



FY2019 CoC Program Competition New Project Scoring Tool

OVERVIEW

Factor	Points
1. Project's Work is Consistent with HUD and Local Priorities	20
2. Project Design and Readiness	30
3. Agency Capacity	40
4. Efficient Use of Funds	10
5. <i>Reallocation Bonus</i>	5
Total	100

Note: This tool will be used for reallocated projects and bonus projects.



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THRESHOLD CRITERIA

Factor	Points
1. Coordinated Entry Project will participate in coordinated entry to the extent possible for this project type.	N/A
2. HMIS Project will enter data for all CoC-funded beds into HMIS, unless it is serving survivors of domestic violence, in which case it will enter data into a comparable database.	N/A
3. Program Policies & Procedures Project has adopted, or is committed to adopting, policies and procedures that are consistent with minimum HUD requirements.	N/A
4. Participant Eligibility The project will only accept participants that can be documented as eligible for this project's program type based on their housing and disability status.	N/A
5. Equal Access/Fair Housing The project provides equal access and fair housing without regard to sexual orientation, gender identity, or local residency status.	N/A



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SCORING CRITERIA

1. PROJECT'S WORK IS CONSISTENT WITH HUD AND LOCAL PRIORITIES (20 PTS.)

Factor 1.A. HUD and Local Priorities	Points
<p>Points will be awarded at the discretion of the Review & Rank Panel within the following ranges, taking into consideration community need:</p> <ul style="list-style-type: none"> • Permanent supportive housing (for chronically homeless) = 5 to 10 points • Permanent supportive housing (DedicatedPLUS) = up to 5 points • Rapid re-housing = 5 to 10 points • Joint transitional housing and rapid re-housing = up to 5 points • Coordinated Entry = up to 10 points • HMIS = up to 10 points 	10

Factor 1.B. Project Impact & Responsiveness to Local Need	Scale	Points
<p>Impact of the program in addressing local needs. Consider:</p> <ul style="list-style-type: none"> • Leveraged resources (e.g., site-based housing) • Subpopulations served • Demonstrated need for the project type in the community, experience working with the local population and local partners <p>Panelists should consider the benefit to the community of funding this new project. Data provided on local needs can help inform if new project will meet existing community needs.</p>	Excellent	10
	Very Good	8
	Good	6
	Fair	4
	Poor	0



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2. PROJECT DESIGN AND READINESS (30 PTS.)

Consider the overall design of the project in light of its outcome objectives, and the Continuum of Care’s goals that permanent housing programs for homeless people result in stable housing and increased income (through benefits or employment).

Factor 2.A. Program Design	Points
<p>For all projects (5pts): Housing where participants will reside is fully described and appropriate to the program design proposed. Program design includes provision of appropriate supportive services.</p> <ul style="list-style-type: none"> • Does the program design include the use of innovative or evidence-based practices? • Will the project be ready to start within HUD’s statutory deadlines (e.g., can demonstrate site control, has plan to identify units, is an expansion of an existing project)? • Is the project staffed appropriately to operate the housing/services? • Are staff trained to meet the needs of the population to be served? • Does the program include involvement of clientele in designing and operating the program? • Does the method of service delivery described include culture-specific/sensitive elements (e.g., trauma-informed care)? • Will the program be physically accessible to persons with disabilities? Are program outcomes realistic but sufficiently challenging given the scale of the project? Are outcomes measurable and appropriate to the population being served? • For Domestic Violence Bonus projects, does the program design include safety, planning, and confidentiality protocols? Does the project demonstrate trauma-informed, victim-centered approaches? <p>Project specific criteria (5 pts): <u>For PSH/RRH (at least 3 of 4 required by HUD and the project must complete the point under the third criteria)</u></p> <ul style="list-style-type: none"> • Does the type of housing proposed, including the number and configuration of units, fit the needs of the program participants (e.g., two or more bedrooms for families)? • Will the type of supportive services that will be offered to program participants ensure successful retention in or help to obtain permanent housing, including all supportive services regardless of funding source? • Does the project have a specific plan for ensuring program participants will be individually assisted to obtain the benefits of mainstream health, social, and employment programs for which they are eligible to apply that meets the needs of program participants (e.g., Medicare, Medicaid, SSI, Food Stamps, local Workforce office, early childhood education)? • Will the project assist program participants to obtain and remain in permanent housing in a manner that fits their needs (e.g., provides the participant with some 	<p>10</p>



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type of transportation to access needed services, safety planning, case management, additional assistance to ensure retention of permanent housing)?

For Joint TH-RRH (at least 4 of 6 required by HUD and the project must complete the point under the fourth criteria)

- Does the type of housing proposed, including the number and configuration of units, fit the needs of the program participants (e.g., two or more bedrooms for families)?
- Will the project provide enough rapid re-housing assistance to ensure that at any given time a program participant may move from transitional housing to permanent housing? (This may be demonstrated by identifying a budget that has twice as many resources for the RRH portion than TH, by having twice as many RRH units at a point in time as TH units, or by demonstrating that the budget and units are appropriate for the population being served.)
- Will the type of supportive services that will be offered to program participants ensure successful retention in or help to obtain permanent housing, including all supportive services regardless of funding source?
- Does the project have a specific plan for ensuring program participants will be individually assisted to obtain the benefits of mainstream health, social, and employment programs for which they are eligible to apply that meets the needs of program participants (e.g., Medicare, Medicaid, SSI, Food Stamps, local Workforce office, early childhood education)?
- Will the project assist program participants to obtain and remain in permanent housing in a manner that fits their needs (e.g., provides the participant with some type of transportation to access needed services, safety planning, case management, additional assistance to ensure retention of housing)?
- Will the project adhere to a housing first model and adopt low barriers to entry and prioritize rapid placement and stabilization in permanent housing?

For Coordinated Entry: Program design is in alignment with coordinated entry system design envisioned by CoC (at least 3 of the 5 required by HUD and the project must complete the point under the fifth bullet).

- Is the system easily accessible for all persons within the CoC's geographic area, including persons with disabilities, who are seeking information regarding homelessness assistance?
- Is there a strategy for advertising the program that is designed specifically to reach homeless persons with the highest barriers within the CoC's geographic area?
- Is there a standardized assessment process?
- Does the program ensure that program participants are directed to appropriate housing and services that fit their needs?
- Will the project assist program participants to obtain and remain in permanent housing in a manner that fits their needs (e.g., provides the participant with some type of transportation to access needed services, safety planning, case management, additional assistance to ensure retention of housing)?



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<p><u>For HMIS: Program design is in alignment with CoC’s data needs (at least 3 of the 4 required by HUD).</u></p> <ul style="list-style-type: none"> • Will HMIS funds be expended in a way that is consistent with the CoC’s funding strategy for the HMIS and furthers the CoC’s HMIS implementation? • Will the HMIS collect all Universal Data Elements as outlined in the HMIS data standards? • Will the project be able to unduplicate client records? • Will the project help further the HMIS’s ability to produce all HUD-required reports (APR, quarterly reports, data for CAPER/ESG reporting) and other reports required by federal partners.) 	
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Factor 2.B. Services Partnership or Capacity	Points
<p>There is a committed relationship with a service provider with a signed letter of commitment or MOU; if agency is providing services itself, they have shown they have the funds to do that. Consider:</p> <ul style="list-style-type: none"> • What depth of services will be offered? • Will the services meet the needs of the target population proposed? • How will services will be leveraged or funded? 	5

Factor 2.C. Expected Outcomes	Points
<p>Has the agency demonstrated, through past performance, the ability to successfully carry out the work proposed and effectively provide services to people experiencing homelessness? Consider the agency’s ability to demonstrate positive outcomes related to:</p> <ul style="list-style-type: none"> • Measures of housing stability, • Exits to homelessness • Increased income/benefits <p>For expansion projects, panelists should also consider the outcomes for the renewal project that is proposed for expansion.</p> <p>For new projects, panelists should consider an applicant’s current ability and methodology used to measure and track data for comparable projects.</p>	15



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3. AGENCY CAPACITY (40 PTS.)

Factor 3.A. Agency Experience	Points
<p>Does the agency have the expertise and staffing needed to operate the proposed project?</p> <p>Consider:</p> <ul style="list-style-type: none"> • Does the agency have a clear staffing plan that covers both grant management and performance of grant activities? Can the agency demonstrate its capacity to bring on new programs? (3 pts) • Has the agency successfully handled at least one other federal grant or other major grant of this size and complexity, either in or out of the CoC? (2 pts) 	5

Factor 3.B. Administrative Structure	Points
<p>Does the agency have the procedural and administrative structure needed to meet all grant audit, administrative, and reporting requirements?</p> <ul style="list-style-type: none"> • Does the agency have any outstanding HUD findings and/or financial audit findings? (2 pts) • Has HUD deobligated any of the agency's grant funds in the past three operating years? (2 pts) • Does the application packet that was submitted reflect an agency with capacity that is sufficient to carry out the HUD administrative requirements? (2 pt) 	6

Factor 3.C. HMIS Participation	Points
<p>Is the agency/program actively participating in HMIS or an alternative database for domestic violence projects?</p> <ul style="list-style-type: none"> • Consider: the percentage of the program's clients who have data entered into HMIS or the alternative database; HMIS or Alternative Database Data Completeness Report Card 	6

Factor 3.D. CoC Participation	Points
<p>Does the agency and/or project sponsor participate in Contra Costa Council on Homelessness and CoC-related planning meetings?</p>	6



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Factor 3.E. Housing First	Points
<p>Consider the extent to which the proposed project’s policies will include a commitment to identifying and lowering barriers to housing.</p> <ul style="list-style-type: none"> • To what extent will the project’s written policies and procedures ensure that participants are not screened out based on the following criteria? (4 pts) <ul style="list-style-type: none"> ○ Having too little or no income (1 pt) ○ Active, or history of, substance use or a substance use disorder (1 pt) ○ Having a criminal record (with exceptions for state-mandated restrictions) (1 pt) ○ History of domestic violence (e.g., lack of a protective order, period of separation from abuser, or law enforcement involvement) (1 pt) • To what extent will the project’s written policies and procedures ensure that participants are not terminated from the program for the following reasons? (5 pts) <ul style="list-style-type: none"> ○ Failure to participate in supportive services (with exception for HUD-mandated monthly case management meeting for RRH program participants) (1 pt) ○ Failure to make progress on a service plan (1 pt) ○ Loss of income or failure to improve income (1 pt) ○ Being a survivor of domestic violence (1 pt) ○ Any other activity not covered in a lease agreement typically found in the project’s geographic area (1 pt) • How will the project take proactive steps to minimize barriers to entry and retention? (2 pts) <p>For expansion projects, panelists should consider the policies and procedures used for the renewal project that is proposed for expansion.</p> <p>For new projects, panelists should consider an applicant’s ability to implement these criteria, looking to an applicant’s experience with comparable projects if available.</p>	<p>11</p>



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Factor 3.F. Quality Assurance	Points
<p>Does the agency maintain policies, procedures, and actions to ensure continuous quality improvement?</p> <ul style="list-style-type: none">• Does the agency train its staff to ensure high quality of care? (2 pts)• Does the agency assess quality of service and consumer satisfaction through surveys, focus groups, etc.? (Optional: applicants may attach a document summarizing client feedback for panelist consideration.) (2 pts)• Does the agency monitor program performance using data? (2 pts)	6



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4. EFFICIENT USE OF FUNDS (10 PTS.)

Factor 4.A. Budget	Points
<p>Is budget clearly articulated, with no unnecessary or unexplained items? Consider:</p> <ul style="list-style-type: none"> • Does the budget show that the project will have enough resources to provide high-quality, reliable services to the target population? (2 pts) • Does the budget show that the project will match/leverage significant outside resources (funding, staff, building space, volunteers, etc.) rather than rely entirely on CoC funds? Are the outside sources realistic? (2 pts) • Does the budget show that the project is taking appropriate measures to promote cost effectiveness? (1 pt) <p>For expansion projects, panelists may also consider the efficient use of funds factors of the renewal project that is proposed for expansion.</p>	5

Factor 4.B. Financial Management	Points
<p>Has the applicant submitted their most recently completed independent audit of their nonprofit financial statements?</p> <ul style="list-style-type: none"> • If so, does the audit demonstrate the agency’s capacity to maintain adequate control over all funds, property, and other assets to ensure they are used solely for authorized purposes? <p>If the applicant has not completed an independent audit:</p> <ul style="list-style-type: none"> • Have they submitted unaudited financial statements and articulated their plan to meet federal financial management requirements? 	5

5. REALLOCATION BONUS (5 PTS.)

Factor 5.A. Reallocation	Points
<p>Did the Agency voluntarily reallocate a renewal project? Consider:</p> <ul style="list-style-type: none"> • How much funding was reallocated? • What was the project type? 	5