

Scoring Process for FL-505 CoC Program

Scoring of applications will be completed by the Grant Committee, which is made up of CoC members who are not employed by or associated with any of the project sponsors applying for funds. The sole exception to this rule is HHA, which is a recipient of the HMIS grant, but is permitted to serve on the CoC Grant Committee because HMIS grants are automatically prioritized by the CoC in order to meet HUD HMIS requirements.

The Grant Committee will score submitted proposals according to objective criteria provided as part of the application process and will rank proposals in order according to scores. The committee will then consider overall HUD and CoC priorities and strategy to determine a final list of projects to be submitted to HUD, and the amounts of funding to be requested for each project. **Proposers will be notified in writing no later than September 12, 2019** of whether they will be included in the application to HUD and the amount to be allocated for each project. The list for selection shall be posted on the website of the Homelessness & Housing Alliance on that date. Applicants will also be notified in writing via email.

HUD expects each CoC to implement a thorough review and oversight process at the local level for new and renewal project applications submitted to HUD in the FY 2019. CoCs are expected to closely review information provided in each project application to ensure:

1. All proposed program participants are eligible
2. The information provided in the project application and proposed activities are eligible and consistent with 24 CFR part 578;
3. Each project narrative is fully responsive to the question being asked and that it meets all criteria for that question as required by NOFA
4. Data provided in certain parts of the project application are consistent; and
5. All required attachments correspond to the list of attachments in esnaps that must contain accurate and complete information that are dated between May 1, 2019 and September 30, 2019.

SCORING, RANKING AND SELECTION

All complete, timely, and eligible applications will be scored by the CoC Grant Committee, using the scoring rubrics attached to this guidance. Please use the appropriate scoring tool as they vary depending on project type. Scores will determine each project's rank in the CoC's application to HUD, and rank will be the primary determinant of placement into Tier 1 and Tier 2. Scores may also be used to reject applications or to reduce budgets for low-scoring projects.

The scoring rubric evaluates past performance (of renewal applicants) and promotes best practices or practices that will improve our local response to homelessness and align our response with national policies and best practices. These include:

- Ending Homelessness for all persons
- Housing first and low-barrier approaches
- Improving System Performance
- Serving priority populations such as survivors of domestic violence, unaccompanied youth, and chronically homeless
- Taking participants from the Supportive Housing Registry maintained by HHA;
- Cost effectiveness;
- Maximizing the use of other community-based resources
- Projects that promote geographic diversity of programs throughout our CoC.

The process for considering projects will include the following:

- Meet threshold requirements
- Project scoring; and
- Responses to any requests for explanations or requests for more information from the Grant Committee

Once the committee completes the scoring and ranking, the committee will consider the CoC's priorities, whether the initial scoring is likely to result in any critical service gaps, whether grantees have a history of returning unspent funds to HUD and strategy related to Tier cut offs and HUD's selection process and may adjust budgets and produce the final ranking of projects to be included in the CoC application. The Committee's rationale for any adjustments must be recorded and made public with the published rankings.

Because HMIS is required for the CoC and must be funded, HMIS grants will receive the maximum score and be ranked #1. Our CoC encourages organizations to apply for all other eligible project types. All applicants or interested potential applicants are encouraged to attend the Applicant Workshop.

July 30th Applicant Workshop (optional) 10:00 am. 415 Racetrack Road, Fort Walton Beach, Florida.

The information shared during the Workshop will be sent via email and posted to the website on Wednesday July 31, 2019 for those applicants unable to attend due to scheduling conflicts, disability, or other impairments.

Applicants not selected by the CoC to be included in the CoC submission may follow the Appeal Process in the Rank and Review Policy and Procedures but if the applicant is still not satisfied they may appeal by submitting their *esnaps* Solo Application directly to HUD **Applicants not selected may appeal directly to HUD following the appeal process in the NOFA.**

August 22, 2019 Deadline for Submittal of Complete Application for Rating and Ranking 4:30 pm
complete applications include:

1. **Esnaps submittal** with following attachments uploaded:

- Documentation of agency 501(c)(3) status
- Match commitment letters (dated after May 1, 2019)

2. **Delivery of Hard Copy and CoC Required Documents** to HHA,

183 Eglin Pkwy, Fort Walton Beach, Florida 32548. The required documents are:

- Signed authorization to apply for CoC funding on cover letter
- Most recent audit report or 990
- IRS 501(c)(3) designation letter
- Current board roster
- Match letter
- The following agency policies: Code of Conduct and Conflict of Interest; Drug-Free Workplace; Affirmatively Furthering Fair Housing; Reasonable Accommodation and Accessibility for Persons with Disabilities; Nondiscrimination and Equal Employment; and Confidentiality.

Threshold Requirements (if one or more of the following isn't met the application will not be scored):

Was the Project properly entered into ESNAPS and delivered by 4:30 pm on August 22nd, 2019

Does the Project meet the Eligibility Threshold Requirements and was sufficient documentation provided and uploaded into ESNAPS proving eligibility?

Was the hard copy submitted to HHA complete according to the RFP and scoring tool for the appropriate project type?

Is the project an active member of the CoC and participating in CES?

Evaluating Projects Submitted by Victim Service Providers:

The following tool is specific to projects that only serve survivors of stalking, dating violence, domestic violence, and sexual assault.

SCORING FOR DV Bonus PROJECTS FOR FY2019 COC PROGRAM COMPETITION		
<p>PROGRAM DESIGN 30 points <i>Source:</i> Project Application</p> <p>Must serve all areas of the CoC. These projects should all be low barrier to entry and utilize Housing First.</p>	<p>Does the project align with CoC needs and enhance system wide performance? (up to 10 points)</p>	<p>Project describes specific strategies to meet outcomes for this population: Outcomes should include: Does project application include and describe strategies and services that are designed to meet the needs of survivors of domestic violence when increasing access to employment and benefits that address issues or dangers posed by abusers How does the program seek to ensure rapid placement into permanent housing for families and individuals while addressing their safety concerns? How will the project reduce the recidivism rates to DV and homelessness? (if strategies for these 3 outcomes are specified and accurate-10 points)</p>
		<p>If project describes partial strategies but meets community needs- 5 points</p>
		<p>If project does not meet community needs and does not describe ways to enhance system wide performance-0 points</p>
	<p>Project describes how participants will be assisted to obtain and remain in housing (5 points)</p>	<p>Project describes in detail how participants will be assisted to stay in housing using evidence-based approaches including recovery, increasing employment, and improve overall well-being? -5 points</p>
	<p>Housing First/low-barrier + rapid placement in PH (up to 5 points) EVIDENCE-BASED</p>	<p>Project describes Housing First model; is low- barrier + participates in CES, rapid placement in PH—5 points</p>
<p>Project description/scope includes safety planning, Trauma Informed Care, and other strategies specific survivors needs (up to 10 points)</p>	<p>Adequately describes project and is consistent with DV population and offers services and programs to meet the expected performance outcomes – up to 10 points</p>	
<p>AGENCY EXPERIENCE and HISTORY OF PARTICIPATION 22 points</p>	<p>Agency experience up to 10 points</p>	<p>5 or more years serving population or performing the proposed activities – 10 points</p> <p>3 or more years serving population or performing the proposed activities – 6 points</p>
	<p>Experience with federal funds (up to 5 points)</p>	<p>Prior use of federal funds to operate 1 or more program(s) – 5 points</p>

<i>Source:</i> Application; HHA verification of active members and CES MOU	Project participates in CoC and CES. (2 points)	Project is an active member of the CoC and participates in CES. 1 point for each verified by HHA.
	Organization and management structure (up to 5 points)	Description demonstrates strong internal coordination & financial accounting – 5 points

FINANCIAL 25 points <i>Source:</i> Budget submittal, leverage letters/MOU/MOA	Budget submission (up to 10 points)	Budget is accurate and complies with CoC Interim Rule, and cost effective –10 points Budget is accurate but not specific and cost effective- 5 points Budget does not align with project -0 points
	Match letter for 25%. (5 points)	Match letter included for eligible activities- 5 points No letter-0 points
	Ability to maximize resources by having a plan to integrate and coordinate with other programs. 10 points).	Agency demonstrates the ability to link clients with other mainstream health, social services, and employment programs they may be eligible for. The narrative should include any written agreements with other programs or letters from other agencies should be attached. If narrative describes plan but does not include written agreements or leverage letters-5 points If agency doesn't demonstrate this ability-0 points

PROGRAM & DATA MANAGEMENT 23 points <i>Source:</i> Application, agency policies and procedures	Performance measures (up to 5 points)	Proposed performance measure(s) are consistent with population served and CoC performance goals – 5 points
	Data Sharing (up to 5 points)	Describes how the project shares aggregate data from its database with the CoC, and what is the project's process to attain participants' informed consent to be included in this database-
	Schedule & management plan (5 points)	Full points where there is a plan for timely and rapid start up (no later than 7/1/2020) and strong management
	Complete and compliant policies & procedures (up to 5 points)	Full points where all required policies and procedures are submitted and comply with HUD requirements

	Project includes the following activities: Transportation Follow-ups SSI/SSDI technical assistance	Full points for all 3. (1 point each)
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Outcomes for DV Projects:

Does project application include and describe strategies and services that are designed to meet the needs of survivors of domestic violence when increasing access to employment and benefits that address issues or dangers posed by abusers?

How does the program seek to ensure rapid placement into permanent housing for families and individuals while addressing their safety concerns?

How will project reduce the recidivism rates to DV and homelessness?

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SCORING FOR RENEWAL APPLICATIONS FOR FY2019		Points Allowed
COC PROGRAM COMPETITION		
PROGRAM DESIGN 30 points <i>Source:</i> Project Application, program monitoring, HMIS data, Policies submitted. If less than 12 points here reallocation should be considered	Cost efficient (up to 10 points) Over \$10,000- 0 points 8K -10K- 8 points Less than 8K-10 points HHA will verify	Is the overall cost per project participant less than the National Average \$10,000 per participant/unit? Total Budget divided by current capacity=
	Project data confirms it is designed to enhance system wide performance by reducing the # of households experiencing homelessness, length of time homeless, and increased housing placement and retention. Data confirms strategies used to improve system performance (20 point maximum) HHA will verify	# of extremely vulnerable households housed from Supportive Housing Registry_____ 10 or more- 10 points 5-9- 5 points 1-4-0 points
		Length of time from referral to housing (average) Less than 30 days 5 points; 30-45 days 2 points, over 45 days 0 points
	PERFORMANCE 26 points <i>Source: HMIS or APR</i> If less than 18 points here reallocation should be considered <i>HHA will verify</i>	Participants exited to permanent housing (subsidized or unsubsidized) (up to 10 points) Housing Stability (up to 6 points) Less than 85%-0 points Income (up to 5 points) Mainstream Benefits (up to 5 points)
FINANCIAL 16 points <i>Source:</i> Match letters, Budget, program monitoring, If not on target to spend down all funds reallocation should be considered	Match (3 points if yes and 0 pints if no)	The project budget and application include a 25% match and the match funds align with the activities to be carried out.
	Budget-3 points	The project budget is descriptive, and all items are explained
	Drawdown rates (up to 5 points) HHA will verify Renewals will submit verification that Draw Downs are occurring at least quarterly.	Invoices monthly – 5 points Invoices at least quarterly - 1 point
	Spend Down (up to 5 points) HHA will verify Renewals will need to include a Draw Down amount for each category in the budget and submit to HHA.	On target to spend at least 95% of grant – 5 points
DATA/ HMIS 15 points	HMIS data quality (up to 10 points)	5% or less null/missing data – 10 points 6-10% null/missing data – 5 points

<i>Source: APR, HMIS reports HHA will verify</i>	Broad and full HMIS participation and coverage (5 points)	Enters quality and timely data for all housing and services for persons experiencing homelessness served and contributes quality data for all required reports including HIC, PIT, AHAR, and APR's.
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SCORING FOR NEW PSH PROJECTS FOR FY2019 COC PROGRAM COMPETITION

<p>PROGRAM DESIGN 35 points <i>Source:</i> Project Application</p> <p>Eligible projects must be scattered- site and serve all areas of the CoC. These projects should all be low barrier to entry and utilize Housing First.</p>	Does the project align with CoC needs and enhance system wide performance? (up to 10 points)	Project describes specific strategies to reduce the number of persons experiencing homelessness, to reduce length of time homeless, and increase housing placement and retention rates (if strategies for these 3 outcomes are specified and accurate-10 points)
		If project describes partial strategies but meets community needs- 5 points
		If project does not meet community needs and does not describe ways to enhance system wide performance-0 points
	Project describes how participants will be assisted to obtain and remain in housing (5 points)	Project describes in detail how participants will be assisted to stay in housing using evidence-based approaches including recovery, increasing income, and improve overall well-being? -5 points
	Housing First/low-barrier + rapid placement in PH (up to 5 points)	Project describes Housing First model; is low- barrier + prioritizes most vulnerable, rapid placement in PH—5 points
	Cost efficient (up to 10 points) Over 10,000- 0 points Less than 10,000 (10 points) 10-12,000 (5 points) Over 12,000 (0 points) NEW PSH PROECTS ONLY	Is the projected cost per project participant less than the National Average \$10,000 per participant/unit? Total Budget divided by projected number to be served=
	Project description/scope uses evidence-based approaches and describes severity of needs(up to 5 points)	Adequately describes project and is consistent with population served and expected performance outcomes using evidence-based approaches – up to 5 points
<p>AGENCY EXPERIENCE and HISTORY OF PARTICIPATION 25 points <i>Source:</i> Application; HHA verification of active members, CES MOU</p>	Agency experience up to 5 points	5 or more years serving population or performing the proposed activities – 5 points 3 or more years serving population or performing the proposed activities – 3 points
	Experience with federal funds (up to 5 points)	Prior use of federal funds to operate 1 or more program(s) – 5 points
	Participates in One Way Home, HMIS, and understands the CoC (3 points)	Describes participation in the CoC and components of the CoC and has signed MOUS and agreements for participation: Yes – 3 points
	Organization and management structure (up to 10 points)	Description demonstrates strong internal coordination & financial accounting – 10 points
	Participation in CoC (up to 2 points)	Is an active member of the CoC, and participates in activities- 2 points

FINANCIAL 22 points <i>Source:</i> Budget submittal, leverage letters/written agreements,	Budget submission (up to 7 points)	Budget is accurate and complies with CoC Interim Rule, and cost effective –7 points Budget is accurate but not specific and cost effective- 4 points Budget does not align with project -0 points
	Match letter for 25%. Deduct leasing from the total proposed budget and agency must match 25% of that amount. (5 points)	Match letter included for eligible activities- 5 points No letter-0 points
	Ability to maximize resources by having a plan to integrate and coordinate with other programs. 10 points).	Agency demonstrates the ability to link clients with other mainstream health, social services, and employment programs they may be eligible for. (10 points) The narrative should include any written agreements with other programs or letters from other agencies should be attached. If narrative describes plan but does not include written agreements or leverage letters-5 points If agency doesn't demonstrate this ability-0 points
PROGRAM & DATA MANAGEMEN T 18 points <i>Source:</i> Application, agency policies and procedures	HMIS experience (up to 5 points)	Agency provides HMIS data on existing program(s) with 90% or higher data accuracy rate to HHA – 5 points
	Schedule & management plan (5 points)	Full points where there is a plan for timely and rapid start up (no later than 7/1/2020) and strong management
	Complete and compliant policies & procedures (up to 5 points)	Full points where all required policies and procedures are submitted and comply with HUD requirements
	Projects includes the following activities: Transportation Follow-ups SSI/SSDI	Full points for all 3. (1 point each)

/100 Points

SCORING FOR NEW RRH PROJECTS FOR FY2019 COC PROGRAM COMPETITION

<p>PROGRAM DESIGN 30 points <i>Source:</i> Project Application</p> <p>Must serve all areas of the CoC. These projects should all be low barrier to entry and utilize Housing First.</p>	Does the project align with CoC needs and enhance system wide performance? (up to 10 points)	Project describes specific strategies to reduce the number of persons experiencing homelessness, to reduce length of time homeless, and increase housing placement and retention rates (if strategies for these 3 outcomes are specified and accurate-10 points)
		If project describes partial strategies but meets community needs- 5 points
		If project does not meet community needs and does not describe ways to enhance system wide performance-0 points
	Project describes how participants will be assisted to obtain and remain in housing (5 points)	Project describes in detail how participants will be assisted to stay in housing using evidence-based approaches including recovery, increasing income, and improve overall well-being? -5 points
	Housing First/low-barrier + rapid placement in PH (up to 5 points)	Project describes Housing First model; is low- barrier + prioritizes most vulnerable, rapid placement in PH—5 points
Project description/scope includes severity of needs and evidence-based approaches (up to 10 points)	Adequately describes project and is consistent with population served and expected performance outcomes – up to 10 points	
<p>AGENCY EXPERIENCE and HISTORY OF PARTICIPATION 22 points <i>Source:</i> Application; HHA verification of active members and CES MOU</p>	Agency experience up to 10 points	5 or more years serving population or performing the proposed activities – 10 points 3 or more years serving population or performing the proposed activities – 6 points
	Experience with federal funds (up to 5 points)	Prior use of federal funds to operate 1 or more program(s) – 5 points
	Project participates in CoC and CES (2 points)	Project is an active member of the CoC and participates in CES. 1 point for each verified by HHA
	Organization and management structure (up to 5 points)	Description demonstrates strong internal coordination & financial accounting – 10 points

<p>FINANCIAL 25 points <i>Source:</i> Budget submittal, leverage letters/written agreements,</p>	Budget submission (up to 10 points)	Budget is accurate and complies with CoC Interim Rule, and cost effective –10 points Budget is accurate but not specific and cost effective- 5 points Budget does not align with project -0 points
	Match letter for 25%. (5 points)	Match letter included for eligible activities- 5 points No letter-0 points

	Ability to maximize resources by having a plan to integrate and coordinate with other programs (10 points)	Agency demonstrates the ability to link clients with other mainstream health, social services, and employment programs they may be eligible for. The narrative should include any written agreements with other programs or letters from other agencies should be attached. If narrative describes plan but does not include written agreements or leverage letters-5 points If agency doesn't demonstrate this ability-0 points
PROGRAM & DATA MANAGEMENT 23 points <i>Source:</i> Application, agency policies and procedures	HMIS experience (up to 5 points)	Agency provides HMIS data on existing program(s) with 90% or higher data accuracy rate to HHA – 5 points (DV Projects exempt but will be scored on providing CoC with data through other ways)
	Schedule & management plan (5 points)	Full points where there is a plan for timely and rapid start up (no later than 7/1/2020) and strong management
	Complete and compliant policies & procedures (up to 5 points)	Full points where all required policies and procedures are submitted and comply with HUD requirements
	Project includes the following activities: Transportation Follow-ups SSI/SSDI	Full points for all 3. (1 point each)
	Performance measures (up to 5 points)	Proposed performance measure(s) are consistent with population served and CoC performance goals – 5 points

_____ /100 Points

