Renewal Application Outline and Scoring Rubric

Indicators with an asterisk are weighed higher than other indicators

Indicator	Criteria	Total Points
	Part A: Agency Background and Capacity (100 points)	
Agency Experience **Question A-1**	- Does the agency demonstrate a key understanding of the needs and gaps of the priority population? - Does the agency demonstrate a successful history of working with the priority population? - Does the agency have experience with providing the service it is requesting funding for? - (If Applicable) 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?	15-20
Training **Question A-2**	- 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? - Has the agency incorporated training for staff of all levels, including the board of directors and executive leadership on priority populations and service delivery? - Has the agency made changes to service delivery and program design based on trainings? - Is training offered to all levels of staff, including lower paid positions, in order to provide pathways for professional development?	25
Data* **Question A-3**	- Does the agency utilize HMIS or comparable database for data entry? - 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 data quality improvement plan and an evaluation process in place to review and update? - Is the plan communicated throughout the agency?	30
Racial Equity* **Question A-4**	- 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? - Does the agency use communication, such as flyers, websites or other materials, inclusive of underrepresented groups?	40

Part B: Project Description and Implementation		
Outcomes and Objectives* Question B-1	- 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? - 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 projected outcomes for providing services to whole families without separating individual family members in accordance with each family's definition of family? - 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?	40
Activities and Services of the Project Question B-2	- 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? - Are the activities/services provided relevant to the needs of the populations served? - Are specific vulnerable populations and services outlined in the RLI reflected in the activities/services? - 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 applicable) If the agency is utilizing subgrantees, partnerships or collaborations to provide activities and services, are these roles and responsibilities outlined in this section?	40-45
Monitoring and Evaluation Question B-3	- 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?	25
CoC and CE Collaboration Question B-4	- Do all levels of staff attend CoC meetings including executive leadership and direct program staff? - Does the agency make referrals through the CoC's Coordinated Entry Process? - If any referrals from the Coordinated Entry process were rejected, does the explanation for rejection indicate that Housing First principles was violated? (-5 points)	10

Client termination Question B-5	- If any client(s) were terminated from the project, does the reason for termination violate Housing First principles? (-10 points) - Did the clients termination result in homelessness (e.g. the applicant did not make any efforts to avoid the client's homelessness)? (-10 points)	-20
Part C: Housing First Philosophy		
Operationalizing housing first model Question C-1 *Threshold Requirement*	- 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?	25
Low-barrier criteria Question C-2 & C-3 *Threshold Requirement*	- 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 applicable - if there is a "yes" to any of the above questions, is there an explanation and does the explanation describe why there are these barriers? - If applicable – if there is a "yes" to any of the above questions, Is there a plan for implementing a Housing First philosophy into the next year?	10-20
Overcoming challenges and barriers Question C-4	- If applicable, does the explanation of barriers listed indicate they are agency-level barriers or are they system-level barriers? (-10 points for agency-level barriers; agency will not lose points for system-level barriers identified) - If applicable, are there detailed strategies listed to address these barriers? (-10 if missing strategies) - If applicable, does the agency have a plan to avoid returns to homelessness? (-10 if missing plan)	-30
Part D: Budget		
Match *Threshold Requirement*	- 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?	5
Funding proposal is realistic to meet program objectives	- Is the CoC funding request reasonable and appropriate for the project type? - Is the project financially feasible? - Is there a feasible long-term plan to sustain the project should there be a decrease in HUD funding? - If applicable, is there a plan to modify the project due to a projection of unused funds?	20
Funding proposal matches previous grant year request (Renewal Projects Only)	- Does the project funding request match the total budget on the most 2022 Grant Inventory Worksheet?	5
Part E: Funding Priorities		
Project meets one or more of the funding priorities	- Joint Transitional Housing-Rapid Rehousing Projects - Projects serving persons with mental illness - Projects serving persons with substance use disorders	10-40
Part F: Program Performance: Renewal Projects Only		

Most recent monitoring findings	- What was the project's most recent Monitoring and Performance Review Score (%)?	100