

2019 New and Reallocated Project Score Card

Metro Area Continuum of Care for the Homeless: Program Evaluation Process & Criteria

OVERVIEW

Proposed new projects are evaluated annually by the MACCH New Project Committee. New project proposals will be scored by the Committee per the 2019 New and Reallocated Project Score Card. The purpose is to ensure that HUD funded programs are providing the highest quality housing and services and that the programs are focused on achieving outcomes to prevent and end homelessness.

PROCESS FOR FY2019

For the FY2019 CoC competition, proposals for new projects will be reviewed based on:

- Information provided by the applicant in the *FY2019 New and Reallocated Project Preliminary Application* that accompanies the

“FY2019 Solicitation for New Projects,” along with the related attachments.

- For current CoC program grantees, their performance in operating similar programs will also be taken into consideration. Data on project performance in other CoC-funded projects will be pulled from the CoC’s HMIS system.
- For first time CoC program applicants, their experience in administering similar programs and in working with the target population will also be taken into consideration.
- The MACCH New Project Committee may contact agencies that completed the New and Reallocated Project Preliminary Application to obtain clarifying information that will inform accurate scoring of the project in the 2019 New and Reallocated Project Score Card.

Date of Review: _____

Project Name: _____

Agency Name: _____

Contact Person: _____

E-mail: _____

Phone: _____

Type of Project – check all boxes that apply:

Permanent Supportive Housing (PSH)

Rapid Rehousing (RRH)

HMIS

Domestic Violence (DV) Program

Replaces Project being voluntarily reallocated

If yes, name of Reallocated Project: _____

2019 New and Reallocated Project Score Card

THRESHOLD REVIEW: Commit to the following in the Preliminary Application

All must be YES to be considered for inclusion in the FY2019 MACCH CoC Application

	Criteria	Description/Standard	Scorer Comments	Meets Threshold? YES/NO
1	<p>Use a Housing First Approach per the MACCH Housing First Policy</p> <p>Q 1 on Prelim App</p>	<p>Participants are not screened out for:</p> <ul style="list-style-type: none"> • Having too little or no income • Active or history of substance use • Having a criminal record with exceptions of state-mandated restrictions • History of domestic violence <p>Participants are not terminated from the program based on the following:</p> <ul style="list-style-type: none"> • Failure to participate in supportive services • Failure to make progress on a service plan • Loss of income or failure to improve income • Being a victim of domestic violence <p>Any other activity not covered in a lease agreement typically found in the project's geographic area</p>		
2	<p>Provide program participants with assistance with Mainstream Benefits</p> <p>Q2 on Prelim App</p>	<p>Agency should indicate YES for each of the following:</p> <ul style="list-style-type: none"> • Provide transportation assistance to attend mainstream benefit appointments, employment training or jobs • Use a single application form for four or more mainstream programs • Provide annual follow-ups with participants to ensure mainstream benefits are received and renewed • Provide access to SSI/SSDI technical assistance provided by the applicant, subrecipient or partner agency • Utilize SOAR trained individual to provide this technical assistance. Current CoC grantees provided number of referrals to SOAR single-point-of-entry agency. 		
3	<p>Participate in Coordinated Entry</p> <p>Q3 & 4 on Prelim</p>	<p>This includes submission of program openings to the CoC, only accepting referrals from the CE system, participate in Homeless Review Team (HRT) meetings on a regular basis.</p>		

2019 New and Reallocated Project Score Card

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4	<p>Participate in HMIS (or if a DV program, a comparable database)</p> <p>Q5 on Prelim App</p>	<p>For CURRENT CoC Grantees: Applicant currently participates in HMIS.</p> <p>For NEW Applicants: Applicant demonstrates ability and commitment to participation in HMIS</p>		
5	<p>Participate in MACCH</p> <p>Q6 on Prelim App</p>	<p>Applicant demonstrates capacity to participate in MACCH activities, either through previous MACCH participation, similar work with other systems, or a plan to participate.</p> <p>For CURRENT grantees: Is the applicant currently a MACCH member? Do they participate in CoC meetings and task forces? Do they participate in other collaborative partnerships and/or initiatives?</p> <p>For NEW Applicants: If not, does the applicant commit to participate in the CoC by becoming a MACCH member and participating in MACCH meetings, task forces or other collaborations?</p>		
6	<p>Serve Literally Homeless</p> <p>Q7 on Prelim App</p>	<p>Applicant demonstrates that 100% of the proposed program participants will come from the following: street or other locations not meant for human habitation; emergency shelters; safe havens; or fleeing domestic violence.</p> <p>For CURRENT CoC Grantees: HMIS data (APR Q20a1) from other CoC-funded projects will be reviewed. If less than 100% of program participants were literally homeless prior to program entry in other CoC-funded projects, applicant has provided an adequate explanation. Applicant has also provided</p> <p>For NEW Applicants: Applicant response should include a plan describing how the project will serve 100% literally homeless households.</p>		

2019 New and Reallocated Project Score Card

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7	Fiscal/Reporting Capacity Q8 on Prelim App	<p>For CURRENT CoC Grantees: description of processes to ensure timely submission of APRs, timely drawdown from eLOCCS, and timely resolution of HUD Monitoring findings. Also, review of Project Renewal score card performance data on eLOCCS drawdowns and resolution of HUD Monitoring Findings for agency's other CoC-funded projects indicates acceptable performance.</p> <p>For NEW Applicants: description demonstrates capacity for fiscal compliance and/or acceptable prior experience.</p>		
8	HMIS Data Quality Q9 on Prelim App	<p>For CURRENT CoC Grantees: Applicant agency demonstrates ability to enter high quality data into HMIS for both CoC and non CoC funded homeless programs.</p> <p>For NEW Applicants: Applicant agency provides clear plan for entering high quality data into HMIS for both CoC and non CoC funded homeless programs.</p> <p><u>Meets following standards</u> CURRENT CoC Grantees:</p> <ul style="list-style-type: none"> • Below 10 percent null or missing values for the Universal Data Elements as recorded in the HMIS based on the number of unduplicated client records during the time period of Oct. 1, 2016 through Sept. 30, 2017. Attach documentation from the Institute for Community Alliances (MACCH's HMIS Lead Agency). • Below 10 percent of refused or unknown values for the Universal Data Elements as recorded in the HMIS based on the number of unduplicated client records based on during the time period of Oct. 1, 2016 through Sept. 30, 2017. Attach documentation from the Institute for Community Alliances. <p>NEW Applicants:</p> <ul style="list-style-type: none"> • If no history of working in HMIS, provides clear plans to achieve standards, including demonstrating staff ability and agency experience in entering and maintaining program/client data. 		

2019 New and Reallocated Project Score Card

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9	Financial Practices & Status Q10 on Prelim App	Auditor's letter is provided and indicates acceptable financial practices and sound financial status.		
10	Expansion projects Only for applicants requesting expansion of an existing project Q11 on Prelim App	Applicant clearly articulates what part of the project is being expanded and demonstrates that they are not replacing other funding sources. Response should also describe what aspects of the project are being expanded and by how much, including information about the number of housing units, number of households served, and/or the level of service to be provided.		
Does project meet all threshold requirements?				

SCORED CRITERIA REVIEW

Projects scored based upon information provided in Project Preliminary Application

2019 New and Reallocated Project Score Card

	Criteria	Standard (Source)	Max. Points	Scoring/Scaling	Response	Points
11	Voluntary Reallocation Q12 on Prelim	<p>Applicant is voluntarily reallocating its project funding and provides an explanation of the following:</p> <ul style="list-style-type: none"> the agency's decision to reallocate the current program; the agency's decision to replace the current program with the proposed program; the agency's reasoning regarding how the proposed program will help the CoC meet its goals more effectively and/or efficiently than the current program. 	5 points (points accrue)	<p>The agency description provides the following:</p> <ul style="list-style-type: none"> <u>1 points</u>: well-described reason(s) for reallocating the current program; <u>2 points</u>: well-described reason(s) for replacing the current program with the proposed program; <u>2 points</u>: well-described reason(s) regarding how the proposed program will help the CoC meet its goals more effectively and/or efficiently than the current program. 		
12	Community Need Q13 on Prelim	<p>Applicant demonstrates that the project will address community need as identified through the CoC's By-Name-List and Coordinated Entry process. This may refer to the project type, program model, population served, and/or other factors.</p>	2	<p>Project will address a community need identified through the CoC's By-Name-List and Coordinated Entry process:</p> <ul style="list-style-type: none"> <u>2 points</u>: Yes <u>0 points</u>: No 		

2019 New and Reallocated Project Score Card

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13	Populations/Sub-populations Served Q14 on Prelim App	<p>Project addresses one or more of the four Opening Doors priority populations:</p> <ul style="list-style-type: none"> • Chronically homeless • Veterans • Families • Youth <p>AND/OR Project meets community need per MACCH 10-Year Plan</p> <p>AND/OR Compelling case for need among another population/subpopulation is established</p>	2	<p>The project's priority population/ subpopulation is one of the Opening Doors or MACCH target populations/subpopulations and/or a compelling case for need among another population/subpopulation is established:</p> <ul style="list-style-type: none"> • <u>2 points</u>: Yes • <u>0 points</u>: No 		
14	Housing/ Supportive Services Plan Q15 on Prelim App	<p>The applicant's project description includes a clear plan for addressing the target population's housing and supportive services needs. This may include partnering or coordinating with agencies that will provide additional expertise. Description should include the following:</p> <ul style="list-style-type: none"> • # of housing units to be provided • # of households to be served • services to be provided • site-based or scattered-site • leasing or rental 	5 points (points accrue)	<p>Applicant demonstrates clear plan for addressing the target population's housing and service needs:</p> <ul style="list-style-type: none"> • <u>1 point</u>: description includes # of housing units to be provided • <u>1 point</u>: description includes # of households to be served • <u>1 point</u>: description includes services to be provided • <u>1 point</u>: description states whether project is site-based or scattered-site • <u>1 point</u>: description states whether project is leasing or rental 		

2019 New and Reallocated Project Score Card

	Criteria	Standard (Source)	Max. Points	Scoring/Scaling	Response	Points
15	Prior Agency Experience Working with Target Populations/Sub-populations Q16 on Prelim App	Applicant demonstrates prior experience and successful outcomes in working with the target population. This may include partnering or coordinating with agencies that will provide additional expertise.	2	<p>Applicant has prior experience working with population/subpopulation:</p> <ul style="list-style-type: none"> • <u>1 points</u>: Yes • <u>0 points</u>: No <p>Applicant demonstrates successful outcomes working with population/subpopulation:</p> <ul style="list-style-type: none"> • <u>1 points</u>: Yes • <u>0 points</u>: No 		
16	Project Staffing Q17 on Prelim App	<p>The MACCH CoC has a strong preference for applications that include case management and client navigation services that will help support the project's participation in the CoC's Coordinated Entry process.</p> <p>Applicant demonstrates that the proposed level of staffing is appropriate to the program model, number of households and type of population/subpopulation to be served and will support the project's participation in the CoC's Coordinated Entry process.</p>	2	<p>Applicant's project description demonstrates staffing levels that are appropriate for the program model, number of households and type of population/subpopulation to be served and the project's participation in the CoC's Coordinated Entry process:</p> <ul style="list-style-type: none"> • <u>2 points</u>: Yes • <u>0 points</u>: No 		
17a	CoC Standards - Utilization Q18a on Prelim App	<p>The applicant has demonstrated a plan to ensure that the projected outcomes will be in line with CoC standard:</p> <ul style="list-style-type: none"> • utilization rate for the project will be at or above the CoC standard of 85% 	2	<p>The project description includes the following:</p> <ul style="list-style-type: none"> • <u>2 points</u>: Project description includes a well-developed plan/process for achieving high utilization rates, including use of metrics to track outcomes. • <u>1 point</u>: Project description includes a less precise plans, but shows promise for achieving high utilization rates. • <u>0 points</u>: Plan in the project description is unlikely to result in high utilization rates. 		

2019 New and Reallocated Project Score Card

	Criteria	Standard (Source)	Max. Points	Scoring/Scaling	Response	Points
17b	CoC Standards – Housing Stability Q18b on Prelim App	<p>The applicant has demonstrated a plan to ensure that the projected outcomes will be in line with CoC standard:</p> <ul style="list-style-type: none"> the recidivism rate (returns to emergency shelter and transitional housing projects after exit) of persons who exited to permanent housing will be at or below CoC standard of 20% at 12 months post-exit 	5 (points accrue)	<p>Project can accrue a total of 5 points. The project description includes the following:</p> <ul style="list-style-type: none"> <u>2 points</u>: Plan describes programs and services designed to support participants achieve housing stability. Programs/services use evidence-based practices or offer compelling case for use of other practices. <u>1 point</u>: <ul style="list-style-type: none"> Current CoC Grantees: Project Renewal Score Cards for other CoC-funded projects provides evidence of ability to meet CoC standard for recidivism. New Grantees: project description includes evidence of successfully reducing returns to homelessness or similar measure in other non CoC-funded projects <u>1 point</u>: Housing stability plan includes outcome metrics and targets to assist agency in tracking and reducing recidivism. <u>1 point</u>: Narrative is specific and transparent. <u>0 points</u>: Plan in the project description is unlikely to result in housing stability. 		

2019 New and Reallocated Project Score Card

	Criteria	Standard (Source)	Max. Points	Scoring/Scaling	Response	Points
17c	CoC Standards – Exits to Permanent Housing Q18c on Prelim App	<p>The applicant has demonstrated a plan to ensure that the projected outcomes will be in line with CoC standard:</p> <ul style="list-style-type: none"> at least 80% (CoC standard) of persons served will exit to permanent housing (PH) destinations or retain permanent housing 	8 (points accrue)	<p>Project can accrue a total of 8 points. The project description includes the following:</p> <ul style="list-style-type: none"> <u>2 points</u>: Plan describes programs and services designed to support participants achieve successful permanent housing transitions/ retention. Programs/services use evidence-based practices or offer compelling case for use of other practices. <u>2 points</u> <ul style="list-style-type: none"> Current CoC Grantees: Project Renewal Score Cards for other CoC-funded projects provides evidence of ability to meet CoC standard for PH placement/retention. New Grantees: project description includes evidence of successful permanent housing outcomes or similar measure in other non CoC-funded projects. <u>2 points</u>: Plan includes outcome metrics and targets to assist agency in tracking and increasing permanent housing placements or retention. <u>2 points</u>: Narrative is specific and transparent. <u>0 points</u>: Plan in the project description is unlikely to result in permanent housing retention or placements. 		

2019 New and Reallocated Project Score Card

	Criteria	Standard (Source)	Max. Points	Scoring/Scaling	Response	Points
17d	CoC Standards – Increasing Participant Income Q18d on Prelim App	<p>The applicant has demonstrated a plan to ensure that the projected outcomes will be in line with CoC standard:</p> <ul style="list-style-type: none"> at least 35% of adults served will retain or increase their overall income 	5 (points accrue)	<p>Project can accrue a total of 5 points. The project description includes the following:</p> <ul style="list-style-type: none"> <u>2 points</u>: Well-developed plan that describes programs and services designed to support participants in increasing their income. Programs/services use evidence-based practices or offer compelling case for use of other practices. <u>1 point</u> <ul style="list-style-type: none"> Current CoC Grantees: Project Renewal Score Cards for other CoC-funded projects provides evidence of ability to meet CoC standard for increased participant income in other CoC-funded projects. New Grantees: project description includes evidence of successfully increased participant income or similar measure in other non CoC-funded projects. <u>1 point</u>: Plan includes outcome metrics and targets to assist agency in tracking and increasing participant income. <u>1 point</u>: Narrative is specific and transparent. <u>0 points</u>: Plan in the project description is unlikely to result in increased participant income. 		

2019 New and Reallocated Project Score Card

	Criteria	Standard (Source)	Max. Points	Scoring/Scaling	Response	Points
17e	CoC Standards – Connecting Program Participants to Mainstream Benefits Q18e on Prelim App	The applicant has demonstrated a plan to ensure that the projected outcomes will be in line with CoC standard: <ul style="list-style-type: none"> at least 56% (CoC standard) of adults served (current and leavers) are enrolled in one or more non-cash mainstream benefits. 	3	Project can accrue a total of 3 points. The project description includes the following: <ul style="list-style-type: none"> <u>1 point:</u> Well-developed plan that describes/demonstrates participation in initiative(s) facilitating participant access to mainstream resources. <u>1 point:</u> <ul style="list-style-type: none"> Current CoC Grantees: Project Renewal Score Cards for other CoC-funded projects provides evidence of ability to meet CoC standard for enrollment in non-cash benefits in other CoC-funded projects. New Grantees: project description includes evidence of successfully enrolling clients in non-cash benefits or similar measure in other non CoC-funded projects. <u>1 point:</u> Plan includes description of outcome metrics and targets to assist agency in tracking and increasing participant connection to mainstream resources. <u>0 points:</u> No participation demonstrated and successful outcomes not established. 		

2019 New and Reallocated Project Score Card

	Criteria	Standard (Source)	Max. Points	Scoring/Scaling	Response	Points
18	Project Budget Q19 on Prelim App	<p>The applicant's proposed budget is clearly presented and appropriate to the number of households being served. Budget must also include the following:</p> <ul style="list-style-type: none"> A description of or details showing how specific line items were determined/calculated. For any FTE, a general description of the position, including the position title, general duties and whether the position is newly created or existing. 	2	<p>Applicant's proposed budget includes the following:</p> <ul style="list-style-type: none"> <u>1 point</u>: Budget line items are relevant, transparent and specific. Budget provides descriptions/details regarding how line item amounts were determined/calculated. <u>1 point</u>: Costs appear reasonable. 		
19	Unreconciled Findings Q20 on Prelim App	<p>The applicant should indicate whether their agency has received a Finding from any Federal or State funder during the past two immediately concluded fiscal years. If the agency has received a Finding, they should provide an explanation of the Finding and whether it has been reconciled.</p>	-1 for unreconciled finding(s)	<ul style="list-style-type: none"> <u>DEDUCT 1 point</u>: any program-relevant unreconciled findings exist. 		
TOTAL						