

New Application Outline and Scoring Criteria

Indicator	Criteria	Total Points
Section I: Project Narrative		
Part 1: Agency Background and Capacity (100 points)		
Agency Experience Question 1-A	<ul style="list-style-type: none"> - Does the agency demonstrate a key understanding of the needs and gaps of the priority population? - Does the agency demonstrate a history of working with the priority population? - Does the agency have experience with providing the service it is requesting funding for? - If the agency lacks experience, does the narrative provide a description of steps the agency will take to fill gaps in knowledge? - If the agency has a subgrantee, does the narrative provide a description of the subgrantee agency’s experience and history providing services to the priority population and/or proposed services? 	15
Training Question 1-B	<ul style="list-style-type: none"> - Does the agency demonstrate awareness of mandatory/required trainings and are agency staff provided the correct level and frequency of training? - Are trainings relevant to the priority populations and mission of the CoC? - Are agency staff taking advantage of CoC sponsored trainings through CAS? - Has the agency incorporated training for staff of all levels, including the board of directors and executive leadership on priority populations and service delivery that meets CLAS standards? - Has the agency made changes to service delivery and program design based on trainings? - Is training offered to all levels of staff in order to provide pathways for professional development? 	20
Data Question 1-C	<ul style="list-style-type: none"> - Does the agency utilize HMIS or comparable database for data entry? - If not, does the agency have a plan for utilizing HMIS in project implementation? - Does the agency reference DQ standards and appear aware of specific data requirements (i.e. data security protocols, timeliness of data entry, required data elements, etc.)? - Does the agency have a clear process for collecting and entering data and evaluating data accuracy and completeness, including timelines and staff? - Does the agency have a history of developing and implementing data quality improvement plans with an evaluation process in place to review and update? - Is the plan communicated throughout the agency? 	20
Racial Equity Question 1-D	<ul style="list-style-type: none"> - Are management and decision-making bodies representative of the population served by the programs? - Has the agency identified steps to help the board of directors and decision-making bodies better reflect the population served by the program? - Has the agency established professional development opportunities to identify and invest in emerging leaders of different race and ethnicities in the organization? - Is the agency training and educating staff working in the homeless services sector to better understand racism and the intersection of racism and homelessness? - Has the agency reviewed internal policies and procedures with an equity lens and have a plan for developing and implementing equitable policies that do not impose undue barriers? - Is the agency collecting data and/or reviewing HMIS to better understand the pattern of program use for people of different races and ethnicities in its program? 	15

	<ul style="list-style-type: none"> - Does the agency use communication, such as flyers, websites or other materials, inclusive of underrepresented groups? 	
Consumer Involvement Question 1-E	<ul style="list-style-type: none"> - Does your organization Board of Trustees or subcommittee contain at least one individual with lived experience? - Is there a process in place for individuals with lived experience or consumers to give feedback to the program? - Is there a process to evaluate whether people with lived experience feel that their feedback is valued and heard? - Is there a process to ensure the feedback of people with lived experience is used intentionally/strategically to develop policies for this program? - Does the feedback process include multiple ways (i.e. focus groups, paper and electronic surveys, one on one sessions) for the consumer to provide feedback? - Does the agency collect consumer feedback during different points in program participation (i.e. after intake, after service planning, after discharge, etc.)? - Does the agency provide an opportunity for anonymous consumer feedback and does the agency provide consumers with an anti-retaliation policy to protect consumers if they share unwanted feedback? - Has the agency identified any barriers to involving people with lived experience in program design and process development? - If so, does the agency have an understanding of the barriers and a plan to address these barriers? 	15
Fiscal Capacity Question 1-F	<ul style="list-style-type: none"> - Is the project model described, in detail, through a fiscal lens? - Does the proposed budget, including line items and amounts, match the project description? - Does the program provide sufficient salary for program staff to ensure reduction in staff turnover and high-quality, effective service delivery? - Does the budget and staffing plan indicate if positions are fully or partially funded by the project? If shared between programs, does the organization record the allocation of time for those individuals? - Does the agency have a plan for sustaining the project if key personnel leave during the course of the grant year? - Are the projected costs reasonable and realistic compared to the projected outcomes of the project? - Has the agency described any changes within the last three years that have caused a reduction in significant budget variances? - Are there any changes that may occur within the upcoming up year that will have an effect on financial operations? - If yes, are the projected changes, the reasons for changes and the effect these changes will have on the budget or capacity described in detail? - Can this project be sustained if there is a reduction in HUD funding? - Does the agency have a plan for adjusting the program without reducing quality of services if there is a reduction in HUD funding? 	15
Part 2: Project Description and Implementation (100 points)		
Project Applicability and Relevance 2-A	<ul style="list-style-type: none"> - Does the agency address a gap that the CoC has identified as a need? 	20

	<ul style="list-style-type: none"> - Has the agency identified other programs that provide similar services and collaborated with those agencies to reduce duplication of effort and maximize services and supports offered to the community? - Has the agency demonstrated that the project aligns with the mission of its own agency AND the mission of the CoC? - Are at least 80% of beds/vouchers dedicated to one of the CoC's identified priority populations? 	
Objectives and Outcomes Question 2-B	<ul style="list-style-type: none"> - Does the agency include all elements of a SMART (specific, measurable, attainable/achievable, realistic, time-focused/timebound) goal in the response? - Does the agency include in the SMART goals, outcomes that are relevant to the priority populations discussed in the NOFO? - Are the SMART goals relevant to the CoC Strategic Plan goals and objectives? - Does the agency include projected outcomes for number of households to be served? - Does the agency include projected outcomes for number of households linked to training, employment and/or benefits and mechanisms for such linkages? - Does the agency include system performance metrics and/or data-based outcomes? - Does the agency provide an objective related to tracking consumer outcomes post-discharge? 	20
Activities and Services Question 2-C	<ul style="list-style-type: none"> - Does the agency provide a SMART plan for connecting people to permanent housing? - Does the agency provide a plan for ensuring that consumers can maintain permanent housing once achieved? - Does the agency include language that describes individualized service planning, plan maintenance and consumer empowerment? - Does the agency provide evidence of compliance with CLAS standards? - Are the activities/services provided relevant to the needs of the populations served? - Do the activities/services include responsible staff? - Does the agency have activities/services related to assessing and linking consumers to employment services, mainstream benefits and healthcare services and insurance? - Does the agency have collaborations and partnerships with organizations that provide complementary services and/or reflect the activities/services listed? - If the agency is utilizing subgrantees, partnerships or collaborations to provide activities and services, are these roles and responsibilities outlined in this section? 	20
Monitoring and Evaluation Question 2-D	<ul style="list-style-type: none"> - Does the agency have a plan for monitoring program objective and outcomes that includes frequency of review and staff roles and responsibilities? - Does the agency utilize data-driven measurement tools to determine program effectiveness and quality? - Does the agency include consumer focus groups, questionnaires and/or surveys that measure consumer satisfaction of the progress on ISP goals and activities? - Does the agency monitoring and evaluation plan include a description of how quality improvement goals are determined and by whom? - Does the agency quality improvement plan include a PDSA model, or other data driven model for improving program performance and service quality? 	20
CoC and CE Collaboration	<ul style="list-style-type: none"> - Do all levels of staff attend CoC meetings including executive leadership and direct program staff? - Is the agency aware of CoC initiatives and actively working on strategic plan goals and objectives? 	20

Question 2-E	<ul style="list-style-type: none"> - Does the agency demonstrate knowledge of SP goals and objectives and has the agency identified ways to assist in achieving these? - Does the agency have a process for ensuring CoC information and initiatives are communicated to staff throughout the agency? 	
Part 3: Housing First Philosophy (100 points)		
Operationalizing housing first model Question III-A	<ul style="list-style-type: none"> - Do program policies and procedures reflect a Housing First philosophy? - Do all levels of staff go through Housing First training? - Has the agency received any guidance or consultation to become Housing First? - Is there a clear implementation plan for Housing First in this program? - Is the Housing First philosophy apparent in processes used during this program implementation? - Does the program utilize a client-centered service model that focuses on goals developed by the household? - Does the program use an inclusive decision-making structure for system development? - Do program processes clearly indicate utilization of the coordinated assessment process for prioritizing households most in need? 	25
Low-barrier project criteria Question III-B	<ul style="list-style-type: none"> - Is access to this program contingent on a criminal or credit background check, documentation submission, attendance in certain services or based upon income received? - Are service and/or treatment plans voluntary? - If there is a “yes” to any of the above questions, is there an explanation? - Does the explanation describe why there are these barriers? - Is there a plan for implementing a Housing First philosophy into the next year? 	25
Overcoming challenges and barriers Question III-C	<ul style="list-style-type: none"> - Does the agency provide a list of detailed barriers to implementing a Housing First philosophy? - Are the barriers listed agency-level barriers or are they system-level barriers? (agency will not lose points for system-level barriers identified) - Are there detailed strategies listed to address these barriers? - Does the agency have a plan to avoid returns to homelessness? 	25
Agency-wide initiatives Question III-D	<ul style="list-style-type: none"> - Does the agency adhere to a housing first philosophy throughout all programs? - Has the agency listed initiatives, in detail, intended to move the entire organization towards operationalization of a Housing First model? - Are initiatives consumer/program participant-driven? 	25
Part 4: New Projects (50 points)		
HUD Experience Question IV-A	<ul style="list-style-type: none"> - Does the agency discuss its experience with HUD funded programs? - If the agency has no HUD grant experience, does the narrative describe other funding sources? - Does the agency have an understanding of the agency responsibilities under HUD funded grants? - Has the agency been denied or lost HUD funding in the past? If so, are there any concerns that the agency will have similar challenges if it receives CoC funding? - Does the agency have a SAM account? 	15
Staffing Plan Question IV-B	<ul style="list-style-type: none"> - Does the agency have an organizational chart that outlines a clear structure for accountability? - Does the agency have job descriptions for funded project staff that are in line with the activities and services proposed in the narrative? 	15

	<ul style="list-style-type: none"> - Does the agency require qualifications and education that are relevant to each position? - Does the agency require qualifications and education that are prohibitive to people with lived experience of housing instability to accessing positions within the agency? - Does the agency have a recruitment plan to ensure full staffing of the project to ensure outcomes and objectives are achieved within the grant year? 	
System Performance Measures Question IV-C	<ul style="list-style-type: none"> - Does the agency demonstrate knowledge of the system performance metrics? - Does the agency have a plan for incorporating system performance review and improvement within the agency? - Does the agency demonstrate a commitment to improving system performance as part of the CoC system? 	20
Section II: Budget (20 points)		
Match	<ul style="list-style-type: none"> - Does the project provide a letter of commitment for any a firm match commitment of cash or in-kind support with a total value of 25% of the proposed project budget request, minus leasing costs? 	10
Funding proposal is realistic to meet program objectives	<ul style="list-style-type: none"> - Is the CoC funding request is reasonable and appropriate for the project type? - Is the project financially feasible? 	10