

FY18 CoC Competition Scorecard Completion Instructions

Please read the instructions thoroughly before beginning work on the FY18 CoC Competition Scorecard. Scorecards are due to Amanda Davis (adavis@end-homelessness.org) by **Monday, August 6 at 4:00 p.m.**

The following tools and documents are required in order to complete the FY18 CoC Competition Scorecard. Documents that are noted as “available on STEH’s website” can be found on the [Apply for Funds page](https://www.strategiestoendhomelessness.org/partner-agencies/apply-for-funds/) (<https://www.strategiestoendhomelessness.org/partner-agencies/apply-for-funds/>).

- Fillable **CoC Performance Scorecard**
- Separate **APR reports** for each project (VESTA report name "CSV - APR 2017")
- Separate **Recidivism reports** for each project (VESTA report name "Universal - Recidivism by Exit Destination")
- Separate **Housing First Questionnaires** for each similar project type (available on STEH's website)
- **Project Name Crosswalk & 2018 Housing Inventory Count** (available on STEH's website)
- FY15 & FY16 **Coordinated Entry Matches** (available on STEH's website)

How to complete the CoC Competition Scorecard:

1. First, run two **APR reports** for each project, one report using the date range 7/1/2016 - 6/30/2017 (FY15), and the other for the date range 7/1/2017 - 6/30/2018 (FY16). See the VESTA Project Name Crosswalk to ensure that the correct project and grant filters are selected.
 - a. **How to run and save a report:**
 - i. After selecting the appropriate timeframe and project(s), click “view here”.
 - ii. Select the Print option.
 - iii. Change printer destination to save as PDF
 - iv. Print in “**portrait**” layout
 - v. Save with the following naming convention – “APR. Agency. Project Name. FY15 (or FY16)”
2. Next, run two **Recidivism reports** for each project, one report using the date range 7/1/2014 - 6/30/2015, and the other for the date range 7/1/2015 - 6/30/2016. See the VESTA Project Name Crosswalk to ensure that the correct project and grant filters are selected.
 - a. **How to run and save a report:**
 - i. After selecting the appropriate timeframe and project(s), click “view here”.
 - ii. Select the Print option.
 - iii. Change printer destination to save as PDF
 - iv. Print in “**landscape**” Layout
 - v. Save with the following naming convention – “RECIDIVISM. Agency. Project Name. FY15 (or FY16)”
3. Use available reports to complete sections A, C, D, E, and portions of G of the Scorecard. STEH will enter information in section B and in portions of sections G and F.
 - a. In the Fillable Scorecard:
 - i. Column A is each metric's number for easy reference.
 - ii. Column B is the performance measurement.

- iii. Column C is the report in which the data is found.
 - iv. Columns E-J are which data element to enter into the neighboring fields.
 - v. Column K contains FY15 data.
 - vi. Column L contains FY16 data.
 - vii. Column M is auto calculated and contains a 2 Year Performance Average. This cannot be edited.
 - viii. The Scorecard details which specific data element to enter into each field. **YOU MUST FOLLOW THE INSTRUCTIONS and YOU MAY NOT EDIT DATA.**
 - 1. For example, the first metric says to "Enter value from Q23a. Line f1." Refer to the 7/1/2016 - 6/30/2017 APR report, question 23a, line f1, and enter the FY15 APR Q23a, f1 information in the FY15 field.
 - ix. Performance data will auto-calculate in gray fields.
4. Metric 8 – Utilization data is provided on the Project **Name Crosswalk & 2018 Housing Inventory Count** document available on the STEH website.
 5. Metric 9 - Now, complete a Housing First Questionnaire for each similar project type. For example, if an agency has 2 RRH projects serving the same population, only complete one Housing First Questionnaire, and use that score for both project Scorecards.
 - a. The results of this questionnaire will be compared against STEH Compliance and Coordinated Entry records, so please respond accurately.
 - b. Save the Housing First Questionnaire as a PDF with the following naming convention, "HF. Agency. Project Name (or project type if one questionnaire applies to multiple projects)".
 6. Save the completed CoC Competition Scorecard in Excel format (do not save as a PDF, JPEG, or any other format) with the following naming convention, "SCORECARD. Agency. Project Name"
 7. Submission details:
 - a. Agencies will make a separate submission for each project.
 - b. All required documents must be submitted to Amanda Davis at adavis@end-homelessness.org using the subject line: "SUBMISSION: FY18 CoC Competition Scorecard."
 - c. Each project must submit the following:
 - i. Completed Scorecard in excel format
 - ii. 2 APR reports – following directions stated in 1.a. of this document.
 - iii. 2 Recidivism Reports – following directions stated in 2.a. of this document.
 - iv. Housing First Questionnaire
 8. Questions: In order to ensure consistent answers to questions, please submit any via [FY18 CoC Competition Questions Portal](#) only (also available on STEH's website). STEH staff members may answers questions via phone or email and will make every effort to respond within 24 business hours.

Next Steps:

Following submission, STEH staff will review each Scorecard, and compare it to the submitted supporting documentation. If errors are found, STEH staff will correct them, and the agency will be notified.

After all Scorecards are submitted, STEH will aggregate the information, calculate final scores, and send the scored Scorecards back to agencies. Scores will determine whether a project is required to present at the August 24th CoC Community Prioritization Event. Required presenters will be informed of their status on August 17.