New/Expansion Projects

Instructions for Applicants:
Beginning on page 3, applicants should read each numbered question carefully and provide answers in the box provided below.

Instructions for Evaluators:
Beginning on page 3, please read applicants' responses to each question and provide a score in the bolded box beneath the text. Feel free to leave notes or questions on the application.

**PIC will verify participation in CoC and HUD monitoring findings reported by applicants.

CoC Use only

<div style="border:1px solid #000; background:#e8e8e8; padding:10px;">

CoC Threshold Requirements

1. Program participates in CES.   ☐ No   ☐ Yes
2. Project utilizes a Housing First and/or Low Barrier approach.   ☐ No   ☐ Yes
3. Project has documented minimum match.   ☐ No   ☐ Yes
4. Project provided a budget and budget narrative.   ☐ No   ☐ Yes
5. Agency has provided an organizational audit/financial review.   ☐ No   ☐ Yes

If answered "yes" to all of the above, continue to the rating section below.

</div>

I. Submission Requirements

I.1. Timely submission of project application packets in accordance with RFP requirements. (0-1 point)   [ ]

I.2. Timely submission of project application and all attachments in e-snaps. (0-1 point)   [ ]

II. CoC Monitoring

II.1. Timely drawdown of the most recent grant expenditures with time expense ratio is ≤10% (% of term expired minus % funds dispersed). (0-5 points)   [ ]

II.2. ≥90% of program entries and exits were entered into HMIS within 3 days. (0-3 points)   [ ]

External Evaluator Scoring & Project Narrative

III.   Program Description

1. Describe the project, including **target population**, **services and house type provided,** and the project's main **goals**. Include how many people and households the projects estimate serving in the next funding year.

```
[empty box]
```

```
[score box]
```

2. What are the needs of the clients this program will serve, and how will this program address those needs?

```
[empty box]
```

```
[score box]
```

3. How will the program assist clients to rapidly secure and maintain permanent housing that is safe, affordable, accessible, and acceptable to their needs?
   a. For TH-PH-RRH projects: how will the project provide enough rapid rehousing assistance to ensure that at any given time a participant may move from transitional to permanent housing?

```
[empty box]
```

III.3. Explains how program will assist clients to rapidly secure and maintain permanent housing that is safe, affordable, accessible, and acceptable to their needs. (For TH-PH-RRH projects: project will provide enough rapid rehousing assistance to ensure that at any given time a participant may move from transitional to permanent housing). (0-4 points)

4. What support services will the program offer? Be sure to explain how the program will assist clients
   a. in obtaining mainstream benefits, in increasing employment and/or income, and
   b. in working to maximize their ability to live independently, regardless of the funding sources.

III.4. Explains how program will help clients access mainstream benefits, increase employment and/or income, and maximize ability to live independently. (0-4 points)

5. Please describe the evidence-based practices your project will use as well as any additional practices.

III.5. The project will use evidenced-based and/or culturally-based practices. (0-4 points)

6. Please explain how the project will work to reduce returns to homelessness and/or first-time homelessness as well as will increase employment and income for clients.

III.6. Project will work to reduce returns to homelessness, first-time homelessness, and increase employment and income. (0-4 points)

7. Describe the plan for rapid implementation if funded, including a description of how the project will be ready to begin housing the first program participant. Be sure to provide a detailed schedule of proposed activities for 60 days, 120 days, and 180 days after grant award.

III.7. Describes the plan for rapid implementation, with a reasonable and detailed schedule of proposed activities at 60, 120, and 180 days after grant award. (0-4 points)

8. Provide any additional notes on Program Description that you would like evaluators to know.

IV.   Project Alignment with Policy & CoC Priorities

1. Explain how this project will adhere to a Housing First or Low Barriers model or approach.
   a. Explain what rules your project will have for participants and what happens if clients break these rules.
   b. Explain the project's process for terminating participants from the program.
   c. How will the project ensure client choice in housing and services?

IV.1. Degree to which program will implements a Housing First approach or philosophy. (0-3 points)

2. Describe how this program will advance racial equity in homelessness service provision.

IV.2. Program advances racial equity in homelessness service provision (including degree to which program racial demographics reflect overall homeless population racial breakdown). (0-3 points)

☐

3. How will this program consider perspectives from individuals with lived experience in program design, planning implementation, evaluation, etc.?

```



```

IV.3. Program considers individuals with lived experience in program design, planning, implementation, evaluation, etc. (0-3 points)

☐

4. Describe how this program will work to improve assistance to LGBTQ+ individuals by ensuring privacy, respect, safety, and access for LGBTQ+ individuals and partnering with organizations with expertise in serving LGBTQ+ populations.

```



```

IV.4. Program has plan for improving assistance to LGBTQ+ individuals. (0-3 points)

☐

5. How will your program work to ensure cost-effectiveness?

```



```

IV.5. Application demonstrates program will be cost-effective. (0-3 points)

☐

6. Explain how the program will work with a broad array of stakeholders, including housing, health, and service agencies. In particular, describe if and how this project a) will work with public and private healthcare organizations/agencies; b) partner with PHAs and state and local housing organizations; and/or c) Partner with local workforce development centers to improve employment opportunities.

```

```

7. 7. Explain how the project fits within HUD's six pillars to end homelessness for all persons--including three foundations (equity, data, collaboration) and at least one solution (housing & supports, crisis response, and prevention).

[empty box]

8. Describe how this program will address unsheltered homelessness if applicable.

[empty box]

9. Please describe how the agency will ensure project staff retention.

[empty box]

10. Any additional notes on Program Alignment with Policy & CoC Priorities that you would like evaluators to know.

```
[empty box]
```

V. Project Performance and Evaluation

1. What performance measures will your program establish, and how will the agency evaluate progress towards those measures?

```
[empty box]
```

```
[empty box]
```

2. How will the program review program participant outcomes with an equity lens, including the disaggregation of outcome data by race, ethnicity, gender identity, age, etc.?

```
[empty box]
```

```
[empty box]
```

VI. Equity Factors

1. Describe the agency's efforts to advance racial equity within the organization, including
   a. having under-represented individuals in leadership and managerial positions and
   b. having reviewed internal policies and procedures from an equity lens and developing a plan to ensure that policies do not impose undue barriers on certain groups.

```
[empty box]
```

VI.1.a. Agency has under-represented individuals (BIPOC, LGBTQ+, etc.) in managerial and leadership positions). (0-1 point)

☐

VI.1.b. Agency has reviewed internal policies and procedures with an equity lens and has a plan for implementing equitable policies that do not impose undue barriers. (0-1 point)

☐

2. Describe the agency's efforts to incorporate the perspectives of people with lived experience into organizational policies and practices, including
    a. having representation from multiple individuals with lived experience on the Board of Directors and
    b. having a process for receiving and incorporating feedback from individuals with lived experience.

```
[text box]
```

VI.2.a. Agency's Board of Directors includes representation from at least one person with lived experience. (0-1 point)

☐

VI.2.b. Agency has relational process for receiving and incorporating feedback from persons with lived experience. (0-1 point)

☐

VII.   CoC Participation and Contribution to System Performance

Participation
1. Please describe how this program collaborates with other agencies within the CoC and within the larger community.
    a. Besides General PIC meetings, what other meetings does your agency attend? (e.g., committee meetings).
    b. How many committee meetings has your agency attended in the last 12 months?

```
[text box]
```

VII.1. Degree to which agency participates in PIC--e.g., serving on the Board of Directors, committees, and workgroups--and collaborates with PIC members. (0-4 points)

☐

2. Please describe how this program fits a need within the CoC and meets its priorities for this RFP.

[ ]

VII.2. Describes how project fits system needs and fits with CoC and HUD policy priorities. (0-3 points)   [ ]

3. Please explain how this project will participate in HMIS and CES.

[ ]

VII.3. Ensures the program will participate in HMIS and CES. (0-2 points)   [ ]

4. Provide any additional notes on CoC Participation & Contribution to System Performance that you would like evaluators to know.

[ ]

VIII.   Financial Performance

1. What is the estimated cost per household (total number of households divided by the total budget, including match)?

[ ]

[ ]

2. Has your agency been financially audited in the last three years? If not, why not? Describe any findings or exceptions found in your most recent agency financial audit. Please explain them and any corrective action being taken and whether they have been resolved.

```
[                                                                                  ]
[                                                                                  ]
[                                                                                  ]
[                                                                                  ]
[                                                                                  ]
```

IX.   Agency Background and Experience

1. Describe the experience of the applicant and sub-recipients (if any) working with the proposed population and providing housing similar to that proposed in the application.

```
[                                                                                  ]
[                                                                                  ]
[                                                                                  ]
[                                                                                  ]
[                                                                                  ]
```

2. Describe the experience of the applicant and sub-recipients (if any) in utilizing a Housing First approach.

```
[                                                                                  ]
[                                                                                  ]
[                                                                                  ]
[                                                                                  ]
[                                                                                  ]
```

3. Describe the applicant's experience in effectively utilizing federal funds, including HUD grants and other public funding. For example, does the applicant show satisfactory drawdowns and performance for existing grants as evidenced by timely reimbursement of subrecipients, regular drawdowns, timely resolution of monitoring findings, and timely submission of required reporting on existing grants?

```
                                                                          ┌──────────┐
                                                                          │          │
                                                                          │          │
                                                                          │          │
                                                                          │          │
                                                                          │          │
                                                                          └──────────┘
```

IX.3. Applicant has experience in effectively utilizing federal funds, including HUD grants and other public funding (e.g., regular drawdowns, timely reimbursement of subrecipients, timely resolution of monitoring findings, and timely submission of reports for existing grants). (0-4 points)

```
                                                                          ┌──────────┐
                                                                          │          │
                                                                          └──────────┘
```

8. Provide any additional notes on Agency Background & Experience that you want evaluators to know (including information on sub-recipients).

```
┌──────────────────────────────────────────────────────────────────────────────────┐
│                                                                                    │
│                                                                                    │
│                                                                                    │
│                                                                                    │
│                                                                                    │
└──────────────────────────────────────────────────────────────────────────────────┘
```

Project Application Total Points (out of 100 Points)

```
                                                                          ┌──────────┐
                                                                          │          │
                                                                          └──────────┘
```