

# **Project Application Instructions & Scoring Guidance | Attachment 2 FL-510 Northeast Florida Continuum of Care**

These instructions outline the documents each project application will need to complete and submit to the CoC Rank and Score committee. Additionally, these instructions provide the detail of each project performance measurement and scoring range that will be scored including project performance outcomes, project populations served, data quality, Coordinated Entry compliance, overall grant management and CoC participation.

## **CoC Consolidated Applicant Project Threshold Criteria**

All project applications must meet the following threshold criteria in order to be scored and ranked in the CoC consolidated application:

1. Projects must be in compliance with the eligibility requirements of the CoC Interim Rule, subsequent notices and must meet the threshold requirements outlined in the 2019 Notice of Funding Availability
2. Projects are required to participate in HMIS, unless the project is a victim-service agency, serving survivors of domestic violence, or a legal services agency
3. Projects are required to participate in Coordinated Entry, when it is available for the project type
4. Project agrees to use Housing First principles and be low barrier
5. Project has documented the required matching funds (Match docs must be dated May 2019 or after)
6. Audit shows agency as a low risk auditee & no findings
7. Applicant has a Code of Conduct which complies with [2 CFR part 200](#)
8. Member in good standing of Northeast Florida CoC

## **Required documents for a NEW CoC Project application**

**NEW Applicants must complete/provide the following documents:**

1. Letter of Intent
2. eSnaps Project application
3. A copy of the agency's 2018 Audit Financials report and most recently submitted 990
4. Housing First/Low Barrier Questionnaire – Completed
5. A copy of Agency written policies and procedures for the program in which you are submitting a project application (can be from a similar project currently in place)

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### New Project Score Card Overview

The New Project Score Card is divided into seven (7) sections with a maximum number of points of **210**. Outlined below are the section headers with the maximum points available. We have also included a brief description of the measurement and calculation for each section:

#### **1. Project Financial- Maximum points: 30**

- a. **Financials:** Review of Auditor's Report
- b. **Unspent HUD Funds:** If less than 10% of grant funds then full points will be awarded
- c. **Repay/Return Grant Funds:** Applicant Returned funds to HUD or other federal or state agency within 2 years.
- d. **HUD Unresolved Findings:** Has outstanding obligation/debt to HUD in arrears or with payment schedule pending

#### **2. Project Performance- Maximum points: 50**

- a. **PSH Housing Stability:** Percentage of the Total number of Retained Clients + Clients with Positive Exits out of the Total Non-Deceased Clients Served.  
Applicants that do not have CoC funded housing, describe your measurable indicators and outcomes that are related to housing stability such as number of persons placed in permanent housing, length of time in housing, etc.
- b. **RRH and TH Housing Stability:** Total persons exiting to positive housing destinations/Total person exited program.  
Applicants that do not have CoC funded housing, describe your measurable indicators and outcomes that are related to housing stability such as number of persons placed in permanent housing, length of time in housing, etc.
- c. **Exits to Homelessness:** Percentage of exits to place not meant for human habitation, emergency shelter, including hotel or motel paid for with emergency shelter voucher, safe haven or transitional housing.  
Applicants that do not have CoC funded housing, describe your measurable indicators and outcomes that are related to exits to homelessness
- d. **Increase Income and Ability to Live Independently:** Proposal describes how clients will be assisted to increase employment and other income and to access mainstream benefits (including healthcare) to maximize their ability to live independently.

#### **3. Serving Priority Populations- Maximum points: 20**

- a. **Street Homeless Placements:** The percentage of participants entering the project for the grant year that are from a place not meant for human or emergency shelter

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Applicants that do not have CoC funded housing, describe your measurable indicators and outcomes that are related to program entries from homelessness

**b. Priority Population- Applicable Sub-Populations:**

- i. **PSH:** *Either Chronically Homeless Families with Children and/or Chronically Homeless Veterans in addition to at least one of the following: Persons with Substance Abuse Disorders, Persons with Severe Mental Illnesses, Survivors of Domestic Violence. NOTE all Beds must be dedicated to chronically homeless persons or DedicatedPLUS*
- ii. **RRH:** *Unaccompanied LGBTQ Youth, Youth Families with Children, Survivors of Domestic Violence/Victims of Human Trafficking*
- iii. **Joint TH or TH-RRH:** *DV or youth*

**4. HMIS Data - Maximum points: 15**

- a. **HMIS Capacity:** Applicant demonstrates that the agency has the experience and organizational capacity to adhere to HMIS regulations and privacy policies, and agrees to input client and program information into HMIS within 24 hours of administered service provision. The agency has developed a well-defined comprehensive Data Integrity Plan that establishes an effective and continuous process to ensure high quality data entry and maintenance in HMIS.
- b. ***If a DV Provider, use a comparable system and can report aggregate data.***

**5. Agency Commitment to CoC Priorities- Maximum Points: 25**

- a. **Alignment with Housing First Principles:** To what extent do the project's written policies and procedures ensure that participants are not screened out based on the following criteria?
  - i. Having too little or no income
  - ii. Failure to participate in supportive services (with exception for HUD-mandated monthly case management meeting for RRH program participants).
  - iii. Active, or history of, substance use or a substance use disorder
  - iv. Having a criminal record (with exceptions for state-mandated restrictions)
  - v. History or survivor of domestic violence
- b. **Coordinated Entry Process:**  
Proposal describes how the project will comply with the COC's Coordinated Entry procedures and applicant demonstrates an understanding of the COC Coordinated Entry process and has described a clear project entry process that prioritizes rapid placement and stabilization in permanent housing.

**6. CoC Participation- Maximum Points: 20**

- a. **2019 PIT Sign Ups and Participation;** Agency submission of 2019 HIC

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- b. **COC membership participation:** Sign Up Sheets for CoC General Membership Participation
- c. **COC committee participation:** Sign Up Sheets for CoC Committees Participation

### 7. Project Design- Maximum Points: 45

- a. **Access to Mainstream Benefits:** Housing where participants will reside is fully described and appropriate to the program design proposed.
  - i. Is the project staffed appropriately trained to operate the housing?
  - ii. Is the housing accessible to community amenities such as grocery stores, pharmacy, schools, jobs and healthcare?
  - iii. Will the program be physically accessible to persons with disabilities?
- b. **Supportive Services Plan:** Supportive Services plan includes provision of comprehensive case management and appropriate supportive services of the type, scale and location to meet the needs of program participants (as well as transportation if necessary), using a Housing First model and Applicant demonstrates staff experience and commits to Trauma-Informed Care and use of a Victim-Centered approach.
  - i. Is the project staffed appropriately and are staff trained to provide the services?
  - ii. Is the program design to be accessible to all eligible clients?
  - iii. Will the project use evidence-based practices?
- c. **Project Implementation Timeline:** Proposed timeline for project implementation and occupancy is reasonable. Activities are described for 60 days, 90 days, 120 and 180 days after award. First client will be housed within 90 days of award and all clients will be housed within 180 days of award.
- d. **Cost Effectiveness:** Project is cost effective
  - i. Considered Elements: Cost effective (number of persons served/requested total) as compared to other projects or proposals providing the same component
- e. **Access to Mainstream Benefits:** Applicant or project partner has process in place to ensure enrollment in mainstream benefits
- f. **School Liaison:** Project partner has committed to have a designated staff person whose responsibilities include ensuring children are enrolled in school and receive appropriate services as required
- g. **Client Satisfaction Surveys:** Applicant demonstrates that they elicit feedback from client participants
- h. **Participation by population served:** Does the agency have written policies and procedures submitted by the project and/or a narrative response demonstrating client participation in program design and policy-making? Yes and the maximum points will be awarded; No and zero points will be awarded
- i. **Gender Inclusion/Non-Discrimination Policy:** Applicant ensures inclusion and non-discrimination based on equal access criteria

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## Required documents for a RENEWAL CoC Project application

**RENEWAL Applicants must complete/provide the following documents:**

1. eSnaps Project application
2. Most recent CoC APR for the renewal project printed from the SAGE Repository
3. Canned HUD Data Quality report printed from Client Track (date range must match the APR date range for most recent submitted APR report in SAGE)
4. A printout from the project's eLOCCS account of the General, Budget and Vouchers tab for the most recently ended grant term. (*See Instructions for Finding Project's eLOCCS Information Guide*). Most recently ended grant term is defined as the grant term in which APR and final eLOCCS draw timeframe has passed
5. A copy of the agency's 2018 Audit Financials report and most recently submitted 990
6. Housing First/Low Barrier Questionnaire – Completed
7. A copy of Agency written policies and procedures for the program in which you are submitting a project renewal application

## Renewal Project Score Card Overview

The Renewal Project Score Card is divided into seven (7) sections with a maximum number of points of **210**. Outlined below are the section headers with the maximum points available. We have also included a brief description of the measurement and calculation for each section:

### **8. Project Financial- Maximum points: 30**

- a. *Financials*: Review of Auditor's Report
- b. *Unspent HUD Funds*: LOCCS report
- c. *Repay/Return Grant Funds*
- d. *HUD Unresolved Findings*

### **9. Project Performance- Maximum points: 50**

- a. *PSH Housing Stability*: % of persons who remain in any current PSH project or exited to a permanent housing destination managed by the applicant at the end of the last 12 month period Measurement and calculation: Financials; Review of Auditor's Report
- b. *RRH and TH Housing Stability*: % of persons who exited any current RRH or TH project managed by the applicant to a positive housing destination over the last 12 month period

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- c. **Exits to Homelessness:** % of program exits to another homeless destination
- d. **Earned Income Total:** % of program participants who increased their earned income as shown on the last APR
- e. **Unearned Income Total:** % of program participants who increased their non-employment income (including non-cash benefits) as shown on the last APR
- f. **Utilization Rate:** % of utilization reported on HIC

### 10. Serving Priority Populations- Maximum points: 25

- a. **Street Homeless Placements:** The percentage of participants entering the project for the grant year that are from a place not meant for human habitation or Emergency Shelter
- b. **Priority Population- PSH:** For PSH: Percentage of beds dedicated to/prioritized for chronically homeless persons
- c. **Priority Population- RRH:** For RRH: Percentage of beds dedicated to/prioritized for Families with Children, Persons fleeing Domestic Violence or for Unaccompanied Youth
- d. **Priority Population- TH:** Percentage of beds dedicated to/prioritized Youth
- e. **Priority Population- Applicable Sub-Populations:**
  - i. **PSH:** Either Chronically Homeless Families with Children and/or Chronically Homeless Veterans NOTE all PSH Beds must be dedicated to chronically homeless persons or DedicatedPLUS
  - ii. **RRH:** Unaccompanied LGBTQ Youth, Youth Families with Children, Survivors of Domestic Violence/Victims of Human Trafficking
  - iii. **TH or TH-RRH:** DV or youth

### 11. HMIS Data Quality- Maximum points: 20

- a. **Project's Data Timeliness:** % of records between 0-3 days
- b. **Project's Data Quality:** % of error rate for Personal Identifiable Information and Disabling Condition
- c. **HUD Universal Data Element:** % of error rate for Project Start Date and Exit Data
- d. **Project's Data Quality:** % of error rate for Income at Annual Assessment

### 12. Agency Commitment to CoC Priorities- Maximum Points: 30

- a. **Alignment with Housing First Principles:** To what extent do the project's written policies and procedures ensure that participants are not screened out based on the following criteria?
  - i. Having too little or no income
  - ii. Failure to participate in supportive services (with exception for HUD-mandated monthly case management meeting for RRH program participants).
  - iii. Active, or history of, substance use or a substance use disorder
  - iv. Having a criminal record (with exceptions for state-mandated restrictions)

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- v. History or survivor of domestic violence
- b. ***Coordinated Access Referral:*** Extent to which clients were assigned by CES
- c. ***Coordinated Access Referral:*** Length of Time from Referral to Project Intake
- d. ***Filing of APR:*** Applicant timely and successfully filed APR

### **13. CoC Participation- Maximum Points: 20**

- a. ***PIT and HIC Involvement:*** 2019 PIT Sign Ups and Participation; Agency submission of 2019 HIC
- b. ***COC membership participation:*** Sign Up Sheets for CoC General Membership Participation
- c. ***COC committee participation:*** Sign Up Sheets for CoC Committees Participation

### **14. Project Design- Maximum Points: 30**

- a. ***Access to Mainstream Benefits:*** Applicant or project partner has process in place to ensure enrollment in mainstream benefits
- b. ***School Liaison:*** Project partner has committed to have a designated staff person whose responsibilities include ensuring children are enrolled in school and receive appropriate services as required
- c. ***Cost Effectiveness:*** Cost per person served is comparable to COC average within project type
- d. ***Client Satisfaction Surveys:*** Applicant demonstrates that they elicit feedback from client participant
- e. ***Gender Inclusion/Non-Discrimination Policy:*** Applicant ensures inclusion and non-discrimination based on equal access criteria
- f. ***Participation by population served:*** Agency has written policies and procedures submitted by the project and/or a narrative response demonstrating client participation in the program design and policy-making