

2023 Athens-Clarke County Continuum of Care New Project Application Scoring Form

(PSH, RRH, Joint TH-RRH, Expansion, and DV Bonus)

Reviewer Name: _____ Date: _____

Project Name: _____

HUD Project Type: Permanent Supportive Housing (PSH); Rapid Rehousing (RRH) TH- RRH
 (Is this for an Expansion or DV Bonus?)

Requested Amount (General Information Question 6): _____

Proposed Number of Individuals and/or Families to Serve: _____

(Total number of households. Question 5b, second chart): _____

Please read each application fully first before scoring. Each scoring section has the question from the application that applies specifically to that scoring criteria. As the individual point amounts may vary just slightly, please read each scoring criteria fully prior to assigning a score.

There is a “Comments/Scoring Rationale” box following the scoring chart in each section. It is important that reviewers are able to provide rationalization for each project scoring, therefore, please provide comments on scoring rationale.

Threshold Information

Threshold Statements	Yes/No	Score
1. PSH and RRH Agencies submitting new projects had 8 requirements to meet in order to be considered for this funding (HMIS must meet HUD minimum standards**).	All the requirements checked or addressed = Yes One or more of the requirements not checked or addressed = No	

Project Threshold Criteria	Scoring	Score
Applicant meets HUD’s eligibility and threshold criteria.	Pass/Fail	
Applicant demonstrates adequate capacity to carry out grant (attachments required).*	Pass/Fail	
Project meets eligible costs or activities requirements.	Pass/Fail	
Project sufficiently demonstrates eligible populations will be served.	Pass/Fail	
Project shows required match & sufficient commitments for leveraging to implement project.	Pass/Fail	
Applicant does not have serious compliance or performance issues on current projects.	Pass/Fail	

Project demonstrates adequate impact or cost effectiveness.	Pass/Fail	
Project meets HUD Joint TH & PH-RRH Component Minimum Standards**	Pass/Fail	
Other, as identified by reviewers.	Pass/Fail	
Threshold Statements Comments		
Agency Capacity*	Possible Points	Score
<p>Agency demonstrates they have the capacity to carry out and implement the project proposed.</p> <p>(20 possible points)</p> <p>New project applicants must sufficiently describe experience administering federally funded grants, and submit the most recent financial audit, IRS Form 990, and list of current board members. New projects should also adequately describe how project will reach full operational capacity. New project applications that do not demonstrate capacity to carry out project may be rejected by the review team.</p>	<p>Response is clear and concise; financial statements/IRS Form 990 are current (without concerns); board consists of volunteer/ diverse members; applicant has experience administering federal funds; and there are no match/ leveraging concerns for reaching capacity = 20 Excellent*</p> <p>Response is adequate; financial statements/IRS Form 990 are current (any concerns addressed); board consists of volunteer/ diverse members; applicant has experience administering government funds; and there are no match/leveraging concerns for reaching capacity = 15 Good</p> <p>Response unclear and leaves unanswered questions; financial statements and/or IRS Form 990 are not current (with concerns); board consists of local volunteer/diverse members; applicant has experience administering grant funds; and/or there are match/leveraging concerns for reaching capacity = 5 Adequate</p> <p>Response and required documentation does not demonstrate experience or capacity to carry out project = 0 (May be rejected by the review team)</p> <p>Applicants with open (unresolved) monitoring findings or concerns from HUD, DCA, HCD or any other governmental or foundation funder, that doesn't demonstrate a satisfactory corrective plan of action may lose additional points or be determined not to meet threshold.</p>	
TOTAL (20 points maximum)		
Agency Capacity Comments		

Proposed Project Information

Agency Experience	Possible Points	Score
<p>2.</p> <p>PSH: Homeless and Permanent Supportive Housing Experience</p> <p>RRH: Homeless and Rapid Re-housing Experience</p> <p>Joint TH-RRH: Unsheltered and Youth Homeless, Transitional Housing, and Rapid Re-Housing Experience</p> <p>DV Bonus: Dedicated to survivors of domestic violence, dating violence, sexual assault, or stalking who qualify under paragraph (4) of the definition of homeless at 24 CFR 578.3.</p> <p>(Question 1a, 1b, 1c, & 1d)</p> <p>(20 possible points)</p> <p>*Weighted heavily due to the importance of the experience*</p>	<p>Response is clear and concise and gives a complete picture of the relevant experience of the applicant = 20 Excellent</p> <p>Response gives an adequate description of related experience, but the experience is limited = 15 Good</p> <p>Response gives an adequate description of experience, but leaves a few unanswered questions = 10 Adequate</p> <p>Response unclear and leaves unanswered questions about the experience = 0 (May be rejected by the review team)</p> <p>Response does not describe experience working with people who are homeless and/or managing a similar program type (PSH, RRH, TH-RRH, or survivors) = 0 (May be rejected by the review team)</p>	
<p>3. Leasing, Rental, Support Services, and HMIS Experience</p> <p>(Question 1e)</p> <p>(5 possible points)</p>	<p>Response is clear and concise and gives a complete picture of the relevant experience of the applicant and potential subrecipients (if any), for all four aspects = 5 Excellent</p> <p>Response gives an adequate description of related experience, but the experience is limited for one or two aspects = 3 Good</p> <p>Response gives an adequate description of experience, but the experience is limited for three or four aspects = 2 Adequate</p> <p>Response unclear and leaves unanswered questions about the experience = 0 (May be rejected by the review team)</p> <p>Response does not describe experience related to leasing, rental assistance, support services and/or HMIS = 0 (May be rejected by the review team)</p>	
TOTAL (25 points maximum)		
Agency Experience Comments		

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Program Monitoring		
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<p>4. Monitoring Findings or Concerns (Questions 1f & 1g)</p> <p>(4 possible points)</p>	<p>Agency has no open (unresolved) monitoring findings or concerns, and there are no outstanding Federal debts = 4</p> <p>Agency is currently working to address monitoring findings or concerns, but a response letter has not been received by applicant = 2</p> <p>Agency has open findings or concerns that aren't being addressed, or findings or concerns were of a serious financial or programmatic nature that causes capacity concerns = 0</p>	
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TOTAL (4 points maximum)		
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Program Monitoring Comments		
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General Description	Possible Points	Score
<p>5. Program Description (Question 2a and 3a)</p> <p>Proposed Project Expansions will need to <i>fully demonstrate</i> need (Question 3)</p> <p>(8 possible points)</p> <p>(*Each checked applicable box = 1 point*)</p>	Response has a clear description of how the project meets the community need for housing (or expansion if applicable) = 1	
	Response has a clear description of the target population that will be served = 1	
	Response has a clear description of a plan to address the housing and support service needs of the participants = 1	
	Response has clear proposed outcomes, <u>and</u> the proposed outcomes seem reasonable = 1	
	Response includes a description of planned and established partnerships = 1	
	Response is clear in describing why CoC support is necessary for the project = 1	
	Response clearly describes the plan to reach full project capacity in a timely manner = 1	
	Response clearly describes how project will target and prioritize people with higher needs and who are most vulnerable = 1	

<p>6. Estimate Schedule (Question 2d) (3 possible points)</p>	<p>Applicant provided a complete timeline showing when the project implementation milestones will occur, and they seem reasonable = 3</p> <p>Applicant provided a complete timeline showing when the project implementation milestones will occur, but is missing 1 or 2 milestones or some of the milestones seem unrealistic = 2</p> <p>Implementation timeline is unclear or project has some feasibility concerns = 0</p>	
<p>7. Housing First Model (Questions 2e) (3 possible points)</p>	<p>Description of how the project will incorporate a Housing First model of housing assistance that prioritizes rapid placement and stabilization in permanent housing that does not have service participation requirements or preconditions is thorough and leaves no unanswered questions = 3 points</p> <p>Description is adequate but leaves some unanswered questions = 1 point Explanation is unclear or does not align with a Housing First design = 0 points</p>	
<p>8. Housing First (Question 2f) (8 possible points)</p>	<p>Agencies were required to check each criteria for that there will be a policy or practice that would prevent project entry (other than state/federal-mandated exceptions) and to provide an explanation to support other requirements based on housing readiness. Projects that did not check one or more of the four barriers that would not prohibit participants from being enrolled in the project were required to provide an explanation. If explanation or other narratives indicate barrier is not one mandated by an outside authority, award zero points related to criteria. Points are not automatic; if explanation or other narratives do not back up answer award zero points for related criteria.</p> <p>Award two points for each criteria that was selected as not being a barrier to entry.</p> <ul style="list-style-type: none"> • Having little or no income: Check = 2 • Active or history of substance abuse: Check = 2 • Having a criminal record with exceptions for state/federal mandated restrictions: Check = 2 • History of Victimization (e.g. domestic violence, sexual assault, childhood abuse): Check = 2 • Other requirements based on “housing readiness”: if satisfactory explanation can award 1 point for relevant barrier if 2 points weren’t awarded. 	

	<p>Applicants that selected any of the above polices/practices for not accepting a client into the project should describe the rules that would prevent entry into a project.</p>	
<p>9. Housing First (Question 2g) (8 possible points)</p>	<p>Agencies were required to indicate which, if any, factors that there would NOT be a policy or practice that would cause a client to be terminated from the project. Projects that did not check one or more of the four items, that would not be a cause for termination, were required to provide an explanation. If explanation or other narratives do not back up answer award zero points for related criteria.</p> <p>Explanation to support other requirements based on housing readiness. Points are not automatic; if explanation or other narratives do not back up answer award zero points for related criteria.</p> <p>Award two points for each factor that is not selected.</p> <ul style="list-style-type: none"> • Failure to participate in supportive services: Check = 2 • Failure to make progress on a service plan: Check = 2 • Loss of income or failure to improve income: Check = 2 • Any other activity not covered in the lease agreement typically found for unassisted persons in the projects geographic area: Check = 2 • None of the above (see below): check = 0 <p>Applicants that did NOT select any of the above policies/practices for termination should describe rule violations that <i>would</i> cause a client to be terminated from the project and any corrective measures taken prior to termination.</p>	
<p>10. Determinations by Project Type</p> <p>PSH: Prioritization of Chronically Homeless</p> <p>RRH & Joint TH-RRH: Leasing and Rental Assistance Procedure</p> <p>(Question 2h) (6 possible points)</p>	<p>PSH projects ONLY:</p> <p>Response clearly describes a plan for identifying and prioritizing the people with the most severe needs, <u>and</u> clearly explains the outreach process that will be used to engage people living on the streets and in shelter = 6</p> <p>Response describes a plan for identifying and prioritizing the people with the most severe needs, and explains the outreach process that will be used to engage people living on the streets and in shelter, but leaves some unanswered questions = 4</p> <p>Response describes a minimal plan for identifying and prioritizing the people with the most severe needs, and may or may not include an outreach process, and leaves unanswered questions = 1</p>	

	<p>Response unclear, incomplete, or severity of needs not considered = 0</p> <p>RRH projects ONLY: Response is clear and describes a consistent plan regarding assistance = 6</p> <p>Response gives an adequate description of the assistance plan, but leaves unanswered questions = 3</p> <p>Response unclear or incomplete = 0</p>	
<p>11. Coordinated Entry Participation</p> <p>(Question 2i)</p> <p>Assessment, Prioritization, & Eligibility Requirements</p> <p>(9 possible points)</p>	<p>Agencies were required to explain and discuss:</p> <ul style="list-style-type: none"> a) Plans to assess clients using the appropriate VI-SPDAT, or participate in a local Coordinate Entry implementation (as it relates to assessment) = 3 points if fully addressed and demonstrates requirement will be met b) How the project will work to ensure they are prioritizing people with the highest needs or participate in a local Coordinated Entry implementation (as it relates to prioritization of clients and project acceptance of clients through the referral process) = 3 points if fully addressed and demonstrates requirement will be met c) Participant eligibility requirements around homelessness and disability (as applicable for PSH) for homeless persons to access and be accepted into this program = 3 points if fully met and demonstrates requirement will be met <p>*Agencies <i>not</i> providing a complete response may not receive full points (A-C). Projects determined <i>not</i> willing to participate in the CoC's Coordinated Entry System or not targeted for eligible populations may not meet HUD threshold.</p> <p>Award three points for each criteria that fully addresses and clearly demonstrates each requirement will be met (9 possible points total)</p>	
TOTAL (45 points maximum)		
General Description Comments		

Supportive Services	Possible Points	Score
<p>12. Educational Liaison (job title, responsibilities, and services)</p> <p>(Question 4a)</p> <p>(5 possible points)</p>	<p>Response identifies a job position that serves as the educational liaison, describes the roles of the position, and has a plan to ensure that children are enrolled in school, McKinney-Vento services, and other related programs = 5</p> <p>Response answers some of the above, but leaves unanswered questions = 3</p> <p>Response is unclear or incomplete = 0</p>	
<p>13. Permanent Housing Stability</p> <p>(Question 4b)</p> <p>(5 possible points)</p>	<p>Response is clear and concise, gives a <u>complete</u> picture of the plan to assist participants in remaining housed, and includes addressing the needs of the target population, through both case management and accessing outside services. Response should also <u>clearly</u> demonstrate proposed housing type meets the needs of participants, how project will work with landlords, assistance, and support to be provided to participants, and how project will work to help participants set goals. = 5</p> <p>Response is clear and concise, gives an <u>adequate</u> picture of the plan to assist participants in remaining housed, and includes addressing the needs of the target population, through both case management and accessing outside services. Response should also <u>adequately</u> demonstrate proposed housing type meets the needs of participants, how project will work with landlords, assistance, and support to be provided to participants, and how project will work to help participants set goals = 4</p> <p>Response gives an adequate description of proposed plan, but does not address all points above. = 3</p> <p>Response gives an adequate description, but leaves unanswered questions = 2</p> <p>Response unclear or incomplete = 0</p> <p>*Projects proposed to exclusively serve victims of DV should also describe safety planning to address the needs of participants</p>	

<p>14. Increase in Income (Question 4c and 4c-1) (10 possible points)</p>	<p>Response is clear and concise, gives a <u>complete</u> picture of the plan to assist participants in increasing their employment and/or income, and includes addressing the needs of the target population, through both case management and accessing coordination with mainstream service programs to ensure participants are assisted in accessing mainstream services. Response also addresses how the service delivery will result in increased employment and/or mainstream benefits, leading participants towards increased financial independence. = 10</p> <p>Response is clear and concise, gives an <u>adequate</u> picture of the plan to assist participants in increasing their employment and/or income, and includes addressing the needs of the target population, through both case management and accessing coordination with mainstream service programs to ensure participants are assisted in accessing mainstream services. Response also addresses how the service delivery will result in increased employment and/or mainstream benefits, leading participants towards increased financial independence = 7 Response unclear or incomplete = 0</p> <p>Responses that do not include a specific plan to coordinate and integrate with other mainstream health, social services, and employment programs and ensure participants are assisted to obtain benefits from mainstream programs for which they may be eligible will not meet HUD threshold requirements.</p>	
<p>15. Supportive Services (Question 4d and 4e) (5 possible points)</p>	<p>Response indicates that at least 11 of 16 services will be offered/provided for the participants in order to implement a comprehensive program, and description of services is clear, frequency is often, and leaves no unanswered questions = 5</p> <p>Response indicates that at least 11 of 16 services will be offered/provided for the participants, but description of services is not clear, frequency is acceptable, or leaves some unanswered questions = 4</p> <p>Response indicates that 7-10 services will be offered/provided for the participants, and description of services is clear, frequency is acceptable, and leaves no unanswered questions = 3</p> <p>Response indicates that 7-10 services will be offered/provided for the participants, but description of services is not clear, frequency is questionable, or leaves some unanswered questions = 1</p> <p>Response indicates that less than 7 services will be offered/provided to the participants = 0</p>	
<p>TOTAL (25 points maximum)</p>		

Supportive Services Comments

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Housing Type, Location, and Project Participants	Possible Points	Score
<p>16. Prioritization (Question 5b-5c)</p> <p>(10 points possible)</p> <p>New projects should sufficiently demonstrate need, targeting, and related partnerships (in the size and scope proposed)</p>	<p>Response fully demonstrates need and will dedicate units/beds for serving people who are veterans or unaccompanied youth at 100% = 10</p> <p>Response fully demonstrates need and will dedicate units/beds for serving people who are veterans, or unaccompanied youth at 70-99% = 7</p> <p>Response adequately demonstrates need and will dedicate units/beds for serving people who are veterans, or unaccompanied youth at 50-69% = 5</p> <p>Response adequately demonstrates need and will dedicate units/beds for serving people who are veterans, or unaccompanied youth at 30-49% = 1</p> <p>Response indicates no dedicated units/beds for prioritization and a low or no percentage of subpopulations, or response is unclear or incomplete = 0</p>	
<p>17. Racial & Ethnic Equity (Identification of barriers to participation)</p> <p>(Question 5d)</p> <p>(10 possible points)</p>	<p>Response is clear and concise, gives a complete picture of the specific plan to identify barriers to participation in this project and steps that will be taken to eliminate identified barriers = 10</p> <p>Response is clear and concise and adequately describes specific plan to identify barriers to participation in this project and steps that will be taken to eliminate identified barriers = 7</p> <p>Response includes a plan to identify barriers to participation and steps to eliminate barriers, but leaves unanswered questions = 3</p> <p>Response is unclear or incomplete = 0</p>	
TOTAL (20 points maximum)		
Housing Type, Location, and Project Participants Comments		

Proposed Performance Measures	Possible Points	Score
<p>18. Housing Stability (Question 6a)</p> <p>(4 possible points)</p> <p>Standard Baseline = 85%</p> <p>$(\text{Target \#}) \div (\text{Universe \#}) \times 100 = \%$</p>	<p>Response indicates that the project has a plan that is thorough and realistic that help at least 85% of participants reach housing stability = 4</p> <p>Response indicates that the project has a less thorough or realistic plan to help 85% of participants reach housing stability = 2</p> <p>Response does not address or adequately describe how project will help participants reach housing stability, or narrative notes an anticipated rate less than 85% of households = 0</p>	
<p>19. Income Increase in Total Income (Question 6b)</p> <p>(4 possible points)</p> <p>Standard Baseline = 54%</p> <p>$(\text{Target \#}) \div (\text{Universe \#}) \times 100 = \%$</p>	<p>Response indicates that the project has a plan that is thorough and realistic that will help at least 54% of participant households increase income = 4</p> <p>Response indicates that the project has a less thorough or realistic plan to help at least 54% of participant households increase income = 2</p> <p>Response does not address or adequately describe how project will help participant households increase income = 0</p>	
TOTAL (8 points maximum)		
Proposed Performance Measures Comments		
Budget	Possible Points	Score
<p>20. Budget (Questions 8)</p> <p>(10 possible points)</p>	<p>The budgets and the rationale for the requested amounts are complete, realistic, and leave no questions = 10</p> <p>The budgets and the rationale for the requested amounts are complete, accurate, and realistic, but leave unanswered questions = 7</p>	

	<p>The budgets and the rationale for the requested amounts is acceptable, but leaves unanswered questions = 5</p> <p>The budgets and rationale for the requested amounts are not clear, complete, accurate, or realistic, and/or leave too many unanswered questions = 0</p>	
TOTAL (10 points maximum)		
Budget Comments		
Project Match and Leveraging	Possible Points	Score
<p>21. Match (Cash or In-Kind Resources)*</p> <p>New projects must demonstrate required match resources equal to at least 25% of the total requested HUD funding, including project and administrative costs.</p> <p>*New project applicants must attach commitments for leverage (specifically dedicated to this project).</p>	<p>Match:</p> <p>Well defined = 5</p> <p>Acceptable = 3</p> <p>Unacceptable = 0</p>	
<p>22. Leveraging (Cash or In-Kind Resources)*</p> <p>The CoC goal for all leveraged resources 75% of the grant amount (above and beyond the match amount). For this section, agencies should have reported leveraged resources outside of the match resources listed above to insure no duplication.</p>	<p>Leveraging (outside of match):</p> <p>75% or more = 9</p> <p>50-74% = 6</p> <p>40-49% = 3</p>	
TOTAL (14 points maximum)		
Match and Leveraging Comments		

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TOTAL APPLICATION POINTS (171 maximum points): _____

Overall Comments, Concerns or Recommendations