

**Recipient Approval & Evaluation Committee (RAEC) of the
Homeless Continuum of Care of Stark County (HCCSC)**

Meeting Minutes: March 8, 2018

Ken Weber Community Campus at Goodwill

Attendees: Shannon McMahon Williams (chair); Renee Biggums, Amy Krebs, Bob Fay, Marcie Bragg, and Melissa Terrell

I. Welcome, Introductions

At 1:41pm, Shannon, committee chair, called the meeting to order and welcomed everyone.

II. Review and Approval of February 2018 Meeting Minutes

Motion: Shannon requested a motion to approve the February 1, 2018 meeting minutes. Bob moved to approve the minutes as presented. Renee seconded the motion. The motion was carried by all members present.

III. Review and Approval of Revised HCCSC Emergency Solutions Grant (ESG) Policies

The Homeless Continuum of Care of Stark County (HCCSC) Emergency Solutions Grant (ESG) policies were revised to reflect updated information. Renee (City of Canton), Shannon (Sisters of Charity Foundation), and Marcie and Melissa (Stark Housing Network) met in February to discuss revisions to the policies that accurately represent the roles and practices.

a. C.8: Procedures for Inviting and Reviewing Applications for Emergency Solutions Grant (ESG) Funding (See Attachment 1)

The C.8 policy was revised to specify new roles and partners in the system, such as the Stark Housing Network as the Collaborative Applicant and the City of Canton as ESG grant administrator. The term “CoC Planner” was replaced with “Collaborative Applicant.” With guidance from Renee, language has been revised imparting that the ESG workshop will be an optional activity and it is the authority of the City to decide if an ESG workshop will be held. The System Performance Committee sets priorities for eligible project types for ESG funding, and in Section 1.C, language has been added regarding the establishment of ESG funding priorities. Section E was revised to reflect the small group process of thoroughly reviewing the ESG applications and making recommendations to the Recipient Approval and Evaluation Committee (RAEC) for project scores and ranking.

Discussion: Shannon invited the RAEC to provide feedback on page 3 (Section E, 8-10). The draft policy states that the RAEC votes on scores for each application; however, during the 2018 process, the committee approved the ranking of the projects and not the individual scores. Shannon proposed two more revisions: (1) remove the word “approve” from E.8, and (2) add a sentence to E.10 stating that the RAEC will vote on a final ranking of applications. The RAEC agreed to the two additional revisions that Shannon proposed.

b. C.11: Procedures for Evaluating City of Canton Emergency Solutions Grant (ESG) Projects (See Attachment 2)

The C.11 policy was revised to reflect the responsibility of the Collaborative Applicant in regard to the ESG evaluation methods. Throughout, “Stark County Regional Planning Commission” has been replaced with “Stark Housing Network” or “the City of Canton,” as appropriate.

Motion: Shannon requested a motion to recommend the revised *C.8: Procedures for Inviting and Reviewing Applications for Emergency Solutions Grant (ESG) Funding* (see Attachment 1) (including revisions discussed at this meeting) and *C.11: Procedures for Evaluating City of Canton Emergency Solutions Grant (ESG) Projects* (see Attachment 2) for HCCSC Board approval. Renee moved to approve. Amy seconded the motion, and it passed by a unanimous vote of all members present.

Discussion: Shannon mentioned the C.11 policy in regard to the committee’s review of projects’ monitoring reports at the RAEC quarterly meetings. Shannon expressed that the RAEC will focus on improving this process and the RAEC should plan to review project monitoring information at the May quarterly meeting.

IV. Overview of Schedule for Local Continuum of Care (CoC) Competition (See Attachment 3)

Marcie reviewed the HCCSC policies and drafted a tentative timeline that meets the local CoC competition process standards. Included on the timeline are dates that have already passed, including the dates that the local

applications and scoring forms were reviewed and revised and the dates that these revised documents were sent out to the RAEC. Future dates may change depending on the Notice of Funding Availability (NOFA) from the Department of Housing and Urban Development (HUD).

The committee agreed that these additional dates need to be added to the timeline:

- April 10th – the HCCSC Board will review and approve the updated local CoC application and scoring form
- June 18-19th – RAEC meetings to review applications and hear applicant presentations
- July 27th – the SHN will communicate to the applicants the score and rank for each project
- August 3rd – the letters from providers for scoring reconsideration are due back to the SHN
- August 14th – the HCCSC Board will approve the conditional ranking

Discussion: The committee will need to structure time for project applicant presentations and time for “Q & A” for RAEC members. During the May meeting, the committee will discuss possible questions for applicants to discuss during presentations. Shannon will create a Doodle Poll to schedule additional meeting dates for application review, scoring, and ranking if necessary.

V. Review and Approval of Revised HCCSC Local CoC Competition Application and Scoring Form

Shannon, Marcie, and Melissa met in February to review and revise the local CoC application and scoring form. Shannon discussed the proposed changes to the 2018 local CoC application and scoring form.

a. Local CoC Application changes (See Attachment 4)

- The funding priorities were updated to reflect 2018 priorities set by the System Performance Committee and approved by the HCCSC board
- The Household and Sub-population tables have been replaced with the tables from HUD’s application
- All applicants will complete the Project Description and Budget Detail sections
- Applicants will report on their staff members’ attendance at regular HMIS training sessions

Discussion: Bob has agreed to contribute his expertise to the review of all projects’ audits and 990s.

b. Local CoC Scoring Form changes (See Attachment 5)

- Changes to the scoring form reflected changes from the local CoC application
- The first scoring criteria reflects that projects’ average SPDAT scores will be compared to an overall project-type average SPDAT score
- All applicants will be scored on the Statement of Work
- Changes in the wording of the “Participation with HCCSC, etc.” section to generate more objectivity for the scoring process

Motion: Shannon requested a motion to recommend the HCCSC 2018 Competition Timeline (see Attachment 3) (with additional changes as discussed), 2018 Local CoC Application (see Attachment 4), and 2018 Scoring Form (see Attachment 5) for approval by the HCCSC Board. Bob moved to approve. Renee seconded the motion. The motion was carried by all members present.

VI. General Announcements

a. 2018 Meetings

- i. Scheduled quarterly meetings: Thursdays May 3, August 2, and November 1
- ii. Additional Summer Meeting Dates for CoC Application Review: **June 18th and 19th (FULL DAYS)**
- iii. A Doodle Poll will be administered for additional application review meeting dates if needed

VII. Adjournment

With no further business to be discussed, at 2:51pm the meeting adjourned.

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Procedures for Inviting and Reviewing Applications for Emergency Solutions Grant (ESG) Funding

- I. Steps to be Taken in Preparation for the City of Canton's Annual Action Plan
 - A. Preparation of Timeline, Application Guidance, Application Form, and Scoring Form. The City of Canton's federal fiscal year begins April 1 of each year. According to U.S. Department of Housing and Urban Development (HUD) regulations, the City of Canton must submit its Annual Action Plan to HUD by February 15 following a 30-day comment period. The Annual Action Plan is the application to HUD detailing the City's use of federal funding from HUD programs, including Emergency Solutions Grant (ESG). Each year, in preparation for its submission of the Annual Action Plan, the City will:
 1. Collaborate with the Homeless Continuum of Care of Stark County's (HCCSC's) Recipient Approval and Evaluation Committee to prepare an application package to be completed by all applicants for ESG funding. This package will include the application guidance, application form, and scoring form. Once prepared, the committee will forward these documents to the HCCSC Board for approval. The Board will then send approved copies to the City.
 2. Set the date for an application workshop, if scheduled;
 3. Set the deadline for applications;
 4. Collaborate with, and set a deadline for, the Recipient Approval and Evaluation Committee to review, score, and rank applications; provide scores and feedback to applicants upon request; and submit its ranking recommendations to the HCCSC Board for approval; and
 5. Set the date by which the HCCSC Board will forward its approved ranking to the City.
 - B. Publication of Application and Scoring Forms. Following HCCSC Board approval of the application guidance, application form, and scoring form, HCCSC's Collaborative Applicant will post these documents on HCCSC's website.
 - C. Establishment of Funding Priorities. Each year, prior to the application deadline, the HCCSC Board will recommend to the City priorities by project type for ESG funding. The Board's recommendations will be informed by HCCSC's System Performance Committee.
 - D. Application Workshop and/or Dissemination of Pertinent Information. Each year, the City will have the authority to decide whether to hold a workshop for prospective ESG

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applicants. If no workshop is held, the City will commit to providing individual technical assistance to each applicant as needed. The City will observe the following guidelines:

1. Notice of Workshop. If the City decides to host an application workshop, at least two weeks beforehand, the City will:
 - a. Place a boxed advertisement about the workshop in the *Canton Repository*;
 - b. Send a press release about the workshop to all newspapers of general circulation in Stark County; and
 - c. Mail a notice of the workshop to all current ESG subrecipients.
2. Information to Share with Prospective Applicants. The following information will be disseminated to prospective applicants, either at an application workshop or through electronic communication if no workshop is held:
 - a. The application form that all applicants must complete;
 - b. The application guidance, including procedures and timelines for submitting applications;
 - c. HCCSC priorities for ESG funding as approved by the HCCSC Board and City; and
 - d. The scoring sheet that will be used to rate the applications.
- E. Application Review Process. The City will provide copies of all applications submitted by the deadline to the Collaborative Applicant and the Chair of the Recipient Approval and Evaluation Committee for official review. In the reviewing and scoring process, the following guidelines will apply:
 1. The HCCSC Board-approved scoring form will be used to score all applications.
 2. Applications determined to be ineligible will be returned to the applicant with feedback from reviewers.
 3. At a minimum, the following three individuals will independently review and score the applications: the Chair of the Recipient Approval and Evaluation Committee and one representative from each the City and the Collaborative Applicant. Additional reviewers may be recruited from among the Recipient Approval and Evaluation Committee members.

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4. The City will contact representatives of each applicant organization to solicit additional information, as needed, about the organization and the program for which the organization is seeking ESG funding.
5. In scoring applications, the reviewers will consider:
 - a. The applications themselves, including their accuracy and completeness;
 - b. Recent monthly status reports submitted by the applicant and annual reporting data;
 - c. Recent on-site reviews of the applicant conducted by the Collaborative Applicant;
 - d. HUD monitoring reviews and agency responses; and
 - e. Any other information or materials that the reviewers deem relevant.
6. The reviewers may assign responsibility to review and evaluate discrete portions of the applications and the status reports to particular Recipient Approval and Evaluation Committee members or to the City and rely on those evaluations in scoring applicants on related criteria;
7. After the reviewers have independently scored the applications, they will convene to calculate an average score and reach a consensus on a proposed score for each application and discuss any additional comments or issues.
8. The Recipient Approval and Evaluation Committee will meet to discuss and approve the reviewers' proposed score for each application.
9. On each scoring form, the Recipient Approval and Evaluation Committee will include any comments or suggestions that the applicant should consider in planning for the future of its program(s) or applying for ESG funds, either in the current year or in the future.
10. In determining the final ranking for ESG funding, the Recipient Approval and Evaluation Committee will consider the final scores of applications as well as the established priorities for funding that year. That ranking will be submitted to the HCCSC Board for its approval and then to the City of Canton. As the recipient of the ESG funds, the City will have the final authority to determine the order in which projects are ranked for funding.

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- F. Notice of Recommendation. The City shall notify all applicants of the funding recommendations. This notification will follow the HUD required 30-day public comment period and submission of the Annual Action Plan to HUD. This may either be done via email or letter.

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Procedures for Evaluating City of Canton Emergency Solutions Grant (ESG) Projects

General Note: The City of Canton is a direct recipient of federal funds awarded through the Emergency Solutions Grant (ESG) program of the U.S. Department of Housing and Urban Development (HUD). In keeping with the HEARTH Act requirements, the City will work with the Homeless Continuum of Care of Stark County's (HCCSC's) Collaborative Applicant and Recipient Approval and Evaluation Committee to evaluate ESG applications from prospective subrecipients and monitor the performance of ESG subrecipients under contract to the City of Canton.

I. Evaluation - In General

- A. Responsibility for Evaluation. With the help and guidance of the Recipient Approval and Evaluation Committee, the Collaborative Applicant will monitor and evaluate the performance of Canton's ESG-funded projects and their compliance with funding requirements. In all cases, the Collaborative Applicant is responsible for informing the City of ESG subrecipient performance and sending to the City all necessary correspondence and grant-related documentation exchanged between the Collaborative Applicant and the subrecipient.
- B. Evaluation Methods. The Collaborative Applicant will use the following methods to monitor the performance and compliance of projects:
1. Monthly status reports (currently the City ties these reports to paying monthly invoices);
 2. Annual reports;
 3. Annual site visits; and
 4. HUD reviews and agency responses.

II. Status and Annual Performance Reports

- A. Status Report Forms. In collaboration with subrecipients, and in consultation with the HCCSC's Board and Recipient Approval and Evaluation Committee, the Collaborative Applicant will develop a status report form which will be used to solicit information needed to ensure that subrecipients are meeting relevant performance measures and otherwise satisfying program requirements.
- B. Frequency of Status Reports. Using the adopted form, subrecipients will be required to submit status reports monthly for each ESG-funded project pursuant to the following schedule:

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1. The first report will be due on the fifteenth day of the month following the effective date of the Grant Agreement with the City.
2. Likewise, each subsequent report will be due on the fifteenth day of the month following the month covered by the report.

C. Annual Reports.

1. ESG subrecipients must submit annual reports providing the information needed by the City of Canton to complete the CAPER (Consolidated Annual Performance Report).
2. The City will send to each subrecipient the forms/reports to be completed. Forms/reports will be due to the City no later than April 30 of each year. Forms/reports will be forwarded from the City to the Collaborative Applicant.

III. Annual Site Visits

A. Timing and Scheduling of Site Visits

1. The Collaborative Applicant will conduct an annual site visit with each subrecipient 10 months after the beginning of the subrecipient's grant year or sooner if status reports indicate a need for prior intervention.
2. The Collaborative Applicant will contact a subrecipient to schedule a site visit 30 days before the visit is due and send to the subrecipient a copy of the monitoring form that the Collaborative Applicant will use during the visit, identifying sections of the form that the subrecipient must complete before the visit.

- B. Purpose of the Visit. During the site visit, the Collaborative Applicant will check the items identified on the monitoring form to ensure that the subrecipient is meeting HUD's recordkeeping requirements and abiding by all other federal regulations pertaining to ESG funding.

- C. Notice of Deficiencies. Following the site visit, the Collaborative Applicant will give the subrecipient a copy of the monitoring form reflecting any notes taken during the visit. In addition, the subrecipient will receive a letter from the Collaborative Applicant citing any deficiencies noted during the visit and requesting:

1. An explanation for each cited deficiency; and

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2. A plan for correcting each deficiency.

IV. Role of the Recipient Approval and Evaluation Committee

- A. Regular Meetings to Assess Project Performance. HCCSC's Recipient Approval and Evaluation Committee will meet at least quarterly to review status reports, annual reports, and the results of site visits in order to determine whether projects are meeting performance goals and other expectations.
- B. Notice to Poor Performers. In the event that a project (1) is not meeting performance goals; (2) did not provide a sufficient explanation for deficiencies identified during a site visit; or (3) did not follow the plan approved by the Collaborative Applicant for correcting such a deficiency, the committee will re-evaluate concerns about the project's performance and, at its discretion, instruct the Collaborative Applicant to send a letter to the subrecipient requesting other or additional correction measures.
- C. Assistance to Poor Performers. The Collaborative Applicant and Recipient Approval and Evaluation Committee will provide reasonable assistance to underperforming subrecipients by, among other things:
 1. Directing them to other service providers that are achieving better results;
 2. Directing them to research, webinars, websites, and other resources that could provide useful information and instruction; and
 3. In cases where poor performance in a particular area is common among ESG providers, recommending to the City of Canton that arrangements be made to provide relevant training sessions for the providers.
- D. Action in the Case of Persistent Poor Performance. If, after a subrecipient has received notices of poor performance over two grant years and, in the judgment of the Recipient Approval and Evaluation Committee, has made insufficient progress in correcting its deficiencies, the committee may, depending on the severity of the deficiencies:
 1. Recommend to the City of Canton that the subrecipient be deemed ineligible for future funding, or, at a minimum, be subject to appropriate grant restrictions; and
 2. Request HUD's assistance in working with the subrecipient to determine whether (a) performance issues can be resolved; (b) the project or projects in question should be transferred to another agency; or (c) funds should be reallocated in accordance with most current HUD guidelines.

**HOMELESS CONTINUUM OF CARE OF STARK COUNTY (HCCSC)
LOCAL COC APPLICATION TIMELINE
FISCAL YEAR (FY) 2018**

March 8	Recipient Approval and Evaluation Committee (RAE) will prepare for CoC Board approval an application and form to be used in scoring and ranking projects that apply for CoC funding.
March 19	The RAE Committee Chair will review preliminary recommendations with members and consider feedback received from the members before finalizing their recommendations to the Board on CoC funding priorities and CoC application and scoring form.
April 10	HCCSC Board will review and approve CoC funding priorities, application and scoring form.
April 12	Collaborative Applicant (Stark Housing Network) will upload the FY 2018 local CoC application and scoring criteria form to the HCCSC website.
April 13	Collaborative Applicant will place a boxed advertisement about the annual pre-application workshop in three newspapers of general circulation and email a notice of the workshop to all individuals on the HCCSC listserv.
May 2	Application Workshop will be offered on this date by the Collaborative Applicant.
June 1	Applications due.
June 18, 19 <i>(possible other dates TBD)</i>	RAE Committee will review and score applications using the scoring form approved by the HCCSC Board. Applicant organizations will be invited to these meetings and will be asked to provide project presentations.
July 27	The Collaborative Applicant will send a copy of the project's scoring form to the applicant organization. Within 5 working days following its receipt of a project scoring form and the accompanying letter announcing the RAE Committee's decision to recommend or not recommend the project for inclusion on the Priority Listing, the applicant organization may submit a letter to the Collaborative Applicant requesting reconsideration, submitting documentation where relevant, and outlining reasons why the committee should reconsider the project's scores and its omission from the Priority Listing.
August 3	Letter requesting reconsideration due.
August 14	Approval of a Conditional Priority Listing by HCCSC Board.
August 21	All applicants will receive notice in writing of the Board's decision regarding the projects to be included in the conditional Priority Listing.

Dates are subject to change based on the Publication of Notice of HUD's NOFA for FY 2018.

**2018 Continuum of Care
Application**

**Submit 1 original application (hard copy)
with all required attachments to:**

**Marcie Bragg
Stark Housing Network
408 Ninth St. SW
Canton, OH 44707**

**Also email your application to:
mbragg@starkhousingnetwork.org**

Applicant: _____

Project Name: _____

DUE: By 4pm on Friday, June 1, 2018

**Homeless Continuum of Care of Stark County (HCCSC)
2018 Application**

The Homeless Continuum of Care of Stark County (HCCSC) invites new and renewal applications for the 2018 HUD Continuum of Care Program (CoC).

The design of the proposed project must reflect research-based practices to efficiently provide services to residents; connect residents to mainstream resources, benefits and employment; and enable residents to maintain long-term housing stability.

CoC 2018 priorities are as follows:

Maintain funding for Coordinated Entry, HMIS and for higher performing renewals with the ability to reallocate lower performing renewals; and for new and/or reallocated funding (in no particular order):

- Permanent Supportive Housing
- Rapid Re-Housing projects

I. Organization and Grant Information/Threshold Criteria

Organization Name:

Contact Person:

Phone:

Email:

Fax:

Project Name:

Expiring Grant #:

Agency DUNS #:

1. Is your organization:

- An incorporated non-profit organization with IRS 501(c)(3) status
- A public housing authority
- A unit of government

2. Component Type

- PH (Permanent Housing - Rapid Re-Housing)
- PSH (Permanent Supportive Housing)
- HMIS
- Coordinated Entry (Supportive Services Only)

Threshold Criteria

1. Informed Agreement to Comply with the HEARTH Act and with HMIS and Coordinated Entry (CE) Rules

Please certify with initials in each box indicating that your agency has read and agrees to abide by all of the following Continuum of Care requirements:

Overview of HUD federal regulations for the Continuum of Care Program

<https://www.hudexchange.info/programs/coc/coc-program-eligibility-requirements/>

HEARTH Act: Continuum of Care Program Interim Final Rule

<https://www.hudexchange.info/resources/documents/CoCProgramInterimRule.pdf>

Homeless Management Information System Policies and Procedures

<https://starkhomeless.starkmhar.org/member-resources/charter-policies/>

Coordinated Entry (CE) Policies & Procedures

<https://starkhomeless.starkmhar.org/member-resources/charter-policies/>

Only victim service agencies can opt out of participation in HMIS and CE but must maintain a separate and comparable data system that captures all HMIS data elements while maintaining client security standards for victim service agencies. Victim Service agencies will be required to submit quarterly performance outcomes from an internal data base.

Is your agency a victim service provider: “A private non-profit organization whose primary mission is to provide services to victims of domestic violence, dating violence, a sexual assault, or stalking. This term includes rape crisis centers, battered women’s shelters, domestic violence transitional housing programs, and other programs.”

Yes No

2. Compliance with Homeless Definitions

- a. The HCCSC will be targeting funding toward four types of programs. For each program type, funding is restricted to support for certain activities serving specific categories of homeless persons. (Those categories are defined in the CoC Program Interim Final Rule.) In the charts below, please indicate the program and activities for which you are applying.

<input type="checkbox"/>	Rapid Re-Housing –HUD is restricting new RRH projects created through reallocation to category 1 and category 4 homeless. New RRH projects can serve families with children and individuals. Rapidly re-housing homeless persons with time-limited rental assistance and support services				
<input type="checkbox"/>	Rental Assistance	<input type="checkbox"/>	Support Services	<input type="checkbox"/>	

<input type="checkbox"/>	Permanent Supportive Housing – HUD is restricting new PSH projects created through reallocation to chronically homeless individuals and chronically homeless families with children. Providing permanent housing with support services to homeless persons who have disabling conditions that impede their ability to remain stably housed without ongoing support services						
<input type="checkbox"/>	Rental Assistance	<input type="checkbox"/>	Leasing	<input type="checkbox"/>	Operating	<input type="checkbox"/>	Support Services

<input type="checkbox"/>	HMIS (Homeless Management Information System) Data Collection
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<input type="checkbox"/>	Coordinated Entry
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b. Will the project **exclusively** serve those who fall into the categories of homeless specified below? *(Check the box appropriate for project type.)*

Please refer to the Recipient and Sub-Recipient Record-keeping Requirements <https://starkhomeless.starkmhar.org/wp-content/uploads/sites/3/2016/06/F.10-Recordkeeping.pdf>

RRH - Category 1 or 4 yes no

PSH - Category 1 or 4 yes no

HMIS - Not Applicable

Coordinated Entry– Not Applicable

c. **RENEWALS ONLY** - Please indicate if your project was funded through a NOFA which imposes stricter eligibility requirements on whom a project may serve than those imposed by the CoC Interim Final Rule by checking appropriate box(es):

Must serve 100% chronically homeless

Cannot serve participants coming from Transitional Housing

Cannot serve Category 4 unless they also meet Category 1 definition

- d. Describe how your agency will ensure and document compliance with HUD’s definition of “homeless,” as applicable to your project type and any additional NOFA restrictions (max. characters 700)

Note: Only projects that serve qualifying participants are eligible for funding consideration.

3. Match Documentation

Agencies must be able to document committed and/or pending match sources in order to meet threshold requirements. Continuum of Care Grants require a 25% match on all funding except for funding requested for “leasing.” Eligible sources for matching funds must meet requirements identified in CoC Interim Final Rule. (The link to those regulations is provided on page 3). Budget and match tables must be completed later in the application and requested documentation must be submitted in order to meet threshold criteria.

Renewal Projects: If the application is for a renewal project, the applicant must certify, following the budget and match tables later in the application, that all previous sources of match funding are secure for the renewal grant and/or that alternative sources of match have been secured and that letters of commitment will be attached to the application in *esnaps* if the project is approved for the Priority Listing.

New Projects: If the application is for a new project, documentation of committed and/or pending match funding must be included with this application as detailed below:

- **Committed match sources - signed grant agreements, award letters/notifications or letters of commitment covering the match to be received for the project and expended during the operating year of the FY2018 CoC grant if awarded (The 12-month operating year will begin sometime in 2019 and end in 2020.).**
- **Pending match sources - written and dated correspondence with the source of the pending match, which specifies amount being requested and confirms that the pending match is being requested for the project applying for CoC funds and for use during the operating year of the FY2018 CoC grant if awarded.**

4. In good standing with Department of Housing and Urban Development with capacity to administer a CoC Grant.

- a. Has your agency had any prior findings, audit findings and/or recapture of HUD funds?
 yes no
If yes, briefly explain: (max. characters 700)

- b. Are there any other local or state unresolved findings related to this project or other programs of the agency?

Yes No

If “yes,” briefly explain: (max. characters 700)

- c. Please describe your previous experience with HUD and/or experience in administering other federal, state or local grants. (max. characters 700)

Additional Scoring Elements

*(Please note that some sections are applicable to **NEW PROJECTS ONLY**, some to **RENEWAL PROJECTS ONLY** and others to **ALL PROJECTS**. Please read directions carefully.)*

II. Populations to be served – Except HMIS and Coordinated Entry

ALL PROJECTS

Specify total number of persons to be served during the grant operating year.

Total Persons

Total Adults (18 and older)

Total Children

NEW PROJECTS ONLY -

1.a. If your project intends to target any of the sub-populations listed below please identify the number of participants that the project intends to serve in each of the targeted sub-populations that are applicable. (Select all that apply with the number to be served.)

Chronically Homeless	<input type="text"/>
Veterans	<input type="text"/>
Transitional Age Youth (18-24)	<input type="text"/>
Families with Minor Children (<i>total number of persons within the families</i>)	<input type="text"/>

1.b. Indicate specialized services you will provide to meet the needs of the populations indicated above. (max. 1,000 characters)

NEW PROJECTS ONLY (UNLESS a renewal project has revised numbers since previous award)- (2.a, 2.b)

2.a. Indicate the total number of households, homeless persons and subpopulations that will be served by the project, at a particular point in time (*when the project is at full capacity*):

Households	Households with at Least One Adult and One Child	Adult Households without Children	Households with Only Children	Total
Total Number of Households	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Characteristics	Persons in Households with at Least One Adult and One Child	Adult Persons in Households without Children	Persons in Households with Only Children	Total
Adults over age 24	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Adults ages 18-24	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Accompanied Children under age 18	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Unaccompanied Children under age 18	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Persons	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- 2.b. In each non-shaded field below, enter the number of persons served at maximum project capacity according to their age group, disability status, and membership in one or more of the subpopulation categories. The numbers here are intended to reflect a single point in time at maximum capacity and not the number served over the course of a year or grant term. (Please note that a single individual may fall into more than one category and, therefore, the total number of persons reflected in the bottom row of the table below may exceed the total number served by the project as reflected in the table above.)

Persons in Households with at Least One Adult and One Child

Characteristics	Chronically Homeless Non-Veterans	Chronically Homeless Veterans	Non-Chronically Homeless Veterans	Chronic Substance Abuse	Persons with HIV/AIDS	Severely Mentally Ill	Victims of Domestic Violence	Physical Disability	Developmental Disability	Persons not represented by listed subpopulations
Adults over age 24										
Adults ages 18-24										
Children under age 18										
Total Persons	0	0	0	0	0	0	0	0	0	0

Persons in Households without Children

Characteristics	Chronically Homeless Non-Veterans	Chronically Homeless Veterans	Non-Chronically Homeless Veterans	Chronic Substance Abuse	Persons with HIV/AIDS	Severely Mentally Ill	Victims of Domestic Violence	Physical Disability	Developmental Disability	Persons not represented by listed subpopulations
Adults over age 24										
Adults ages 18-24										
Total Persons	0	0	0	0	0	0	0	0	0	0

Persons in Households with Only Children

Characteristics	Chronically Homeless Non-Veterans	Chronically Homeless Veterans	Non-Chronically Homeless Veterans	Chronic Substance Abuse	Persons with HIV/AIDS	Severely Mentally Ill	Victims of Domestic Violence	Physical Disability	Developmental Disability	Persons not represented by listed subpopulations
Accompanied Children under age 18										
Unaccompanied Children under age 18										
Total Persons	0			0	0	0	0	0	0	0

III. Project Detail – Except HMIS and Coordinated Entry

ALL PROJECTS:

5. a. **Total Units:**

Total Units for Individuals:

Total Units for Families with Children:

b. **Total Beds:**

c. **Total Dedicated CH Beds:** *(In family CH units, all beds in the units are considered CH beds):*

d. **At turnover, % of non-dedicated beds that will be prioritized for CH:**

6. a. Have you adopted a Housing First model? Yes No

b. Does the project ensure that participants are NOT screened out based on the following items? *(Check any boxes that include reasons participants are found to be ineligible for the project.)*

Having too little or no income

Active or history of substance abuse

Having a criminal record other than a record of crimes which, according to state or federal law, restrict one's housing options

History of domestic violence (e.g. lack of a protective order, period of separation from abuser, or law enforcement involvement)

None of the above

7. a. Have you adopted "Low Barriers" practices? Yes No

b. Does the project terminate participants for any of the following reasons? *(Check any boxes that include grounds for termination from the project.)*

Failure to participate in supportive services (This does not include the required monthly case management visits within a RRH project.)

Failure to make progress on a service plan

Loss of income or failure to improve income

Being a victim of domestic violence

Any other activity which does not constitute grounds for lease termination in a lease agreement typically found in the project's geographic area.

None of the above

8. Does the project do any of the following to link clients to mainstream benefits or resources, using either its own staff or services provided by partnering entities? (Please check all boxes that apply)

a. Provide transportation assistance to clients to attend mainstream benefit appointments, employment training, or jobs?

b. Use of a single application form for four or more mainstream programs?

c. Conduct at least annual follow-ups with participants to ensure mainstream benefits are received and renewed?

d. Provide project participants access to SSI/SSDI technical assistance?

e. Ensure that the person providing the SSI/SSDI technical assistance has completed SOAR training in the past 24 months?

IV. Performance Outcomes

RENEWAL PROJECTS ONLY:

1. Scoring for performance will be based on data reported in your most recent APR, which you should provide in the appropriate place below, or data that the Collaborative Applicant will collect directly from HMIS.

Please indicate the FY and operating dates of the APR being used to report on the following performance outcomes:

Most recently submitted APR: FY Operating Start & End Dates

a. Housing Stability (from APR):
For PSH: Percentage that remained in PSH or exited to other PH during grant year: _____%

For other project types: Percentage that exited to PH during grant year: _____%
(Use data from Q.36a, Measure 1, under "Actual % of persons who accomplished this measure.")

b. Employment Income (from APR):
Percentage of adults who gained or increased income from employment from entry to exit/follow up: _____%

(Use data from Q.24.b.3, "Number of Adults with Earned Income" row, last column.)

c. Non-Employment Income (from APR):
Percentage of adults who gained or increased income from other sources (non-employment) from entry to exit/follow up: _____%

(Use data from Q.24.b.3, "Number of Adults with Other Income" row, last column.)

- d. Benefit Sources (from APR – calculated by Collaborative Applicant):
Percentage of adults and children, leavers and stayers, that had either MEDICAID Health Insurance, MEDICARE Health Insurance, State Children’s Health Insurance or VA Medical Services.
(Collaborative Applicant will use data from Q.26.a.1 and Q.26.b.1)
- e. Returns to Homelessness (calculated by HMIS):
- i. Percentage that exited your project during federal fiscal year October 1, 2014 - September 30, 2015 and returned to ES, TH, RRH or PSH within 0 - 6 months (0 – 180 days) of their exit.
 - ii. Percentage that exited your project during federal fiscal year October 1, 2014 - September 30, 2015 and returned to ES, TH, RRH or PSH within 6 – 12 months (181 – 365 days) of their exit.
 - iii. Percentage that exited your project during federal fiscal year October 1, 2013 - September 30, 2014 and returned to ES, TH, RRH or PSH within 13 – 24 months (366 -730 days) of their exit.

2. Check any significant changes that you are proposing in the project since the last funding approval.

- Number of persons to be served: from _____ to _____
- Number of units: from _____ to _____
- Location of project sites
- Line item or cost category budget changes more than 10%.
- Change in target population
- Change in project sponsor
- Change in component type
- Other: (list)

Please explain any proposed changes: (max. 1,000 characters)

NEW PROJECTS ONLY: – *Except HMIS and Coordinated Entry*

Housing Stability

What will be your agency’s strategy for ensuring that participants receive the individualized assistance they need to achieve housing stability? (max. characters 700)

Assistance with Increasing Employment Income

Describe how your agency will assist program participants with access to necessary training, skill development and employment opportunities. (max. characters 700)

Linking to Mainstream Services

Describe how your agency will ensure that program participants are assisted in obtaining mainstream services and eligible financial assistance, including health insurance, social services, education, and youth programs for which participants may be eligible. (max. characters 700)

Examples include Social Security Income, Social Security Disability Income, SNAP assistance (food stamps), Section 8, etc. If your agency serves homeless families with children or unaccompanied youth, also describe how your agency ensures that children are enrolled in school, connected to appropriate services, and aware of their eligibility for McKinney-Vento education services.

Implementation of Housing First Principles

Describe how your agency is implementing principles of Housing First into your program. (max. characters 700)

ALL PROJECTS:**Project Description (Includes HMIS and Coordinated Entry)**

Please provide a general description of the project that details the housing and service plan and activities the project will undertake to achieve the project's goal. (max. characters 1000)

Include the following, when applicable:

- Housing and service activity plan of action to be provided (including whether services will be provided by project staff or by partnering entities).
- Staff who will be involved in the project implementation.
- Explanation of how your organization will involve homeless persons, to the maximum extent practicable, in the operations of the CoC-funded project.
- If your agency does not currently participate in the HCCSC's HMIS and Coordinated Entry System, please detail where your agency is currently at in the process of becoming a user/partnering agency.

V. BUDGET

RENEWAL PROJECTS ONLY

Per TWO most recently submitted APRs identify total funding award and total expended at grant end. (NOTE: For 5 year S+C grants FY may not align with 2013 or 2014 but please include total funds expended as reported on APRs submitted for operating years ending in CY2016 and CY2017):

FY2014 (operating end date in CY2016): Total Funding Award:
Total Funds Expended:

FY2015 (operating end date in CY2017): Total Funding Award:
Total Funds Expended:

ALL PROJECTS

1. Project Type and Summary Budget

	CoC Funding	Other Sources	Total
Leasing	\$	\$	\$
Rental Assistance	\$	\$	\$
Operating	\$	\$	\$
Supportive Services	\$	\$	\$
HMIS	\$	\$	\$
Administration	\$	\$	\$
Total	\$	\$	\$

2. Cost Per Person Served

CoC Funding Request	
Total Project Budget	
CoC Request as % of Project Budget (item 1 divided by item 2)	
Unduplicated # of Participants to be Served	
Total Project Costs Per Participant (item 2 divided by item 4)	
Total CoC Cost Per Participant (item 1 divided by item 4)	

Detailed Budget Tables (All budget tables include a 12-month period)

3. LEASING BUDGET DETAIL

To be completed only if requesting leasing funds

	Number of Units/Structures	Funds Requested (1 year)
Leased Units		
Leased Structures		

Project Location: List the addresses of each of the leased units/structures

# Units	Size of unit (efficiency, 1 bedroom, etc)	Location

4. OPERATING BUDGET

To be completed only if requesting operating funds

	Eligible Costs	Explanation of Line Item (limit 400 characters)	CoC Request 1 Year
1	Maintenance/Repair		
2	Property taxes and insurance		
3	Replacement Reserve		
4	Building security		
5	Electricity, gas, water		
6	Furniture		
7	Equipment (lease/buy)		
	Total OPERATING Request		

5. SUPPORTIVE SERVICES BUDGET

To be completed only if requesting supportive services funds

	Eligible Costs	Explanation of Line (limit 400 characters)	CoC Request 1 year
1	Assessment of Service Needs		
2	Assistance with Moving Costs		
3	Case Management		
4	Child Care		
5	Education Services		
6	Employment Assistance		
7	Food		
8	Housing/Counseling Services		
9	Legal Services		
10	Life Skills		
11	Mental Health Services		
12	Outpatient Health Services		
13	Outreach Services		
14	Substance Abuse Treatment Services		
15	Transportation		
16	Utility Deposits		
17	Operating Costs		
	Total Supportive Service request		

- **Please note that for any In-Kind Match sources a Memorandum of Understanding (MOU) must be in place, prior to grant execution, which meets all HUD requirements as outlined in 24 CFR part II 578.73 (c).**

b.

i. **RENEWAL PROJECTS ONLY:**

Applicant must certify, by signing in box below, that all previous sources of match funding are secure for the renewal grant and/or alternative sources of match have been secured and that letters of commitment will be attached to the application in esnaps if the project is approved for the Priority Listing.

Signature Required -

ii. **NEW PROJECTS ONLY:**

Applicant must submit documentation of committed and/or pending match funding with this application as detailed below:

- **Committed match sources - signed grant agreements, award letters/notifications, or letters of commitment covering the match to be received for the project and expended during the operating year of the FY2018 CoC grant if awarded (The 12-month operating year will begin sometime in 2018 and end in 2019.).**
- **Pending match sources - written and dated correspondence with source of pending match, which specifies amount being requested (as identified above) and confirms that the pending match is being requested for the project applying for CoC funds and for use during the operating year of the FY2018 CoC grant if awarded.**

Further guidance on match can be found below.

Eligible sources of match are specifically referenced in the General Section of HUD's FY2017 NOFAs, available on HUD's website at: www.hudexchange.info

Applicants must provide a match for all CoC funds for which they are applying (including funds to cover administrative expenses), except those requested for support of leasing expenses. The required match must be satisfied by cash or in-kind contributions of 25 percent of the CoC funds requested (excluding leasing funds). The matching contributions may come from any source, including any other federal source with the exception of other Continuum of Care Program funds, as well as state, local, and private sources, provided that no statute prohibits use of the funds as a match. It is the responsibility of the recipient to ensure that any funds used to satisfy the matching requirements are eligible for such use. Furthermore, the recipient acknowledges that the matching funds noted above are to be used solely to satisfy Continuum of Care Grant match requirements and will not be used as a match for any other grants.

Renewal projects will be required to have new written commitment letters on file each time they are renewed. Every commitment letter must be signed and dated by an authorized representative of the organization making the commitment, and contain, at minimum, the following elements: the name of the organization providing the contribution; the type of contribution (e.g., cash, child care, case management, etc.); the value of the contribution; the name of the project and sponsor

of the organization making the commitment, and contain, at minimum, the following elements: the name of the organization providing the contribution; the type of contribution (e.g., cash, child care, case management, etc.); the value of the contribution; the name of the project and sponsor organization to which the contribution will be given; and the date the contribution will be available.

Written agreements could include signed letters, memoranda of agreement, memoranda of understanding, and other documented evidence of a commitment. **The value of commitments of land, buildings and equipment are one-time only and cannot be claimed by more than one project and cannot be claimed again in another year.**

By signing below, I, _____(name/job title), affirm that I am an authorized representative of _____ (organization), and hereby certify that I have read and understand all eligibility guidelines and applicable laws mentioned above regarding the use of leveraged funds.

ACCEPTED AND AGREED BY:

Signature

Date signed

VI. Participation with the HCCSC and Commitment to Staff Development

1. Please identify staff involved in this project? (Please list names below)

2. Describe agency and staff related to this project’s membership on HCCSC, committees and/or other relevant workgroups in the community.

3. Check all of the HMIS hosted trainings that were attended by at least one relevant staff person working on this project:

Project Type Meetings	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Staff who attended: _____
Agency Meetings	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Staff who attended: _____
Privacy and Security	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Staff who attended: _____
SPDAT	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Staff who attended: _____
Local Administrator	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Staff who attended: _____

4. Please briefly describe any other trainings relevant to the project that project staff attended between CY2017-CY2018. (max. 1,000 characters)

**Please complete and return to Marcie Bragg by
4pm on Friday, June 1, 2018
along with the following:**

NEW PROJECTS ONLY (if agency does not hold a current CoC grant)

- Most recent audited financials and Form 990 that are available
- When audited financials and Form 990 do not account for most recently completed fiscal year, also submit unaudited financial statements for that most recently completed fiscal year.
- A table of organization for your agency and any sub-grantees

RENEWAL PROJECTS ONLY

- Most recently submitted APR
- All amendments to a renewal project requested/approved since the submission of the 2017 CoC application

Information included in this application must be accurately reflected in the FY2018 application to HUD in eSnaps if approved by the HCCSC. Failure to do so will be seen as fraudulent and may result in the application being withdrawn from the FY2018 CoC Application.

FY2018 HCCSC SCORING CRITERIA AND SCORE SHEET

Project Title:		Date of Review Meeting:	
Lead Agency:		Date of Scoring Meeting:	
Individuals Participating in Review and Scoring for HCCSC:		Individuals Representing Agency and Contact Person:	
Criteria	Relevant Factors/Source of Evidence	Point Value	Score
Severity of Need/Vulnerability of Those to be Served			
Vulnerability and severity of need of participants being served by project as compared to project type average SPDAT score <i>(Renewals Only)</i>	Average SPDAT scores of all individuals and families admitted to a project type during CY 2016 and CY 2017 will be compared with average SPDAT scores of individuals and families admitted to each project of the same type during CY 2016 and CY 2017. (Source of Data: HMIS/Hotline)	<ul style="list-style-type: none"> • 5 points for both individual and family scores that deviate from the project type average by less than 5% of that average • One additional point (up to a maximum of 5) for every 5% by which a project’s individual or family SPDAT score exceeds the project type average • One less point (up to maximum of 5) for every 5% by which a project’s individual or family SPDAT score falls short of the project type average 	Up to 10 points
Serving Populations Targeted in Opening Door			
The percentage of new households (individuals and families) that fell within the target populations in HUD's <i>Opening Doors</i> plan (<i>viz.</i> , the chronically homeless, veterans, transitional age youth, families with children) <i>(Renewals Only)</i>	Only households admitted to project during CY 2016 and CY 2017 will be counted. Data will be drawn from HMIS/Hotline. NOTE: Households falling within more than one targeted subpopulation will not result in higher score on this criterion. (Source of data: HMIS/Hotline.)	1/10 th of a point will be awarded for each 1% of households served that fall within the subpopulations targeted by <i>Opening Doors</i> .	Up to 10 points

<p>The number of households (individuals and families) project intends to serve who will fall within HUD's Opening Doors Target Populations (Chronically Homeless, Veterans, Transitional Age Youth, Families with Children) <i>(New Projects Only)</i></p>	<p>Evidence from the application will be considered to determine the extent to which the program intends to serve members of targeted subpopulations. (Source of data: project's HCCSC 2018 CoC Application.)</p>	<p>1/10th of a point will be awarded for each 1% of households to be served that fall within the subpopulations targeted by <i>Opening Doors</i>.</p>	<p>Up to 10 points</p>
<p>Compliance with HEARTH Regulations, CE Policies and HUD Expectations as Evinced in Recent NOFAs</p>			
<p>Up-to-date polices & procedures that reflect compliance with CE policies <i>(Renewals Only)</i></p>	<p>Scores will be based on receipt of up-to-date policies and procedures that reflect awareness of and compliance with current HCCSC policies and procedures (Source of information: documents submitted to Collaborative Applicant.)</p>	<p>Up to 5 points will be awarded if up-to-date policies and procedures have been submitted, with 1 point deducted for each significant deviation from HCCSC policies and procedures that are reflected in project documents</p>	<p>Up to 5 points</p>
<p>Housing First implementation <i>(All Projects)</i></p>	<p>Scores will be based on answers to Question III.6. in HCCSC's 2018 CoC Application and other available evidence</p>	<p>5 points will be awarded for adopting a written Housing First policy with one point subtracted for each item under Question III.6.b that has been checked unless available evidence demonstrates the project's practices are not consistent with answers given</p>	<p>Up to 5 points</p>
<p>Adoption of low barriers <i>(All Projects)</i></p>	<p>Scores will be based on answers to Question III. 7 in HCCSC's 2018 CoC Application and other available evidence</p>	<p>5 points will be awarded for a positive answer to Question III.7.a. with one point deducted for each of items the project checked under Question 7.b. or that available evidence indicates the project should have checked</p>	<p>Up to 5 points</p>
<p>Linking to mainstream benefits <i>(All Projects)</i></p>	<p>Scores will be based on answers to Question III.8 in HCCSC's 2018 CoC Application and other available evidence</p>	<p>1 point will be awarded for each item checked under Question III.8 unless available evidence indicates that it should not have been checked.</p>	<p>Up to 5 points</p>

Performance Outcomes – RENEWALS ONLY			
Promoting housing stability <i>(Renewals Only)</i>	Score will be based on % of project participants who exited to or remained in PH during grant year covered by the projects most recent APR. (Source of data: APR)	1/10 th of a point will be awarded for each 1% of project participants who remained in PH in the specified year	Up to 10 points
Length of stay in housing <i>(PSH Renewals Only)</i>	Score will be based on % of PSH project participants who exited project in less than 366 days during grant year covered by project’s most recent APR. (Source of data: APR.)	1/10 th of a point will be deducted for each 1% of PSH participants who exited project in less than 366 days	No limit on possible deductions
Increasing employment income <i>(Renewals Only)</i>	Score will be based on % of project’s adult participants (including adult stayers and leavers) who had succeeded in gaining or increasing employment income from project entry to exit or follow-up as reflected during the grant year covered by the project’s most recent APR. (Source of data: APR)	1/10 th of a point will be awarded for each 1% of the project’s adult participants who had gained/increased employment income	Up to 10 points
Increasing income from non-employment sources <i>(Renewals Only)</i>	Score will be based on % of adult participants who had succeeded in increasing non-employment income from entry to exit or follow-up during the grant year covered by the project’s most recent APR. (Source of data: APR.)	1/10 th of a point will be awarded for each 1% of the project’s adult participants who had gained/increased non-employment income	Up to 10 points
Obtaining health insurance <i>(Renewals Only)</i>	Score will be based on % of project’s participants (including adults and children and leavers and stayers) who had Medicaid Health Insurance, Medicare Health Insurance, State Children’s Health Insurance, or VA Medical Services during the grant year covered by the project’s most recent APR. (Source of data: APR).	1/10 th of a point will be awarded for each 1% of the project’s participants who had one of the listed forms of health insurance.	Up to 10 points
Minimizing returns to homelessness within 6 - 12 months <i>(Renewals Only)</i>	Score will be based on the % of those who exited the project during FFY 2016 and returned to homelessness within 6 to 12 months. (Source of data: HMIS.)	1/10 th of a point will be deducted for each 1% of the project participants who exited the project and returned to homelessness within 6 to 12 months.	Up to -10 points

Minimizing returns to homelessness within 2 years. <i>(Renewals Only)</i>	Score will be based on the % of those who exited the project during FFY 2015 and returned to homelessness within 2 years. (Source of data: APR and HMIS)	1/10 th of a point will be deducted for each 1% of the project participants who exited the project and returned to homelessness within 2 years	Up to -10 points
Performance Outcomes – NEW PROJECTS ONLY			
Housing stability <i>(New Projects Only)</i>	Score based on description included in 2018 HCCSC Application and other information that may be solicited from the project.	<ul style="list-style-type: none"> • 0 points will be awarded if project lacks strong plan for stability or no record of success relevant to this criterion in this project or similar projects • 5 points will be awarded if project has a strong plan and some record of success with this or similar projects • 10 points will be awarded if project has strong plan and strong record of success with this or similar projects 	Up to 10 points
Assistance with increasing employment income <i>(New Projects Only)</i>	Score based on description included in 2018 HCCSC Application and other information that may be solicited from the project.	<ul style="list-style-type: none"> • 0 points will be awarded if project lacks strong plan to increase participants' employment income or record of success relevant to this criterion with this project or similar projects • 5 points will be awarded if project has a strong plan and some record of success with this or similar projects • 10 points will be awarded if project has strong plan and strong record of success with this or similar projects 	Up to 10 points
Linking to mainstream benefits <i>(New Projects Only)</i>	Score based on description included in 2018 HCCSC Application and other information that may be solicited from the project.	<ul style="list-style-type: none"> • 0 points will be awarded if project lacks strong plan to link participants with mainstream benefits or record of success relevant to this criterion in this or similar projects • 5 points will be awarded if project has a strong plan and some record of success with this or similar projects • 10 points will be awarded if project has strong plan and strong record of success with this or similar projects 	Up to 10 points

<p>Financial Management Capacity and Experience (New Projects Only)</p>	<p>Score based on project’s demonstration that it has the financial and management capacity to operate the project in a fiscally responsible way and successfully administer CoC funds.</p>	<ul style="list-style-type: none"> • 0 points will be awarded the applicant is not financially stable or fails to demonstrate its capacity to manage CoC or similar grants • 5 points will be awarded if the applicant demonstrates financial stability and some proven success in managing CoC or similar grants • 10 points will be awarded if the applicant demonstrates financial stability and a substantial record of success in managing CoC or similar grants 	<p>Up to 10 points</p>
Statement of Work			
<p>Statement of work (All Projects)</p>	<p>Score based on description included in 2018 HCCSC Application and other information that may be solicited from the project.</p>	<ul style="list-style-type: none"> • 0 points will be awarded if project description is incomplete or if project appears to be unsound or to lack viability due to limited staff experience or other relevant factors • 5 points will be awarded if project description is complete and demonstrates probability of success due to staff experience and other relevant factors • 10 points will be awarded if project description is complete and demonstrates very strong probability success due to staff experience and other relevant factors 	<p>Up to 10 points</p>
Budget			
<p>Cost per participant (All Projects)</p>	<p>Score will be based on expenses per participant charged to the CoC grant compared with the average for other projects of the same type.</p> <p>(Source of information: 2018 HCCSC CoC Application.)</p>	<ul style="list-style-type: none"> • 0 points will be awarded to a project whose average cost exceeds the average for similar projects by 10% or more • 3 points will be awarded to a project whose average cost is greater or lesser than the average for similar projects by less than 10% • 5 points will be awarded to a project whose average cost falls below the average for similar projects by 10% or more. 	<p>Up to 5 points</p>

Amount of leverage (All Projects)	Score will be based on project's success in meeting or exceeding the CoC Grant Program's minimum leverage requirement of \$1.50 for every \$1.00 being applied for. (Source of information: 2018 HCCSC CoC Application)	1 point will be awarded if the project meets leverage requirements or if excess leverage raised for other CoC-funded projects sponsored by the same organization compensate for the project's shortfall in leverage	1 point
Budget's emphasis on housing provision and operations rather than services (All Projects)	Score will be based on the % of the requested CoC grant that will fund housing and operations rather than supportive services. (Source of information: 2018 HCCSC CoC Application.)	1/20 th of a point will be awarded for each 1% of the requested CoC grant that will fund housing and operations rather than supportive services	Up to 5 points
Findings During Monitoring RENEWALS ONLY			
Compliance with requirements for documentation of participant eligibility (Renewals Only)	Score will be based on the number of instances of non-compliance discovered during the project's most recent monitoring by state, federal, or Stark Housing Network staff. (Source of information: Monitoring efforts during CY 2017)	½ of a point will be deducted for each failure by the project to properly document a participant's eligibility	No limit on possible deductions
Satisfaction of expectations for full occupancy and success in serving numbers projected (Renewals Only)	Score will be based on average daily bed utilization as reflected in the project's most recent APR. (Source of information: APR)	½ of a point will be deducted for every 5% by which a project falls below 100% average daily bed utilization	No limit on possible deductions
Management of grant funds and funding requirements (Renewals Only)	Score will be based on the project's failure to fully spend funds awarded for use in operating periods ending in CY 2016 or CY 2017 and on timely submission of APRs and HCCSC since the beginning of CY 2016. (Source of information: HCCSC 2018 CoC application and monitoring.)	<ul style="list-style-type: none"> • ½ point will be deducted for every \$5,000 not spent during a project's 2 most recently completed grant years • 1 point will be deducted for each late APR the project submitted for its 2 most recently completed operating years 	Maximum limit is 10 points deduction

Participation with HCCSC & Commitment to Staff Development			
Organization's understanding of the CoC program and its collaboration with and integration into the HCCSC (All Projects)	Score will be based on the organization's demonstrated collaboration with and participation in the HCCSC system.	Points awarded will depend on the organization's participation in and collaboration with the HCCSC system as a whole and the extent to which the organization provides personnel to contribute to committees and workgroups that benefit the system as a whole.	Up to 5 points
		Total Points Earned by Project	
Bonus Points (5) Earned for Application Workshop Attendance			
Total Points			
TOTAL SCORE (points earned as a percentage of total points available to the project)			

