

2019 M&E – Compliance & Performance Scorecard

Approved by PPEH Governing Board 8/1/2019

Compliance Monitoring – All Renewals

Element	Deliverable	Target	Max Pts.	Score
1. Grant Tracking	Monitoring & Evaluation Worksheet	Staff responsible for grant submissions & processes	Yes / No	
2. Match	Monitoring & Evaluation Worksheet	25% cash or in-kind match of applicable categories of grant amount	Yes / No	
3. Finances	Latest Financial Audit Management Letter	Conducted within the past 12 months	Yes / No	
	IRS Form 990 - Organization Exempt from Income Tax	Proof of most recent	Yes / No	
	IRS Form 941 – Employer’s Federal Tax Return	Proof of most recent	Yes / No	
4. LOCCS Draws	eLOCCs report showing drawdown dates & amounts	Drawdowns made at least quarterly (last completed grant year)	2	
		All funds drawn down (last completed grant year)	5	
		All funds drawn down (current grant year to date)	INFORMATIONAL	N/A
	ART-252 Data Quality Completeness Report	95% or higher	3	
		90-94%	1	
5. Compliance	Housing Quality Standards Form	Proof of use	1	
	Discharge Policy for Non-Compliance	Proof of use	1	
	Homeless/Chronic Homeless Certification	Proof of use	1	
	List of HMIS numbers of entries during last complete grant year, including prior living situation and referring agency	Proof of program eligibility & coordinated system utilization	-3 *	
6. Consumer Input	Client Satisfaction Survey & summation of responses	Conducted within the past 12 months	1	
	Client Grievance Policy	Proof of most recent	1	
	Board of Directors	Homeless/formerly homeless representation	2	
7. Housing First	Monitoring & Evaluation Worksheet	Proof of policy alignment	2	
8. Low Barrier	Monitoring & Evaluation Worksheet	Proof of policy alignment	2	
9. Youth Education	Monitoring & Evaluation Worksheet	Staff responsible for securing children & youth in program proper education	1	
10. SOAR	Monitoring & Evaluation Worksheet	SOAR certified staff accessible to program clients	1	

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Performance Monitoring - PSH				
11. Permanent Supportive Housing Performance Reporting Period: 7/1/18 – 6/30/19	HMIS ART Report 706	Rate of clients exiting/maintaining Permanent Housing <ul style="list-style-type: none"> • 100% clients exit to/maintain PH • 90% clients exit to/maintain PH • 80% clients exit to/maintain PH 	7 4 1	
	HMIS HUD-CoC APR Report	Average Length of Stay <ul style="list-style-type: none"> • Clients served stay an average of 3 years • Clients served stay an average of 4 years • Clients served stay an average of 5 years 	6 4 1	
	HMIS HUD-CoC APR	Rate of employment/income increase <ul style="list-style-type: none"> • 25% clients increase income • 20% clients increase income • 15% clients increase income 	4 2 1	
	HMIS Record in Literally Homeless program following PH Entry	Rate of Recidivism <ul style="list-style-type: none"> • 0% clients experience homelessness in 1 year • 10% clients experience homelessness in 1 year 	3 1	
Performance Monitoring – RRH (N/A in FY19 Renewal Ranking)				
12. Rapid Rehousing Performance (N/A) Reporting Period: 7/1/18 – 6/30/19	HMIS ART Report 706	Rate of clients exiting/maintaining Permanent Housing <ul style="list-style-type: none"> • 65% clients exit to/maintain PH • 60% clients exit to/maintain PH • 55% clients exit to/maintain PH 	7 4 1	N/A
	HMIS ART Report 700	Average Length of Stay <ul style="list-style-type: none"> • Clients served stay an average of 30 days • Clients served stay an average of 40 days • Clients served stay an average of 50 days 	6 4 1	N/A
	HMIS ART Report 703	Rate of employment/income increase <ul style="list-style-type: none"> • 75% clients increase income • 70% clients increase income • 65% clients increase income 	4 2 1	N/A
	HSAC Access following PH Exits	Rate of Recidivism <ul style="list-style-type: none"> • 15% clients exiting to PH experience homelessness in 1 year • 20% clients exiting to PH experience homelessness in 1 year 	3 1	N/A

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Performance Monitoring - HMIS				
13. HMIS Performance Reporting Period: 7/1/18 – 6/30/19	Most recent APR submitted in SAGE	Percent in LSA – 100%	N/A	
		UDE Data Completeness <ul style="list-style-type: none"> 100% UDE’s complete 95-99% UDE’s complete 90-94% UDE’s complete 	7 4 1	
		Data Timeliness <ul style="list-style-type: none"> 100% Data quality submissions are submitted on time 95-99% Data quality submissions are submitted on time 90-94% Data quality submissions are submitted on time 	6 4 1	
		Data Consistency Standards <ul style="list-style-type: none"> 100% new staff trained in HMIS w.in 2 Weeks of Hire 95-99% new staff trained in HMIS w.in 2 Weeks of Hire 90-94% new staff trained in HMIS w.in 2 Weeks of Hire 	4 2 1	
	Results of Annual HMIS Training Survey	Training Improved HMIS Knowledge <ul style="list-style-type: none"> 90% Trainees report improved HMIS capabilities 85-89% Trainees report improved HMIS capabilities 	3 1	

*Any program entry from a non-homeless prior living situation (*not* streets, emergency shelter, safe haven, or a place not meant for human habitation), or referred by an entity not participating the City of Alexandria’s coordinated intake system **will result in a 3-point deduction.**

DELIVERABLES CHECKLIST

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| <ul style="list-style-type: none"> • <input type="checkbox"/> 2019 M&E Compliance Report • <input type="checkbox"/> Latest financial audit mgmt. letter • <input type="checkbox"/> PDF of IRS-990 • <input type="checkbox"/> PDF of IRS-941 | <ul style="list-style-type: none"> • <input type="checkbox"/> All LOCCS Drawdowns • <input type="checkbox"/> Housing Quality Standards Form • <input type="checkbox"/> Discharge policy for non-compliance • <input type="checkbox"/> Homeless/Chronic Homeless Certification | <ul style="list-style-type: none"> • <input type="checkbox"/> List of HMIS Numbers • <input type="checkbox"/> Client Satisfaction Survey • <input type="checkbox"/> Client Grievance Policy • <input type="checkbox"/> Board of Directors |
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