**BONUS FUNDS**

**New Project Application Rubric (FY23 CoC Competition)**

|  |  |
| --- | --- |
| **Total Points Received:** |  |
| **Total Points Possible:**  **RRH (310) expansion (330)**  **PSH (330) expansion (350)**  **JT TH/RRH (310)** |  |
| **Percentage of the Total:** |  |
| **Reviewer #:** |  |

|  |  |
| --- | --- |
| **Organization Name** |  |
| **New Project Name** |  |
| **Grant Amount Requesting** |  |
| **Project Type (RRH, PSH, TH/RRH, Exp-RRH, Exp-PSH)** |  |
| **If Expansion, name of the Renewal Grant:** |  |

**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** | **Total Points Possible** | **Points**  **Received** | **Notes** |
| Experience of applicant & potential sub-recipients in effectively utilizing federal funds and performing activities proposed in application, given funding and time limitations.  \*This question is about the agency, not the project itself. Responses should include examples of federal funding the agency receives & other activities related to homelessness or case management. | 10 |  |  |
| Explanation as to why the applicant is an appropriate entity to receive funding for this project type. | 5 |  |  |
| Concrete examples of how the agency has worked with and addressed the target population(s) identified housing and supportive needs.  \*This response must include specific examples demonstrating the agency’s experience. | 5 |  |  |
| Concrete examples of how the agency has developed and implemented relevant program systems, services and/or residential property construction and rehabilitation  \*This response must include specific examples demonstrating the agency’s experience. | 5 |  |  |
| Experience in leveraging other Federal, state, local and private sector funds.  \*This response should include the agency’s ability to leverage other resources, demonstrate a variety of sources with enough match (inkind or cash). | 5 |  |  |
| Concrete examples of how the agency manages basic organization operations (not financial)  \*This response must include specific examples demonstrating the agency’s experience. | 5 |  |  |
| Description of financial management structure, how the system is operated in accordance with accepted accounting principles, and can meet the requirements of federal funds.  \*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. | 10 |  |  |
| Explanation of any areas of concern – monitoring, OIG audit findings, past experience or performance with other grants. Note: this is not limited to just CoC funding.  \*Ideally, there would be none. If there are, has the applicant sufficiently explained how they have worked to correct any concerns. | 5 |  |  |
| Experience in providing housing and services to marginalized populations experiencing homelessness, including but not limited to BIPOC and/or LGBTQ+.  \*This response should include the agency’s past experience providing housing and/or services specifically to marginalized populations people experiencing homelessness. This does not have to be limited to BIPOC or LGBTQ+, but it should be clear what population the applicant is writing about. | 10 |  |  |
| **Subtotal** | **60** |  |  |

**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.  \*The response must address (1) effectiveness, (2) efficiency, (3) data proven need, and (4) how the expansion will further the goal of ending homelessness. | 20 |  |  |
| **Subtotal** | **20** |  |  |

**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?  \*The response must specifically include a detailed description of the project (new component) and address (1) – (5). | 15 |  |  |
| Project milestone & days from grant agreement execution. Are the days from execution “reasonable”?  #1-3 should be within 60-90 days; #4 should be no longer than 6 months, ideally 120 days. | 10 |  |  |
| Compliance with coordinated entry and program standards. \*Must answer “yes” to question 3c and 4.  Compliance with housing first. \*must check box in question 6, must check “yes” in 6b, and all the boxes in 6c and 6d. | \*Required |  |  |
| Description of understanding and knowledge of housing first with clients at entry and while enrolled. \*The answer to 6a should talk about no barriers at entry & 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. | 15 |  |  |
| 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.  \*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. | 15 |  |  |
| 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.  \*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. | 20 |  |  |
| **Subtotal** | **75** |  |  |

**D. Supportive Services for Participants**

|  |  |  |  |
| --- | --- | --- | --- |
| **Parameter** | **Points Possible** | **Points**  **Received** | **Notes** |
| Description as to how the project applicant will help participants obtain permanent housing and how the project applicant will provide the necessary services and support to help participants remain in permanent housing once assistance ends. Must include all 6 components: (1) needs of the target population, (2) plan that addresses the types of assistance that will 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) describe the type of assistance and support you will provide to program participants to overcome challenges to permanent housing, and (6) how the applicant will work with program participants to set goals toward successful retention of permanent housing.  \*The response must include detailed response to (1) – (6) as it relates to obtaining permanent housing and remain in permanent housing after assistance ends. | 25 |  |  |
| 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 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).  \*The response must provide detailed description that includes responses for (1) – (4). | 20 |  |  |
| Will the project make available regular or as requested transportation assistance to attend mainstream benefit appointments, employment training, or jobs? *Yes = 5 pts. No = 0 pts.* | 5 |  |  |
| Will the project provide at least annual follow-ups with participants to ensure mainstream benefits are received and renewed? *Yes = 5 pts. No = 0 pts.* | 5 |  |  |
| Will project participants have access to SSI/SSDI technical assistance provided by the applicant or partner agency (through a formal or informal relationship)? *Yes = 5 pts. No = 0 pts.* | 5 |  |  |
| **Subtotal** | **60** |  |  |

**E. Funding – Budget & Match**

|  |  |  |  |
| --- | --- | --- | --- |
| **Parameter** | **Points Possible** | **Points**  **Received** | **Notes** |
| Budget line items are completed, totals add up, and provides a clear picture of what the project is going to use CoC funds for.  \* Must use 2022 FMR. Budget narratives must include quantity and description where indicated. Number of units (leasing or rental assistance) should match the number of units indicated in Section E: Housing Type and Location. | 15 |  |  |
| Description of match (in kind and/or cash), including type of commitment and source and this reflects the information provided in the required match letter (attachment)  \*This chart should be complete with source, contributor, value, and date. These must match the letters of commitments. The total amount of match must be 25% of entire grant amount (including admin, minus any leasing costs). | 5 |  |  |
| **Subtotal** | **20** |  |  |

**F. 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. *(if none – must receive 0 points)* | 10 |  |  |
| Description of experience administering state dollars. This is not limited to homeless funding. *(if none – must receive 0 points)* | 5 |  |  |
| Overall adherence to fiscal requirements such as segregating funds and financial audits | \*required |  |  |
| **Subtotal** | **35** |  |  |

**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** |
| Description of the difference between the ESG & CoC RRH already in operation in the community and the proposed COC funded RRH.  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.  \*This response should answer each of the questions. | 20 RRH |  |  |
| 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.  \*This response should include the exit strategy and address any potential barriers to retaining permanent housing after the project ends. | 20 RRH |  |  |
| **Subtotal** | **40 RRH** |  |  |

**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** |
| Description of outreach methods specific to ensure all eligible chronic homeless persons are identified for the project. \*This should not be a “wait and see” approach. | 20 PSH |  |  |
| 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. \*Description should include what has already been done as well as the detailed plan of who is going to what moving forward. | 20 PSH |  |  |
| 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. \*This can include transition in place, section 8, other subsidized assistance but description should be detailed in the agency’s relationship with other providers. | 20 PSH |  |  |
| **Subtotal** | **60 PSH** |  |  |

**Appendix 1 – Joint TH/RRH**

**If applying for Joint TH/RRH only. If applicant is not applying for Joint TH/RRH, skip and go to next section.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Parameter** | **Points Possible** | **Points**  **Received** | **Notes** |
| Describe how TH and RRH assistance will be provided. Within the description, include how the agency will provide both components (including the units supported by the TH component and the tenant-based rental assistance and services provided through the RRH component) to all participants.  \*This response should clearly describe the whole project and the role that each component (TH and RRH) will play in the project & how the agency will provide both to all participants. | 20 JT |  |  |
| 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.  \*This response should include the exit strategy and address any potential barriers to retaining permanent housing after the project ends. | 20 JT |  |  |
| **Subtotal** | **40 JT** |  |  |

**Appendix 1 – All Project Types**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Parameter** | **Points Possible** | **Points**  **Received** | **Notes** |
| Using data from the PIT and coordinated entry and 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 Osnium or another comparable database.  \*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. | 20 |  |  |
| **Subtotal** | **20** |  |  |

**I. Appendix 2 – BONUS Funds**

|  |  |  |  |
| --- | --- | --- | --- |
| **Parameter** | **Points Possible** | **Points**  **Received** | **Notes** |
| Leveraging Housing Resources   * 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. * 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.   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.  This must be while the program participants are enrolled in the project (not as a move-up initiative). | **Up to 50** |  |  |
| Leveraging Healthcare Resources  Either RRH or PSH projects that utilizes health care resources to help people experiencing homelessness.   * 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 * An amount that is equivalent to 25% of the funding being requested for the project will be covered by the healthcare organization.   Both projects types require letters of commitment from a health care organization and indicates the value of assistance being provided. | **Up to 50** |  |  |
| **Subtotal** | **Up to 100** |  |  |

**J. Required Attachments**

|  |  |  |
| --- | --- | --- |
| **Parameter** | **Attached?** | **Notes** |
| Most recent fiscal year agency audit including management letter |  |  |
| Letter of support for the specific project being proposed in this application from at least 2 different agencies within the local coalition  If the project is intended to serve only youth (18-24) in the YHDP coalitions, then there must be a local coalition YAB letter of support as well. \*Letters must be dated no earlier than 7/1/2023 |  |  |
| Letters of match (in-kind and/or cash) totally at least 25% of request (minus leasing dollars)  \*Letters must be dated no earlier than 8/1/2023 |  |  |
| 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.  \*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. |  |  |
| Specific and detailed timeline and explanation as to how the project will be prepared to start expending funds and enrolling & 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. |  |  |

**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 | 60 |  |  |
| Expansion (only) | 20 |  |  |
| Project description | 75 |  |  |
| Supportive services for participants | 60 |  |  |
| Funding: Budget & Match | 20 |  |  |
| Demonstration of organization fiscal capacity | 35 |  |  |
| Appendix I RRH | 40 |  |  |
| Appendix I All Projects | 20 |  |  |
| **TOTAL (No Expansion)** | **310** |  |  |
| **TOTAL (Expansion)** | **330** |  |  |
| Appendix 2 BONUS – Leverage Housing Resources | *Up to 50* |  |  |
| Appendix 2 BONUS – Leverage Healthcare Resources | *Up to 50* |  |  |
| **TOTAL** **(BONUS score)** | *Max 100* |  |  |
| **FINAL Score (add Total + Bonus)** | *X* |  |  |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Section Subtotal** | **Points Possible** | **Points**  **Received** | **Notes** |
| Experience of applicant, sub-recipient, and other partners | 60 |  |  |
| Expansion (only) | 20 |  |  |
| Project description | 75 |  |  |
| Supportive services for participants | 60 |  |  |
| Funding: Budget & Match | 20 |  |  |
| Demonstration of organization fiscal capacity | 35 |  |  |
| Appendix I PSH | 60 |  |  |
| Appendix I All Projects | 20 |  |  |
| **TOTAL (No Expansion)** | **330** |  |  |
| **TOTAL (Expansion)** | **350** |  |  |
| Appendix 2 BONUS – Leverage Housing Resources | *Up to 50* |  |  |
| Appendix 2 BONUS – Leverage Healthcare Resources | *Up to 50* |  |  |
| **TOTAL** **(BONUS score)** | *Max 100* |  |  |
| **FINAL Score (add Total + Bonus)** | *X* |  |  |

**Joint Transitional Housing/Rapid Re-housing (JT TH/RRH)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Section Subtotal** | **Points Possible** | **Points**  **Received** | **Notes** |
| Experience of applicant, sub-recipient, and other partners | 60 |  |  |
| Expansion (only) | 20 |  |  |
| Project description | 75 |  |  |
| Supportive services for participants | 60 |  |  |
| Funding: Budget & Match | 20 |  |  |
| Demonstration of organization fiscal capacity | 35 |  |  |
| Appendix I JT | 40 |  |  |
| Appendix I All Projects | 20 |  |  |
| **TOTAL (No Expansion)** | **310** |  |  |
| Appendix 2 BONUS – Leverage Housing Resources | *Up to 50* |  |  |
| Appendix 2 BONUS – Leverage Healthcare Resources | *Up to 50* |  |  |
| **TOTAL** **(BONUS score)** | *Max 100* |  |  |
| **FINAL Score (add Total + Bonus)** | *X* |  |  |