCA			
Brenda Watkins	YFS - Bartlesville			
John Pitts	OKDHS - Wash/Moore			
John Pitts	ODJ			
John Pitts	Wash/Moore			
John Pitts	OKDHS			
Deborah Pate	Grand Lake Mental Health	918-356-6476 #4010	d.pate@glmhc.net	405 E. Excel St Vinita OK 74301
TERRENCE FAGAN	OKXVETS	918-588-8414	terrence.fagan@okxvets.com	115 W 52nd St #600 Tulsa, OK 74107
John Pessauer	PREVETS			
BRENDA WATKINS	VA HUD WASH	918-351-8442	brenda.watkins3@va.gov	10135 F 17th St #118 Tulsa, OK 74145
Abshon Waggoner	WELLS	918-241-3880	abshon.waggoner@wells.org	711 S. Muskogee Tulsa, OK 74104
Terrence Fagan	WELLS			
Bayan Rowley	REBOSS	918-681-2525	brayan.rowley@reboss.org	
John O'Connell	Supernet	918-341-1424	john@supernet.net	P.O. Box 446 Excelsior, OK 74117
Victoria Stewart	WELLS	918-640-3894	vstewart@wells.org	P.O. Box 603, Sand 74106
Victoria Stewart	WELLS			

**Northeast Oklahoma Continuum of Care (OK-505)  
COC Funding Application Rating and Review Procedures  
for HUD COC and Emergency Solutions Grant Programs**

Northeast Oklahoma Continuum of Care adopts the following procedures for the evaluation, scoring and ranking of funding applications submitted to the COC for consideration under the HUD COC Program and the Emergency Solutions Grants. These procedures are adopted as part of the COC Governance Charter and the COC's Written Procedures and Standards for the COC and Emergency Solutions Grant Programs. Procedures to be used for the evaluation, scoring and ranking of project funding applications are as follows:

**1. HUD COC Program Funding Applications:**

- A. Notice of Funding Availability:** When the Notice of Funding Availability (NOFA) is published, Collaborative Applicant staff will send a notice to all COC partners and stakeholders, notifying them of the availability of funding and the publication of the NOFA. This notice will be sent via e-mail notice and will be publicly announced at full COC partnership meetings. Notice may also be posted on the Collaborative Applicant's website. This announcement will contain information regarding the availability of funding for both renewal projects and new projects. Partners and stakeholders will be provided with links to training materials and information regarding funding application processes provided by HUD. New project applicants will submit a summary funding application for consideration so the COC can evaluate all potential new funding applications to ensure they are appropriate and that the total of the funding requests will fit within funding amounts and parameters. If more funding requests for new projects are submitted than can be supported by available funding, contact will be made with interested applicants to negotiate funding amount requests in an attempt to fund the broadest spectrum of projects possible within the funding amounts available. All renewal and new project funding applications must be prepared and submitted via e-snaps in accordance with HUD instructions and guidelines.
- B. Project Funding Application Evaluation, Scoring and Ranking:** The COC has developed and adopted funding project rating scorecards to be used for new and renewal project funding application evaluation and scoring based on HUD priorities, goals and scoring criteria contained in the NOFA (copies attached as attachment A). These scorecards will be evaluated annually and revised to reflect the current priorities, goals and scoring criteria as set forth in the NOFA and this document will be amended annually with the most current scorecards. These COC funding Application Rating and Review Procedures, along with the project rating scorecards will be published annually on the Collaborative Applicant's website in accordance with HUD requirements so that they are available for review by the full COC partnership and stakeholders. Notification of the publication on the website will be sent to all partners and stakeholders via e-mail and an announcement regarding the publication will be made at a full COC partnership meeting. The Collaborative Applicant's e-snaps Authorized Representative, charged with preparation of the Collaborative Application for the COC will retrieve all new and renewal project funding applications from e-snaps and will obtain copies of the most recent Annual Performance Reports (APR) for all renewal projects. The representative will evaluate all projects utilizing project applications and APR data (for renewal projects) and record scores on the new or renewal Project Funding Application scorecard as appropriate.

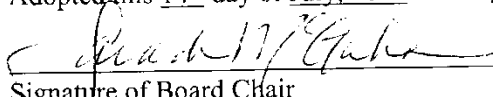
The representative will then prepare the COC project ranking tool utilizing the scores generated on the scorecards, generating a ranking and prioritization of the funding applications. The representative will then distribute copies of the scorecards, the COC project ranking tool, pertinent sections of the funding application and pertinent sections of APRs to the COC Monitoring and Evaluation Committee, which will review the applications, APRs, scorecards and project ranking and prepare a recommendation to the full COC partnership regarding the scoring and ranking of all funding applications. The Monitoring and Evaluation Committee may decide to recommend the ranking and prioritization as presented or modify the ranking based on COC need, populations served or other factors based on HUD or COC priorities, goals or criteria. The Monitoring and Evaluation Committee members appointed for this process will be representatives who are not from agencies submitting funding applications, in order to eliminate any potential conflict of interest. The Monitoring and Evaluation Committee will present its recommendations for a vote of the full COC Partnership which may adopt the recommended scoring and ranking or modify the committee's recommendation based on COC need, populations served or other factors based on HUD or COC priorities, goals or criteria. Following adoption of the project ranking and completion of the Collaborative Application, the full Collaborative Application and the project ranking listing will be published on the Collaborative Applicant's website, along with a copy of the meeting minutes approving the project ranking in accordance with HUD guidelines. All project applicants will receive written communication regarding the acceptance or rejection of their project applications in accordance with HUD requirements in place at the time.

**2. Emergency Solutions Grant Program Funding Applications:**

- A. Notice of Funding Availability:** When the Oklahoma Department of Commerce (ODOC) releases the Request for Funding Applications (RFA) and the COC allocation amount for the Emergency Solutions Grant Program (ESG), Collaborative Applicant staff will send a notice to all COC partners and stakeholders, notifying them of the availability of funding and the publication of the RFA. This notice will be sent via e-mail notice and will be publicly announced at full COC partnership meetings. Partners and stakeholders will be provided with links to training materials and information regarding funding application processes provided by ODOC. The COC will review the COC's ESG allocation amount and will establish appropriate funding limits for project applications based on COC need and to provide the broadest possible funding distribution while still providing adequate funding levels to allow project operation. Project funding applications must be prepared and submitted in OK Grants in accordance with instructions and guidelines established by ODOC in the RFA.
- B. Project Funding Application Evaluation, Scoring and Ranking:** The COC will decide annually whether it desires to review and score ESG funding applications submitted by applicants from within the COC or if it desires to have another COC review and score those applications. In the event the COC desires to score applications from applicants within the COC, the members appointed to the Monitoring and Evaluation Committee to review and score the applications will be representatives of agencies not submitting funding applications to avoid any potential conflict of interest. Scoring of applications will be completed in OK Grants by assigned reviewers in accordance with RFA criteria using score sheets developed by ODOC.

Collaborative Applicant staff authorized by ODOC will retrieve completed funding applications and scoresheets and distribute them to Monitoring and Evaluation Committee members, along with a summary spreadsheet containing the results of the scoring and a project ranking based on those scores. The committee will review the funding applications and the scoresheets and prepare a recommendation to the full COC partnership. The committee may decide to approve or to modify the project ranking based on COC need. The full COC partnership will consider the committee's recommendation and may approve or modify the recommendation based on COC need. Recommendation regarding project ranking and funding will be sent to ODOC according to that agency's instructions. Notification regarding funding of projects will be announced to all COC partners and stakeholders via e-mail and through announcement at a full COC partnership meeting and all applicants will be given written notification regarding the selection or rejection of their funding application.

Adopted this 14<sup>th</sup> day of July, 2016 at a regular meeting of the full NE OK COC Partnership.

  
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Signature of Board Chair

Amended 7/14/2016 with new rating scorecards and references to scorecards instead of score sheets

**Northeast Oklahoma Continuum of Care (OK-505)  
Renewal Project Scorecard (Rev. 05/23/2016)**

AGENCY NAME	
PROJECT NAME	
REPORTING PERIOD	

**Scorecard Summary**

Rating Category	Maximum Points	Project Score <i>(This section auto-populates as card is completed)</i>
1. Project Type and Funding	20	0
2. Planned Outcomes	15	0
3. Project Actual Performance	24	0
3. HMS and Reporting	17	0
<b>Total Points</b>	<b>76</b>	<b>0</b>

**1: Project Type and Funding**

#	Overview	Where to find information?	Answer	Scoring Mechanism	Maximum Possible Pts	PROJECT SCORE
1.1	Project Type	Application		<ul style="list-style-type: none"> <li>• FH → 5 pts</li> <li>• RRH → 5 pts</li> <li>• HMS → 5 pts</li> <li>• TH → 2 pts</li> <li>• SSO → 1 pt</li> </ul>	5	
1.2	Does Project use funds for Supportive Services?	Application		<ul style="list-style-type: none"> <li>• 0-25% → 5 pts</li> <li>• 26-50% → 3 pts</li> <li>• &gt;50% → 1 pt</li> </ul>	5	
1.3	Has applicant made quarterly draws on previous grants	Applicant fiscal reports		<ul style="list-style-type: none"> <li>• YES → 5 pts</li> <li>• NO → 0 pt</li> </ul>	5	
1.4	Does project propose a low-barrier "Housing First" model?	Application		<ul style="list-style-type: none"> <li>• YES → 5 pts</li> <li>• NO → 0 pts</li> </ul>	5	
<b>Total Project Type and funding</b>					<b>20</b>	<b>0</b>

**Northeast Oklahoma Continuum of Care (OK-505)  
Renewal Project Scorecard (Rev. 05/23/2016)**

2. Planned Outcomes						
#	Overview	Where to find information?	Answer	Scoring Mechanism	Maximum Possible Pts	PROJECT SCORE
2.1	Planned Number of Beds and cost per bed	Application		Cost Per Bed <ul style="list-style-type: none"> <li>• \$9,001+ → 1 pts</li> <li>• \$2,001-\$9,000 → 2 pts</li> <li>• \$0-\$2,000 → 3 pts</li> </ul>	3	
2.2	Percentage of beds dedicated to Chronically Homeless	Application		<ul style="list-style-type: none"> <li>• 0-10% → 0 pt</li> <li>• 11-50% → 1 pt</li> <li>• 50-75% → 2 pts</li> <li>• &gt;75% → 3 pts</li> </ul>	3	
2.3	Plan to increase % of beds dedicated to Chronically Homeless ( if there are PH beds not currently dedicated)	Application		<ul style="list-style-type: none"> <li>• No increase → 0 pt</li> <li>• Increase by 30% → 1 pt</li> <li>• Increase by 80% → 2 pts</li> <li>• Already 100% → 2 pts</li> </ul>	2	
2.4	Planned number of persons served and cost per person	Application		Cost Per Person Served <ul style="list-style-type: none"> <li>• \$9,001+ → 1 pts</li> <li>• \$2,001-\$9,000 → 2 pts</li> <li>• \$0-\$2,000 → 3 pts</li> </ul>	3	
2.5	Planned services to vulnerable populations (Youth, Domestic violence victims, Families with children, Individuals with Disabilities, substance abuse)	Application		<ul style="list-style-type: none"> <li>• Yes → 2 pts</li> <li>• No → 0 pts</li> </ul>	2	
2.6	Beds Dedicated to Vets	Application		<ul style="list-style-type: none"> <li>• Yes → 2 pts</li> <li>• No → 0 pts</li> </ul>	2	
<b>Total project planned outcomes</b>					<b>15</b>	<b>0</b>



**Northwest Oklahoma Continuum of Care (OK-505)  
Renewal Project Scorecard (Rev. 05/23/2016)**

3: Project Actual Performance						
#	Overview	Where to find information?	Answer	Scoring Mechanism	Maximum Possible Pts	PROJECT SCORE
3.1	Actual Number of Beds and cost per bed	AFR: C6 # beds, C80a4 Expenditures (30a4DV); C80a4/C6=cost per		Cost Per Bed <ul style="list-style-type: none"> <li>• \$9,001+ → 1 pts</li> <li>• \$2,001-\$9,000 → 2 pts</li> <li>• \$0-\$2,000 → 3 pts</li> </ul>	3	
3.2	Percentage of beds dedicated to Chronically/Homeless	AFR: C6 # Beds; C7total=%		<ul style="list-style-type: none"> <li>• 0-10% → 0 pt</li> <li>• 11-50% → 1 pt</li> <li>• 50-75% → 2 pts</li> <li>• &gt;75% → 3 pts</li> </ul>	3	
3.3	Number of homeless persons served and cost per person	AFR: C8 # persons, C80a4 (30a4DV) Expenses; C80a4/C8=Cost per		Cost Per Person Served <ul style="list-style-type: none"> <li>• \$9,001+ → 1 pts</li> <li>• \$2,001-\$9,000 → 2 pts</li> <li>• \$0-\$2,000 → 3 pts</li> </ul>	3	
3.4	Bed Utilization Rate	AFR: C8 (av. Persons per night/ C6 (#Beds); Average daily utilization rate during operating year.		<ul style="list-style-type: none"> <li>• 96-100% → 3 pts</li> <li>• 91-96% → 2 pts</li> <li>• 85-90% → 1 pts</li> <li>• &lt;85% → 0 pts</li> </ul>	3	
3.5	Service to Vulnerable Populations (Youth, Victims of Domestic Violence, families with children, individuals with disabilities, substance abuse Veterans Served	AFR: C8 H+M+C, Youth; C18a, Disability, substance abuse; C19, Domestic Violence		<ul style="list-style-type: none"> <li>• Yes → 2 pts</li> <li>• No → 0 pts</li> </ul>	2	
3.6	Actual Percentage Staying in PH or exiting to PH	AFR: C86a		<ul style="list-style-type: none"> <li>• Yes → 2 pts</li> <li>• No → 0 pts</li> </ul>	2	
3.7	Actual Percentage that increased total income	AFR: C24b3 & C36a		<ul style="list-style-type: none"> <li>• 1-50% → 1 pt</li> <li>• 50-79% → 2 pts</li> <li>• 80+% → 4 pts</li> </ul>	4	
3.8	Actual Percentage that increased earned income	AFR: C24b3 & C36a		<ul style="list-style-type: none"> <li>• 1-50% → 1 pt</li> <li>• 51%+ → 2 pts</li> </ul>	2	
					24	0
<b>Total Actual Performance</b>					<b>24</b>	<b>0</b>

Northeast Oklahoma Continuum of Care (OK-505) Renewal Project Scorecard (Rev. 05/23/2016)						
4: HMS and Reporting						
#	Overview	Where to find information?	Answer	Scoring Mechanism	Maximum Possible Pts	PROJECT SCORE
41	<b>Data Completeness</b> What is the projects' percentage of completed values on all HUD required data elements for the last quarter?	ServicePoint>ART0252 HMS Data Completeness Report Card (CM)>Tab A- Overall Percentage		Percentage of Completed Values • > 99% → 6 pts • > 97% → 4 pts • > 95% → 2 pt	6	
42	<b>Timeliness of Data Entry</b> What is the average lag time for entering entry / exit data into ServicePoint for the last quarter?	ServicePoint > ART0361 Experience of entry service & referral > Calculate Average of Entry and Exit Lag Times		Average Lag Time for Entry/Exits • 0-5 days → 6 pts • 6+ days → 0 pts	6	
43	<b>APR submitted on time? (within 90 days of end of operating year)</b>	APR Confirmation of Project Operating Year		• YES → 5 pts • NO → 0 pts	5	
<b>Total HMS Data Quality</b>					<b>17</b>	<b>0</b>

**Northeast Oklahoma Continuum of Care (OK-505)  
Continuum of Care New Project  
Scorecard (Rev. 05/23/2016)**

AGENCY NAME	
PROJECT NAME	
REPORTING PERIOD	

**Scorecard Summary**

Rating Category	Maximum Points	Project Score <i>(This section auto-populates as card is completed)</i>
1. Project Type & Funding	45	0
2. Planned Outcomes	31	0
<b>Total Points</b>	<b>76</b>	<b>0</b>

1: Project Type and Funding						
#	Overview	Where to find information?	Answer	Scoring Mechanism	Maximum Possible Pts	PROJECT SCORE
1.1	Project Type	Application		Type • FH → 5 pts • RRH → 5 pts • HMS → 5 pts • TH → 2 pts	5	
1.2	Does Project use funds for Supportive Services?	Application		• 0-25% → 5 pts • 26-50% → 3 pts • >50% → 1 pt	5	
1.3	Does project describe provision of supportive services meeting needs?	Application		• YES → 6 pts • NO → 0 pts	6	
1.4	Does project provide leverage funds?	Application		• 150% or more → 5 pts • 0-100% → 3 pts • NO → 0 pt	5	
1.5	Does applicant participate in Coordinated Entry and HMS?	Application		• YES → 6 pts • NO → 0 pts	6	
1.6	Does project propose a low barrier "Housing First" model?	Application		• YES → 6 pts • NO → 0 pts	6	
1.7	Does applicant demonstrate adequate experience/capacity?	Application		• YES → 6 pts • NO → 0 pts	6	
1.8	Is budget reasonable and within allowable amounts?	Application		• YES → 6 pts • NO → 0 pts	6	
<b>Total project type and funding</b>					<b>45</b>	<b>0</b>

**Northeast Oklahoma Continuum of Care (OK-505)  
Continuum of Care New Project  
Scorecard (Rev. 07/26/2016)**

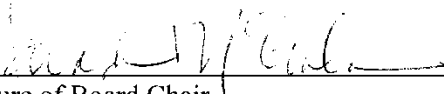
2 Planned Outcomes						
#	Overview	Where to find information?	Answer	Scoring Mechanism	Maximum Possible Pts	PROJECT SCORE
21	Planned Number of Beds and cost per bed	Application		Cost Per Bed • \$9,001+ → 1 pts • \$2,001-\$9,000 → 2 pts • \$0-\$2,000 → 5 pts	5	
22	Planned percentage of beds dedicated to chronically homeless	Application		• 0-10% → 0 pts • 11-50% → 1 pts • 50-75% → 3 pts • >75% → 5 pts	5	
23	Does applicant prioritize turnover beds to chronically homeless or most in need?	Application		• YES → 6 pts • NO → 0 pts	6	
24	Planned number of persons served and cost per person	Application		Cost Per Person Served • \$9,001+ → 1 pts • \$2,001-\$9,000 → 2 pts • \$0-\$2,000 → 5 pts	5	
25	Does the project target vulnerable populations? (Youth, Victims of Domestic Violence, families with children, individuals with disabilities, substance abuse?)	Application		• Yes → 5 pts • No → 0 pts	5	
26	Does the project dedicate beds to veterans?	Application		• Yes → 5 pt • No → 0 pts	5	
<b>Total Planned Outcomes</b>					<b>31</b>	<b>0</b>

**Northeast Oklahoma Continuum of Care (OK-505)  
COC Project Evaluation Procedures  
for HUD COC and Emergency Solutions Grant Programs**

Northeast Oklahoma Continuum of Care adopts the following procedures for the evaluation, of COC Supportive Housing Program and Emergency Solutions Grant Programs. These procedures are adopted as part of the COC Governance Charter and the COC's Written Procedures and Standards for the COC and Emergency Solutions Grant Programs. Procedures to be used for the evaluation of projects are as follows:

1. **HUD COC SHP Projects:** The COC has developed and adopted Quarterly Project Performance scorecards to be used project evaluation based on HUD and COC priorities and goals (copies attached as attachment A). These scorecards will be evaluated annually and revised to reflect the current priorities and goals and this document will be amended annually with the most current scorecards. COC Lead Agency staff will prepare the scorecard for each COC SHP funded project on a quarterly basis, based on information contained in the project application, the project APR, project financial information, project level system performance measures reports and HMIS data quality and completeness reports. Project grantees are required to submit appropriate APR and financial data to assist in the preparation of these scorecards. The scorecards will then be reviewed by the Monitoring and Evaluation Committee and results will be reported to the full COC partnership. Should project performance be below acceptable standards, the Evaluation Committee will recommend corrective action and/or technical assistance to bring performance to acceptable levels and will monitor progress toward achievement of acceptable performance. Should performance continue to be an issue additional technical assistance will be provided and if performance cannot be brought to acceptable levels, the COC will consider reallocation of funding.
2. **Emergency Solutions Grant Program Projects: Emergency Solutions Grant funding recipients will be required to submit ESG CAPER and ART 0625 APR reports to the Lead Agency on a quarterly basis. These reports will be evaluated by the Monitoring and Evaluation Committee on a quarterly basis to evaluate actual project performance against planned performance objectives and results will be reported to the full COC partnership.** Should project performance be below acceptable standards, the Evaluation Committee will recommend corrective action and/or technical assistance to bring performance to acceptable levels and will monitor progress toward achievement of acceptable performance. Should performance continue to be an issue additional technical assistance will be provided and if performance cannot be brought to acceptable levels, the COC will work with the Oklahoma Department of Commerce to determine the appropriate course of action needed.

Adopted this 14<sup>th</sup> day of July, 2016 at a regular meeting of the full NE OK COC Partnership.

  
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Signature of Board Chair

**Northeast Oklahoma Continuum of Care (OK-505)  
Continuum of Care Project  
Quarterly Performance Scorecard (Rev. 05/23/2019)**

AGENCY NAME:	
PROJECT NAME:	
REPORTING PERIOD:	

**Scorecard Summary**

Rating Category	Maximum Points	Project Score <i>(This section auto-populates as card is completed)</i>
1. HMS and Reporting	25	0
2. Planned Outcomes	25	0
3. Project Actual Performance	25	0
<b>Total Points</b>	<b>75</b>	<b>0</b>

**1: HMS and Reporting**

#	Overview	Where to find information?	Answer	Scoring Mechanism	Maximum Possible Pts	PROJECT SCORE
1.1	<b>Data Completeness</b> What is the projects' percentage of completed values on all HUD required data elements for the last quarter?	ServicePoint > ART/HMS Data Completeness Report Card (CM) > Tab A- Overall Percentage		Percentage of Completed Values <ul style="list-style-type: none"> <li>&gt; 99% → +5 pts</li> <li>&gt; 97% → +3 pts</li> <li>&gt; 95% → +1 pt</li> </ul>	5	
1.2	<b>Timeliness of Data Entry</b> What is the average lag time for entering entry/exit data into ServicePoint for the last quarter?	ServicePoint > ART/HMS- Data Entry Lag Time Report > Tab: EE Lag Time > Calculate Average		Average Lag Time for Entry/Exits <ul style="list-style-type: none"> <li>0-5 days → +5 pts</li> <li>6+ days → +0 pts</li> </ul>	5	
1.3	<b>Timeliness of Data Entry, Annual Assessments</b> What is the average lag time for completing Annual Assessments in the reporting period?	ServicePoint > ART/HMS- Annual Assessments Calculator > Calculate the average time lag for all Annual Assessments		Average Lag Time for Entry/Exits <ul style="list-style-type: none"> <li>≤ 30 days → +5 pts</li> <li>31+ days → +0 pts</li> </ul>	5	
1.4	<b>AFR submitted on time?</b> (Within 90 days of end of operating year)	AFR Confirmation of Project Operating year		<ul style="list-style-type: none"> <li>• YES → +5 pts</li> <li>• NO → +0 pts</li> </ul>	5	
1.5	<b>Has applicant made quarterly draws on previous grants?</b>	Applicant fiscal reports		<ul style="list-style-type: none"> <li>• YES → +5 pts</li> <li>• NO → +0 pt</li> </ul>	5	
				Total HMS and Reporting	25	0

Northeast Oklahoma Continuum of Care (OK-505) Continuum of Care Project Quarterly Performance Scorecard (Rev. 05/23/2016)						
2. Planned Outcomes						
#	Overview	Where to find information?	Answer	Scoring Mechanism	Maximum Possible Pts	PROJECT SCORE
2.1	Planned Number of Beds and cost per bed	Application		Cost Per Bed • \$9,001+ → 1 pts • \$2,001-\$9,000 → 2 pts • \$0-\$2,000 → 3 pts	3	
2.2	Percentage of beds dedicated to Chronically/ Homeless	Application		• 0-10% → 0 pt • 11-50% → 1 pt • 50-75% → 2 pts • >75% → 3 pts	3	
2.3	Plan to increase % of beds dedicated to Chronically Homeless (if there are PH beds not currently dedicated)	Application		• No Increase → 0 pt • Increase by 30% → 1 pt • Increase by 66% → 5 pts • Already 100% → 5 pts	5	
2.4	Planned number of persons served and cost per person	Application		Cost Per Person Served • \$9,001+ → 1 pts • \$2,001-\$9,000 → 2 pts • \$0-\$2,000 → 3 pts	3	
2.5	Planned Percentage Staying in PH or exiting to PH	Application		• 1-50% → 1 pt • 50-79% → 2 pts • 80+% → 5 pts	5	
2.6	Planned % goal to increase or maintain total income	Application		• 1-50% → 1 pt • 51%+ → 3 pts	3	
2.7	Planned % goal to increase or maintain earned income	Application		• 1-30% → 1 pt • 31%+ → 3 pts	3	
Total project planned outcomes					25	0

<b>Northeast Oklahoma Continuum of Care (OK-505)</b> <b>Continuum of Care Project</b> <b>Quarterly Performance Scorecard (Rev. 05/23/2016)</b> <b>3: Project Actual Performance</b>						
#	Overview	Where to find information?	Answer	Scoring Mechanism	Maximum Possible Pts	PROJECT SCORE
3.1	Actual Number of Beds and cost per bed	APR: Q5 #beds, Q00a4 Expenditures (30a4DM); Q00a4/Q05=cost per		Cost Per Bed <ul style="list-style-type: none"> <li>• \$9,001+ → 1 pts</li> <li>• \$2,001-\$9,000 → 2 pts</li> <li>• \$0-\$2,000 → 3 pts</li> </ul>	3	
3.2	Percentage of beds dedicated to Chronically Homeless	APR: Q5 # Beds; CH total=%		<ul style="list-style-type: none"> <li>• 0-10% → 0 pt</li> <li>• 11-50% → 1 pt</li> <li>• 50-75% → 2 pts</li> <li>• &gt;75% → 3 pts</li> </ul>	3	
3.3	Number of homeless persons served and cost per person	APR: Q8 # persons, Q00a4 (30a4DM) Expenses; Q00a4/Q8=Cost per		Cost Per Person Served <ul style="list-style-type: none"> <li>• \$9,001+ → 1 pts</li> <li>• \$2,001-\$9,000 → 2 pts</li> <li>• \$0-\$2,000 → 3 pts</li> </ul>	3	
3.4	Bed Utilization Rate	APR: Q10: Average daily utilization rate during operating year.		<ul style="list-style-type: none"> <li>• 96-100% → 5 pts</li> <li>• 91-95% → 3 pts</li> <li>• 86-90% → 1 pts</li> <li>• &lt;85% → 0 pts</li> </ul>	5	
3.5	Actual Percentage Staying in PH or exiting to PH	APR: Q06a		<ul style="list-style-type: none"> <li>• 1-50% → 1 pt</li> <li>• 50-75% → 2 pts</li> <li>• 80+% → 5 pts</li> </ul>	5	
3.6	Actual Percentage that increased total income	APR: Q24b3 & Q06a		<ul style="list-style-type: none"> <li>• 1-50% → 1 pt</li> <li>• 51%+ → 3 pts</li> </ul>	3	
3.7	Actual Percentage that increased or maintained earned income	APR: Q24b3 & Q06a		<ul style="list-style-type: none"> <li>• 1-30% → 1 pt</li> <li>• 31%+ → 3 pts</li> </ul>	3	
<b>Total Actual Performance</b>					<b>25</b>	<b>0</b>

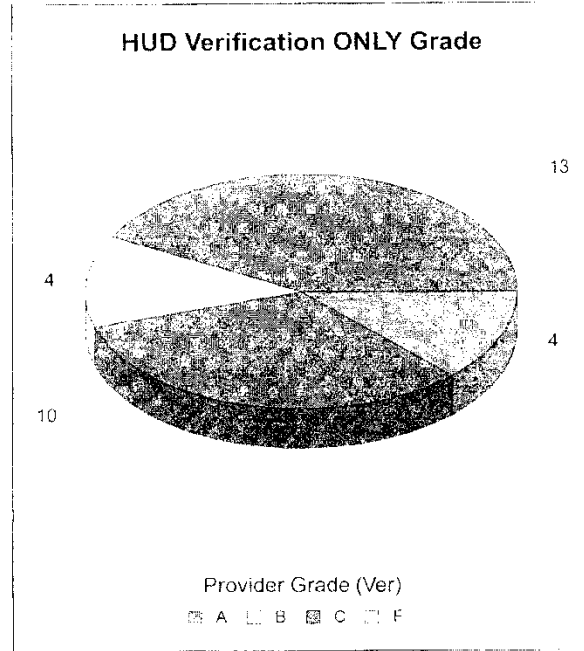
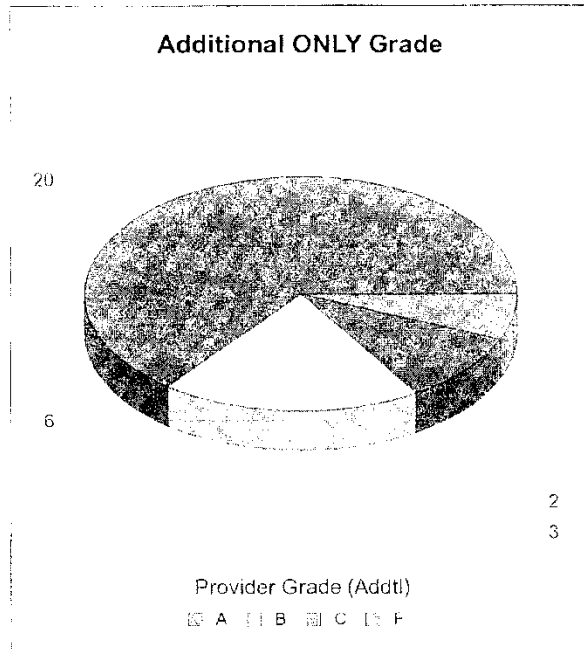
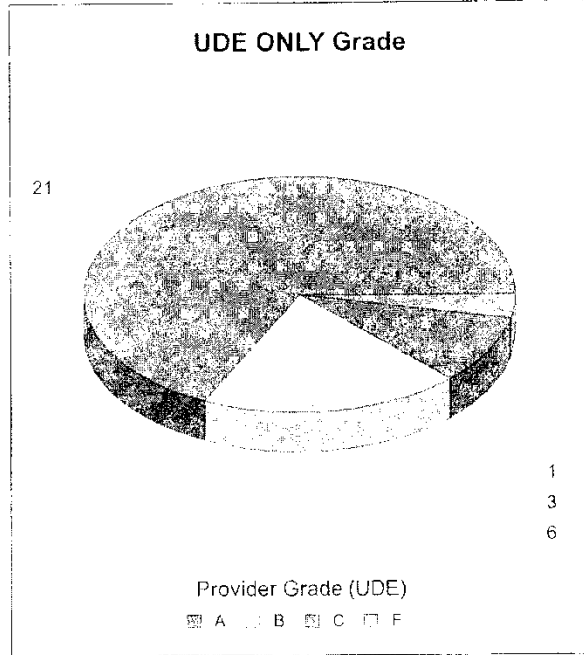
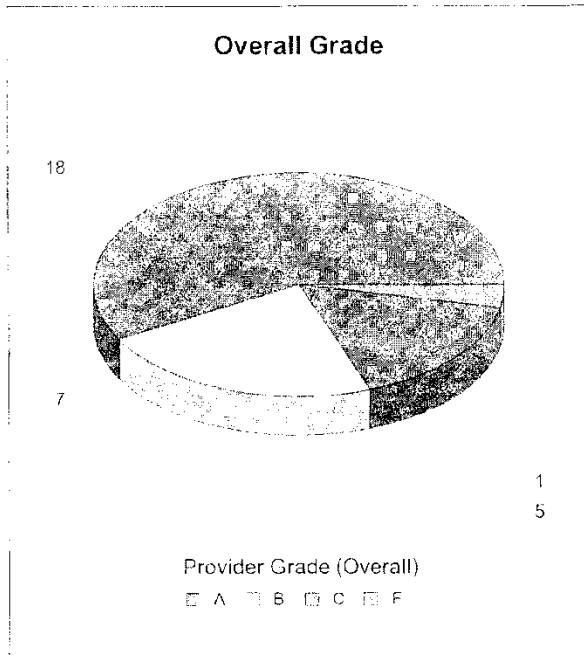


# Data Completeness Report Card (EE)

## Summary

Date Range: 6/1/2016- 7/12/2016

Grading Scale: A - 95 - 100+ / B - 90 - 94.99 / C - 80 - 89.99+ / F - 0 - 79.99



# Data Completeness Report Card (EE)

## Summary

Date Range: 6/1/2016- 7/12/2016

Grading Scale: A - 95 - 100+ / B - 90 - 94.99 / C - 80 - 89.99+ / F - 0 - 79.99

### Report Card Summary Table

(Grouped by OVERALL Grade / Ordered by OVERALL Percentage)

Provider	UDE ONLY		Additional ONLY		Verification ONLY		OVERALL	
	%	Grade	%	Grade	%	Grade	%	Grade
CCC_Cherokee_Home 1 (PSH-SHP)(11024)	100.00%	A	100.00%	A	100.00%	A	100.00%	A
CCC_Emergency Shelter(11492)	100.00%	A	83.33%	C	100.00%	A	97.06%	A
CCC_Project for Peace_North Apt.(11036)	100.00%	A	100.00%	A	100.00%	A	100.00%	A
CCC_Project for Peace_South Apt.(11037)	100.00%	A	100.00%	A	100.00%	A	100.00%	A
CREOKS - PSH Home 2 (Women) in Tahlequah(11148)	100.00%	A	100.00%	A	85.71%	C	97.30%	A
FFATC - Annex 1(11217)	100.00%	A	100.00%	A	100.00%	A	100.00%	A
FFATC - Annex 2(11218)	100.00%	A	100.00%	A	100.00%	A	100.00%	A
FFATC - Annex 3(11219)	100.00%	A	100.00%	A	100.00%	A	100.00%	A
Hope House 2015 Emergency Shelter(11625)	100.00%	A	100.00%	A	88.89%	C	98.00%	A
NE OK - ESG H RRH(11503)	100.00%	A	100.00%	A	100.00%	A	100.00%	A
NE OK - ESG M RRH(11502)	100.00%	A	100.00%	A	100.00%	A	100.00%	A
Tahlequah Men's Shelter - Project O-Si-Yo(11260)	100.00%	A	100.00%	A	86.25%	C	97.59%	A
The Landing(11174)	100.00%	A	100.00%	A	91.04%	B	98.31%	A
The Harbor 2015 ESG Shelter(11624)	99.33%	A	100.00%	A	80.00%	C	95.87%	A
Hope House - Non ESG Funds(11215)	99.24%	A	100.00%	A	90.00%	B	97.61%	A
CREOKS Behavioral Health - PATH(11146)	97.62%	A	92.00%	B	90.43%	B	95.15%	A
Grand Lake Mental Health Center - Home 2 - Women's (PSH)(	96.77%	A	90.00%	B	100.00%	A	96.00%	A
FFATC - N Miami House - PSH(11039)	93.33%	B	100.00%	A	100.00%	A	95.89%	A
YFSWC (Bartlesville) 2015 ESG RRH_partner CARD(11629)	100.00%	A	83.33%	C	85.71%	C	94.29%	B
CREOKS - PSH Home 1 (Men) in Tahlequah(11147)	96.67%	A	90.00%	B	89.47%	C	93.94%	B
CARD_Community Action Resource & Development(11008)	96.19%	A	92.08%	B	78.88%	F	92.15%	B
FFATC_Freedom from Addiction Through Christ: ARK Shelter	95.51%	A	98.75%	A	79.10%	F	93.37%	B
NE OK Community Action Agency-Non ESG Funds(11175)	94.44%	B	100.00%	A	81.82%	C	93.10%	B
FFATC - Transitional Housing(11145)	92.60%	B	99.25%	A	84.00%	C	92.46%	B
Safenet Services - CARD_Home 1(11031)	90.32%	B	90.00%	B	100.00%	A	92.00%	B
Grand Lake Mental Health Center - Home 1 - Men's (PSH)(110	90.70%	B	66.67%	F	71.43%	F	81.94%	C
YFSWC (Bartlesville) DHS & OJA (default)(11021)	90.20%	B	94.74%	B	83.33%	C	89.92%	C
Safenet Services - CARD_Home 2(11032)	88.89%	C	86.67%	C	92.86%	B	89.19%	C
Safenet 2015 ESG Shelter(11635)	82.29%	C	100.00%	A	85.53%	C	85.92%	C
Safenet 2015 ESG RRH(11634)	82.07%	C	100.00%	A	99.10%	A	88.37%	C
CCC_2015 Emergency Shelter(11626)	77.31%	F	78.00%	F	72.34%	F	76.53%	F

## Data Completeness Report Card (EE)

### Overall Summary

Date Range: 6/1/2016- 7/12/2016

	HUD UDE ONLY	Additional ONLY	HUD Verification ONLY	OVERALL
<b>GRADE BASED ON COUNT FOR EACH ELEMENT:</b>	<b>B</b>	<b>B</b>	<b>C</b>	<b>B</b>
	91.51%	93.81%	84.05%	90.58%

Data Element	Required for	Number of Applicable Entry Exits	Number of Non-Null Values	Percentage Complete
<b>HUD Universal Data Elements:</b>				
Name	All	450	338	75.11%
Social Security Number	All	450	338	75.11%
Date of Birth	All	450	438	97.33%
Race	All	450	437	97.11%
Ethnicity	All	450	437	97.11%
Gender	All	450	438	97.33%
Veteran Status	Adults	334	315	94.31%
Disabling Condition (Y/N)	Adults	334	317	94.91%
Residence Prior to Project Entry	Adults/HoH	348	331	95.11%
Length of Stay in Previous Place	Adults/HoH	348	330	94.83%
Destination (Exit)	Adults/HoH at Exit	146	146	100.00%
Relationship to Head of Household	All	450	426	94.67%
Client Location	HoH ONLY	296	296	100.00%
Client Entering From Streets, ES, or SH	Adults/HoH	348	314	90.23%
Approximate Date Started (if Yes for above)	Adults/HoH & Entering=Y	116	107	92.24%
Number of Times on Streets/ES/SH in Past 3 Years	Adults/HoH	348	272	78.16%
Total Number of Months Homeless in Past 3 Years	Adults/HoH & 1+Times	157	142	90.45%

<b>Additional Data Elements:</b>				
Domestic Violence	Adults/HoH	348	325	93.39%
Service	Adults/HoH	348	313	89.94%
Income Received (Y/N)	Adults/HoH	348	331	95.11%
Non-Cash Benefit Received (Y/N)	Adults/HoH	348	331	95.11%
Covered by Health Insurance (Y/N)	All	450	428	95.11%

<b>HUD Verification: (Elements measure completeness at entry ONLY)</b>				
Disability Type	All	450	425	94.44%
Income Source	Adults/HoH	348	131	37.64%
Income Amount (for all valid sources)	Adults/HoH Recv inc = Y	159	158	99.37%
Non-Cash Source	Adults/HoH	348	332	95.40%
Health Insurance Type	All	450	429	95.33%

NORTHEASTAL OKLAHOMA CONTINUUM OF CARE (NEOCOC)

Date Range: 6/1/16 - 7/31/16

HMIS PROGRAMS	EXPEDIENCE OF (ART 061 Report)			HUD CoC ANNUAL PERFORMANCE REPORT (APR) (ART 063 Report)							Last login to HMIS
	Entry	Service	Service Delivery after Entry	# Clients	Leavers	Stayers	Households Served	Adults Only	Children Only	HH w/ Both	
CARD	815	84	432	97	92	0	51	31	0	17	7/11/2016 SR
Cherokee Home	188	123	93	25	4	21	25	24	1	0	
Cherokee Men's Home	0	0	0	4	0	4	4	3	1	0	6/28/2016 CD
Creeks Women's Home	278	99	0	3	0	3	3	3	0	0	
CCC Shelter 2015	1675	1330	207	56	19	37	37	21	0	8	7/8/2016 SS
CCC Shelter 2016	0	0	0	2	0	2	1	0	0	1	
CCC North Apartment	0	0	0	3	0	3	1	0	0	1	7/12/2016 NC
CCC South Apartment	0	15	0	1	0	1	1	1	0	0	
CCC Cherokee Home	0	0	0	3	0	3	1	0	0	1	
FEATC Annex 1	0	0	0	2	0	2	2	2	0	0	7/13/2016 SS
FEATC Annex 2	0	0	0	2	0	2	2	2	0	0	
FEATC Annex 3	0	0	0	2	0	2	2	2	0	0	
FEATC Shelter	1940	2398	147	15	10	6	16	16	0	0	
FEATC Transitional Housing	1715	2125	8	52	15	37	52	52	0	0	
FEATC Miami House	0	0	0	3	0	3	3	3	0	0	
GLMHC Home 1	0	0	0	3	0	3	3	3	0	0	6/27/2016 JV
GLMHC Home 2	0	0	0	2	0	2	2	2	0	0	
Hope House Shelter 2015	514	310	0	4	1	3	4	4	0	0	
Hope House Non ESG Funds	3693	3696	0	10	7	3	7	5	0	2	
Landing, The	12	12	0	14	2	12	13	13	0	0	7/12/2016 CB
NEOCOA RRH	0	0	0	0	0	0	0	0	0	0	
NEOCOA Non ESG	5	5	0	3	3	0	1	0	0	1	7/12/2016 VS
NEOCOA A RRH	0	0	0	0	0	0	0	0	0	0	
NEOCOA HH RRH	0	0	0	0	0	0	0	0	0	0	None - JV
NEOCOA H RRH	0	0	0	1	0	1	1	0	0	0	
NEOCOA M RRH	0	0	0	3	0	3	1	0	0	1	
Safenet Shelter 2015	208	188	0	47	15	32	23	14	0	9	7/6/2016 JC
Safenet RRH 2015	0	0	0	33	0	33	14	3	0	11	7/12/2016 JC
Safenet Home 1	0	0	0	2	0	2	2	2	0	0	6/28/2016 JV
Safenet Home 2	0	0	0	3	0	3	3	3	0	0	
The Harbor Shelter 2015	193	198	0	17	3	8	7	5	0	2	6/30/2016 JD
Tablequah Men's Shelter	0	0	0	18	5	13	18	18	0	0	7/6/2016 RW
YFSWC 2015 DHS & OJA	0	0	0	0	0	0	0	0	0	0	7/9/2016 SM
YFSWC 2015 DHS (2015)	511	20	33	7	5	2	7	7	1	7	
YFSWC 2015 Parental	0	0	0	0	0	0	0	0	0	0	
YFSWC/CARD 2015 RRH	0	0	33	2	2	0	1	0	0	1	
<b>TOTALS</b>	<b>13600</b>	<b>10000</b>	<b>10000</b>	<b>439</b>	<b>183</b>	<b>249</b>	<b>313</b>	<b>233</b>	<b>11</b>	<b>55</b>	<b>6/28/2016 SR</b>

APR 063

If program closing number is listed in (7.2) - Cell in data is highlighted in green

If data is high lighted in light turquoise the program has closed - there should be no new data showing during the reporting period 6/1/16-5/31/17 (or before)

Numbers high lighted in Red from our excel sheet should be 0.0000000000000000

## Talking Points for Proposed Changes for ESG 2017 Focus Groups

### Common Issues / Housekeeping items

- Will have to add more revisions to Closeout report to meet data required for State CAPER
  - For 2015, 2016 and 2017 will be using new CAPER subrecipient report and sending data directly to HUD in addition to sending data to ODOC.

### Proposed Timeline

Date	Description
March 30, 2017	Application Webinar
April 1 – May 31, 2017	Applications entered into OK Grants
June – July, 2017	Continua score, rank and recommend
August – September, 2017	ODOC verifies eligibility of potential subrecipients
Last Week of September, 2017	Approximate Date for Award Notification
October 1, 2017	ESG 2017 Contract Start Date
December 31, 2017	ESG 2017 contract end date. All funds must be expended by this date.
March 31, 2018	ESG 2017 Closeout Documentation and Annual Report Due to ODOC.

### Proposed Changes

- Revert back to 15-month contracts.
  - There has been some confusion with reporting and expenses with a wide overlay of time between 2 contracts.
  - The current 18-month timetable does not allow for any time to redistribute funds when they are left unspent from contracts.
- Add or clarify certain program policy requirements.
  - Need to change mindset from “Old” ESG where most help was a one-time thing or a client could/would not be helped if they had no foreseeable income to take over budgeting when assistance was gone; to a “look at the whole client” and all possible needs approach. Policies such as not helping a client with certain assistance because they have no foreseeable income should no longer be acceptable.
  - Setting exceptions for following strict sub-population policies. For example, one shelter has limited family units. Their policy states the family units can only be used for a family with children. However, they have a couple in need of assistance and the woman is pregnant which does not qualify them for one of the few family housing units. There needs to be an exception for the pregnant woman.
  - Policies on un-married couples?
  - Policies on housing ex-offenders?

- Plan to assist eligible clients in whole CoC service area. There needs to be some sort of plan or policy regarding a “no wrong door” approach to assisting clients in whole service area. There should be no truly unserved area in the CoC service area. Discussion has leaned to needing to be very cautious with
- Create Release form for Service Point to receive requested data directly from HMIS Leads to answer federal report requests

### Performance Measures

- Need to set more specific performance Measures:
  1. Number of individuals and families accessing homeless assistance services that enter permanent housing.
  2. Number of households accessing homeless assistance program services increase or maintain their income upon exit.
  3. Number of households accessing prevention services maintained their permanent housing.
  4. Number of households accessing housing services enter permanent housing.
  5. Number of unaccompanied youth access homeless assistance services return/enter permanent housing.

### Changes to Application Questions / Criteria

- Reconsider the Emergency Shelter Component requirement of the program. If an applicant does not have a physical shelter, copies of MOU’s with partnering agencies or local hotels/motels must be included with the application.

### Reimbursement

- Change the way payments are processed from an Advance payment to Reimbursement.
  - Problems are occurring during and at the end of the contract period when advances do not reconcile with expenses in the IDIS and OK Grants systems.