

## 2023 M&E – Compliance & Performance Scorecard

Compliance Monitoring – All Renewals				
Element	Deliverable	Target	Max Pts.	Score
1. <b>Grant Tracking</b>	Monitoring & Evaluation Worksheet	Staff responsible for grant submissions & processes	Yes / No	
2. <b>Match</b>	Monitoring & Evaluation Worksheet	25% cash or in-kind match of applicable categories of grant amount	Yes / No	
3. <b>Finances</b>	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. <b>LOCCS Draws</b>	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. <b>Compliance</b>	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. <b>Consumer Input</b>	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. <b>Housing First</b>	Monitoring & Evaluation Worksheet	Proof of policy alignment	2	
8. <b>Low Barrier</b>	Monitoring & Evaluation Worksheet	Proof of policy alignment	2	
9. <b>Youth Education</b>	Monitoring & Evaluation Worksheet	Staff responsible for securing children & youth in program proper education	1	
10. <b>SOAR</b>	Monitoring & Evaluation Worksheet	SOAR certified staff accessible to program clients	1	

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Performance Monitoring - PSH				
<b>11. Permanent Supportive Housing Performance</b>  Reporting Period: 7/1/20 – 6/30/21	HMIS ART Report 706	Rate of clients exiting/maintaining Permanent Housing <ul style="list-style-type: none"> <li>• <b>100%</b> clients exit to/maintain PH</li> <li>• <b>90%</b> clients exit to/maintain PH</li> <li>• <b>80%</b> clients exit to/maintain PH</li> </ul>	<b>8</b> <b>5</b> <b>1</b>	
	HMIS HUD-CoC APR Report	Average Length of Stay <ul style="list-style-type: none"> <li>• Clients served stay an average of <b>3 years</b></li> <li>• Clients served stay an average of <b>4 years</b></li> <li>• Clients served stay an average of <b>5 years</b></li> </ul>	<b>5</b> <b>3</b> <b>1</b>	
	HMIS HUD-CoC APR	Rate of employment/income increase <ul style="list-style-type: none"> <li>• <b>25%</b> clients increase income</li> <li>• <b>20%</b> clients increase income</li> <li>• <b>15%</b> clients increase income</li> </ul>	<b>4</b> <b>2</b> <b>1</b>	
	HMIS Record in Literally Homeless program following PH Entry	Rate of Recidivism <ul style="list-style-type: none"> <li>• Less than 5% clients experience homelessness in 1 year</li> <li>• More than 5% clients experience homelessness in 1 year</li> </ul>	<b>3</b> <b>1</b>	
Performance Monitoring – RRH				
<b>12. Rapid Rehousing Performance</b>  Reporting Period: 7/1/20 – 6/30/21	HMIS ART Report 706	Rate of clients exiting/maintaining Permanent Housing <ul style="list-style-type: none"> <li>• <b>65%</b> clients exit to/maintain PH</li> <li>• <b>60%</b> clients exit to/maintain PH</li> <li>• <b>55%</b> clients exit to/maintain PH</li> </ul>	<b>8</b> <b>5</b> <b>1</b>	
	HMIS ART Report 700	Average Length of Stay <ul style="list-style-type: none"> <li>• Clients served stay an average of <b>30 days</b></li> <li>• Clients served stay an average of <b>40 days</b></li> <li>• Clients served stay an average of <b>50 days</b></li> </ul>	<b>5</b> <b>3</b> <b>1</b>	
	HMIS ART Report 703  *may be particularly affected by COVID-19	Rate of employment/income increase <ul style="list-style-type: none"> <li>• <b>75%</b> clients increase income</li> <li>• <b>70%</b> clients increase income</li> <li>• <b>65%</b> clients increase income</li> </ul>	<b>4</b> <b>2</b> <b>1</b>	

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	HSAC Access following PH Exits	Rate of Recidivism <ul style="list-style-type: none"> <li>• <b>Less than 20%</b> clients exiting to PH experience homelessness in 1 year</li> <li>• <b>More than 20%</b> clients exiting to PH experience homelessness in 1 year</li> </ul>	3 1	
<b>Performance Monitoring - HMIS</b>				
<b>13. HMIS Performance</b>  Reporting Period: 7/1/20 – 6/30/21	Most recent APR submitted in SAGE	Percent in LSA – <b>100%</b>	<b>N/A</b>	
		UDE Data Completeness <ul style="list-style-type: none"> <li>• <b>100%</b> UDE’s complete</li> <li>• <b>95-99%</b> UDE’s complete</li> <li>• <b>90-94%</b> UDE’s complete</li> </ul>	8 5 1	
		Data Timeliness <ul style="list-style-type: none"> <li>• <b>100%</b> Data quality submissions are submitted on time</li> <li>• <b>95-99%</b> Data quality submissions are submitted on time</li> <li>• <b>90-94%</b> Data quality submissions are submitted on time</li> </ul>	5 3 1	
		Data Consistency Standards <ul style="list-style-type: none"> <li>• <b>100%</b> new staff trained in HMIS w.in 2 Weeks of Hire</li> <li>• <b>95-99%</b> new staff trained in HMIS w.in 2 Weeks of Hire</li> <li>• <b>90-94%</b> new staff trained in HMIS w.in 2 Weeks of Hire</li> </ul>	4 2 1	
		Results of Annual HMIS Training Survey	Training Improved HMIS Knowledge <ul style="list-style-type: none"> <li>• <b>90%</b> Trainees report improved HMIS capabilities</li> <li>• <b>85-89%</b> Trainees report improved HMIS capabilities</li> </ul>	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

## 2023 M&E – Compliance & Performance Scorecard

- 2023 M&E Compliance Report
- Latest financial audit mgmt. letter
- PDF of IRS-990
- PDF of IRS-941
- All LOCCS Drawdowns
- Housing Quality Standards Form
- Discharge policy for non-compliance
- Homeless/Chronic Homeless Certification
- List of HMIS Numbers
- Client Satisfaction Survey
- Client Grievance Policy
- Board of Directors