

REVIEW, SCORE, AND RANKING PROCEDURES

NORTHERN NEVADA CONTINUUM OF CARE (NV 501)

FY 2019

August 2019

INTRODUCTION AND BACKGROUND

The U.S. Department of Housing and Urban Development (HUD) released the Notice of Funding Availability (NOFA) for the 2019 Continuum of Care Program (CoC) Competition on July 3, 2019. The purpose of the funding is to promote a community-wide commitment to the goal of ending homelessness; to provide funding for efforts by nonprofit providers, States, and local governments to quickly rehouse homeless individuals, families, persons fleeing domestic violence, and youth while minimizing the trauma and dislocation caused by homelessness; to promote access to and effective utilization of mainstream programs by homeless; and to optimize self-sufficiency among those experiencing homelessness.

In FY 2019, HUD will continue to require Collaborative Applicants to rank all projects, except CoC planning and UFA Costs, in two tiers. Tier 1 is equal to 100 percent of the combined Annual Renewal Amount (ARA) for all projects eligible for renewal for the first time plus 94 percent of the combined ARAs for all other projects eligible for renewal. Tier 2 is the difference between Tier 1 and the CoC's ARD plus any amount available for a bonus project plus a Domestic Violence (DV) bonus project. All projects except the planning grant will need to be rated and ranked within two tiers.

As stated in Section D of the FY 2019 CoC Program Competition NOFA, approximately \$2.3 billion is available in the FY 2019 CoC Program Competition NOFA, including up to \$50 million available for Domestic Violence (DV) Bonus projects, described in Section III.C.3.h of the NOFA. HUD may add to the total amount with any available funds that have been carried over or recaptured from previous fiscal years. All requirements in the FY 2019 application process, including requirements for the entire CoC Consolidated Application and the total amount of funds available, are included in the NOFA. HUD will continue to require Collaborative Applicants to rank all projects, except CoC planning and Unified Funding Agency (UFA) Costs projects, in two tiers as described Sections II.B.10. a and b of the NOFA.

AVAILABLE FUNDING, ELIGIBLE PROJECTS, AND BONUS PROJECTS

AVAILABLE FUNDING

The following table provides the Preliminary Pro Rata Need (PPRN), Estimated ARD, Estimated ARD at 94 percent (Tier 1), CoC Planning, Bonus, and DV Bonus amounts for each CoC listed. **See Section III.C.2.c of the FY 2019 CoC Program Competition NOFA for the calculations used to determine the CoC Bonus amounts, Section III.C.2.h for the calculations used to determine the DV Bonus amounts, and Section V.B.2.e.(9)(a) for the calculations used to determine the CoC planning amounts.**

CoC Number and Name	PPRN	Estimated ARD	Estimated ARD at 94 Percent	CoC Planning	Bonus	DV Bonus
NV-501 - Reno/Sparks/Washoe County CoC	\$1,940,680	\$1,625,336	\$1,541,320	\$58,220	\$97,034	\$194,068

ELIGIBLE PROJECTS AND BONUS PROJECTS

The FY 2019 Appropriations Act establishes certain requirements for the Competition:

- A. CoCs cannot receive grants for new projects, other than through reallocation, unless the CoC competitively ranks projects based on how they improve system performance as outlined in Section VII.B.1.a of this NOFA;
- B. HUD is increasing the share of the CoC score that is based on performance criteria; and
- C. HUD will prioritize funding for CoCs that have demonstrated the ability to reallocate resources to higher performing projects.

TRANSITION GRANTS

Programs are eligible to apply for Transition Grants in the 2019 competition where renewal projects can transition from one CoC Program component to another during the CoC Program Competition, the process is defined in Section III.C.3.u. The new transition project must meet the following requirements:

- A. No more than 50 percent of each transition grant may be used for costs of eligible activities of the program component originally funded;
- B. Transition grants in this Competition are eligible for renewal in subsequent fiscal years for eligible activities of the new program component; and,
- C. To be eligible to receive a transition grant, the renewal project applicant must have the consent of its Continuum of Care and meet the standards outlined in Section III.C.3.r.
- D. The new project application must meet project quality thresholds established by HUD in Sections V.C.3.b and V.C.3.c of the NOFA.

DOMESTIC VIOLENCE BONUS PROJECTS

Domestic Violence (DV) Bonus projects may apply for funding. DV Bonus projects are able to apply for up to 10 percent of the CoC's Preliminary Pro Rata Need (PPRN), or a minimum of \$50,000, whichever is greater, or a maximum of \$5 million, whichever is less, to create DV Bonus projects.

A CoC may apply for the following types of projects:

- A. Rapid Re-housing (PH-RRH) projects that demonstrate trauma-informed, victim-centered approaches.
- B. Joint TH and PH-RRH component projects as defined in Section III.C.2.n of the NOFA that demonstrate trauma-informed, victim-centered approaches.
- C. SSO Projects for Coordinated Entry (SSO-CE) to implement policies, procedures, and practices that equip the CoC's coordinated entry to better meet the needs of people experience homelessness who are survivors of domestic violence, dating violence, or stalking (e.g., to implement policies and procedures that are trauma-informed, client-centered or to better coordinate referrals between the CoC's coordinated entry and the victim service providers coordinated entry system where they are different).

Regardless of the type of project the CoC applies for, the grant term must be 1-year.

COORDINATED ENTRY

A CoC can only submit one project application for an SSO-CE project. A CoC may apply for any number of PH-RRH and Joint TH and PH-RRH projects provided that each application is for at least \$25,000. A CoC may also apply to expand an existing renewal project in accordance with Section III.C.2.j of this NOFA, including one that was previously funded with DV Bonus funding. DV Bonus funding may be used to expand an existing renewal project that is not dedicated to serving survivors of domestic violence, dating violence, or stalking who meet the definition of homeless in paragraph (4) of 24 CFR 578.3 so long as the DV Bonus funds for expansion are solely for additional units, beds, or services dedicated to persons eligible to be served with DV Bonus funding.

EXPANSION AND COMBINED PROJECTS

The expansion project (i.e., the existing renewal project and the new expanded portion of the project) must meet the conditions below:

- A. The grant period for the existing renewal project must expire in Calendar Year (CY) 2020 (between January 1, 2020 and December 31, 2020).
- B. The renewal project and the new expanded portion of the project must both have the same component type.
- C. Eligible project components: PH-PSH, PH-RRH, Joint TH/PH-RRH, SSO-CE, or HMIS · The new expanded portion of the project may be funded through reallocation, DV Bonus, and CoC bonus processes.
- D. If using DV Bonus funds, the new expanded portion of the project is solely for additional units, beds, or services dedicated to survivors of domestic violence, dating violence, or stalking who qualify under paragraph (4) of the definition of homeless at 24 CFR 578.3.

Once an expansion and its accompanying renewal application are submitted and ranked, applicants will submit a combined application for the competition.

RENEWAL PROJECTS

Eligible renewal project applicants will continue to have the ability to consolidate two or more eligible renewal projects (but no more than four projects) into one project application during the application process. The projects being combined during a grant consolidation will continue uninterrupted. To be eligible for consolidation, the projects must have the same recipient and be for the same component; and will be funded in this competition only with FY 2019 funds (meaning no funds recaptured from prior years will be awarded to the project). HUD will not permit projects with the following characteristics to consolidate:

- A. outstanding audit or monitoring findings;
- B. outstanding obligation to HUD that is in arrears,
- C. unresolved construction delays,
- D. history of poor financial management or drawdown issues,
- E. history of low occupancy levels, or lack of experience in administering the project type, or
- F. or other capacity issues.

HUD will not permit a transitional housing and a permanent housing project to consolidate to form a Joint TH and PH-RRH component project and will not permit a transition grant to be consolidated with any other project. If a project meeting these characteristics attempts to consolidate as part of the project application process, the submitted consolidated project will be rejected by HUD during the application review process.

To apply for a consolidated grant, applicants must submit separate renewal project applications for each of the grants that are proposed to be consolidated, and an application for the new consolidated grant with the combined budget and

information of all grants proposed for consolidation. Project applications for the grants that are proposed to be consolidated will be ranked, and if all those grants are selected, HUD will award the single consolidated grant. If one of the grants proposed to be consolidated is found to be ineligible for consolidation or is not selected, HUD will award all grants that are eligible for renewal and selected as separate grants. See Section V.B.3.a.(7) of this NOFA for additional requirements.

CONSOLIDATED PROJECTS

Collaborative Applicants designated as UFAs have more flexibility in how they manage their CoC Program-funded projects making consolidating projects through the FY 2019 project application process unnecessary. A Collaborative Applicant with UFA designation can consolidate projects during the grant term, so long as the consolidations are not combining different component types and the projects are funded under the same grant e.g., projects are currently funded under the same renewal grant). If a Collaborative Applicant consolidates projects during the grant term, it can apply to renew them during the FY 2019 CoC Program Competition as consolidated projects.

YOUTH HOMELESS DEMONSTRATION PROGRAM PROJECTS

Youth Homeless Demonstration Program (YHDP) projects that were initially awarded in FY 2016 may be eligible for renewal in the FY 2019 CoC Program Competition provided they meet the requirements of the CoC Program and will have an operating end date in Calendar Year (CY) 2020 (between January 1, 2020 and December 31, 2020). The following are applicable to YHDP projects renewing in the FY 2019 CoC Program Competition:

- A. may only request 1 year of renewal funding; and
- B. if the project applicant has more than one YHDP project that is eligible for renewal in FY 2019, the project applicant can consolidate the renewing YHDP projects through the renewal application provided it follows the process outlined in Section II.B.5 of this NOFA.

A YHDP project that requested and received a waiver for activities related to youth must attach a new waiver request to the FY 2019 renewal application that will be reviewed by HUD. YHDP projects cannot use the reallocation process, consolidate with a non-YHDP project, nor use the expansion processes outlined in Section III.C.2.j of this NOFA.

LOCAL COMPETITION DEADLINES

On July 8, 2019, Social Entrepreneurs, Inc., the CoC Coordinator, posted the NOFA on its website. On July 12, 2019 the CoC Coordinator hosted a mandatory meeting for potential new and renewal applications. The CoC has requested new applications that meet the criteria for a bonus project, including the DV bonus, or that would provide rapid rehousing or permanent supportive housing using reallocated funds.

1. **Project Applications Due for Rating and Ranking.** All project applications are required to be submitted to the CoC on or before August 23, 2019
2. **Rating and Ranking.** Raters will review applications individually between August 28, 2019 and September 3, 2019. Rating and Rating and Ranking will take place on September 5, 2019, during which applicants will be scheduled for a 10-minute presentation to provide further information about their program and answer raters' questions.
3. **Rating and Ranking Debrief.** Applicants will be required to participate in rating and ranking debrief with the CoC Coordinator on the September 6 or 9, 2019. Thereafter, applicants may have the opportunity to revise and strengthen applications based on the ranking results.

4. **Revised Project Applications Due.** Revised project applications are due to the CoC on or before September 12, 2019.
5. **CoC Notification to Project Applicants.** The CoC will notify all project applicants on September 13, 2019, whether their project applications will be included as part of the CoC Consolidated Application submission.
6. **Posting of Full Application.** The CoC will post the full application, including the consolidated application, project applications, priority listing and all attachments to the Social Entrepreneurs, Inc. website on September 27, 2019.

REVIEW AND OVERSIGHT

HUD expects each CoC to implement a thorough review and oversight process at the local level for both new and renewal project applications submitted to HUD in the FY 2019 CoC Program Competition. To meet this expectation, the CoC closely reviews information provided in each project application in order to ensure that:

1. All proposed program participants will be eligible for the program component type selected;
2. The proposed activities are eligible under the 24 CFR part 578;
3. Each project narrative is fully responsive to the question being asked and that it meets all of the criteria for that question as required by the NOFA and included in the detailed instructions provided in e-snaps;
4. The data provided in various parts of the project application are consistent; and
5. All required attachments correspond to the attachments list in e-snaps and the attachments contain accurate and complete information, and are dated between May 1, 2019 and September 27, 2019.

On August 6, 2019, Continuum of Care Leadership Council approved the Rating and Ranking process and procedures. The Review, Score, and Ranking Procedures were posted and provided to potential applicants.

SUPPLEMENTAL APPLICATION

All renewal and new projects are required to submit a supplemental application along with their project application. The CoC supplemental application components and narratives serve to: (1) confirm the capacity of agencies to provide CoC funded programs; (2) provide information on program delivery in order to evaluate performance and meeting HUD criteria for scoring and ranking of projects by the Rating and Ranking Committee (RRC); and, (3) provide project level narrative to be utilized in the CoC Program application. **The supplemental Application Questions for New and Renewal Projects are provided in Appendix A.**

RATING CRITERIA

Each of the questions included in the Supplemental Project Applications correspond to criteria articulated in the Department of Housing and Urban Development's 2019 Rating and Ranking Tool (version 4.0.2) and 2019 NOFA for the Continuum of Care. An overview of the rating criteria that will be considered during the rating and ranking process is provided below. **Additionally, tables mapping the questions from the New Project Supplemental Application and the Renewal Project Supplemental Application to these criteria are included in Appendix B: Rating Matrix.** These tables demonstrate what requirements each question addresses, who will be responsible for providing a rating, and how many points will be assigned to each question. According to guidance from HUD, CoCs should use objective, performance-based scoring criteria and selection priorities that are approved by the CoC to determine the extent to which each project addresses HUD's policy priorities.

CO C THRESHOLD CRITERIA

The CoC has established five threshold criteria. If an applicant does not meet these threshold requirements, their application will not be rated and submitted for consideration.

These threshold criteria are:

- ✓ Coordinated Entry Participation
- ✓ Housing First and/or Low Barrier Implementation
- ✓ Documented, secured minimum match
- ✓ Acceptable organizational audit/financial review
- ✓ Active participation in CoC

HUD THRESHOLD CRITERIA

The CoC requires project applicants to submit an attachment entitled “Assurances” that will ask applicants to attest to their compliance with HUD Threshold criteria. These Assurances address issues such as compliance with federal law and standard accounting practices.

CO C LOCAL CRITERIA

The CoC local criteria ensure that applicants are responsive to local needs and requirements, while also meeting the standards laid out in the 2019 NOFA.

New Projects

For new projects these criteria address:

- ✓ Experience
- ✓ Design of housing and supportive services
- ✓ Timeliness
- ✓ Documented organizational financial stability
- ✓ Project effectiveness
- ✓ Financial feasibility of project
- ✓ Cost per exit to permanent housing
- ✓ Application is complete and data are consistent
- ✓ Service to a high needs population
- ✓ Strategy to address those at risk of becoming homeless
- ✓ Strategy to reduce rate of returns to homelessness
- ✓ Identification of common factors of individuals that return to homelessness
- ✓ Street outreach
- ✓ Strategy to further fair housing and market housing and supportive services
- ✓ Assistance to clients to increase access to employment and non-employment cash resources

Additionally, rating criteria for specific new project types are included to ensure that HUD’s minimum requirements for new projects are met.

Renewal Projects

For renewal projects, these criteria address:

- ✓ Performance measures, including length of stay, exits to permanent housing, returns to homelessness, and new or increased income and earned income
- ✓ Service to a high needs population
- ✓ Project effectiveness
- ✓ Financial feasibility of project
- ✓ Reasonable cost per exit to permanent housing
- ✓ Data quality is at or above 90%
- ✓ Bed/utilizations rates are at or above 75%
- ✓ Strategy to address those at risk of becoming homeless
- ✓ Strategy to reduce rate of returns to homelessness

- ✓ Identification of common factors of individuals that return to homelessness
- ✓ Street outreach
- ✓ Strategy to further fair housing and market housing and supportive services
- ✓ Assistance to clients to increase access to employment and non-employment cash resources
- ✓ Application is complete and data are consistent

The CoC will also review information in the Line of Credit Control System (LOCCS); Annual Performance Reports (APRs); and information derived from monitoring, including monitoring reports and A-133 audit reports as applicable, as well as performance standards on prior grants.

Documents used to determine scores for the annual monitoring process are available in Appendix C.

RATING AND RANKING PROCESS

All renewal and new applications will be reviewed by an unbiased review panel composed of representatives from neutral (non-applicant) organizations, referred to as the Rating and Ranking Committee (RRC). The RRC will drive the rating and ranking process and has adopted the HUD Rating and Ranking tool (version 4.0.2).

RATING AND RANKING COMMITTEE MEMBERS

The Rating and Ranking Committee (RRC) is comprised of local representatives who are knowledgeable about homelessness and housing in our CoC and who are broadly representative of the relevant sectors, subpopulations, and geographic areas. These local representatives come from a cross-section of groups participating in the CoC, including faith-based providers, private sector, non-profit providers of homeless services and housing and jurisdiction staff. RRC members have no financial stake or interest in a CoC funded program.

The Rating and Ranking process will take place between August 28, 2019 and September 5, 2019. RRC members will be oriented to the NOFA, the CoC competition, the Rating and Ranking tool, and the CoC's priorities. They will receive each application electronically and rate each application independently. Projects will first be rated based on minimum threshold requirements, then ratings will be assigned based on customized rating criteria established by the CoC. Three raters will independently rate each application.

On September 5, 2019, raters will convene to review rating scores and rank applications. Individual scores will be collected and averaged to achieve a preliminary score for each element in the rating sheet. Applicants will also be given the opportunity to provide a 10-minute presentation to raters and answer any remaining questions. Thereafter, the RRC will discuss and adjust the ranking for each CoC based on its established criteria. The RRC will finalize the Ranking to best meet the priorities of the CoC.

The final ranking will include a motion, a second and a majority of the RRC voting in favor of the final ranking for it to pass as a recommendation to the Steering Committee.

RATING

Each project application will be reviewed and scored by three independent reviewers from the RRC before the date of Rating and Ranking.

- The reviewers will first read through each application for completeness, then check to see if each application meets the Threshold Requirements.

- After each independent reviewer has checked to see if the application meets the Threshold Requirements, they will score the application based on the criteria outlined in the previous section entitled “Rating Criteria”.
- After each reviewer scores the application, the CoC Coordinator will calculate the average of the three scores, and enter the calculated scores in the scoring matrix included in **Appendix B**. This calculation will give the Rating and Ranking committee the preliminary project ratings.
- The projects will be evaluated on a scale of a possible 266.5 points for renewal and a baseline of 167.5 points for new projects, plus additional points ranging between 4 and 6 depending on type of project. Total scores for each project will be determined by adding up points in each section and then adding any bonus points if applicable. New bonus projects and renewal projects will be scored using the applicable score sheet.

TIERING AND RANKING

The scores from each Rating and Ranking Committee member will be computed and averaged for each project and entered into HUD’s Rating and Ranking tool, which generates the preliminary project ranking list from highest to lowest average score. The CoC ranking committee will then discuss all projects and move up in ranking those project applications that the CoC determines are high priority, high performing, and meet the needs and gaps as identified in the CoC. The CoC considers the policy priorities established in the NOFA in conjunction with local priorities to determine the ranking of new and renewal project application requests.

CoCs should use objective, performance-based scoring criteria and selection priorities that are approved by the CoC to determine the extent to which each project addresses HUD’s policy priorities. See Section II of the NOFA for more information on HUD’s homeless policy and program priorities. The following provides additional context regarding the selection criteria:

- **Ending homelessness for all persons.** To end homelessness, CoCs should identify, engage, and effectively serve all persons experiencing homelessness. CoCs should measure their performance based on local data that consider the challenges faced by all subpopulations experiencing homelessness in the geographic area (e.g., veterans, youth, families, or those experiencing chronic homelessness). CoCs should have a comprehensive outreach strategy in place to identify and continuously engage all unsheltered individuals and families. Additionally, CoCs should use local data to determine the characteristics of individuals and families with the highest needs and long experiences of unsheltered homelessness to develop housing and supportive services tailored to their needs. Finally, CoCs should use the reallocation process to create new projects that improve their overall performance and better respond to their needs.
- **Creating a systemic response to homelessness.** CoCs should be using system performance measures such as the average length of homeless episodes, rates of return to homelessness, and rates of exit to permanent housing destinations to determine how effectively they are serving people experiencing homelessness. Additionally, CoCs should use their Coordinated Entry process to promote participant choice, coordinate homeless assistance and mainstream housing and services to ensure people experiencing homelessness receive assistance quickly, and make homelessness assistance open, inclusive, and transparent.
- **Strategically allocating and using resources.** Using cost, performance, and outcome data, CoCs should improve how resources are utilized to end homelessness. CoCs should review project quality, performance, and cost effectiveness. HUD also encourages CoCs to maximize the use of mainstream and other community-based resources when serving CoC Program participants sustainably exit permanent supportive housing, such as through partnerships with Public Housing Authorities (PHAs) and other government, faith-based, and nonprofit resources specializing in areas such as treating mental illness, treating substance abuse, job training, life skills, or similar activities, including those that help CoC Program participants, whenever possible, reach recovery, self-sufficiency, and independence. Finally, CoCs should review all projects eligible for renewal in FY

2019 to determine their effectiveness in serving people experiencing homelessness, including cost effectiveness.

- **Using an evidence-based approach.** CoCs should prioritize projects that employ strong use of data and evidence, including the cost-effectiveness and impact of homelessness programs on positive housing outcomes, recovery, self-sufficiency, and reducing homelessness. Examples of measures that CoCs may use to evaluate projects include, but are not limited to: rates of positive housing outcomes, such as reduced length of time homeless and reduced rates of return to homelessness; improvements in employment and income; and improvements in overall well-being, such as improvements in mental health, physical health, connections to family, and safety.
- **Increasing employment.** Employment provides people experiencing homelessness with income to afford housing. Employment also improves recovery outcomes for individuals with mental illness or addiction. CoCs and CoC-funded projects should work with local employment agencies and employers to prioritize training and employment opportunities for people experiencing homelessness. CoC's should also promote partnerships with public and private organizations that promote employment.
- **Providing flexibility for Housing First with service participation requirements.** The traditional Housing First approach has two basic parts: First, individuals are rapidly placed and stabilized in permanent housing without any preconditions regarding income, work effort, sobriety or any other factor. Second, once in housing, individuals never face requirements to participate in services as a condition of retaining their housing. The first part, placement into permanent housing without preconditions, is an important priority to ensure that federal funds are allocated to providers that serve the most vulnerable homeless individuals. The 2019 NOFA maintains the commitment to unconditional acceptance of individuals into housing, especially for people with a high degree of vulnerability. At the same time, allowing service participation requirements once a person has been stably housed may promote important outcomes (e.g., employment, increased income, reduced substance use, and strengthened social connection), so the NOFA also provides communities and programs with flexibility, without penalty, to use service participation requirements after people have been stabilized in housing (consistent with 24 CFR 578.75(h)).

New projects created through reallocation will be ranked based on the performance of the renewal application which is being reallocated. Projects will be ranked by project type (e.g. PH, TH, SSO, etc.) applying the methodology described above. Any remaining projects not fitting in the amount allocated under Tier 1 are placed in Tier 2. The remaining projects selected for funding will be ranked and placed into Tier 2 until all Tier 2 funds are allocated. Projects that scored well but fell outside the pro rata share are encouraged to re-submit in a future competition.

TIERS

To ensure that CoCs have the opportunity to prioritize their projects locally in the event that HUD is not able to fund all renewals, HUD requires that CoCs rank projects in two tiers. Tier 1 is equal to 100 percent of the combined Annual Renewal Amount (ARA) for all projects eligible for renewal for the first time plus 94 percent of the combined ARAs for all other projects eligible for renewal. Tier 2 is the difference between Tier 1 and the CoC's ARD plus any amount available for a bonus project plus a Domestic Violence (DV) bonus project. All projects except the planning grant will be rated and ranked within two tiers.

The CoC's homeless assistance programs are being measured in FY 2019 by the objective to "end chronic homelessness and to move the homeless to permanent housing," measures based on system performance, and the ability of CoCs that have the capacity to reallocate funding from lower performing projects to higher performing projects.

RANKING RESULTS

The Rating and Ranking Committee, which will meet on September 5, 2019, to establish and approve the rankings has the authority to approve the rating and ranking on behalf of the CoC. The results will be presented to the Continuum of Care General meeting on September 12, 2019 for final approval.

APPEALS PROCESS

DENIED OR DECREASED FUNDING

If an applicant wishes to appeal rating and ranking outcomes that resulted in denied or decreased funding, they must submit a letter of appeal to the chair of the CoC 10 days prior to the submission of the CoC application. The governing body of the CoC will be convened to review any such appeal prior to September 28, 2019 and will notify the appellant in writing of the results of the appeal.

REJECTED PROJECTS

Project applicants whose project was rejected may appeal the local CoC competition decision to HUD if the project applicant believes it was denied the opportunity to participate in the local CoC planning process in a reasonable manner by submitting a Solo Application in e-snaps directly to HUD prior to the application deadline of 7:59:59 p.m. eastern time on September 30, 2019. The CoC's notification of rejection of the project in the local competition must be attached to the Solo Application. If the CoC fails to provide written notification outside of e-snaps, the Solo Applicant must attach evidence that it attempted to participate in the local CoC planning process and submitted a project application that met the local deadlines, along with a statement that the CoC did not provide the Solo Applicant written notification of the CoC rejecting the project in the local CoC competition.

NEW PROJECT SUPPLEMENTAL APPLICATION

Project Name: _____

Agency Name: _____

Project Type: Permanent Housing Rapid ReHousing Transitional Housing HMIS SSO

Bonus Type: Bonus/Reallocation Domestic Violence Bonus

Section I – Threshold Requirements

1. Do you currently participate in Coordinated Entry? Yes No
 - a. If so, please describe for which program or project.
 - b. If not, please describe your plan for quickly moving to full participation in Coordinated Entry.
2. Amount of Funding Requested: _____
3. Amount of Match documented with letters attached to project application in e-snaps: _____
4. Have you provided a copy of your most recent audit and management letter? Yes _____ No _____
5. Number of CoC Leadership, Subcommittee, WIB or General Meetings attended July 2018-June 2019:

Meeting	Dates Attended
CoC Leadership Meetings (RAAH Leadership Council)	
Subcommittee Meetings	
Workforce Investment Board Meetings	
General Meetings (RAAH General Meetings)	
Other: (please specify)	

Section II – Local Criteria

6. Please describe your agency’s experience in working with the proposed population and in providing housing as proposed in the application.
7. Do you offer services using a Housing First approach?

Yes No
8. If you answered yes to question 7, describe your agency’s experience utilizing a Housing First approach. Include 1) eligibility criteria; 2) process for accepting new clients; 3) process and criteria for exiting clients.
 - a. Describe if the project has any preconditions to entry
 - b. Describe the proposed process to address situations that may jeopardize housing or project assistance
9. Describe your agency’s experience in effectively utilizing federal funds including HUD grants and other public funding, including satisfactory drawdowns and performance for existing grants as evidenced by timely

reimbursement of subrecipients (if applicable), regular drawdowns, timely resolution of monitoring findings, and timely submission of required reporting on existing grants.

10. Please describe the following:

- a. Needs of clients to be served
- b. Type, scale, and location of the housing
- c. Type and scale of all supportive services, regardless of funding source
- d. How clients will be assisted in obtaining and coordinating the provision of mainstream benefits
- e. How performance measures for housing and income will be established that are objective, measurable, trackable, and meet or exceed any established HUD, HEARTH, or CoC benchmarks

11. Select all “Harder to Serve” homeless or at-risk of homeless populations served:

- Mental Illness
- Alcohol Abuse
- Drug Abuse
- Chronic Health Conditions
- HIV
- Developmental Disabilities
- Physical Disabilities
- Domestic Violence
- Unaccompanied Youth under age 18
- Unaccompanied TAY age 18-24 years

12. Describe how you consider the severity of needs and vulnerabilities experienced by program participants which includes (check all populations your project serves):

- Low or no income
- Current or past substance abuse
- Criminal record—with the exception of restrictions imposed by federal, state, or local law or ordinance
- Chronic homelessness

a. How many individuals and/or family members will you serve, if funded?

b. Please provide your projected cost per person: _____

c. Of those, how many would be chronically homeless?

13. Describe the agency’s strategy to address individuals and families at risk of becoming homeless.

14. Describe the agency’s strategy to reduce the length-of-time individuals and families remain homeless.

15. Describe the agency's plan to assist clients to rapidly secure and maintain permanent housing that is safe, affordable, accessible, and acceptable to their needs.
- d. **For Permanent Housing Projects Only:** How will the agency increase the rate at which individuals and persons in families in permanent housing retain their permanent housing or exit to permanent housing destinations?
 - e. **For all projects:** Describe how the agency addresses both housing and service needs to ensure families successfully maintain their housing once assistance ends.
16. Describe how clients will be assisted to increase access to employment and non-employment cash sources.
- f. How does the agency work with mainstream employment organizations to help individuals and families increase their cash income?
 - g. How does the agency keep program staff up-to-date regarding mainstream resources available for persons experiencing homelessness (e.g., SNAP, SSI, TANF, substance abuse programs)?
17. Describe how the agency will identify common factors of individuals and persons in families who return to homelessness.
- h. What is the agency's strategy to reduce the rate of additional returns to homelessness?
18. Describe the agency's street outreach including how often is it conducted and describe how the agency tailored its street outreach to persons experiencing homelessness who are least likely to request assistance.
19. Does the agency have a specific strategy that furthers fair housing used to market housing and supportive services to eligible persons regardless of race, color, national origin, religion, sex, gender identity, sexual orientation, age, familial status, or disability?
- Yes No
- i. If yes, please describe this strategy.
 - Please describe how this strategy effectively communicates fair housing with persons with disabilities and limited English proficiency?
 - j. If no, please provide a calendar of when such a strategy will be implemented.
20. How many months of operating funds does your organization have in reserve in order to support this project?
21. Describe the plan for rapid implementation of the program by documenting how the project will be ready to begin housing the first program participant. Provide a detailed schedule of proposed activities for 60 days, 120 days, and 180 days after grant award.

Application Attachments to Include:

- Most recent audit and management letter
- New Project Assurances

Assurances- New Project Grant Applicants

Please review and certify that your organization meets the following criteria. **You must check either Yes or No for each question; do not leave any questions blank.**

Yes **No** 1. Applicant has Active SAM registration with current information.

Yes **No** 2. Applicant has Valid DUNS number in application.

Yes **No** 3. Applicant has no Outstanding Delinquent Federal Debts- It is HUD policy, consistent with the purposes and intent of 31 U.S.C. 3720B and 28 U.S.C. 3201(e), that applicants with outstanding delinquent federal debt will not be eligible to receive an award of funds, unless:

(a) A negotiated repayment schedule is established and the repayment schedule is not delinquent, or

(b) Other arrangements satisfactory to HUD are made before the award of funds by HUD.

Yes **No** 4. Applicant has no Debarments and/or Suspensions - In accordance with 2 CFR 2424, no award of federal funds may be made to debarred or suspended applicants, or those proposed to be debarred or suspended from doing business with the Federal Government.

Yes **No** 5. Applicant has Accounting System - HUD will not award or disburse funds to applicants that do not have a financial management system that meets federal standards as described at 2 CFR 200.302. HUD may arrange for a survey of financial management systems for applicants selected for award who have not previously received federal financial assistance or where HUD Program officials have reason to question whether a financial management system meets federal standards, or for applicants considered high risk based on past performance or financial management findings.

Yes **No** 6. Applicant has disclosed any violations of Federal criminal law - Applicants must disclose in a timely manner, in writing to HUD, all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Failure to make required disclosures can result in any of the remedies described in 2 CFR §200.338, Remedies for noncompliance, including suspension or debarment. This mandatory disclosure requirement also applies to subrecipients of HUD funds who must disclose to the pass-through entity from which it receives HUD funds.

Yes **No** 7. Applicant has demonstrated they are Eligible Project Applicants - Eligible project applicants for the CoC Program Competition are, under 24 CFR 578.15, nonprofit organizations, States, local governments, and instrumentalities of State and local governments. Public housing agencies, as such term is defined in 24 CFR 5.100, are eligible without limitation or exclusion. Neither for-profit entities nor Indian tribes are eligible to apply for grants or to be subrecipients of grant funds.

Yes **No** 8. Applicant has submitted the required certifications as specified in the NOFA.

Yes **No** 9. Applicant has demonstrated the project is cost-effective, including costs of construction, operations, and supportive services with such costs not deviating substantially from the norm in that locale for the type of structure or kind of activity.

Yes **No** 10. Applicant has demonstrated they Participate in HMIS - Project applicants, except Collaborative Applicants that only receive awards for CoC planning costs and, if applicable, UFA Costs, must agree to participate in a local HMIS system. However, in accordance with Section 407 of the Act, any victim service provider that is a recipient or subrecipient must not disclose, for purposes of HMIS, any personally identifying information about any client. Victim service providers must use a comparable database that complies with the federal HMIS data and technical standards. While not prohibited from using HMIS, legal

services providers may use a comparable database that complies with federal HMIS data and technical standards, if deemed necessary to protect attorney client privilege.

 Yes **No** 11. Applicant has demonstrated Project Meets Minimum Project Standards - HUD will assess all new projects for the following minimum project eligibility, capacity, timeliness, and performance standards. Please note that these are minimum threshold criteria. CoCs and project applicants should carefully review each year's NOFA to ensure they understand and have accounted for all applicable standards. To be considered as meeting project quality threshold, all new projects must meet all of the following criteria:

- (a) Project applicants and potential subrecipients must have satisfactory capacity, drawdowns, and performance for existing grant(s) that are funded under the SHP, S+C, or CoC Program, as evidenced by timely reimbursement of subrecipients, regular drawdowns, and timely resolution of any monitoring findings;
- (b) For expansion projects, project applicants must clearly articulate the part of the project that is being expanded. Additionally, the project applicants must clearly demonstrate that they are not replacing other funding sources; and,
- (c) Project applicants must demonstrate they will be able to meet all timeliness standards per 24 CFR 578.85. Project applicants with existing projects must demonstrate that they have met all project renewal threshold requirements of this NOFA. HUD reserves the right to deny the funding request for a new project, if the request is made by an existing recipient that HUD finds to have significant issues related to capacity, performance, unresolved audit or monitoring finding related to one or more existing grants, or does not routinely draw down funds from eLOCCS at least once per quarter. Additionally, HUD reserves the right to withdraw funds if no APR is submitted on the prior grant.

Project Name: _____

Agency Name: _____

Project Type: Permanent Housing Rapid ReHousing Transitional Housing HMIS SSO

Section I – Threshold Requirements

22. How many referrals did this project receive from Coordinated Entry through July 31, 2019? _____

a. Of the number of referrals, how many clients were accepted? _____

23. Do you offer services using a Housing First approach?

Yes No

24. If yes, please describe your agency’s experience utilizing a Housing First approach. Include 1) eligibility criteria; 2) process for accepting new clients; 3) process and criteria for exiting clients.

a. Describe if the project has any preconditions to entry

b. Describe the proposed process to address situations that may jeopardize housing or project assistance

25. Amount of Funding Requested: _____

26. Amount of Match documented with letters attached to project application in e-snaps: _____

27. What is the cost per exit to permanent housing? This is determined by dividing total project costs by the number of exits to permanent housing. _____

28. Number of CoC Leadership, Subcommittee, WIB or General Meetings attended July 2018 - June 2019:

Meeting	Dates Attended
CoC Leadership Meetings (RAAH Leadership Council)	
Subcommittee Meetings	
Workforce Investment Board Meetings	
General Meetings (RAAH General Meetings)	
Other: (please specify)	

Section II – Local Criteria

29. Estimate the percentage of funding that will be expended from your 2018 grant based on the LOCCS report and any unreported draw requests: _____

30. Based on your response in question 8, designate the amount of funding you will make available for re-allocation: _____

31. Has your grant agreement for FY2018 been executed? Yes _____ No _____

- a. If your grant agreement for FY2018 has not yet been executed, what is the anticipated date of execution? _____
32. Describe any challenges you have faced in implementing the FY2018 grant and if applicable, steps you have taken to address those challenges.
33. Please provide a copy of your most recent audit and management letter.
34. Please complete Attachment: Renewal Project Assurances.
35. How many months of operating funding does your organization have in reserve to support this project?
36. How many individuals or families can the project serve (bed/unit capacity)? _____
37. How many individuals or families were you serving as of June 30, 2019 (bed/unit utilization)? _____
38. Select all “Harder to Serve” homeless or at-risk of homeless populations served:
- Mental Illness
 - Alcohol Abuse
 - Drug Abuse
 - Chronic Health Conditions
 - HIV
 - Developmental Disabilities
 - Physical Disabilities
 - Domestic Violence
 - Unaccompanied Youth under age 18
 - Unaccompanied TAY age 18-24 years
39. Describe how you consider the severity of needs and vulnerabilities experienced by program participants, which includes (check all populations your project serves):
- Low or no income
 - Current or past substance abuse
 - Criminal record—with the exception of restrictions imposed by federal, state, or local law or ordinance
 - Chronic homelessness
- a. How many individuals and/or family members will you serve, if funded? _____
- b. Please provide your projected cost per person: _____
- c. Of those, how many would be chronically homeless? _____
40. Describe the agency’s strategy to address individuals and families at risk of becoming homeless.
41. Describe the agency’s strategy to reduce the length-of-time individuals and families remain homeless.

42. Describe the agency's plan to assist clients to rapidly secure and maintain permanent housing that is safe, affordable, accessible, and acceptable to their needs.
- For Permanent Housing Projects Only:** How will the agency increase the rate at which individuals and persons in families in permanent housing retain their permanent housing or exit to permanent housing destinations?
 - For all projects:** Describe how the agency addresses both housing and service needs to ensure families successfully maintain their housing once assistance ends.
43. Describe how clients will be assisted to increase access to employment and non-employment cash sources.
- How does the agency work with mainstream employment organizations to help individuals and families increase their cash income?
 - How does the agency keep program staff up-to-date regarding mainstream resources available for persons experiencing homelessness (e.g., Food Stamps, SSI, TANF, substance abuse programs)?
44. Describe how the agency identifies common factors of individuals and persons in families who return to homelessness.
- What is the agency's strategy to reduce the rate of additional returns to homelessness?
45. Describe the agency's street outreach including how often is it conducted and describe how the agency tailored its street outreach to persons experiencing homelessness who are least likely to request assistance.
46. Does the agency have a specific strategy to further fair housing used to market housing and supportive services to eligible persons regardless of race, color, national origin, religion, sex, gender identity, sexual orientation, age, familial status, or disability?
 Yes No
- If yes, please describe this strategy.
 - Please describe how this strategy effectively communicates fair housing with persons with disabilities and limited English proficiency?
 - If no, please provide a calendar of when such a strategy will be implemented.

Section III – Project Performance

47. Is this project a first-time renewal? Yes No

If you answered yes to question 25, the following questions are not applicable.

48. Please enter the date of your last Annual Performance Report submission:

49. Please provide a copy of your Annual Performance Report for May 1, 2018 through April 30, 2019.

Using your Annual Performance Report (APR) as a basis, please complete the following table for the performance period of May 1, 2018 through April 30, 2019:

<u>Question</u>	<u>Reference within APR</u>	<u>Your Answer</u>
For RRH projects only, what is the average length of time participants spend from project entry to residential move-in?	<i>CAPER Q22c - The CAPER can be run for CoC Program funded projects.</i>	
For PSH projects only, what is the average stay in the project?	<i>APR Q22b</i>	
For RRH projects only, what percentage of individuals move to permanent housing?	<i>APR Q23a & Q23b</i>	
For PSH projects, what percentage of individuals remain in or move to permanent housing?	<i>Calculation: 1) Subtract leavers to all destinations (APR Q23a and Q23b) from number of participants (APR Q7) to determine number of stayers; 2) Add leavers to permanent housing destinations (APR Q23a & Q23b); 3) Add stayers (Step 1) and leavers to permanent housing destinations (Step 2) and divide by number of participants (APR Q7)</i>	
What percentage of individuals staying in the project demonstrated new or increased income in the last year?	<i>APR Q19a1 (This question only collects information for participants who have been in the project for 365+ days. A local report with more complete data can be substituted.)</i>	
What percentage of individuals staying in the project demonstrated new or increased non-employment income in the last year?	<i>APR Q19a1 (This question only collects information for participants who have been in the project for 365+ days. A local report with more complete data can be substituted.)</i>	
What percentage of individuals leaving the project demonstrated new or increased income in the last year?	<i>APR Q19a2</i>	
What percentage of individuals leaving the project demonstrated new or increased non-employment income in the last year?	<i>APR Q19a2</i>	

Application Attachments to Include:

- Most recent audit and management letter
- Renewal Project HUD Assurances
- Annual Performance Report for May 1, 2018 through April 30, 2019

Assurances- Renewal/Expansion Grant Applicants

Please review and certify that your organization meets the following criteria. **You must check either Yes or No for each question; do not leave any questions blank.**

Yes **No** 1. Applicant has Active SAM registration with current information.

Yes **No** 2. Applicant has Valid DUNS number in application.

Yes **No** 3. Applicant has no Outstanding Delinquent Federal Debts- It is HUD policy, consistent with the purposes and intent of 31 U.S.C. 3720B and 28 U.S.C. 3201(e), that applicants with outstanding delinquent federal debt will not be eligible to receive an award of funds, unless:

(a) A negotiated repayment schedule is established and the repayment schedule is not delinquent, or

(b) Other arrangements satisfactory to HUD are made before the award of funds by HUD.

Yes **No** 4. Applicant has no Debarments and/or Suspensions - In accordance with 2 CFR 2424, no award of federal funds may be made to debarred or suspended applicants, or those proposed to be debarred or suspended from doing business with the Federal Government.

Yes **No** 5. Applicant has disclosed any violations of Federal criminal law - Applicants must disclose in a timely manner, in writing to HUD, all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Failure to make required disclosures can result in any of the remedies described in 2 CFR §200.338, Remedies for noncompliance, including suspension or debarment. This mandatory disclosure requirement also applies to subrecipients of HUD funds who must disclose to the pass-through entity from which it receives HUD funds.

Yes **No** 6. Applicant has submitted the required certifications as specified in the NOFA.

Yes **No** 7. Applicant has demonstrated the population to be served meets program eligibility requirements as described in the Act, and project application clearly establishes eligibility of project applicants. This includes any additional eligibility criteria for certain types of projects contained in the NOFA.

Yes **No** 8. Applicant has agreed to Participate in HMIS - Project applicants, except Collaborative Applicants that only receive awards for CoC planning costs and, if applicable, UFA Costs, must agree to participate in a local HMIS system. However, in accordance with Section 407 of the Act, any victim service provider that is a recipient or subrecipient must not disclose, for purposes of HMIS, any personally identifying information about any client. Victim service providers must use a comparable database that complies with the federal HMIS data and technical standards. While not prohibited from using HMIS, legal services providers may use a comparable database that complies with federal HMIS data and technical standards, if deemed necessary to protect attorney client privilege.

Yes **No** 9. Applicant has met HUD Expectations - When considering renewal projects for award, HUD will review information in eLOCCS; Annual Performance Reports (APRs); and information provided from the local HUD CPD Field Office, including monitoring reports and A-133 audit reports as applicable, and performance standards on prior grants. HUD will also assess renewal projects using the following performance standards in relation to the project's prior grants:

(a) Whether the project applicant's performance met the plans and goals established in the initial application, as amended;

(b) Whether the project applicant demonstrated all timeliness standards for grants being renewed, including those standards for the expenditure of grant funds that have been met;

(c) The project applicant's performance in assisting program participants to achieve and maintain independent living and records of success, except HMIS-dedicated projects that are not required to meet this standard; and,

(d) Whether there is evidence that a project applicant has been unwilling to accept technical assistance, has a history of inadequate financial accounting practices, has indications of project mismanagement, has a drastic reduction in the population served, has made program changes without prior HUD approval, or has lost a project site.

Yes No 10. Applicant has met HUD financial expectations – If a project applicant has previously received HUD grants, the organization must have demonstrated its ability to meet HUD’s financial expectations. If any of the following have occurred, the project applicant would NOT meet this threshold criteria:

(a) Outstanding obligation to HUD that is in arrears or for which a payment schedule has not been agreed upon;

(b) Audit finding(s) for which a response is overdue or unsatisfactory;

(c) History of inadequate financial management accounting practices;

(d) Evidence of untimely expenditures on prior award;

(e) History of other major capacity issues that have significantly affected the operation of the project and its performance;

(f) History of not reimbursing subrecipients for eligible costs in a timely manner, or at least quarterly; and

(g) History of serving ineligible program participants, expending funds on ineligible costs, or failing to expend funds within statutorily established timeframes.

RATING MATRIX



2019 CoC Funding Competition

Rating Matrix for the Supplemental New and Renewal Applications



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Background Information

The purpose of this document is to illustrate how questions on the Continuum of Care's (CoC) Supplemental Project Applications correspond to criteria articulated in the Department of Housing and Urban Development's 2019 Rating and Ranking Tool (version 4.0) and 2019 NOFA for the Continuum of Care. An overview of the rating criteria that will be considered during the rating and ranking process is provided. Additionally, tables mapping both the New Project Supplemental Application and the Renewal Project Supplemental Application to these criteria are included for clarity. These allow the CoC to demonstrate what requirements each question addresses, who will be responsible for providing a rating, and how many points will be assigned to each question.

Overview of Rating Criteria

CoC Threshold Criteria

The CoC has established five threshold criteria. If an applicant does not meet these threshold requirements, their application will not be rated and submitted for consideration.

These threshold criteria are:

- ✓ Coordinated Entry Participation
- ✓ Housing First and/or Low Barrier Implementation
- ✓ Documented, secured minimum match
- ✓ Acceptable organizational audit/financial review
- ✓ Active participation in CoC

HUD Threshold Criteria

Each of the questions related to the HUD Threshold criteria are provided in the Assurances tables. These questions address issues such as compliance with federal law and standard accounting practices. The CoC requires project applicants to submit an attachment entitled "Assurances" that will ask applicants to attest to their compliance with these HUD Threshold criteria.

CoC Local Criteria

The CoC Local criteria ensure that applicants are responsive to local needs and requirements, while also meeting the standards laid out in the 2019 NOFA.

New Projects

For new projects these criteria address:

- ✓ Experience
- ✓ Design of housing and supportive services
- ✓ Timeliness
- ✓ Documented organizational financial stability

- ✓ Project effectiveness
- ✓ Financial feasibility of project
- ✓ Cost per exit to permanent housing
- ✓ Application is complete and data are consistent
- ✓ Service to a high needs population
- ✓ Strategy to address those at risk of becoming homeless
- ✓ Strategy to reduce rate of returns to homelessness
- ✓ Identification of common factors of individuals that return to homelessness
- ✓ Street outreach
- ✓ Strategy to further fair housing and market housing and supportive services
- ✓ Assistance to clients to increase access to employment and non-employment cash resources

Additionally, rating criteria for specific new project types are included to ensure that HUD's minimum requirements for new projects are met.

Renewal Projects

For renewal projects, these criteria address:

- ✓ Performance measures, including length of stay, exits to permanent housing, returns to homelessness, and new or increased income and earned income
- ✓ Service to a high needs population
- ✓ Project effectiveness
- ✓ Financial feasibility of project
- ✓ Reasonable cost per exit to permanent housing
- ✓ Data quality is at or above 90%
- ✓ Bed/utilizations rates are at or above 75%
- ✓ Strategy to address those at risk of becoming homeless
- ✓ Strategy to reduce rate of returns to homelessness
- ✓ Identification of common factors of individuals that return to homelessness
- ✓ Strategy to reduce the rate of return to homelessness
- ✓ Street outreach
- ✓ Strategy to further fair housing and market housing and supportive services
- ✓ Assistance to clients to increase access to employment and non-employment cash resources
- ✓ Application is complete and data are consistent

New Project Application

CoC Threshold Questions and Criteria

Application Question #	Question	Question Type	Rating and Ranking Tool Correlation	Responsible for Rating	Pts.
#1	<p>Do you currently participate in Coordinated Entry?</p> <p>If so, please describe for which program or project.</p> <p>If not, please describe your plan for quickly moving to full participation in Coordinated Entry.</p>	CoC Threshold	Coordinated Entry Participation	CoC Coordinator	Y/N
#7 and #8	<p>Do you offer services using a Housing First approach?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please describe your agency's experience utilizing a Housing First approach. Include 1) eligibility criteria; 2) process for accepting new clients; 3) process and criteria for exiting clients.</p> <ul style="list-style-type: none"> Describe if the project has any preconditions to entry Describe the proposed process to address situations that may jeopardize housing or project assistance 	CoC Threshold	Housing First/Low Barrier Implementation	CoC Coordinator	Y/N
#2 and #3	<p>Amount of Funding Requested: _____</p> <p>Amount of Match documented with letters attached to project application in e-snaps: _____</p>	CoC Threshold	Documented, secured minimum match (of 25%)	CoC Coordinator	Y/N
#4	<p>Have you provided a copy of your most recent audit and management letter?</p> <p>Yes _____ No _____</p>	CoC Threshold	Acceptable organizational audit/financial review	CoC Coordinator	Y/N
#5	<p>Number of CoC Leadership, Subcommittee, WIB or General Meetings attended July 2018 - June 2019</p>	CoC Threshold	Applicant is an active CoC Participant	CoC Coordinator	Y/N

HUD Threshold Criteria

Application Question #	Question	Question Type	Rating and Ranking Tool Correlation	Responsible for Rating	Pts.
Assurances	<input type="checkbox"/> Yes <input type="checkbox"/> No 1. Applicant has Active SAM registration with current information.	HUD Threshold		CoC Coordinator	Y/N
Assurances	<input type="checkbox"/> Yes <input type="checkbox"/> No 2. Applicant has Valid DUNS number in application.	HUD Threshold		CoC Coordinator	Y/N
Assurances	<input type="checkbox"/> Yes <input type="checkbox"/> No 3. Applicant has no Outstanding Delinquent Federal Debts- It is HUD policy, consistent with the purposes and intent of 31 U.S.C. 3720B and 28 U.S.C. 3201(e), that applicants with outstanding delinquent federal debt will not be eligible to receive an award of funds, unless: (a) A negotiated repayment schedule is established and the repayment schedule is not delinquent, or (b) Other arrangements satisfactory to HUD are made before the award of funds by HUD.	HUD Threshold		CoC Coordinator	Y/N
Assurances	<input type="checkbox"/> Yes <input type="checkbox"/> No 4. Applicant has no Debarments and/or Suspensions - In accordance with 2 CFR 2424, no award of federal funds may be made to debarred or suspended applicants, or those proposed to be debarred or suspended from doing business with the Federal Government.	HUD Threshold		CoC Coordinator	Y/N
Assurances	<input type="checkbox"/> Yes <input type="checkbox"/> No 5. Applicant has Accounting System - HUD will not award or disburse funds to applicants that do not have a financial management system that meets federal standards as described at 2 CFR 200.302. HUD may arrange for a survey of financial management systems for applicants selected for award who have not previously received federal financial assistance or where HUD Program officials have reason to question whether a financial management system meets federal standards, or for applicants considered high risk based on past performance or financial management findings.	HUD Threshold		CoC Coordinator	Y/N
Assurances	<input type="checkbox"/> Yes <input type="checkbox"/> No 6. Applicant has disclosed any violations of Federal criminal law - Applicants must disclose in a timely manner, in writing to HUD, all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Failure to make required disclosures can result in any of the remedies described in 2 CFR §200.338, Remedies for noncompliance, including suspension or debarment. This mandatory disclosure requirement also applies to subrecipients of HUD funds who must disclose to the pass-through entity from which it receives HUD funds.	HUD Threshold		CoC Coordinator	Y/N

Assurances	__Yes __No 7. Applicant has demonstrated they are Eligible Project Applicants - Eligible project applicants for the CoC Program Competition are, under 24 CFR 578.15, nonprofit organizations, States, local governments, and instrumentalities of State and local governments. Public housing agencies, as such term is defined in 24 CFR 5.100, are eligible without limitation or exclusion. Neither for-profit entities nor Indian tribes are eligible to apply for grants or to be subrecipients of grant funds.	HUD Threshold		CoC Coordinator	Y/N
Assurances	__Yes __No 8. Applicant has submitted the required certifications as specified in the NOFA.	HUD Threshold		CoC Coordinator	Y/N
Assurances	__Yes __No 9. Applicant has demonstrated the project is cost-effective, including costs of construction, operations, and supportive services with such costs not deviating substantially from the norm in that locale for the type of structure or kind of activity.	HUD Threshold		CoC Coordinator	Y/N
Assurances	__Yes __No 10. Applicant has demonstrated they Participate in HMIS - Project applicants, except Collaborative Applicants that only receive awards for CoC planning costs and, if applicable, UFA Costs, must agree to participate in a local HMIS system. However, in accordance with Section 407 of the Act, any victim service provider that is a recipient or subrecipient must not disclose, for purposes of HMIS, any personally identifying information about any client. Victim service providers must use a comparable database that complies with the federal HMIS data and technical standards. While not prohibited from using HMIS, legal services providers may use a comparable database that complies with federal HMIS data and technical standards, if deemed necessary to protect attorney client privilege.	HUD Threshold		CoC Coordinator	Y/N
Assurances	__Yes __No 11. Applicant has demonstrated Project Meets Minimum Project Standards - HUD will assess all new projects for the following minimum project eligibility, capacity, timeliness, and performance standards. Please note that these are minimum threshold criteria. CoCs and project applicants should carefully review each year's NOFA to ensure they understand and have accounted for all applicable standards. To be considered as meeting project quality threshold, all new projects must meet all of the following criteria: (d) Project applicants and potential subrecipients must have satisfactory capacity, drawdowns, and performance for existing grant(s) that are funded under the SHP, S+C, or CoC Program, as evidenced by timely reimbursement of subrecipients, regular drawdowns, and timely resolution of any monitoring findings;	HUD Threshold		CoC Coordinator	Y/N

	(e) For expansion projects, project applicants must clearly articulate the part of the project that is being expanded. Additionally, the project applicants must clearly demonstrate that they are not replacing other funding sources; and, Project applicants must demonstrate they will be able to meet all timeliness standards per 24 CFR 578.85. Project applicants with existing projects must demonstrate that they have met all project renewal threshold requirements of this NOFA. HUD reserves the right to deny the funding request for a new project, if the request is made by an existing recipient that HUD finds to have significant issues related to capacity, performance, unresolved audit or monitoring finding related to one or more existing grants, or does not routinely draw down funds from eLOCCS at least once per quarter. Additionally, HUD reserves the right to withdraw funds if no APR is submitted on the prior grant.				
Removed from Assurances, as this is a question answered by the Collaborative Applicant	__Yes __No 12. Applicant has demonstrated Project is Consistent with Jurisdictional Consolidated Plan(s) - All projects must be consistent with the relevant jurisdictional Consolidated Plan(s). The CoC will be required to submit a Certification of Consistency with the Consolidated Plan at the time of application submission to HUD. HUD Form 2991.	HUD Threshold	Removed from Assurances, as this is a question for the Collaborative Applicant	Nevada Housing Division	Y/N

Local CoC Criteria

Application Question #	Question	Question Type	Rating and Ranking Tool Correlation	Responsible for Rating	Pts.
#2 and #3	Amount of Funding Requested: _____ Amount of Match documented with letters attached to project application in e-snaps: _____	Local Criteria	Financial C. The Higher the match the greater the number of points awarded	CoC Coordinator	5
#6	Please describe your agency's experience in working with the proposed population and in providing housing as proposed in the application.	Local Criteria	Experience A.	Raters	15

Application Question #	Question	Question Type	Rating and Ranking Tool Correlation	Responsible for Rating	Pts.
#7 and #8	<p>Do you offer services using a Housing First approach?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please describe your agency's experience utilizing a Housing First approach. Include 1) eligibility criteria; 2) process for accepting new clients; 3) process and criteria for exiting clients.</p> <ul style="list-style-type: none"> Describe if the project has any preconditions to entry Describe the proposed process to address situations that may jeopardize housing or project assistance 	Local Criteria (It should be noted that this question also fulfills CoC Threshold Criteria)	Experience B.	Raters	10
#9	Describe your agency's experience in effectively utilizing federal funds including HUD grants and other public funding, including satisfactory drawdowns and performance for existing grants as evidenced by timely reimbursement of subrecipients (if applicable), regular drawdowns, timely resolution of monitoring findings, and timely submission of required reporting on existing grants.	Local Criteria	Experience C.	Raters	10
#10	<p>Please describe the following:</p> <ul style="list-style-type: none"> Needs of clients to be served Type, scale, and location of the housing Type and scale of all supportive services, regardless of funding source How clients will be assisted in obtaining and coordinating the provision of mainstream benefits How performance measures for housing and income will be established that are objective, measurable, trackable, and meet or exceed any established HUD, HEARTH, or CoC benchmarks 	Local Criteria	Design of Housing and Supportive Services A.	Raters	15
#11	<p>Select all "Harder to Serve" homeless or at-risk of homeless populations served:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Mental Illness <input type="checkbox"/> Alcohol Abuse <input type="checkbox"/> Drug Abuse <input type="checkbox"/> Chronic Health Conditions <input type="checkbox"/> HIV <input type="checkbox"/> Developmental Disabilities <input type="checkbox"/> Physical Disabilities <input type="checkbox"/> Domestic Violence 		Provides context for raters to inform the ranking process		0

Application Question #	Question	Question Type	Rating and Ranking Tool Correlation	Responsible for Rating	Pts.
	<input type="checkbox"/> Unaccompanied Youth under age 18 <input type="checkbox"/> Unaccompanied TAY age 18-24 years				
# 12	Describe how you consider the severity of needs and vulnerabilities experienced by program participants. <ul style="list-style-type: none"> <input type="checkbox"/> Low or no income <input type="checkbox"/> Current or past substance abuse <input type="checkbox"/> Criminal record—with the exception of restrictions imposed by federal, state, or local law or ordinance <input type="checkbox"/> Chronic homelessness 	Local Criteria	Additional Local Customizable Criteria: Serves high needs population (3 of 4 of listed population should be checked)	Raters	20
#12 b	<ul style="list-style-type: none"> • How many individuals and/or family members will you serve, if funded? • Please provide your projected cost per person: _____ Of those, how many would be chronically homeless?	Local Criteria	Financial A. Range to be determined based on avg. CoC cost	Raters	5
#13	Describe the agency's strategy to address individuals and families at risk of becoming homeless.	Local Criteria	Additional Local Customizable Criteria	Raters	2
#14	Describe the agency's strategy to reduce the length-of-time individuals and families remain homeless.	Local Criteria	Additional Local Customizable Criteria	Raters	2
#15	Describe the agency's plan to assist clients to rapidly secure and maintain permanent housing that is safe, affordable, accessible, and acceptable to their needs. <ul style="list-style-type: none"> • For Permanent Housing Projects Only: How will the agency increase the rate at which individuals and persons in families in permanent housing retain their permanent housing or exit to permanent housing destinations? • For all projects: Describe how the agency addresses both housing and service needs to ensure families successfully maintain their housing once assistance ends. 	Local Criteria	Design of Housing and Supportive Services B.	Raters	5
#16	Describe how clients will be assisted to increase access to employment and non-employment cash sources. How does the agency work with mainstream employment organizations to help individuals and families increase their cash income?	Local Criteria	Design of Housing and Supportive Services C. Additional questions speak to increasing independence	Raters	5

Application Question #	Question	Question Type	Rating and Ranking Tool Correlation	Responsible for Rating	Pts.
	How does the agency keep program staff up-to-date regarding mainstream resources available for persons experiencing homelessness (e.g., Food Stamps, SSI, TANF, substance abuse programs)?				
#17	Describe how the agency identifies common factors of individuals and persons in families who return to homelessness.	Local Criteria	Additional Local Customizable Criteria	Raters	2
#17 b.	What is the agency's strategy to reduce the rate of additional returns to homelessness?	Local Criteria	Additional Local Customizable Criteria	Raters	2
#18	Describe the agency's street outreach including how often is it conducted and describe how the agency tailored its street outreach to persons experiencing homelessness who are least likely to request assistance.	Local Criteria	Additional Local Customizable Criteria	Raters	2
#19	<p>Does the agency have a specific strategy to further fair housing used to market housing and supportive services to eligible persons regardless of race, color, national origin, religion, sex, gender identity, sexual orientation, age, familial status, or disability?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please describe this strategy.</p> <p>Please describe how this strategy effectively communicates fair housing with persons with disabilities and limited English proficiency?</p> <p>If no, please provide a calendar of when such a strategy will be implemented.</p>	Local Criteria	Additional Local Customizable Criteria	Raters	2
#20	How many months of operating funds does your organization have in reserve in order to support this project?	Local Criteria	Additional Local Customizable Criteria: Documented organizational financial stability (3.5 months in reserve to support the project)	Raters	10.5
#21	Describe the plan for rapid implementation of the program by documenting how the project will be ready to begin housing the first program participant.	Local Criteria	Timeliness	Raters	10

Application Question #	Question	Question Type	Rating and Ranking Tool Correlation	Responsible for Rating	Pts.
	Provide a detailed schedule of proposed activities for 60 days, 120 days, and 180 days after grant award.				
	Application Quality and Consistency: Is the application complete and the data consistent throughout?	Local Criteria	Application complete and data are consistent	Raters	10
	Review of Audit	Local Criteria	Financial B. 1-3	CoC Coordinator	15
	Budget submitted in e-snaps	Local Criteria	Financial D.	CoC Coordinator	20

Additional Rating Criteria for New Projects

The following criteria are used to rate a new project overall and are specific to project type.

Permanent Housing: PSH or RRH

Rating factor for new project types	Criteria	Met criteria? (y/n)	Points available
New permanent housing projects must receive at least 3 out of 4 points available for this project type. Projects that do not receive at least 3 points will be rejected	The type of housing proposed, including the number and configuration of units, will fit the needs of the program participants (e.g., two or more bedrooms for families).		1
	The type of supportive services that will be offered to program participants will ensure successful retention in or help to obtain permanent housing, including all supportive services regardless of funding source.		1
	The proposed project has a specific plan to coordinate and integrate with other mainstream health, social services, and employment programs and ensure that program participants are assisted to obtain benefits from the mainstream programs for which they may be eligible (e.g. Medicare, Medicaid, SSI, Food Stamps, local workforce office, early childhood education).		1
	Program participants are assisted 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 permanent housing)		1
TOTAL POINTS RECEIVED			

Joint TH and PH-RRH

Rating factor for new project types	Criteria	Met criteria? (y/n)	Points available
<p>New Joint TH and PH-RRH component project applications must receive at least 4 out of 6 points available for this project type. Projects that do not receive at least 4 points will be rejected</p>	<p>The type of housing proposed, including the number and configuration of units, will fit the needs of the program participants (e.g., two or more bedrooms for families).</p>		1
	<p>The proposed project will 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 rapid re-housing portion of the project than the TH portion, by having twice as many PH-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 by the project.</p>		1
	<p>The type of supportive services that will be offered to program participants will ensure successful retention in or help to obtain permanent housing, including all supportive services regardless of funding source.</p>		1
	<p>The proposed project has a specific plan to coordinate and integrate with other mainstream health, social services, and employment programs and ensure that program participants are assisted to obtain benefits from the mainstream programs for which they may be eligible (e.g. Medicare, Medicaid, SSI, Food Stamps, local workforce office, early childhood education).</p>		1
	<p>Program participants are assisted 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 permanent housing).</p>		1
	<p>The project has low barriers to entry and prioritizes rapid placement and stabilization in permanent housing.</p>		1
	TOTAL POINTS RECEIVED		

SSO-Coordinated Entry

Rating factor for new project types	Criteria	Met criteria? (y/n)	Points available
New SSO-Coordinated Entry project applications (also known as centralized or coordinated assessment) must receive at least 2 out of the 4 points available. Projects that do not receive at least 2 points will be rejected	The centralized or coordinated assessment system is easily available/reachable for all persons within the CoC's geographic area who are seeking information regarding homelessness assistance. The system must also be accessible for persons with disabilities within the CoC's geographic area.		1
	There is a strategy for advertising that is designed specifically to reach homeless persons with the highest barriers within the CoC's geographic area.		1
	There is a standardized assessment process.		1
	Ensures program participants are directed to appropriate housing and services that fit their needs.		1
	The proposed project has a specific plan to coordinate and integrate with other mainstream health, social services, and employment programs and ensure that program participants are assisted to obtain benefits from the mainstream programs for which they may be eligible (e.g. Medicare, Medicaid, SSI, Food Stamps, local workforce office, early childhood education).		1
TOTAL POINTS RECEIVED			

HMIS

Rating factor for new project types	Criteria	Met criteria? (y/n)	Points available
New HMIS project applications must receive at least 3 out of the 4 points available for this project type. Projects that do not receive at least 3 points will be rejected.	How the HMIS funds will be expended in a way that is consistent with the CoC's funding strategy for the HMIS and furthers the CoC's HMIS implementation.		1
	The HMIS collected all Universal Data Elements as set forth in the HMIS Data Standards.		1
	The ability of the HMIS to unduplicate client records.		1
	The HMIS produces all HUD-required reports and provides data as needed for HUD reporting (e.g., APR, quarterly reports, data for CAPER/ESG reporting) and other reports required by other federal partners.		1
TOTAL POINTS RECEIVED			

CoC Planning – Collaborative Applicants Only

Rating factor for new project types	Criteria	Met criteria? (y/n)	Points available
New CoC planning projects, submitted only by the CoC’s designated Collaborative Applicant, must receive at least 3 out of the 5 points available for this project type. CoC planning projects that do not receive at least 3 points will be rejected.	Governance and Operations – the CoC conducts meetings of the entire CoC membership that are inclusive and open to members and demonstrates the CoC has a written governance charter in place that includes CoC policies.		1
	CoC Committees – The CoC has CoC-wide planning committees, subcommittees, or workgroups to address homeless needs in the CoC’s geographic area that recommends and sets policies priorities for the CoC.		1
	The proposed planning activities that will be carried out by the CoC with grant funds are compliant with the provision of 24 CFR 578.7.		2
	The funds requested will improve the CoC’s ability to evaluate the outcome of both CoC Program-funded and ESG-funded projects.		1
TOTAL POINTS RECEIVED			

Renewal Project Application

CoC Threshold Questions and Criteria

Application Question #	Question	Question Type	Rating and Ranking Tool Correlation	Responsible for Rating	Pts.
#1	How many referrals did this project receive from Coordinated Entry through July 31, 2019? _____ Of the number of referrals, how many clients were accepted? _____	CoC Threshold	Coordinated Entry Participation	CoC Coordinator	Y/N
#2 and 3	Do you offer services using a Housing First approach? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe your agency's experience utilizing a Housing First approach. Include 1) eligibility criteria; 2) process for accepting new clients; 3) process and criteria for exiting clients. <ul style="list-style-type: none"> Describe if the project has any preconditions to entry Describe the proposed process to address situations that may jeopardize housing or project assistance 	CoC Threshold	Housing First/Low Barrier Implementation	CoC Coordinator	Y/N
#4 and #5	Amount of Funding Requested: _____ Amount of Match documented with letters attached to project application in e-snaps: _____	CoC Threshold	Documented, secured minimum match (of 25%)	CoC Coordinator	Y/N
#7	Number of CoC Leadership, Subcommittee, WIB or General Meetings attended July 2018 - June 2019	CoC Threshold	Applicant is an active CoC Participant	CoC Coordinator	Y/N
#12	Please provide a copy of your most recent audit and management letter.	CoC Threshold	Acceptable organizational audit/financial review	CoC Coordinator	Y/N

HUD Threshold Criteria

Application Question #	Question	Question Type	Rating and Ranking Tool Correlation	Responsible for Rating	Pts.
Assurances	<input type="checkbox"/> Yes <input type="checkbox"/> No 1. Applicant has Active SAM registration with current information.	HUD Threshold		CoC Coordinator	Y/N
Assurances	<input type="checkbox"/> Yes <input type="checkbox"/> No 2. Applicant has Valid DUNS number in application.	HUD Threshold		CoC Coordinator	Y/N
Assurances	<input type="checkbox"/> Yes <input type="checkbox"/> No 3. Applicant has no Outstanding Delinquent Federal Debts- It is HUD policy, consistent with the purposes and intent of 31 U.S.C. 3720B and 28 U.S.C. 3201(e), that applicants with outstanding delinquent federal debt will not be eligible to receive an award of funds, unless: <p style="margin-left: 40px;">(a) A negotiated repayment schedule is established and the repayment schedule is not delinquent, or</p> <p style="margin-left: 40px;">(b) Other arrangements satisfactory to HUD are made before the award of funds by HUD.</p>	HUD Threshold CoC Threshold		CoC Coordinator	Y/N
Assurances	<input type="checkbox"/> Yes <input type="checkbox"/> No 4. Applicant has no Debarments and/or Suspensions - In accordance with 2 CFR 2424, no award of federal funds may be made to debarred or suspended applicants, or those proposed to be debarred or suspended from doing business with the Federal Government.	HUD Threshold		CoC Coordinator	Y/N
Assurances	<input type="checkbox"/> Yes <input type="checkbox"/> No 5. Applicant has disclosed any violations of Federal criminal law - Applicants must disclose in a timely manner, in writing to HUD, all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Failure to make required disclosures can result in any of the remedies described in 2 CFR §200.338, Remedies for noncompliance, including suspension or debarment. This mandatory disclosure requirement also applies to subrecipients of HUD funds who must disclose to the pass-through entity from which it receives HUD funds.	HUD Threshold		CoC Coordinator	Y/N

Application Question #	Question	Question Type	Rating and Ranking Tool Correlation	Responsible for Rating	Pts.
Assurances	__Yes __No 6. Applicant has submitted the required certifications as specified in the NOFA.	HUD Threshold		CoC Coordinator	Y/N
Assurances	__Yes __No 7. Applicant has demonstrated the population to be served meets program eligibility requirements as described in the Act, and project application clearly establishes eligibility of project applicants. This includes any additional eligibility criteria for certain types of projects contained in the NOFA.	HUD Threshold		CoC Coordinator	Y/N
Assurances	__Yes __No 8. Applicant has agreed to Participate in HMIS - Project applicants, except Collaborative Applicants that only receive awards for CoC planning costs and, if applicable, UFA Costs, must agree to participate in a local HMIS system. However, in accordance with Section 407 of the Act, any victim service provider that is a recipient or subrecipient must not disclose, for purposes of HMIS, any personally identifying information about any client. Victim service providers must use a comparable database that complies with the federal HMIS data and technical standards. While not prohibited from using HMIS, legal services providers may use a comparable database that complies with federal HMIS data and technical standards, if deemed necessary to protect attorney client privilege.	HUD Threshold		CoC Coordinator	Y/N
Assurances	__Yes __No 9. Applicant has met HUD Expectations - When considering renewal projects for award, HUD will review information in eLOCCS; Annual Performance Reports (APRs); and information provided from the local HUD CPD Field Office, including monitoring reports and A-133 audit reports as applicable, and performance standards on prior grants. HUD will also assess renewal projects using the following performance standards in relation to the project's prior grants: (a) Whether the project applicant's performance met the plans and goals established in the initial application, as amended;	HUD Threshold		CoC Coordinator	Y/N

Application Question #	Question	Question Type	Rating and Ranking Tool Correlation	Responsible for Rating	Pts.
	<p>(b) Whether the project applicant demonstrated all timeliness standards for grants being renewed, including those standards for the expenditure of grant funds that have been met;</p> <p>(c) The project applicant's performance in assisting program participants to achieve and maintain independent living and records of success, except HMIS-dedicated projects that are not required to meet this standard; and,</p> <p>(d) Whether there is evidence that a project applicant has been unwilling to accept technical assistance, has a history of inadequate financial accounting practices, has indications of project mismanagement, has a drastic reduction in the population served, has made program changes without prior HUD approval, or has lost a project site.</p>				
Assurances	<p><input type="checkbox"/> Yes <input type="checkbox"/> No 10. Applicant has met HUD financial expectations – If a project applicant has previously received HUD grants, the organization must have demonstrated its ability to meet HUD’s financial expectations. If any of the following have occurred, the project applicant would <u>NOT</u> meet this threshold criteria:</p> <p>(a) Outstanding obligation to HUD that is in arrears or for which a payment schedule has not been agreed upon;</p> <p>(b) Audit finding(s) for which a response is overdue or unsatisfactory;</p> <p>(c) History of inadequate financial management accounting practices;</p> <p>(d) Evidence of untimely expenditures on prior award;</p> <p>(e) History of other major capacity issues that have significantly affected the operation of the project and its performance;</p>	HUD Threshold		CoC Coordinator	Y/N

Application Question #	Question	Question Type	Rating and Ranking Tool Correlation	Responsible for Rating	Pts.
	<p>(f) History of not reimbursing subrecipients for eligible costs in a timely manner, or at least quarterly; and</p> <p>(g) History of serving ineligible program participants, expending funds on ineligible costs, or failing to expend funds within statutorily established timeframes.</p>				
Removed from Assurances, as this is a question answered by the Collaborative Applicant	<p><input type="checkbox"/> Yes <input type="checkbox"/> No 12. Applicant has demonstrated Project is Consistent with Jurisdictional Consolidated Plan(s) - All projects must be consistent with the relevant jurisdictional Consolidated Plan(s). The CoC will be required to submit a Certification of Consistency with the Consolidated Plan at the time of application submission to HUD.</p> <p>HUD Form 2991.</p>	HUD Threshold	Removed from Assurances, as this is a question for the Collaborative Applicant	Nevada Housing Division	Y/N

Local CoC Criteria

Application Question #	Question	Question Type	Rating and Ranking Tool Correlation	Responsible for Rating	Pts.
#1	<p>How many referrals did this project receive from Coordinated Entry through July 31, 2019? _____</p> <p>Of the number of referrals, how many clients were accepted? _____</p>	Local Criteria	Project Effectiveness: Coordinated Entry Participation (Minimum percentage of referrals 90%)	Raters	10
#4 and #5	<p>Amount of Funding Requested: _____</p> <p>Amount of Match documented with letters attached to project application in e-snaps: _____</p>	Local Criteria	Financial C. The Higher the match the greater the	CoC Coordinator	5

Application Question #	Question	Question Type	Rating and Ranking Tool Correlation	Responsible for Rating	Pts.
			number of points awarded		
#6	<p>What is the cost per exit to permanent housing? This is determined by dividing total project costs by the number of exits to permanent housing.</p> <p>_____</p>	Local Criteria	<p>Additional Local Customizable Criteria:</p> <p>Reasonable cost per exit, as determined locally</p> <p>(the lower the cost per exit to permanent housing the higher the score, as this indicates more exits)</p>	Raters	10
#8, #9, #10, #11	<p>Estimate the percentage of funding that will be expended from your 2018 grant based on the LOCCS report and any unreported draw requests: _____</p> <p>Based on your response in question 8, designate the amount of funding you will make available for re-allocation: _____ Has your grant agreement for FY2018 been executed? Yes _____ No _____</p> <p>If your grant agreement for FY2018 has not yet been executed, what is the anticipated date of execution? _____</p> <p>Describe any challenges you have faced in implementing the FY2018 grant and if applicable, steps you have taken to address those challenges.</p>	Local Criteria	<p>Additional Local Customizable Criteria:</p> <p>Project is Financially Feasible</p> <p>(85% expended and executed FY 18 grant)</p>	Raters	10
#12	Please provide a copy of your <u>most recent audit and management letter</u> .	Local Criteria	Financial B. 1-3	CoC Coordinator	15

Application Question #	Question	Question Type	Rating and Ranking Tool Correlation	Responsible for Rating	Pts.
#14	How many months of operating funding does your organization have in reserve to support this project?	Local Criteria	Additional Local Customizable Criteria: Documented organizational financial stability (3.5 months in reserve to support the project)	Raters	10.5
#15 and #16	How many individuals or families can the project serve (bed/unit capacity)? _____	Local Criteria	Additional Local Customizable Criteria: Bed/Unit Utilization Rates (At or Above 75%)	Raters	15
#17	Select all "Harder to Serve" homeless or at-risk of homeless populations served: <input type="checkbox"/> Mental Illness <input type="checkbox"/> Alcohol Abuse <input type="checkbox"/> Drug Abuse <input type="checkbox"/> Chronic Health Conditions <input type="checkbox"/> HIV <input type="checkbox"/> Developmental Disabilities <input type="checkbox"/> Physical Disabilities <input type="checkbox"/> Domestic Violence <input type="checkbox"/> Unaccompanied Youth under age 18 Unaccompanied TAY age 18-24 years		Provides context for raters to inform the ranking process		No Score
#18	Describe how you consider the severity of needs and vulnerabilities experienced by program participants, which includes (check all populations your project serves):	Local Criteria	Additional Local Customizable Criteria:	Raters	20

Application Question #	Question	Question Type	Rating and Ranking Tool Correlation	Responsible for Rating	Pts.
	<input type="checkbox"/> Low or no income <input type="checkbox"/> Current or past substance abuse <input type="checkbox"/> Criminal record—with the exception of restrictions imposed by federal, state, or local law or ordinance <input type="checkbox"/> Chronic homelessness		Serves High Needs Populations (75% of populations listed)		
#18 b.	<ul style="list-style-type: none"> How many individuals and/or family members will you serve, if funded? Please provide your projected cost per person: _____ Of those, how many would be chronically homeless?	Local Criteria	Financial A. Range to be determined based on avg. CoC cost	Raters	5
#19	Describe the agency's strategy to address individuals and families at risk of becoming homeless.	Local Criteria	Additional Local Customizable Criteria (Collaborative App)	Raters	2
#20	Describe the agency's strategy to reduce the length-of-time individuals and families remain homeless.	Local Criteria	Additional Local Customizable Criteria (Collaborative App)	Raters	2
#21	Describe the agency's plan to assist clients to rapidly secure and maintain permanent housing that is safe, affordable, accessible, and acceptable to their needs.	Local Criteria	Additional Local Customizable Criteria (Collaborative App)	Raters	5
#21 A. and B	For Permanent Housing Projects Only: How will the agency increase the rate at which individuals and persons in families in permanent housing retain their permanent housing or exit to permanent housing destinations? For all projects: Describe how the agency addresses both housing and service needs to ensure families successfully maintain their housing once assistance ends.	Local Criteria	Additional Local Customizable Criteria (Collaborative App)	Raters	2
#22	Describe how clients will be assisted to increase access to employment and non-employment cash sources.	Local Criteria	Additional Local Customizable Criteria	Raters	2

Application Question #	Question	Question Type	Rating and Ranking Tool Correlation	Responsible for Rating	Pts.
	<p>a. How does the agency work with mainstream employment organizations to help individuals and families increase their cash income?</p> <p>b. How does the agency keep program staff up-to-date regarding mainstream resources available for persons experiencing homelessness (e.g., Food Stamps, SSI, TANF, substance abuse programs)?</p>		(Collaborative App)		
#23	Describe how the agency identifies common factors of individuals and persons in families who return to homelessness.	Local Criteria	Additional Local Customizable Criteria (Collaborative App)	Raters	2
#23 b.	What is the agency's strategy to reduce the rate of additional returns to homelessness?	Local Criteria	Additional Local Customizable Criteria (Collaborative App)	Raters	2
#24	Describe the agency's street outreach including how often is it conducted and describe how the agency tailored its street outreach to persons experiencing homelessness who are least likely to request assistance.	Local Criteria	Additional Local Customizable Criteria (Collaborative App)	Raters	2
#25	<p>Does the agency have a specific strategy to further fair housing used to market housing and supportive services to eligible persons regardless of race, color, national origin, religion, sex, gender identity, sexual orientation, age, familial status, or disability?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please describe this strategy.</p> <p>Please describe how this strategy effectively communicates fair housing with persons with disabilities and limited English proficiency?</p> <p>If no, please provide a calendar of when such a strategy will be implemented.</p>	Local Criteria	Additional Local Customizable Criteria (Collaborative App)	Raters	2
	Budget submitted in e-snaps	Local Criteria	Financial D.	CoC Coordinator	20

Application Question #	Question	Question Type	Rating and Ranking Tool Correlation	Responsible for Rating	Pts.
	Data Quality At or Above 90%	Local Criteria	Additional Local Customizable Criteria: Data Quality	CoC Coordinator	10
	Application Quality and Consistency: Is the application complete and the data consistent throughout?	Local Criteria	Additional Local Customizable Criteria: Application complete and data are consistent	Raters	10
	CoC Monitoring Score: Is the project operating in conformance with CoC Standards?	Local Criteria	Additional Local Customizable Criteria: Application complete and data are consistent	CoC Coordinator	10
#27 and #28	Please enter the date of your last Annual Performance Report submission: _____	Performance Measures			No Score
	Pease provide a copy of your Annual Performance Report for May 1, 2018 through April 30, 2019.				
Table on Page 4	For RRH projects only, what is the average length of time participants spend from project entry to residential move-in?	Performance Measures	Length of Stay	CoC Coordinator	20
Table on Page 4	For PSH projects only, what is the average stay in the project?	Performance Measures	Length of Stay	CoC Coordinator	20
Table on Page 4	For RRH projects only, what percentage of individuals move to permanent housing?	Performance Measures	Exits to Permanent Housing	CoC Coordinator	25
Table on Page 4	For PSH projects, what percentage of individuals remain in or move to permanent housing?	Performance Measures	Exits to Permanent Housing	CoC Coordinator	25

Application Question #	Question	Question Type	Rating and Ranking Tool Correlation	Responsible for Rating	Pts.
Table on Page 4	What percentage of individuals staying in the project demonstrated new or increased income in the last year?	Performance Measures	New or Increased Income and Earned Income	CoC Coordinator	2.5
Table on Page 4	What percentage of individuals staying in the project demonstrated new or increase non-employment income in the last year?	Performance Measures	New or Increased Income and Earned Income	CoC Coordinator	2.5
Table on Page 4	What percentage of individuals leaving the project demonstrated new or increased income in the last year?	Performance Measures	New or Increased Income and Earned Income	CoC Coordinator	2.5
Table on Page 4	What percentage of individuals leaving the project demonstrated new or increased non-employment income in the last year?	Performance Measures	New or Increased Income and Earned Income	CoC Coordinator	2.5
If available from HMIS	For RRH, what percentage of participants' assessment scores indicate RRH or more intensive intervention?	Project Performance Criteria	Serve High Need Populations	CoC Coordinator	20
If available from HMIS	For PSH, what percentage of participants' assessment scores indicate the highest end of the PSH range?	Project Performance Criteria	Serve High Need Populations	CoC Coordinator	20
If available from HMIS	What percentage of individuals return to homelessness within 12 months of exiting to permanent housing?	Project Performance Criteria	Returns to Homelessness	CoC Coordinator	20

RATING SHEETS

NEW PROJECT APPLICATION RATING SHEET

Project Name: _____ Organization: _____

Rater Name: _____

Application Question #	Question	Explanation or Considerations	Points Possible	Points Awarded	Notes
#6	Please describe your agency's experience in working with the proposed population and in providing housing as proposed in the application.	Assess experience and completeness of response	15		
#7 and #8	<p>Do you offer services using a Housing First approach?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please describe your agency's experience utilizing a Housing First approach. Include 1) eligibility criteria; 2) process for accepting new clients; 3) process and criteria for exiting clients.</p> <ul style="list-style-type: none"> Describe if the project has any preconditions to entry Describe the proposed process to address situations that may jeopardize housing or project assistance 	Assess based on specific elements of Housing First, low barrier, and appropriateness of process for entering and exiting clients	10		

Application Question #	Question	Explanation or Considerations	Points Possible	Points Awarded	Notes
#9	Describe your agency's experience in effectively utilizing federal funds including HUD grants and other public funding, including satisfactory drawdowns and performance for existing grants as evidenced by timely reimbursement of subrecipients (if applicable), regular drawdowns, timely resolution of monitoring findings, and timely submission of required reporting on existing grants.	Assess based on experience and performance managing federal grants, particularly those from HUD	10		
#10	<p>Please describe the following:</p> <ul style="list-style-type: none"> • Needs of clients to be served • Type, scale, and location of the housing • Type and scale of all supportive services, regardless of funding source • How clients will be assisted in obtaining and coordinating the provision of mainstream benefits • How performance measures for housing and income will be established that are objective, measurable, trackable, and meet or exceed any established HUD, HEARTH, or CoC benchmarks 	Assess based on design and details, plus performance measures	15		
#11	Select all "Harder to Serve" homeless or at-risk of homeless populations served:	This question provides context for	0		

Application Question #	Question	Explanation or Considerations	Points Possible	Points Awarded	Notes
	<input type="checkbox"/> Mental Illness <input type="checkbox"/> Alcohol Abuse <input type="checkbox"/> Drug Abuse <input type="checkbox"/> Chronic Health Conditions <input type="checkbox"/> HIV <input type="checkbox"/> Developmental Disabilities <input type="checkbox"/> Physical Disabilities <input type="checkbox"/> Domestic Violence <input type="checkbox"/> Unaccompanied Youth under age 18 <input type="checkbox"/> Unaccompanied TAY age 18-24 years	raters to inform the ranking process			
# 12	<p>Describe how you consider the severity of needs and vulnerabilities experienced by program participants.</p> <input type="checkbox"/> Low or no income <input type="checkbox"/> Current or past substance abuse <input type="checkbox"/> Criminal record— with the exception of restrictions imposed by federal, state, or local law or ordinance <input type="checkbox"/> Chronic homelessness	3 of 4 of listed populations should be checked	20		
#12 b	<ul style="list-style-type: none"> How many individuals and/or family members will you serve, if funded? 	Target range to be determined based on avg. CoC cost during Rating and	5		

Application Question #	Question	Explanation or Considerations	Points Possible	Points Awarded	Notes
	<ul style="list-style-type: none"> Please provide your projected cost per person: _____ <p>Of those, how many would be chronically homeless?</p>	Ranking. Do not score prior to Rating and Ranking			
#13	Describe the agency's strategy to address individuals and families at risk of becoming homeless.	Assess based on strategy	2		
#14	Describe the agency's strategy to reduce the length-of-time individuals and families remain homeless.		2		
#15	<p>Describe the agency's plan to assist clients to rapidly secure and maintain permanent housing that is safe, affordable, accessible, and acceptable to their needs.</p> <ul style="list-style-type: none"> For Permanent Housing Projects Only: How will the agency increase the rate at which individuals and persons in families in permanent housing retain their permanent housing or exit to permanent housing destinations? For all projects: Describe how the agency addresses both housing and service needs to ensure families successfully 	Assess based on plan and strategies	5		

Application Question #	Question	Explanation or Considerations	Points Possible	Points Awarded	Notes
	maintain their housing once assistance ends.				
#16	Describe how clients will be assisted to increase access to employment and non-employment cash sources. How does the agency work with mainstream employment organizations to help individuals and families increase their cash income? How does the agency keep program staff up-to-date regarding mainstream resources available for persons experiencing homelessness (e.g., Food Stamps, SSI, TANF, substance abuse programs)?	Assess based on elements described. Additional questions speak to increasing independence	5		
#17	Describe how the agency identifies common factors of individuals and persons in families who return to homelessness.	Assess based on described process	2		
#17 b.	What is the agency's strategy to reduce the rate of additional returns to homelessness?	Assess based on described process	2		
#18	Describe the agency's street outreach including how often is it conducted and describe how the agency tailored its street outreach to persons	Assess based on described process	2		

Application Question #	Question	Explanation or Considerations	Points Possible	Points Awarded	Notes
	experiencing homelessness who are least likely to request assistance.				
#19	<p>Does the agency have a specific strategy to further fair housing used to market housing and supportive services to eligible persons regardless of race, color, national origin, religion, sex, gender identity, sexual orientation, age, familial status, or disability?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please describe this strategy.</p> <p>Please describe how this strategy effectively communicates fair housing with persons with disabilities and limited English proficiency?</p> <p>If no, please provide a calendar of when such a strategy will be implemented.</p>	Assess based on described process	2		
#20	How many months of operating funds does your organization have in reserve in order to support this project?	Speaks to documented organizational financial stability; target is at least 3.5 months in reserve to support the project	10.5		
#21	Describe the plan for rapid implementation of the program by documenting how the project will be	Assess based on timeliness of	10		

Application Question #	Question	Explanation or Considerations	Points Possible	Points Awarded	Notes
	ready to begin housing the first program participant. Provide a detailed schedule of proposed activities for 60 days, 120 days, and 180 days after grant award.	implementation description			
	Application Quality and Consistency: Is the application complete and the data consistent throughout?	Application complete and data are consistent	10		

ADDITIONAL RATING CRITERIA FOR NEW PROJECTS

The following criteria are used to rate a new project overall and are specific to project type.

PERMANENT HOUSING: PSH OR RRH

Rating factor for new project types	Criteria	Met criteria? (y/n)	Points available
<p>New permanent housing projects must receive at least 3 out of 4 points available for this project type. Projects that do not receive at least 3 points will be rejected</p>	<p>The type of housing proposed, including the number and configuration of units, will fit the needs of the program participants (e.g., two or more bedrooms for families).</p>		1
	<p>The type of supportive services that will be offered to program participants will ensure successful retention in or help to obtain permanent housing, including all supportive services regardless of funding source.</p>		1
	<p>The proposed project has a specific plan to coordinate and integrate with other mainstream health, social services, and employment programs and ensure that program participants are assisted to obtain benefits from the mainstream programs for which they may be eligible (e.g. Medicare, Medicaid, SSI, Food Stamps, local workforce office, early childhood education).</p>		1
	<p>Program participants are assisted 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 permanent housing)</p>		1
TOTAL POINTS RECEIVED			

JOINT TH AND PH-RRH

Rating factor for new project types	Criteria	Met criteria? (y/n)	Points available
<p>New Joint TH and PH-RRH component project applications must receive at least 4 out of 6 points available for this project type. Projects that do not receive at least 4 points will be rejected</p>	<p>The type of housing proposed, including the number and configuration of units, will fit the needs of the program participants (e.g., two or more bedrooms for families).</p>		1
	<p>The proposed project will 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 rapid re-housing portion of the project than the TH portion, by having twice as many PH-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 by the project.</p>		1
	<p>The type of supportive services that will be offered to program participants will ensure successful retention in or help to obtain permanent housing, including all supportive services regardless of funding source.</p>		1
	<p>The proposed project has a specific plan to coordinate and integrate with other mainstream health, social services, and employment programs and ensure that program participants are assisted to obtain benefits from the mainstream programs for which they may be eligible (e.g. Medicare, Medicaid, SSI, Food Stamps, local workforce office, early childhood education).</p>		1
	<p>Program participants are assisted 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 permanent housing).</p>		1
	<p>The project has low barriers to entry and prioritizes rapid placement and stabilization in permanent housing.</p>		1
TOTAL POINTS RECEIVED			

SSO-COORDINATED ENTRY

Rating factor for new project types	Criteria	Met criteria? (y/n)	Points available
<p>New SSO-Coordinated Entry project applications (also known as centralized or coordinated assessment) must receive at least 2 out of the 4 points available. Projects that do not receive at least 2 points will be rejected</p>	The centralized or coordinated assessment system is easily available/reachable for all persons within the CoC's geographic area who are seeking information regarding homelessness assistance. The system must also be accessible for persons with disabilities within the CoC's geographic area.		1
	There is a strategy for advertising that is designed specifically to reach homeless persons with the highest barriers within the CoC's geographic area.		1
	There is a standardized assessment process.		1
	Ensures program participants are directed to appropriate housing and services that fit their needs.		1
	The proposed project has a specific plan to coordinate and integrate with other mainstream health, social services, and employment programs and ensure that program participants are assisted to obtain benefits from the mainstream programs for which they may be eligible (e.g. Medicare, Medicaid, SSI, Food Stamps, local workforce office, early childhood education).		1
TOTAL POINTS RECEIVED			

HMIS

Rating factor for new project types	Criteria	Met criteria? (y/n)	Points available
<p>New HMIS project applications must receive at least 3 out of the 4 points available for this project type. Projects that do not receive at least 3 points will be rejected.</p>	How the HMIS funds will be expended in a way that is consistent with the CoC's funding strategy for the HMIS and furthers the CoC's HMIS implementation.		1
	The HMIS collected all Universal Data Elements as set forth in the HMIS Data Standards.		1
	The ability of the HMIS to unduplicate client records.		1
	The HMIS produces all HUD-required reports and provides data as needed for HUD reporting (e.g., APR, quarterly reports, data for CAPER/ESG reporting) and other reports required by other federal partners.		1
TOTAL POINTS RECEIVED			

COC PLANNING – COLLABORATIVE APPLICANTS ONLY

Rating factor for new project types	Criteria	Met criteria? (y/n)	Points available
<p>New CoC planning projects, submitted only by the CoC’s designated Collaborative Applicant, must receive at least 3 out of the 5 points available for this project type. CoC planning projects that do not receive at least 3 points will be rejected.</p>	<p>Governance and Operations – the CoC conducts meetings of the entire CoC membership that are inclusive and open to members and demonstrates the CoC has a written governance charter in place that includes CoC policies.</p>		1
	<p>CoC Committees – The CoC has CoC-wide planning committees, subcommittees, or workgroups to address homeless needs in the CoC’s geographic area that recommends and sets policies priorities for the CoC.</p>		1
	<p>The proposed planning activities that will be carried out by the CoC with grant funds are compliant with the provision of 24 CFR 578.7.</p>		2
	<p>The funds requested will improve the CoC’s ability to evaluate the outcome of both CoC Program-funded and ESG-funded projects.</p>		1
TOTAL POINTS RECEIVED			

RENEWAL PROJECT APPLICATION

Project Name: _____ Organization: _____

Rater Name: _____

Application Question #	Question	Explanation or Considerations	Points Possible	Points Awarded	Notes
#1	<p>How many referrals did this project receive from Coordinated Entry through July 31, 2019? _____</p> <p>Of the number of referrals, how many clients were accepted? _____</p>	Minimum percentage of referrals should be 90% from Coordinated Entry	10		
#6	<p>What is the cost per exit to permanent housing? This is determined by dividing total project costs by the number of exits to permanent housing. _____</p>	The lower the cost per exit to permanent housing the higher the score, as this indicates more exits	10		
#8, #9, #10, #11	<p>Estimate the percentage of funding that will be expended from your 2018 grant based on the LOCCS report and any unreported draw requests: _____</p> <p>Based on your response in question 8, designate the amount of funding you will make available for re-allocation: _____</p> <p>_____ Has your grant agreement for FY2018 been executed? Yes _____ No _____</p> <p>If your grant agreement for FY2018 has not yet been executed, what is the anticipated date of execution? _____</p> <p>Describe any challenges you have faced in implementing the FY2018 grant and if</p>	This speaks to financial feasibility; target is 85% expended and an executed FY 18 grant	10		

Application Question #	Question	Explanation or Considerations	Points Possible	Points Awarded	Notes
	applicable, steps you have taken to address those challenges.				
#14	How many months of operating funding does your organization have in reserve to support this project?	Speaks to documented organizational financial stability; target is 3.5 months in reserve to support the project	10.5		
#15 and #16	How many individuals or families can the project serve (bed/unit capacity)? _____ How many individuals or families were you serving as of June 30, 2019 (bed/unit utilization)? _____	Bed/Unit utilization rates should be at or above 75%	15		
#17	Select all “Harder to Serve” homeless or at-risk of homeless populations served: <input type="checkbox"/> Mental Illness <input type="checkbox"/> Alcohol Abuse <input type="checkbox"/> Drug Abuse <input type="checkbox"/> Chronic Health Conditions <input type="checkbox"/> HIV <input type="checkbox"/> Developmental Disabilities <input type="checkbox"/> Physical Disabilities <input type="checkbox"/> Domestic Violence <input type="checkbox"/> Unaccompanied Youth under age 18 Unaccompanied TAY age 18-24 years	Provides context for raters to inform the ranking process	No Score		
#18	Describe how you consider the severity of needs and vulnerabilities experienced by program participants, which includes (check all populations your project serves): <input type="checkbox"/> Low or no income <input type="checkbox"/> Current or past substance abuse	Speaks to service of high needs populations; target is 3 of the 4 populations listed	20		

Application Question #	Question	Explanation or Considerations	Points Possible	Points Awarded	Notes
	<input type="checkbox"/> Criminal record—with the exception of restrictions imposed by federal, state, or local law or ordinance <input type="checkbox"/> Chronic homelessness				
#18 b.	<ul style="list-style-type: none"> How many individuals and/or family members will you serve, if funded? Please provide your projected cost per person: _____ Of those, how many would be chronically homeless?	Target range to be determined based on avg. CoC cost during Rating and Ranking. Do not score prior to Rating and Ranking	5		
#19	Describe the agency’s strategy to address individuals and families at risk of becoming homeless.	Assess based on described process	2		
#20	Describe the agency’s strategy to reduce the length-of-time individuals and families remain homeless.	Assess based on described process	2		
#21	Describe the agency’s plan to assist clients to rapidly secure and maintain permanent housing that is safe, affordable, accessible, and acceptable to their needs.	Assess based on plan as described	5		
#21 A. and B	For Permanent Housing Projects Only: How will the agency increase the rate at which individuals and persons in families in permanent housing retain their permanent housing or exit to permanent housing destinations? For all projects: Describe how the agency addresses both housing and service needs to ensure families successfully maintain their housing once assistance ends.	Assess based on strategy described	2		

Application Question #	Question	Explanation or Considerations	Points Possible	Points Awarded	Notes
#22	<p>Describe how clients will be assisted to increase access to employment and non-employment cash sources.</p> <p>a. How does the agency work with mainstream employment organizations to help individuals and families increase their cash income?</p> <p>b. How does the agency keep program staff up-to-date regarding mainstream resources available for persons experiencing homelessness (e.g., Food Stamps, SSI, TANF, substance abuse programs)?</p>	Assess based on linkages described and plan	2		
#23	Describe how the agency identifies common factors of individuals and persons in families who return to homelessness.	Assess based on identification process and common factors	2		
#23 b.	What is the agency's strategy to reduce the rate of additional returns to homelessness?	Assess based strategy described	2		
#24	Describe the agency's street outreach including how often is it conducted and describe how the agency tailored its street outreach to persons experiencing homelessness who are least likely to request assistance.	Assess based strategy described	2		
#25	<p>Does the agency have a specific strategy to further fair housing used to market housing and supportive services to eligible persons regardless of race, color, national origin, religion, sex, gender identity, sexual orientation, age, familial status, or disability?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	Assess based strategy described	2		

Application Question #	Question	Explanation or Considerations	Points Possible	Points Awarded	Notes
	<p>If yes, please describe this strategy.</p> <p>Please describe how this strategy effectively communicates fair housing with persons with disabilities and limited English proficiency?</p> <p>If no, please provide a calendar of when such a strategy will be implemented.</p>				
	Application Quality and Consistency: Is the application complete and the data consistent throughout?		10		

Internal Wellness Checklist for the Continuum of Care (CoC) Program

The *Internal Wellness Checklist* was developed in an effort to assist homeless providers to proactively implement its FY____CoC grant(s), thereby ensuring compliance with applicable regulations codified at 24 CFR Part 578. It is also designed to assist with determining the current “health” status of this CoC grant. Grant recipients are strongly encouraged to utilize this checklist prior to submitting the required APR to the U. S. Department of Housing and Urban Development.

Recipient Name: _____

Project Name:_____Grant Term: 1 or 2 Yrs._____

Grant Number:_____Grant Amt.:_____Expiration Date: _____

Date APR is Due to HUD:_____Date APR Submitted: _____
 (Not more than 90 days after the end of each CoC grant’s performance period)

General Recordkeeping

- ___ 1. Executed Grant Agreement
 24 CFR 578.23(c)
- ___ 2. Documentation of Grant Amendment (request and approval, if applicable)
 24 CFR 578.105
- ___ 3. Executed Grant Agreements with Subrecipients
 24 CFR 578.23(c)(ii)
- ___ 4. Documentation subrecipients are not debarred
 24 CFR 578.23(c)(4)(v)
- ___ 5. Documentation of annual monitoring of Subrecipients
 24 CFR 578.23(c)(8)
- ___ 6. Executed Memorandum of Understanding with Service Providers
 24 CFR 578.73(c)(3)
- ___ 7. Project Application should be maintained - ensure costs charged against the grant are consistent with the approved budget items identified in the application
 24 CFR 578.59(a)
- ___ 8. Documentation that Annual Performance Report was submitted timely
 24 CFR 578.103(e)
- ___ 9. Written CoC Program Policies and Procedures to include:
 24 CFR 578.103(a)
 ___ Intake/screening procedures
 24 CFR 578.103(a)(3)and(4)

Grant #: _____

- ___ Personnel Policies and Procedures
2 CFR 200.303, and 24 CFR 578.103(a)
- ___ Termination Policy
24 CFR 578.91
- ___ Grievance Policy
24 CFR 578.91
- ___ Policy Privacy/Confidentiality Policy
24 CFR 578.103(b)
- ___ Drug-Free Workforce Policy
24 CFR 5.105(d), 24 CFR 2424, 24 CFR 225
- ___ Policy identifying the involvement of homeless/formerly homeless individuals
24 CFR 578.23(c)(3)
- ___ Domestic Violence Policy
24 CFR 578.23(c)(4)(i)(ii), 24 CFR 578.103(a)(17)
- ___ Housing First Policy, if applicable
HUD CPD Notice 14-02
- ___ 10. Documentation of participation of homeless/formerly homeless individuals in policymaking
24 CFR 578.75(g)(1)
- ___ 11. Documentation of compliance with environmental review requirements
24 CFR 578.99, 24 CFR 578.31
- ___ 12. Documentation of compliance with fair housing requirements
24 CFR 578.87(b), 24 CFR 578.103(a)(14) and (17), 24 CFR 578.93(c)(1)
- ___ 13. Documentation of other federal requirements (i.e. lead based paint, Section 3, Section 504), if applicable
24 CFR 578.99, 24 CFR 35, 24 CFR 578.99(b)

Financial Files

- ___ 1. Written Financial Policies
2 CFR 200.302, 24 CFR 578.23(c)(5), 24 CFR 578.103(a)
- ___ 2. Written Procurement Procedures
2 CFR 200.318 and 2 CFR 200.319
- ___ 3. Written Conflicts of Interest Policy
2 CFR 200.317 and 2 CFR 200.318, 24 CFR 578.95(a)
- ___ 4. Documentation of match (25% of total Grant Amount less leasing)
24 CFR 578.73(a)
- ___ 5. Documentation of Grant Expenditures (during grant term and for approved items in application)
24 CFR 578.37, 24 CFR 578.103
- ___ 6. Documentation of Indirect Cost Rate Proposal, if applicable
24 CFR 578.63(b), 24 CFR 578.103(a)(17)

- ___7. Documentation showing compliance with the Single Audit Act
24 CFR 578.99(g), 2 CFR 200 subpart F
- ___8. Documentation showing quarterly draw requests
24 CFR 578.85(c)(3)
- ___9. Documentation showing program income was expended prior to HUD draw requests, if applicable
24 CFR 578.97(b)

Participant Program Files

- ___1. Documentation participants are entered into HMIS or a comparable database
24 CFR 578.103(a)(3)
- ___2. Documentation participant was screened via centralized or coordinated assessment systems
24 CFR 578.23(c)(9)
- ___3. Documentation of Homelessness at intake
24 CFR 578.103(a)(3)
- ___4. Permanent Supportive Housing -Documentation of disability
24 CFR 578.37(a)(i)
- ___5. Transitional Housing- No more than 24 months of services provided except under documented extenuating circumstances
24 CFR 578.79
- ___6. Documentation of ongoing assessment of services
24 CFR 578.75(e)
- ___7. Documentation of examination of income (initial and recertification)
24 CFR 578.103(a)(7)(i)
- ___8. Documentation of initial and follow-up Housing Quality Standards inspections
24 CFR 578.75(b)(2)
- ___9. Leasing-Documentation that the unit/structure is not owned by recipient or subrecipient
24 CFR 578.49(a)
- ___10. Leasing-Documentation lease is between agency and landlord
24 CFR 578.49(b)(5)
- ___11. Leasing-Is there an occupancy agreement, lease or sublease in the file (for individual units)?
24 CFR 578.103(a)(17)
- ___12. Leasing-Documentation of rent reasonableness for the period of approval for an assisted unit
24 CFR 578.49(b)(1)
- ___13. Rents charged (including utilities) do not exceed HUD-Fair Market Rents
24 CFR 578.49(b)(2)
- ___14. Documentation supporting the correct/current utility allowance schedule is used
24 CFR 578.103(a)(17), 24 CFR 578.49(a)(3)

Grant #: _____

- ___15. Leasing-Documentation of occupancy charges with annual income calculations
24 CFR 578.77, 24 CFR 578.99(b)(6)
- ___16. Rental-Documentation the participant has a an executed lease agreement with the landlord
24 CFR 578.77, 24 CFR 578.51(d)(e)
- ___17. Rental-Documentation of rent reasonableness for the period of approval for an assisted unit
24 CFR 578.51(g)

Completed by:

Signature: _____ Date: _____

Typed/Printed Name: _____ Title: _____

This document is to be maintained in the applicable CoC project file.

NOTE: For additional guidance, please refer to the following resource materials:

(1) Homeless Emergency Assistance and Rapid Transition to Housing: Continuum of Care Program CoC regulations at 24 CFR Part 578, and

(2) Monitoring handbook 6509.2 REV-6 CHG-2 that can be accessed at:

http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/hudclips/handbooks/cpd/

