



# FY2022 COC SPECIAL NOFO COMPETITION PROJECT SCORING TOOL

## OVERVIEW

Factor	Points	Bonus
1. Project's Work is Consistent with HUD and Local Priorities	20	-
a. Bonus: Leverage Mainstream Housing Resources	-	5
b. Bonus: Leverage Healthcare Resources	-	5
2. Project Design and Readiness	30	-
3. Agency Capacity	40	-
4. Efficient Use of Funds	10	-
<b>Total</b>	<b>100</b>	<b>10</b>

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## THRESHOLD CRITERIA

Factor	Points
<p><b>1. Coordinated Entry</b> Project will participate in coordinated entry to the extent possible for this project type.</p>	N/A
<p><b>2. HMIS</b> Project will enter data for all CoC-funded beds into HMIS, unless it is serving survivors of domestic violence, in which case it will enter data into a comparable database.</p>	N/A
<p><b>3. Program Policies &amp; Procedures</b> Project has adopted, or is committed to adopting, policies and procedures that are consistent with minimum HUD requirements.</p>	N/A
<p><b>4. Participant Eligibility</b> The project will only accept participants that can be documented as eligible for this project's program type based on their housing and disability status.</p>	N/A
<p><b>5. Equal Access/Fair Housing</b> The project provides equal access and fair housing, and will not discriminate against a program participant or prospective program participant on the basis of race, color, citizenship, national origin, ancestry, religion, sex, age, familial status, disability, actual or perceived sexual orientation, gender identity or expression, marital status, source of income, genetic information, status as a survivor of domestic violence, or other reasons prohibited by law.</p>	N/A
<p><b>6. Grant Fund Matching</b> The project will match requested funds with no less than 25 percent of funds or in-kind contributions from other sources in compliance with 24 CFR 578.73.</p>	N/A



# SCORING CRITERIA

All the scoring factors in this tool measure projects' contribution to improving Contra Costa CoC's System Performance by strengthening the overall system of care through data collection, coordination, prioritization, and increasing resources available to end homelessness in Contra Costa. Certain scoring factors relate to specific Performance Measures, as enumerated in each factor.

## 1. PROJECT'S WORK IS CONSISTENT WITH HUD AND LOCAL PRIORITIES (20 PTS.)

Factor 1.A. HUD and Local Priorities <sup>1</sup>	Points
<p>Points will be awarded at the discretion of the Review &amp; Rank Panel within the following ranges, taking into consideration community need:</p> <ul style="list-style-type: none"> <li>• Permanent supportive housing (up to 10 pts)               <ul style="list-style-type: none"> <li>○ An additional 5 bonus points may only be awarded if:                   <ul style="list-style-type: none"> <li>▪ At least 50 percent of the PSH units will be supported with non-CoC-funded housing or housing subsidies.</li> <li>▪ Projects must submit any letter(s) of commitment, contract(s), or other formal written document(s) that includes the project name and demonstrate(s) the number of subsidies or units being provided to support the program participants anticipated to be served by the project</li> </ul> </li> <li>○ An additional 5 bonus points may only be awarded if:                   <ul style="list-style-type: none"> <li>▪ The project will leverage healthcare resources to provide substance use treatment or recovery services to all interested program participants who qualify; and/or</li> <li>▪ The project will leverage healthcare resources to provide services equal in value to 50 percent of the funding being requested by the project.</li> <li>▪ Projects must submit a formal written agreement from a healthcare organization that includes the project name, the resources to be provided, the value of the commitment, and the specific dates that healthcare resources will be provided (e.g., 1-year, term of grant, etc.).</li> </ul> </li> </ul> </li> <li>• Rapid re-housing (up to 5 pts)               <ul style="list-style-type: none"> <li>○ An additional 5 bonus points may only be awarded if:                   <ul style="list-style-type: none"> <li>▪ At least 50 percent of the RRH participants will be supported with non-CoC-funded housing or housing subsidies.</li> <li>▪ Projects must submit any letter(s) of commitment, contract(s), or other formal written document(s) that includes the project name and demonstrate(s) the number of subsidies or units being provided to support the program participants anticipated to be served by the project</li> </ul> </li> <li>○ An additional 5 bonus points may only be awarded if:                   <ul style="list-style-type: none"> <li>▪ The project will leverage healthcare resources to provide substance use treatment or recovery services to all interested program participants who qualify; and/or</li> </ul> </li> </ul> </li> </ul>	10



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<ul style="list-style-type: none"><li>▪ The project will leverage healthcare resources to provide services equal in value to 50 percent of the funding being requested by the project.</li><li>▪ Projects must submit a formal written agreement from a healthcare organization that includes the project name, the resources to be provided, the value of the commitment, and the specific dates that healthcare resources will be provided (e.g., 1-year, term of grant, etc.).</li></ul> <ul style="list-style-type: none"><li>• Joint transitional housing and rapid re-housing (up to 5 pts)</li><li>• Supportive Services Only (up to 5 pts)</li><li>• Coordinated Entry (up to 5 pts)</li><li>• HMIS (up to 5 pts)</li></ul>	
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<sup>1</sup> HUD System Performance Measures 1, 2, 3, 7



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Factor 1.B. Project Impact & Responsiveness to Local Need	Scale	Points
Impact of the program in addressing local needs. Consider: <ul style="list-style-type: none"> <li>• Leveraged resources (e.g., site-based housing)</li> <li>• Impact on unsheltered homelessness</li> <li>• Subpopulations served</li> <li>• Demonstrated need for the project type in the community, experience working with the local population and local partners</li> </ul> Panelists should consider the benefit to the community of funding this new project. Data provided on local needs can help inform if new project will meet existing community needs.	Excellent	10
	Very Good	8
	Good	6
	Fair	4
	Poor	0

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**2. PROJECT DESIGN AND READINESS (30 PTS.)**

Consider the overall design of the project in light of its outcome objectives, and the Continuum of Care’s goals that permanent housing programs for homeless people result in stable housing and increased income (through benefits or employment), and the impact on unsheltered homelessness.

Factor 2.A. Program Design <sup>2</sup>	Points
<p><b>For all projects (5pts):</b> Housing where participants will reside is fully described and appropriate to the program design proposed. Program design includes provision of appropriate supportive services.</p> <ul style="list-style-type: none"> <li>• Does the program design include the use of innovative or evidence-based practices?</li> <li>• Will the project be ready to start within HUD’s statutory deadlines (e.g., can demonstrate site control, has plan to identify units, is an expansion of an existing project)?</li> <li>• Is the project staffed appropriately to operate the housing/services?</li> <li>• Are staff trained to meet the needs of the population to be served?</li> <li>• Does the program include involvement of clientele in designing and operating the program?</li> <li>• Does the method of service delivery described include culture-specific/sensitive elements (e.g., trauma-informed care)?</li> <li>• Will the program be physically accessible to persons with disabilities? Are program outcomes realistic but sufficiently challenging given the scale of the project? Are outcomes measurable and appropriate to the population being served?</li> <li>• For projects serving domestic violence survivors, does the program design include safety, planning, and confidentiality protocols? Does the project demonstrate trauma- informed, victim-centered approaches?</li> </ul> <p><b>Project specific criteria (5 pts):</b> <u>For PSH/RRH (at least 4 of 5 required by HUD)</u></p> <ul style="list-style-type: none"> <li>• Does the type of housing proposed, including the number and configuration of units, fit the needs of the program participants (e.g., two or more bedrooms for families)?</li> <li>• Will the type of supportive services that will be offered to program participants ensure successful retention in or help to obtain permanent housing, including all supportive services regardless of funding source?</li> <li>• Does the project have a specific plan for ensuring program participants will be individually assisted to obtain the benefits of mainstream health, social, and employment programs for which they are eligible to apply that meets the needs of program participants (e.g., Medicare, Medicaid, SSI, Food Stamps, local Workforce office, early childhood education)?</li> </ul>	<p>10</p>

<sup>2</sup> HUD System Performance Measures 1, 2, 3, 4, 7



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- Will the project assist program participants to obtain and remain in permanent housing in a manner that fits their needs (e.g., provides the participant with some type of transportation to access needed services, safety planning, case management, additional assistance to ensure retention of permanent housing)?
- Is the project consistent with the CoC’s Plan to Serve Individuals and Families Experiencing Homelessness with Severe Service needs?

For Joint TH-RRH (at least 4 of 6 required by HUD)

- Does the type of housing proposed, including the number and configuration of units, fit the needs of the program participants (e.g., ensuring a range of bedroom sizes to assist various family sizes)?
- Will the project provide enough rapid re-housing assistance to ensure that at any given time a program participant may move from transitional housing to permanent housing? (This may be demonstrated by identifying a budget that has twice as many resources for the RRH portion than TH, by having twice as many RRH units at a point in time as TH units, or by demonstrating that the budget and units are appropriate for the population being served.)
- Will the type of supportive services that will be offered to program participants ensure successful retention in or help to obtain permanent housing, including all supportive services regardless of funding source?
- Does the project have a specific plan for ensuring program participants will be individually assisted to obtain the benefits of mainstream health, social, and employment programs for which they are eligible to apply that meets the needs of program participants (e.g., Medicare, Medicaid, SSI, Food Stamps, local Workforce office, early childhood education)?
- Will the project assist program participants to obtain and remain in permanent housing in a manner that fits their needs (e.g., provides the participant with some type of transportation to access needed services, safety planning, case management, additional assistance to ensure retention of housing)?
- Is the project consistent with the CoC’s Plan to Serve Individuals and Families Experiencing Homelessness with Severe Service Needs?

For Supportive Services Only (at least 4 of the 6 [by points available] required by HUD)

- Does the project have a strategy for providing supportive services to those with the highest service needs, including those with histories of unsheltered homelessness and those who do not traditionally engage with supportive services?
- Will program participants be assisted to obtain and maintain permanent housing in a manner that fits their needs?
- Is there a specific plan for ensuring program participants will be individually assisted to obtain the benefits of mainstream health, social services, and employment programs for which they are eligible to apply and which meet the needs of the program participants (e.g., Medicare, Medicaid, SSI, Food Stamps, local Workforce office, early childhood education)?
- (2 points available) Will the project proposed participate in coordinated entry?
- Is the project consistent with the CoC’s Plan to Serve Individuals and Families Experiencing Homelessness with Severe Service Needs?



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For Coordinated Entry (at least 2 of the 4 required by HUD)

- Is the system easily accessible for all persons within the CoC's geographic area, including persons with disabilities, who are seeking information regarding homelessness assistance?
- Is there a strategy for advertising the program that is designed specifically to reach homeless persons with the highest barriers within the CoC's geographic area?
- Is there a standardized assessment process?
- Does the program ensure that program participants are directed to appropriate housing and services that fit their needs?

For HMIS (at least 3 of the 4 required by HUD)

- Will HMIS funds be expended in a way that is consistent with the CoC's funding strategy for the HMIS and furthers the CoC's HMIS implementation?
- Will the HMIS collect all Universal Data Elements as outlined in the HMIS data standards?
- Will the project be able to unduplicate client records?
- Will the project help further the HMIS's ability to produce all HUD-required reports (APR, quarterly reports, data for CAPER/ESG reporting) and other reports required by federal partners.

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Factor 2.B. Services Capacity and Partnership <sup>3</sup>	Points
<p>There is a committed relationship with a service provider with a signed letter of commitment or MOU; if agency is providing services itself, they have shown they have the funds to do that. Consider:</p> <ul style="list-style-type: none"> <li>• What depth of services will be offered?</li> <li>• Will the services meet the needs of the target population proposed?</li> <li>• How will services be leveraged or funded?</li> <li>• How will the project collaborate with partner organizations for service delivery, including with providers not currently receiving CoC Program funding?</li> </ul>	8

Factor 2.C. Expected Outcomes <sup>4</sup>	Points
<p>Has the agency demonstrated, through past performance in a similar project, in other work providing services in the community, and/or through a partnership, the ability to successfully carry out the work proposed and effectively provide services to people experiencing homelessness? Consider the agency’s ability to demonstrate positive outcomes related to:</p> <ul style="list-style-type: none"> <li>• Measures of housing stability,</li> <li>• Exits to homelessness,</li> <li>• Increased income/benefits,</li> <li>• Progress toward educational goals,</li> <li>• Measures of health and wellness, and/or</li> <li>• Other measures of personal, economic, or housing stability.</li> </ul> <p>Panelists should consider an applicant’s current ability and methodology to integrate or expand HMIS data entry, set outcome targets, and to measure and track outcomes.</p>	12

<sup>3</sup> HUD System Performance Measures 2, 3, 7

<sup>4</sup> HUD System Performance Measures 2, 3, 4, 7



**3. AGENCY CAPACITY**

**(40 PTS.)**

<b>Factor 3.A. Agency Experience</b>	<b>Points</b>
<p>Does the agency have the expertise and staffing needed to operate the proposed project? Consider:</p> <ul style="list-style-type: none"> <li>• Does the agency have a clear staffing plan that covers both grant management and performance of grant activities? Can the agency demonstrate its capacity to bring on new programs? (6 pts) Consider:               <ul style="list-style-type: none"> <li>○ Has the agency ramped up a new program in the past 5 years, OR has the agency described a plan to develop capacity to bring on new programs through support from partners, accessing technical assistance and training, and/or accessing support from community network?</li> <li>○ Has the agency provided letter(s) of recommendation from current or former participants, previous funders or partners?</li> </ul> </li> </ul> <p>If the agency has built capacity through partnership, does the application demonstrate that the partnership will continue through the full grant period? (2 pts)</p> <p>For expansion projects, panelists should also consider the capacity and staffing of the renewal project that is proposed for expansion.</p>	<p><b>8</b></p>

<b>Factor 3.B. Administrative Structure</b>	<b>Points</b>
<p>Does the agency have the procedural and administrative structure needed to meet all grant audit, administrative, and reporting requirements?</p> <ul style="list-style-type: none"> <li>• Does the agency have any outstanding HUD findings and/or financial audit findings? (Panelists will deduct up to 2 pts for outstanding HUD and/or financial audit findings)</li> <li>• Has HUD deobligated any of the agency’s grant funds in the past three operating years? (Panelists will deduct up to 2 pts if HUD has deobligated any agency funds in the past three operating years)</li> <li>• Does the application packet that was submitted reflect an agency with capacity that is sufficient to carry out the HUD administrative requirements? (4 pts)</li> </ul>	<p><b>8</b></p>



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Factor 3.E. Housing First <sup>5</sup>	Points
<p>Consider the extent to which the proposed project’s policies will include a commitment to identifying and lowering barriers to housing.</p> <ul style="list-style-type: none"> <li>• To what extent will the project’s written policies and procedures ensure that participants are not screened out based on the following criteria? (4 pts)               <ul style="list-style-type: none"> <li>○ Having too little or no income (1 pt)</li> <li>○ Active, or history of, substance use or a substance use disorder (1 pt)</li> <li>○ Having a criminal record (with exceptions for state-mandated restrictions) (1 pt)</li> <li>○ History of domestic violence (e.g., lack of a protective order, period of separation from abuser, or law enforcement involvement) (1 pt)</li> </ul> </li> <li>• To what extent will the project’s written policies and procedures ensure that participants are not terminated from the program for the following reasons? (5 pts)               <ul style="list-style-type: none"> <li>○ Failure to participate in supportive services (with exception for HUD-mandated monthly case management meeting for RRH program participants) (1 pt)</li> <li>○ Failure to make progress on a service plan (1 pt)</li> <li>○ Loss of income or failure to improve income (1 pt)</li> <li>○ Being a survivor of domestic violence (1 pt)</li> <li>○ Any other activity not covered in a lease agreement typically found in the project’s geographic area (1 pt)</li> </ul> </li> <li>• How will the project take proactive steps to minimize barriers to entry and retention? (2 pts)</li> </ul> <p>Panelists should consider an applicant’s ability to implement these criteria, looking to an applicant’s experience with comparable projects if available.</p>	11

Factor 3.F. Staffing Plan	Points
<p>Does the agency have a workforce plan for this project? Consider:</p> <ul style="list-style-type: none"> <li>• Does the agency have a plan for staffing the project? (2 pts)</li> <li>• Does the agency train its staff to ensure high quality of care? (2 pts)</li> </ul>	4

<sup>5</sup> HUD System Performance Measures 1, 3, 7



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Factor 3.G. Lived Experience Engagement	Points
<ul style="list-style-type: none"><li>• Does the agency include people with lived experience of homelessness in one or more of the following? The agency should receive up to 3 points for one strategy, and up to 5 points for more than one strategy. (5 pts):<ul style="list-style-type: none"><li>○ The agency has at least one homeless or formerly homeless person on its board</li><li>○ The agency’s policies and approaches (e.g., job descriptions and/or qualifications, peer support positions, on-the-job training, outreach/recruitment strategies, etc.) are designed to prioritize hiring and retention of people with lived experience or identities that are reflective of the population served (e.g., race, ethnicity, language, experience of homelessness, disability, experience with the criminal legal system, etc.).</li><li>○ The agency has a Lived Experience Advisory Board</li><li>○ The agency administers lived experience satisfaction surveys</li><li>○ The program involves people with lived experience in program design and operations</li></ul></li></ul>	5

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Factor 3.H. Racial Equity	Points
<p><b>Community Definition of Racial Equity:</b> [insert definition from Racial Equity Workgroup]</p> <ul style="list-style-type: none"> <li>• Has the agency implemented one or more of the strategies below? One point will be awarded for 1 strategy. Two points will be awarded for 2-3 strategies. Three points will be awarded for 4+ strategies. (3 pts)               <ul style="list-style-type: none"> <li>○ Public written commitment to address/eliminate racial and ethnic inequities is included in the organization’s mission, vision, goals, etc.</li> <li>○ Internal structures exist to address issues of racial equity and barriers participants face that are related to their race, ethnicity, of cultural background (i.e., formal or informal complaint resolution process, community advisory body, equity committee)</li> <li>○ Participant engagement strategies (advisory board, surveys, etc) reach and engage a diverse set of participants that reflect the racial, ethnic, cultural, and language diversity of the population served</li> <li>○ Strategies exist to recruit, retain, and develop staff who represent communities of color and/or speak languages frequently encountered by the organization, including Spanish, Tagalog, Chinese, and other languages as necessary</li> <li>○ Staff receive training and support around racial equity, understand the barriers participants may face that are related to their race, ethnicity, or cultural background, and staff’s role and tools for addressing them</li> <li>○ Racial equity and cultural responsiveness knowledge, skills and practices are part of staff job descriptions and workplans</li> <li>○ Public reports on populations being served, outcomes, and performance metrics by race and ethnicity</li> <li>○ Written materials are provided in Spanish, Tagalog, and Chinese, as well as other languages as necessary</li> <li>○ Translation and interpretive services are provided in Spanish, Tagalog, and Chinese, as well as other languages as necessary</li> </ul> </li>   <li>• Does the agency describe in detail at least one strategy it has implemented that advances racial equity within the organization or within its projects and services? The agency may describe one of the strategies listed above in more detail, or it may describe a strategy not included on the list above. (1 pt)</li> </ul>	<p>4</p>



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4. EFFICIENT USE OF FUNDS

(10 PTS.)

Factor 4.A. Budget	Points
<p>Is budget clearly articulated, with no unnecessary or unexplained items? Consider:</p> <ul style="list-style-type: none"><li>• Does the budget show that the project will have enough resources to provide high-quality, reliable services to the target population? (4 pts)</li><li>• Does the budget show that the project will match/leverage significant outside resources (funding, staff, building space, volunteers, etc.) rather than rely entirely on CoC funds? Are the outside sources realistic? (4 pts)</li></ul> <p><b>Note: minimum 25% match is required</b></p> <ul style="list-style-type: none"><li>• Does the budget show that the project is taking appropriate measures to promote cost effectiveness? (2 pts)</li></ul>	10

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