New 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 Questions A-1	- Does the agency demonstrate a key understanding of the needs and gaps of the priority population? - Does the agency have a history of working with the priority population? - Does the agency have experience 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 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?	20-25
HUD Experience Question A-2	- Does the agency discuss its experience with HUD funded programs? - If applicable, 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?	20
Staffing Plan Question A-3	- 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? - 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?	25
System Performance Measures Question A-4	- 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?	15
Training Question A-5	- 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-6	- 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?	30

	- 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?	
Racial Equity* **Question A-7**	- 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		
Project Applicability and Relevance* **Question B-1**	- Does the agency address a gap that the CoC has identified as a need? - 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?	20
Objectives and Outcomes* **Question B-2**	- 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 Proejct	- 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?	40-45

Question B-3	- 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?	
Monitoring and Evaluation **Question B-4**	- 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 service provider 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 data driven model for improving program performance and service quality?	25
CE Collaboration **Question B-5**	- Does the agency participate, or have a plan in place to participate in 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)	5
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 project criteria **Questions C-2 and C-3**	- 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)	-30

	- 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)	
Part D: Budget/Fiscal		
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 Reference: Budget worksheet	- Is the CoC funding request is reasonable and appropriate for the project type? - Is the project financially feasible?	10
Part E: Funding Priorities		
Project meets one or more of the funding priorities	- New Permanent Supportive Housing or Rapid Rehousing Projects that jointly provide healthcare - Joint Transitional Housing-Rapid Rehousing Projects - Projects serving persons with mental illness - Projects serving persons with substance use disorders	10-40