

2019 CoC PSH/RRH/TH Application Scoring Sheet

Criteria	Points Possible	Points Breakdown	Source Documentation	Score
I. Centralized Intake System				
1. Project must receive referrals ONLY from the Polk County Centralized Intake	Eligibility Threshold	If answer "Yes", project is eligible for funding; if answer "No", project is not eligible for funding.	CI Participating Agency Report	
2. Through the end of the most recently completed project year, how many CI referrals made to this project were denied admission? Please briefly explain (1,000 characters)	5	Denied admission is 25% or less of the total referrals received = 5 points Denied admissions more than 25% of the total referrals received = 0 points	CI Referrals Report	
II. Housing First				
Project must operate under a Housing First Model	Eligibility Threshold	If questions 1-11 are answered "Yes" and policies concur, project is eligible for funding ; If questions 1-11 are answered "Yes" and policies <u>DO NOT</u> concur, or if all questions <u>aren't</u> answered "Yes", the project is not eligible for funding .	Admittance and Termination Policies	
Admittance policy is attached	1	Attached = 1 point Not attached = 0 points	Project Application	
Termination policy is attached	1	Attached = 1 point Not attached = 0 points	Project Application	

Termination appeal policy is attached	1	Attached = 1 point Not attached = 0 points	Project Application	
Criteria	Points Possible	Points Breakdown	Source Documentation	Score
III. Project Description				
1. Project Design				
(a) Describes targeted population; the plan to assist clients to rapidly secure and maintain permanent housing that is safe, affordable, accessible; Describe how clients will be assisted to increase employment and/or income and to maximize their ability to live independently; Length of assistance or program length. Demonstrates an understanding of the needs of the clients to be served	10	Answered completely, plan realistic for population being served= 10 points ; answer incomplete and/or plan doesn't meet all the needs/issues of population being served= 5 points ; answer doesn't address the question or plan doesn't meet the needs/issues of the population being served= 0 points	Project Application	
Specific Population Focus	10	2+ conditions= 10 points ; 1 condition= 5 points ; No conditions= 0 points	Project Application	
Residence Prior to Homelessness	10	Literally homeless= 10 points ; from transitional housing= 2.5 points (If residence is youth TH in a joint TH-RRH project, award 10 pts.)	Project Application	

(b) Housing Type	10	"Single Structure " or "Scattered Site" = 1 point ; neither checked = 0 points . <u>Number of units AND number of beds completed</u> = 2 points ; Either one not completed = 1 point ; Neither completed = 0 points . <u>Identifies a realistic strategy</u> for building a landlord network and mitigating landlord reluctance to rent to target population= 8 points ; Strategy for building a landlord network and mitigating landlord reluctance to rent to target population is incomplete= 4 points ; Does not provide a realistic strategy for building a landlord network and mitigating landlord reluctance to rent to target population= 0 points	Project Application	
Criteria	Points Possible	Points Breakdown	Source Documentation	Score
c) Project uses a harm reduction model.	5	Answered Yes = 1 point ; illustrated using harm reductions = 4 points (<i>Simply stating, "for example, that in the case of substance use, an agency encourages participants to not use", is not a specific example.</i>); Answered No OR they did not provide a specific example= 0 points	Project Application	
(d) Project has policies and procedures that work to prevent eviction.	5	Answered Yes = 1 point ; Policies & procedures attached which confirm program works to prevent evictions = 4 points ; Answered No = 0 points .	Project Application	

(e) Project improves safety of DV survivors being served. (DV BONUS-NEW & RENEWAL)	5	Answered completely, strategy to improve safety realistic for the DV survivors being served= 5 points ; answer incomplete and/or doesn't meet all the safety needs of survivors being served= 2.5 points ; answer doesn't address the question or plan doesn't meet the safety needs of the DV survivors being served= 0 points	Project Application	
3. Support Services				
(a.) Services and Frequency	10	Services identified match the needs of the population described in III(1)(a) = 5 points ; not all services selected meet the needs of the population described = 2.5 points ; Services selected do not meet the needs of the population described = 0 points . All services identified indicate a provider and frequency= 5 points ; Provider and frequency not indicated for all identified services= 2.5 points ; Support services and Frequency chart not completed= 0 points	Project Application	
Criteria	Points Possible	Points Breakdown	Source Documentation	Score
(b.) Leveraging Medicaid resources	5	Identifies strategy for enrolling participants in Medicaid & describes opportunities to leverage Medicaid-financed services= 5 points ; answer lacks detail on Medicaid enrollment strategy or leveraging Medicaid-financed strategies= 2.5 points ; neither strategy is described by answer= 0 points	Project Application	
(c.) Project has SOAR trained staff or collaborates with agency who has SOAR trained staff	2	Answered "Yes" = 1 point ; fully completed SOAR staff chart = 1 point ; Answered "No" = 0 points .	Project Application	

(d.) Collaborate w/ School Districts	10	Applicant has an EHCY policy and designated staff person= 7.5 points - policy attached = 2.5 points ; Applicant only has EHCY policy= 2.5 points - policy attached = 2.5 points ; Applicant has designated staff person = 5 points . Project does not serve families or single adults 21 years old or younger = 10 points .	Attached EHCY agency policy	
IV. Project Quality				
1. Renewal Applicants	20	Automatically receives full points for this section	Indication at top of page 1 of the application that the project is a renewal.	
2. New Applicants				
(a.) Demonstrates how the type, scale, and location of the housing fit the needs of the clients to be served	4	Up to 4 points for a detailed description that includes the type, scale and location of the housing and how it fits the needs of the clients; 0 points if answer does not address the question	Project Application	
Criteria	Points Possible	Points Breakdown	Source Documentation	Score
(b.) Demonstrates how the type and scale of the all supportive services, regardless of funding source, meet the needs of the clients to be served and will aid participants in obtaining/maintaining housing	4	Up to 4 points for description that includes the type and scale of each supportive service and how it will meet the client's needs; 0 points if answer does not address the question	Project Application	
(c.) Accessibility to community amenities - description of accessibility matches degree of accessibility checked	4	Very accessible = 4 points ; Somewhat accessible = 2 points ; Not accessible = 0 points	Project Application	

(d.) Description includes specific mainstream resources clients will be assisted in accessing; a plan for accessing each mainstream resource; mainstream resources identified meet the needs of the population being served	4	Up to 4 points for a detailed description that includes the specific mainstream resource, how clients will be assisted in accessing each specific mainstream resource and how it will meet the client's needs; 0 points if answer does not address the question	Project Application	
(e.) Describes specific assistance to obtain & remain in permanent housing, and in a manner that fits the client's needs.	4	Up to 4 points for detailed description of assistance that will be provided and how it will be in a manner that fits the client's needs; 0 points if answer does not address the question	Project Application	
V. Project Administration				
1. Findings & corrective action on any previous HUD CoC or ESG grants	5	No= 5 points ; Yes & corrective action taken = 4 points ; Yes & correct action will be taken = 2.5 points ; Corrective action not taken= 0 points	Project Application	
2. LOCCS draws completed every 3 months	5	Yes= 5 points No= 0 points	Project Application	
3. Unspent funds on most recent expired grant	5	Yes= 0 points ; Yes and unspent funds chart completed = 1 point . No= 5 points . PSH or RRH programs with unspent rental assistance funds due to the difference between FMR and Rent Reasonableness calculation should be awarded full points	Project Application	
Criteria	Points Possible	Points Breakdown	Source Documentation	Score
4. Applicant participates in HMIS or DVIMS	Eligibility Threshold	If answer Yes - or No, <u>but agrees to participate</u> in HMIS or DVIMS - project is eligible for funding If answer No, and not agreeable to participating in HMIS or DVIMS, project is not eligible for funding	Project Application	
VI. Performance Measures				

1(a) Total households served and total positive housing destinations	2	Applicant indicates the number of households served = 1 point Applicant indicates the total positive housing destinations = 1 point Applicant has not answered either question = 0 points	Project Application	
1(b) Use numbers in the project's monitoring report, IA-502 (<i>Des Moines/Polk County</i>) Monitoring Reports to fill in the chart below. Projects administered by a domestic violence program will have run the aforementioned report from the comparable database DVIMS	5	IA-502 (<i>Des Moines/Polk County</i>) Monitoring Report for the project is attached = 5 points IA-502 (<i>Des Moines/Polk County</i>) Monitoring Report for the project <u>IS NOT</u> attached = 0 points	Project Application	
Data Timeliness:				
TH, RRH, PSH, SSO-CI The period of time that elapses between when a client enters a program and when client information is entered into HMIS.	5	Under 14 days average data timeliness = 5 points Over 14 days average data timeliness: <u>Included explanation</u> of how agency plans to improve measure = 2 points ; <u>Did not included explanation</u> of how agency plans to improve measure = 0 points	IA-502 (<i>Des Moines/Polk County</i>) Monitoring Report	
Criteria	Points Possible	Points Breakdown	Source Documentation	Score
Data Completeness				

<p>TH, RRH, PSH, SSO-CI The percentage of all HMIS data fields which have not been answered in whole or in their entirety.</p>	5	<p>Less than 2% missing (null) values in ServicePoint (HMIS or DVIMS) = 5 points Between 2% and 5% missing (null) values in ServicePoint (HMIS or DVIMS) = 3 points Higher than 5% missing (null) values in ServicePoint (HMIS or DVIMS) = 0 points Included explanation of how agency plans to improve measure = 2 point</p>	IA-502 (Des Moines/ Polk County) Monitoring Report	
Exit Destination Errors				
<p>TH, RRH, PSH Percentage of those exiting a program (Leavers) where [Destination] is "Client doesn't know," "Client refused," "No exit interview completed," or is missing.</p>	8	<p>Less than 20% = 8 points Higher than 20% = 0 points Included explanation of how agency plans to improve measure = 2 point</p>	IA-502 (Des Moines/ Polk County) Monitoring Report	
Income Increases				
<p>RRH or TH Only Percentage of all adult participants who increased <u>total income</u> from entry to exit</p>	5	<p>≥35% = 5 Points 34%-30% = 4 Points 29%-25% = 3 points 24%-20% = 2 points 19%-15% = 1 point <15% = 0 points</p>	IA-502 (Des Moines/ Polk County) Monitoring Report	
<p>PSH ONLY Percentage of adults remaining (stayers) who increase <u>total income</u></p>	5	<p>≥25% = 5 Points 24%-20% = 4 Points 19%-15% = 3 points 14%-10% = 2 points 9%-5% = 1 point <5% = 0 points</p>	IA-502 (Des Moines/ Polk County) Monitoring Report	
Criteria	Points Possible	Points Breakdown	Source Documentation	Score

Average length of time from enrollment to permanently housed?				
RRH, PSH	10	Less than 30 days = 10 points 30 days or higher = 0 points TH project = 10 points	IA-502 (Des Moines/ Polk County) Monitoring Report	
Percent of successful exits				
TH, RRH Percentage of exits to Permanent Housing	10	≥80% = 10 Points 70 - 79% = 5 Points <70% = 0 Points	IA-502 (Des Moines/ Polk County) Monitoring Report	
PSH Percentage of successful exits/retention	10	≥85% = 10 Points 75 - 84% = 5 Points <75% = 0 Points	IA-502 (Des Moines/ Polk County) Monitoring Report	
Describe what the data above is telling you about what is needed and what is working.	5	Description covers all three data points, above & matches the data = 5 points Description doesn't cover all three data points OR doesn't completely match the data = 2.5 points Description doesn't include the three data points nor match the data = 0 points	Project Application	
Percentage of adults or HoH participants that met literally homeless definition prior to entry?				
TH, RRH, PSH Number of adult participants or head of households (HoH) served that came from the street, other locations not meant for human habitation, emergency shelters, safe havens, including less than 90 days in institutions with literally homeless immediately prior	2	93% or higher = 2 Points 85% to 92% = 1 point Under 85% = 0 Points	IA-502 (Des Moines/ Polk County) Monitoring Report	
Percent of chronic individuals served				

RRH or TH Only Percentage of adult participants who met HUD definition of chronically homeless (note: 5 points for youth-focused or DV-focused projects)	5	<p>≥10% = 5 Points 5 - 9% = 3 Points <5% = 0 Points TH = 5 points</p>	IA-502 (Des Moines/ Polk County) Monitoring Report	
Criteria	Points Possible	Points Breakdown	Source Documentation	Score
PSH Only Percentage of adult participants who met HUD definition of chronically homeless (note: 5 points for youth-focused projects):	5	<p>100% = 5 points 96-99% = 4 points 92-95% = 3 points 88-91% = 2 points 85-87% = 1 point <85% = 0 Points TH = 5 points</p>	IA-502 (Des Moines/ Polk County) Monitoring Report	
Describe what the data above is telling you about the impact on the program from the % literally homeless and/or chronically homeless participants served.	5	<p>Answer includes a specific description of the impact on the program from serving literally homeless and/or chronically homeless which matches the data = 5 points Answer doesn't provide a specific description OR doesn't completely match the data = 2.5 points Description is vague or doesn't match the data = 0 points</p>	Project Application	
2. New applicants for PSH, RRH and 2018 new projects without a contract	67	<p>New applicant for PSH, RRH or TH-RRH = 67 points 2018 new projects without a contract = 67 points</p>	IA-502 (Des Moines/ Polk County) Monitoring Report	
VII. Project Evaluation/Client Input				
1. Describe evaluation plan and incorporation of outcomes into quality improvement process	3	<p>Includes description of both = 3 points; Includes description of only one of the two = 1.5 points Description doesn't adequately describe either = 0 points</p>	Project Application	

2. Program conducts anonymous client satisfaction surveys or alternative methods of anonymous feedback	1.5	Yes = 1.5 points No= 0 points	Project Application	
3. Provides opportunity for feedback from all clients at exit regardless of reason for leaving.	1.5	Yes = 1.5 points No= 0 points	Project Application	
Criteria	Points Possible	Points Breakdown	Source Documentation	Score
4. Presents customer feedback to Board of Directors	1.5	Yes = 1.5 points No= 0 points	Project Application	
5. Provides opportunity for feedback from all clients at exit regardless of reason for leaving.	2.5	Yes = 1.5 points Provides a description = 1 point No = 0 points	Project Application	
VIII. Budget/Cost Effectiveness				
Rental Assistance Budget	3	Project eligible for rental assistance: Yes = 1 point No = 0 points Indicates Type of Rental Assistance = 1 point Consistent with number of units describe in Program Design = 1 point Not Consistent with number of units describe in Program Design= 0 points	Project Application	
Operating Budget	2	Project eligible for operational costs: Yes = 1 point No = 0 points Identified costs consistent with Program Design = 1 point Identified costs not consistent with number of units describe in Program Design= 0 points	Project Application	

Supportive Services	1	Services selected match services selected in <i>Supportive Services and Frequency</i> chart= 1 point ; Services selected do not match services selected in <i>Supportive Services and Frequency</i> chart= 0 points	Project Application	
Budget Summary	1	Line item totals equal corresponding budget total & admin doesn't exceed 7%= 1 point ; errors in line item budgets or admin calculation= 0 points	Project Application	
Cash and/or In-Kind Match	1	Match at least 25% of Total CoC Request= 1point ; Match less than 25% of Total CoC Request= 0 points	Calculate 25% of applicant's Total CoC Request in Budget Summary	
Criteria	Points Possible	Points Breakdown	Source Documentation	Score
Cost Efficiency (Renewal) - Cost per household	5	Costs don't deviate substantially from the local norm for the same type of housing and/or services= 5 points ; Costs deviate substantially from the local norm for the same type of housing and/or services= 0 points	Divide the total budget by the number of households served during the grant year (Project Application)	
Cost Efficiency (Renewal) - Cost of successful outcome	5	Costs don't deviate substantially from the local norm for the same type of housing and/or services= 5 points ; Costs deviate substantially from the local norm for the same type of housing and/or services= 0 points	Divide the number of households served in the grant year by the number of successful outcomes in the grant year reported in HMIS (Project Application)	
Cost Efficiency (New) - Cost per household	10	Costs don't deviate substantially from the local norm for the same type of housing and/or services= 10 points ; Costs deviate substantially from the local norm for the same type of housing and/or services= 0 points	Divide the total budget by the number of households served during the grant year (Project Application)	
TH (of TH-RRH)	209		TOTAL	
RRH/PSH	219		TOTAL	
RRH-DV	224		TOTAL	

**REVIEWER COMMENTS AND
THOUGHTS:**

2019 CoC SSO-CI Application Scoring Sheet				
Criteria	Points Possible	Points Breakdown	Source Documentation	Score
I. Centralized Intake System				
Project must receive referrals ONLY from the Polk County Centralized Intake	N/A	N/A	N/A	
II. Housing First				
Project must operate under a Housing First Model	N/A	N/A	N/A	
III. Project Description				
2. Project Design				
(a.) General Description	10	Answered completely and consistent with CI Policies and Procedures= 10 points ; answer incomplete and/or isn't completely consistent with CI Policies and Procedures= 5 points ; answer not at all consistent with CI Policies and Procedures= 0 points	PCCoC Centralized Intake Policies & Procedures	
(b.) Describe administrative changes made during the most recently completed project year.	5	Provides complete description = 5 points Answer incomplte = 0-2.5 points	Knowledge of the CI funders and CI Work Team members on the Grant Committee	
(c.) Describe at least two elements that are working	5	Provides complete description = 5 points ; Answer incomplte = 0-2.5 points	Knowledge of the CI funders and CI Work Team members on the Grant Committee	
(d.) Describe at least two elements that aren't working, include steps that could be taken to improve	5	Provides complete description & steps to be taken points = 5 points Incomplete description and/or steps to be taken not included = 0-2.5 points	Knowledge of the CI funders and CI Work Team members on the Grant Committee	

(e.) Opportunities and/or concerns over next project year & resources needed to address them	5	Provides complete description of opportunities, concerns and resources needed = 5 points Incomplete description = 0-2.5 points	Knowledge of the CI funders and CI Work Team members on the Grant Committee	
Criteria	Points Possible	Points Breakdown	Source Documentation	Score
(e.) Specific population focus	5	All populations are selected = 5 points Not all populations are selected = 0 points	Project Application	
3. Support Services				
(a.) Services and Frequency	10	Services identified match the needs of the population described in III(2)(e) = 5 points ; not all services selected meet the needs of the population described = 2.5 points ; Services selected do not meet the needs of the population described = 0 points . All services identified indicate a provider and frequency= 5 points ; Provider and frequency not indicated for all identified services= 2.5 points ; Support services and Frequency chart not completed= 0 points	Project Application	
(c.) Project has SOAR trained staff or collaborates with agency who has SOAR trained staff	2	Answered "Yes" = 1 point ; fully completed SOAR staff chart = 1 point ; Answered "No" = 0 points	Project Application	
Criteria	Points Possible	Points Breakdown	Source Documentation	Score
IV. Project Quality				
1. Renewal Applicants	20	Automatically receives full points for this section	Indication at top of page 1 of the application that the project is a renewal.	
V. Project Administration				
1. Findings & corrective action on any previous HUD CoC or ESG grants	5	No= 5 points ; Yes & corrective action taken = 4 points ; Yes & correct action will be taken = 2.5 points ; Corrective action not taken= 0 points	Project Application	
2. LOCCS draws completed every 3 months	5	Yes = 5 points No = 0 points	Project Application	

3. Unspent funds on most recent expired grant	5	Yes= 0 points ; Yes and unspent funds chart completed = 1 point. No= 5 points . PSH or RRH programs with unspent rental assistance funds due to the difference between FMR and Rent Reasonableness calculation should be awarded full points	Project Application	
4. Applicant participates in HMIS or DVIMS	3	Participates in either HMIS or DVIMS= 5 points New project not currently participating in HMIS or DVIMS but agrees to if project funded = 5 points Not participating or will not participate if funded = 0 points	Project Application	
VI. Performance Measures				
Data Timeliness:				
TH, RRH, PSH, SSI-CI The period of time that elapses between when a client enters a program and when client information is entered into HMIS.	5	Under 14 days average data timeliness = 5 points Over 14 days average data timeliness: <u>Included explanation</u> of how agency plans to improve measure = 2 points ; <u>Did not included explanation</u> of how agency plans to improve measure = 0 points	IA-502 (Des Moines/ Polk County) Monitoring Report	
Criteria	Points Possible	Points Breakdown	Source Documentation	Score
Data Completeness				
TH, RRH, PSH, SSO-CI The percentage of all HMIS data fields which have not been answered in whole or in their entirety.	5	Less than 2% missing (null) values in ServicePoint (HMIS or DVIMS) = 5 points Between 2% and 5% missing (null) values in ServicePoint (HMIS or DVIMS) = 3 points Higher than 5% missing (null) values in ServicePoint (HMIS or DVIMS) = 0 points Included explanation of how agency plans to improve measure = 2 point	IA-502 (Des Moines/ Polk County) Monitoring Report	
VII. Project Evaluation/Client Input				

1. Describe evaluation plan and incorporation of outcomes into quality improvement process	3	Includes description of both = 3 points Includes description of only one of the two = 1.5 points Description doesn't adequately describe either = 0 points	Project Application	
2. Program conducts anonymous client satisfaction surveys or alternative methods of anonymous feedback	1.5	Yes = 2 points No= 0 points	Project Application	
3. Provides opportunity for feedback from all clients at exit regardless of reason for leaving.	1.5	Yes = 2 points No= 0 points	Project Application	
4. Presents customer feedback to Board of Directors	1.5	Yes = 2 points No= 0 points	Project Application	
5. Is there a person with lived experience involved in your agency's decision making process? If Yes, please describe.	2.5	Yes = 1.5 points Provides an adequate description = 1 point No = 0 points	Project Application	
VIII. Budget/Cost Effectiveness				
Supportive Services	1	Services selected match services selected in <i>Supportive Services and Frequency</i> chart= 1 point Services selected do not match services selected in <i>Supportive Services and Frequency</i> chart= 0 points	Project Application	
Criteria	Points Possible	Points Breakdown	Source Documentation	Score
Budget Summary	1	Line item totals equal corresponding budget total & admin doesn't exceed 7%= 1 point ; errors in line item budgets or admin calculation= 0 points	Project Application	
Cash and/or In-Kind Match	1	Match at least 25% of Total CoC Request= 1point Match <25% of Total CoC Request= 0 points	Calculate 25% of applicant's Total CoC Request in Budget Summary	
	108		TOTAL	

**REVIEWER COMMENTS AND
THOUGHTS:**

2019 HMIS Renewal Application Scoring Sheet

Question	Points Possible	Points Breakdown	Score
LOCCS draws are completed at least every 3 months.	5	Yes = 5 points No = 0 points	
All HUD funds drawn down for most recently expired grant.	5	Yes = 0 points No = 5 points	
1. Review and approval of HUD required policies and frequency of policy review by CoCB.	10	All current HUD required policies have been reviewed by the CoCB and policy in place for at least an annual review of policies = 10 points ; Policies have been reviewed but latest review is greater than 12 months ago = 5 points ; Policies have not been reviewed = 0 points	
2. Measures taken and frequency in which they are conducted to ensure data quality and integrity.	10	Data quality reports and measures conducted monthly = 10 points ; Data quality reports and measures conducted bi-monthly = 5 points ; No data quality measures conducted = 0 points	
3. Staff attended relevant professional development trainings or conferences (National Alliance to End Homelessness, National Human Services Data Consortium, etc.).	10	Des Moines HMIS System Administrators and Staff Analyst attended at least one professional development training or conference during the program year = 10 points ; DSM HMIS System Administrator attended at least one professional development training or conference = 5 points . No staff attended professional development training or conference = 0 points	
4. Provided tools for monitoring project performance in meeting performance measures as well as setting and monitoring system performance measures.	10	One or more examples of tools provided = 10 points ; No examples of tools provided = 0 points	
5. Examples of evaluation of local programs and/or system activities as well as assessing the needs of the homeless.	10	One or more examples provided = 10 points ; No examples provided = 0 points	

6. Role in the continued implementation and monitoring of the PCCoC centralized intake.	10	Provided all reports requested to monitor CI = 10 points ; Some reports still under development = 5 points ; No reports provided to date = 0 points	
Question	Points Possible	Points Breakdown	Score
7. Supports data collection for non-HUD funded projects.	10	Providing support to all non-HUD funded projects identified by CoCB = 10 points ; Providing support to at least 50% of non-HUD funded projects identified by CoCB = 5 points ; Providing no support to non-HUD funded projects = 0 points	
8. HIC was accurate and posted on HDX on a timely basis with overall bed coverage of at least 86%.	10	Accurate & timely posted HIC with bed coverage $\geq 86\%$ = 10 points ; Accurate & timely posted HIC with bed coverage $<86\%$ = 5 points ; HIC not accurate or not submitted on time = 0 points	
9. Accurate and complete information provided to HUD for AHAR which was submitted on time.	10	AHAR accurate, complete and submitted on time = 10 points ; Errors in submitted AHAR but submitted on time = 5 points ; AHAR not submitted on time = 0 points	
10. All end users have completed initial trainings and relevant agency agreements are on file. Vendor Agreement complies with relevant HMIS policies.	10	All initial trainings completed, relevant agreements on file & Vendor Agreement complies with relevant HMIS policies = 10 points ; Not all initial trainings are completed, 100% of relevant agreements are not on file or Vendor Agreement doesn't comply with relevant HMIS policies = 0 points	
11. Type and frequency of training and technical assistance provided to end users.	10	Trainings offered monthly = 10 points ; Trainings not offered monthly = 5 points ; No trainings offered this year = 0 points	
12. Steps taken to ensure ease of use of HMIS.	10	Reports can be run independently, frequency of system down time hasn't impeded provider use and average response time for assistance ≤ 24 hours = 10 points ; Reports can't be run independently, frequency of system down time has impeded provider use or average response time for assistance >24 hours = 0 points	
	130		

REVIEWER COMMENTS: