



**RFP – BONUS Funds**  
**New Project Scoring Rubric (FY21 CoC Competition)**

<b>Total Points Received:</b>	
<b>Total Points Possible:</b> RRH (330) expansion (350) PSH (350) expansion (370)	
<b>Percentage of the Total:</b>	
<b>Reviewer #:</b>	

<b>Organization Name</b>	
<b>Project Name (new)</b>	
<b>Grant Amount Requesting</b>	
<b>Project Type (RRH, PSH, Ext-RRH, Ext-PSH)</b>	
<b>If Expansion, name of the Renewal Grant:</b>	

**Form Instructions**

- Fill out each section of the scoring making notes as needed.
- The total points possible is the maximum amount for each parameter. Scorer can award anywhere from zero to the maximum amount based on the how the applicant met the requirements as described.
- Do not forget to sub-total each section.
- At the end of the form, there is a place to enter each sub-total to then calculate the total.

**Points should be awarded based on:**

- quality and substance of each answer,
- sufficiently addressing all parts of the question,
- providing detail, and
- demonstrating understanding of requirements, priorities, and purpose.

**\*If an applicant marked “no” on a required question, the application will be denied.**

**Information in red is a guide as to what a review will be looking for in the responses.**



**Scoring**

**A. Experience of Applicant, Sub-recipient(s), and other Partners**

Parameter	Points Possible	Points Received	Notes
<p>Experience of applicant &amp; potential sub-recipients in effectively utilizing federal funds and performing activities proposed in application, given funding and time limitations.</p> <p><i>*This question is about the agency, not the project itself. Responses should include examples of federal funding the agency receives &amp; other activities related to homelessness or case management.</i></p>	10		
<p>Explanation as to why the applicant is an appropriate entity to receive funding for this project type.</p>	5		
<p>Concrete examples that illustrate experience in: (1) working with and addressing the target population’s identified housing needs, (2) develop and implement relevant systems and services, (3) identify and secure match, and (4) manage basic organization operations.</p> <p><i>*This response must address (1) – (4) with specific examples of the agency’s experience.</i></p>	10		
<p>Experience in leveraging other Federal, state, local and private sector funds.</p> <p><i>*This response should include the agency’s ability to leverage other resources and generate match.</i></p>	5		
<p>Description of financial management structure, how the system is operated in accordance with accepted accounting principles, and can meet the requirements of federal funds.</p> <p><i>*This response is specifically looking at the financial management and operation of the organization. The response must include the name of or description of the accounting system the agency uses.</i></p>	10		
<p>Explanation of any areas of concern – monitoring, OIG audit findings, past experience or performance with other grants. Note: this is <u>not</u> limited to just CoC funding.</p> <p><i>*Ideally, there would be none. If there are, has the applicant sufficiently explained how they have worked to correct any concerns.</i></p>	5		
<b>Subtotal</b>	<b>45</b>		

**B. Expansion Project only  
(if applicant is not applying for expansion, skip and go to Section C. Project Description)**

Parameter	Points Possible	Points Received	Notes
Explain why this application is an effective and efficient use of funds in an area with a data proven need. Include how this expansion of a current grant will further the goal of ending homelessness. <i>*The response must address (1) effectiveness, (2) efficiency, (3) data proven need, and (4) how the expansion will further the goal of ending homelessness.</i>	20		
<b>Subtotal</b>	<b>20</b>		

**C. Project Description**

Parameter	Points Possible	Points Received	Notes
Description of proposed project that included: (1) a clear picture of the target population to be served, (2) plan for addressing the identified housing & support service needs, (3) the anticipated project outcome(s), (4) coordination with other organizations, & (5) how will the CoC Program funding be used? <i>*The response must specifically include a detailed description of the project (new component) and address (1) – (5).</i>	15		
Project milestone & days from grant agreement execution. Are the days from execution “reasonable”? <i>#1-3 should be within 60-90 days; #4 should be no longer than 6 months, ideally 120 days.</i>	10		
Description of understanding and knowledge of coordinated entry, written standards, and order of priority. Must include how that knowledge will be incorporated into the operation of the project. <i>*The response should include a basic explanation of how coordinated entry works both from the referral end and the project opening end. The response should identify the written standard requirements of the specific project type (new component) and the order of priority for that project. It is not required that the agency is currently involved in CE, but they do have to describe their knowledge of the requirements.</i>	15		
Compliance with housing first. <i>*Must answer “yes” to question 6 and 6b and check all the boxes in 6c. and 6d.</i>	*Required		

Description of understanding and knowledge of housing first with clients at entry and while enrolled. <b>*The answer to 6a should talk about no barriers at entry &amp; re-housing if evicted while in the program. It should be clear that there is a difference between an eviction and project termination. The project should be assisting with the mediation of landlord issues to reduce the potential for an eviction.</b>	10		
<b>Subtotal</b>	<b>50</b>		

**D. Supportive Services for Participants**

Parameter	Points Possible	Points Received	Notes
Description as to how the project applicant addresses the educational needs of the children and/or youth during housing search and after the household is housed. <b>*This answer should include 0-5 year old services, K-12 services, as well as post-secondary possibilities. All projects should answer this question because youth is defined as under 24.</b>	5		
Description as to how the project applicant will help participants obtain permanent housing <u>and</u> how the project applicant will provide the necessary services and support to help participants remain in permanent housing once assistance ends. Must include: (1) needs of the target population, (2) plan that addresses the types of assistance that will be provided by the applicant (or partners) to ensure participants move into appropriate permanent housing and remain in/move to other permanent housing once assistance is no longer needed, (3) how the applicant will determine the right type of housing that fits the needs, (4) how the applicant will work with landlords to address possible issues and challenges, (5) how the applicant will work with program participants to set goals toward successful retention of permanent housing. <b>*The response must include detailed response to (1) – (5) as it relates to obtaining permanent housing and remain in permanent housing after assistance ends.</b>	20		
Describe the specific plan to coordinate and integrate with other mainstream health, social services, and employment programs for which program participants may be eligible. The description must include: (1) How the project will	20		

<p>assist participants with obtaining and increasing employment income that will lead to successful exits from homelessness (e.g. local employment programs, job training opportunities, educational opportunities); (2) What types of mainstream services the project will assist participants with obtaining to increase non-employment income (e.g. SSI; SSDI; food stamps; Veteran benefits); (3) What types of social services the project will provide access and help to participants to obtain (e.g. childcare, food assistance, TANF, early childhood education); and (4) How the project will coordinate with other partners and assist participants access healthcare benefits and resources (e.g. Medicaid, Medicare, healthcare for the homeless, Federally qualified health centers).</p> <p><b>*The response must provide detailed description that includes responses for (1) – (4).</b></p>			
<p>Thoroughness of explanation of supporting services including who, how they will be accessed, and how often.</p> <p><b>*The chart must be completed. The goal is that projects should be partnering or working with partners to provide a variety of services.</b></p>	5		
<p>Will the project make available regular or as requested transportation assistance to attend mainstream benefit appointments, employment training, or jobs? <i>Yes = 5 pts. No = 0 pts.</i></p>	5		
<p>Will the project provide at least annual follow-ups with participants to ensure mainstream benefits are received and renewed? <i>Yes = 5 pts. No = 0 pts.</i></p>	5		
<p>Will project participants have access to SSI/SSDI technical assistance provided by the applicant or partner agency (through a formal or informal relationship)? <i>Yes = 5 pts. No = 0 pts.</i></p>	5		
<b>Subtotal</b>	<b>65</b>		

**E. Budget**

Parameter	Points Possible	Points Received	Notes
<p>Complete explanation of budget – including rental assistance</p> <p><b>*The project must complete rental assistance. Must use 2021 FMR. The number of units must match what the application says in “F. Housing Type and Location.”</b></p>	15		

Cost effective description of supportive services (required) and HMIS (optional), including amount of funding for project type and needs of prospective project participants (i.e. number of units, FMR, rent reasonableness, community need) <i>*This should include both quantity and description for the supportive services and HMIS (if selected).</i>	15		
<b>Subtotal</b>	<b>30</b>		

**F. Match**

Parameter	Points Possible	Points Received	Notes
Description of match (in kind and/or cash), including type of commitment and source <i>*This chart should be complete with source, contributor, value, and date. These must match the letters of commitments. If complete and the totals match the requirement, give 10. Otherwise 0.</i>	10		
Meets the requirement for 25% match requirement <i>*This is 25% of the entire grant amount (including admin) minus any leasing costs.</i>	*required		
<b>Subtotal</b>	<b>10</b>		

**G. Demonstration of Organization Fiscal Capacity**

Parameter	Points Possible	Points Received	Notes
Overall assessment given length agency existed, length of time providing housing services, level of turnover in management, and agency's total budget in terms of capacity to administer a federal CoC grant.	20		
Description of experience administering other federal dollars. This is not limited to homeless funding. <i>(if none – must receive 0 points)</i>	10		
Description of experience administering state dollars. This is not limited to homeless funding. <i>(if none – must receive 0 points)</i>	10		
Overall adherence to fiscal requirements such as segregating funds and financial audits	*required		
<b>Subtotal</b>	<b>40</b>		

**H. Appendix 1 - RRH**



**If applying for Rapid Re-housing only. If applicant is not applying for RRH, skip and go to next section regarding PSH.**

Parameter	Points Possible	Points Received	Notes
<p>Description of the difference between the ESG &amp; CoC RRH already in operation in the community and the proposed COC funded RRH.</p> <p>Description of how the coalition ensures that the right people are enrolled in the right projects that meet their ends? This should include population, priorities, eligibility, etc.  <b>*This response should answer each of the questions.</b></p>	20 RRH		
<p>Describe the exit strategy that the project will incorporate to ensure project participants are prepared to move on from the project and able to maintain permanent housing.  <b>*This response should include the exit strategy and address any potential barriers to retaining permanent housing after the project ends.</b></p>	20 RRH		
<b>Subtotal</b>	<b>40 RRH</b>		

### Appendix 1 - PSH

**If applying for Permanent Supportive Housing only. If applicant is not applying for PSH, skip and go to next section.**

Parameter	Points Possible	Points Received	Notes
<p>Description of outreach methods specific to ensure all eligible chronic homeless persons are identified for the project. <b>*This should not be a “wait and see” approach.</b></p>	20 PSH		
<p>Description of collaboration with medical providers (those licensed to diagnose and treat) to ensure timely documentation of disability verifications for at least one adult in each household. <b>*Description should include what has already been done as well as the detailed plan of who is going to what moving forward.</b></p>	20 PSH		
<p>Description of effective exit strategy to help program participants move on from the project when they no longer want or need the level of intensive case management that PSH can provide. <b>*This can include transition in place, section 8, other subsidized assistance but description should be</b></p>	20 PSH		

detailed in the agency's relationship with other providers.			
<b>Subtotal</b>	<b>60 PSH</b>		

**Appendix 1 – Both RRH & PSH**

**This must be filled out for both project types.**

Parameter	Points Possible	Points Received	Notes
Describe how the applicant will cultivate landlord relationships, will help participants find housing, and will ensure participants can access available housing options in the coalition. <i>*This response should address all 3 elements. There should be a realistic understanding that finding housing is a challenge and what steps will the agency take to address that challenge.</i>	20		
Describe how the applicant will address issues around mental health, addiction, resistance to services, lease violations, and other things that could jeopardize a participant's housing. <i>*This response should talk about the different techniques used by case managers, knowledge of community resources, and an emphasis on working with the participant to address these issues.</i>	15		
Using data from the PIT <u>and</u> coordinated entry <u>and</u> any other data source, describe the need that this project will meet in the community. If additional data sources are used, please identify and attach to this application. This can include Osnum or another comparable database. <i>*This description should draw a connection from the project description, units and beds requested, services provided, and target population identified and supported specifically with data. *Must include both PIT data and CE data and any other data source necessary to describe the need the project will meet.</i>	15		
<b>Subtotal</b>	<b>50</b>		

**I.. Appendix 2 – BONUS Points**

Parameter	Points Possible	Points Received	Notes
Leveraging Housing Resources			

<ul style="list-style-type: none"> <li>• If RRH, must demonstrate that these housing units (not funded by CoC or ESG) will service at least 25% of the program participants anticipated to be served by the project).</li> <li>• If PSH, must demonstrate that these housing units (not funded by CoC or ESG) will provide at least 25% of the units included in the project.</li> </ul> <p>Both projects types require letters of commitment, contracts or other formal written documents demonstrating the number of subsidies or units being provided to support the project.</p>			
<p>Leveraging Healthcare Resources Either RRH or PSH projects that utilizes health care resources to help people experiencing homelessness.</p> <ul style="list-style-type: none"> <li>• In the case of substance abuse treatment or recovery provider, it will provide access to treatment or recovery services for all program participants who qualify and chose those services. Or</li> <li>• An amount that is equivalent to 25% of the funding being requested for the project will be covered by the healthcare organization.</li> </ul> <p>Both projects types require letters of commitment from a health care organization and indicates the value of assistance being provided.</p>			
<b>Subtotal</b>			

**J. Required Attachments**

<b>Parameter</b>	<b>Points Possible</b>	<b>Points Received</b>	<b>Notes</b>
Most recent fiscal year agency audit including management letter	*required		
Letter of support from at least 2 different agencies within the local coalition <b>*Letters must be dated no earlier than 9/1/2021</b>	*required		
Letters of match (in-kind and/or cash) totally at least 25% of request (minus leasing dollars) <b>*Letters must be dated no earlier than 9/1/2021</b>	*required		
Explanation and evidence from current coordinated entry prioritization lists as to what the need in the community is and how this proposed project will meet that need.	*required		

<p>*This must include a description and evidence of: (1) current coordinated entry prioritization list, (2) explanation of the need using the information on the prioritization list, and (3) how the project will meet the need explained in #2.</p>			
<p>Specific and detailed timeline and explanation as to how the project will be prepared to start expending funds and enrolling &amp; housing clients on Day 1. This must include both a timeline of events and explanation to ensure that the project will be ready to enroll and house clients following grant execution.</p>	*required		
<p><b>Subtotal</b></p>	*required		

**ADDITIONAL NOTES:**



## Total Points Possible

### Rapid Rehousing (RRH) or RRH Expansion

Section Subtotal	Points Possible	Points Received	Notes
Experience of applicant, sub-recipient, and other partners	45		
Expansion (only)	20		
Project description	50		
Supportive services for participants	65		
Budget	30		
Match	10		
Demonstration of organization fiscal capacity	40		
Appendix I RRH	40		
Appendix I Both Projects	50		
Appendix 2 BONUS – Leverage Housing Resources	50		
Appendix 2 BONUS – Leverage Healthcare Resources	50		
<b>TOTAL (No Expansion)</b>	<b>330</b>		
<b>TOTAL (Expansion)</b>	<b>350</b>		

### Permanent Supportive Housing (PSH) or PSH Expansion

Section Subtotal	Points Possible	Points Received	Notes
Experience of applicant, sub-recipient, and other partners	45		
Expansion (only)	20		
Project description	50		
Supportive services for participants	65		
Budget	30		
Match	10		
Demonstration of organization fiscal capacity	40		
Appendix I PSH	60		
Appendix I Both Projects	50		
Appendix 2 BONUS – Leverage Housing Resources	50		
Appendix 2 BONUS – Leverage Healthcare Resources	50		
<b>TOTAL (No Expansion)</b>	<b>350</b>		
<b>TOTAL (Expansion)</b>	<b>370</b>		