

2022 HUD Supplemental NOFO NEW Project Scoring Tool For Ranking and Tiering FORM 500-A

REVIEW COMMITTEE MEMBER INITIALS: _____

DATE SCORED: _____

AGENCY NAME: _____

PROJECT NAME: _____

APPLICATION TYPE: Unsheltered Set Aside Rural Set Aside

PROJECT TYPE: PH-PSH PH-RRH Joint TH&PH-RRH SSO-CE Emergency Shelter SSO (Non CE) HMIS Homeless Prevention

Outcome Measure Area	Measure	Where information located	Total Points Available	Range of Points Available	Points Awarded
Administration	Minimum 2 staff with active eSnaps profiles	Application Question 1) and Attachment A	2	2: Completed 1: Initiated or 1 active profile	
Community Need	Documented need for project type and size from the approved sources including BBCoC Homelessness Assistance Plan, HMIS, PIT County Reports, or other HUD Approved Databases.	Application Question 2) and Attachment D	3	3: sources clearly articulate the unmet need for the services proposed in the application 2: data attempts to define the unmet need 0: data does not address the unmet need	
Community Need	Referenced the BBCoC updated HAP indicating how project advances the goals identified in the HAP, citing specific elements to be addressed from the HAP.	Application Question 3) and Attachment E	6	6: The agency has clearly documented how the project has accomplished serving the client population to advance 3 goals in the HAP. 4: advanced 2 goals 2: advanced one goal 0: no goals advanced in past year	
Coordinated Entry	Documentation of participation in Coordinated Entry (CE) is provided.	Application Question 4) and Attachment CE	5	5: Will serve as CE Assess point and only accepts referrals through CE 2: Will use the CE Assessment tool and accept referrals through CE only. 0: Will not use the CE Assessment Tool and takes referrals outside of the CE System.	

Outcome Measure Area	Measure	Where information located	Total Points Available	Range of Points Available	Points Awarded
Racial Equity	Organization demonstrated its ability to analyze racial and ethnicity data for leadership, direct care staff and clients served and has a staff structure that is racially and ethnically representative of the clients they serve.	Application Question 5) and attachment F	5	5: organization has analyzed staff and client racial and ethnic makeup and the staff makeup matches the client demographic makeup within 10%. 2: organization has analyzed staff and client racial and ethnic makeup, but they do not mirror each other within 10% 1: organization has analyzed staff or client racial and ethnic make up 0: no analysis done on either staffing or clients served	
Housing First	Organization's policies and procedures demonstrate the program does not mandate client participation in services either before obtaining housing or in order to retain housing. Organization's policies and procedures prioritize rapid placement and stabilization in permanent housing and improvement of economic self-sufficiency.	Application Question 6) and Attachment G	5	5: organization policies and procedures demonstrate operating under Housing First, including allowing previously terminated participants to access services again in the future. Policies and procedures describe in detail how rapid placement and stabilization in permanent housing is measured. 2: policies and procedures are vague and not detailed but show commitment to operation under Housing First model. 0: failure to document how policy was implemented.	
Coordination With Healthcare	Project narrative and attachments clearly demonstrate coordination with at least one healthcare organization and there is commitment from the healthcare organization through an executed MoU and letter of financial or in kind support of the project.	Application Question 7) and Attachment HEALTH	6	6: have commitment for healthcare organization ensure clients are connected to health insurance and health care, includes completed MoU and letter of commitment. 3: has identified healthcare partners but only has an MoU or letter of commitment. 0: has no MoU or letter of commitment	

Outcome Measure Area	Measure	Where information located	Total Points Available	Range of Points Available	Points Awarded
Program Operation	Staffing Plan with Job Descriptions	Application Question 8) and Attachment H if available	5	5: Detailed plan with all relevant job descriptions showing dates of hire and vacancies for each position and detailed job descriptions. 2: plan lacks details requested 0: no detailed plan	
Program Operation	Organization Chart	Application Question 9) and Attachment I	3	3: Organization chart documents all existing staff and any proposed staff to be hired under this project.	
Program Operation	<p>Program Operational Plan clearly demonstrates:</p> <ul style="list-style-type: none"> a. Staffing – Hiring: Provide target dates of hire for each project position, indicate what methods of recruitment will be used to fill the positions. b. Training to be Provided: <ul style="list-style-type: none"> a. New Staff/Orientation b. New Grantee/HUD JAX c. Trauma Informed Care d. Confidentiality and Security e. Conflict Resolution and Grievance P&P c. Adoption of Policies and Procedures <ul style="list-style-type: none"> a. Homeless status and eligibility determination b. Programmatic requirements d. Forms and Documentation <ul style="list-style-type: none"> a. Client screening and eligibility forms b. Data collection forms <p>For maximum points, attach completed policies and procedures as Attachment J.</p>	Application Question 10) and Attachment J if available	15	15: Comprehensive operational plan documenting staffing, at least the 5 types of training mentioned in the question, P&Ps are accurate and complete, forms and documentation are clear, sufficient and established. 10: Has operational plan but details are missing, training plan is inadequate and does not cover all 5 areas, P&Ps, forms and docs are adequate. 5: Has an outline of an operational plan but it lacks details and specificity in areas of staffing, training, P&Ps, forms and documentation 0: there is no operational plan, though the elements of staffing, training, P&Ps, forms and documents may be provided.	

Outcome Measure Area	Measure	Where information located	Total Points Available	Range of Points Available	Points Awarded
Program Operation	Client Eligibility is clearly defined in the written policies and procedures and is inclusive of sending and receiving referrals through the BBCoC Coordinated Entry process. The policies and procedures include detail on how clients will be connected to mainstream benefits promoting economic self-sufficiency.	Application Question 11) and Attachment K	15	15: Client Eligibility is clearly defined, understood, included process for sending and receiving referrals through Coordinated Entry and includes process on connecting clients to mainstream benefits promoting economic self-sufficiency. 10: Client eligibility is clearly defined but does not reference both the use of Coordinated Entry and referral for mainstream benefits 5: client eligibility is not clearly defined though their may be referenced to use of CE and referrals for mainstream benefits. 0: no explanation of client eligibility	
System Performance Measures	Narrative and data presented demonstrate how 2 or more SPMs will be improved for the CoC because of this project and it's outcomes.	Application Question 12) and Attachment L	10	10: Clearly demonstrates the applicants understanding of the CoC goals, and has documented how it will improve at least 2 of those measures. 5: Only documents improvement in 1 measure. 0: does not document how it will improve any SPM.	
Project Outcomes/ Deliverables	Narrative demonstrates clear outcomes and deliverables for project, how they will be measured, tracked and documented.	Application Question 13) and Attachment M	5	5: response clearly outlines number of individuals/households assisted in 12 month time frame, explains how project will improve system performance, demonstrates knowledge and commitment to use of HMIS (or comparable DB for DV) used for measurement, tracking and documentation. 2: response outlines quantity in deliverables, does not address measurement, tracking, documentation or improvement of measures.	

Outcome Measure Area	Measure	Where information located	Total Points Available	Range of Points Available	Points Awarded
Budget	Budget demonstrates allocation of requested funds including cost per person/per household served and the breakdown of the amount and percent of costs to be spent on housing assistance, supportive service, HMIS and administration.	Application Question 14) and Attachment N	5	5: provided eSnaps Budget detail as well as cost per person/household breakdown, an percent of costs spent on housing assistance, support services, HMIS and Admin. 2: only provided the eSnaps generated Budget page	
Cost Effectiveness	The cost per Household/Individual for 12 months of assistance is at or below the BBCoC provided amounts per project type.	Application Question 14) and Attachment N, as well as BBCoC generated cost effectiveness worksheet	5	5: provided per household/individual cost breakdown and it is at or below amounts indicated on CoC WS. 2: provided breakdown but is no more than 10% above amounts indicated on WS and comes with an explanation for increased cost.	
Match Commitment	There is a commitment of 25% match for the project from an allowable source for the projects proposed operation dates.	Application question 16) and Attachment O	5	5: match commitment documentation is for 25%, is for activities related to this project and from an allowable match source specifically for the project operation dates 2: match commitment is for previous year operation but is expected to continue	
Total Points Available			100		
Points Awarded					

100-point scale

- 100-92** Excellent
- 91-83** Satisfactory
- 82-74** Needs Improvement - provide TA/Support (1st year)
- Below 74** Corrective Action Needed (1st year)
- Below 74** Consider Reallocation (2nd year)

