



## FY2024-25 COC PROGRAM COMPETITION NEW PROJECT SCORING TOOL

### OVERVIEW

Factor	Points
1. Project's Work is Consistent with HUD and Local Priorities	10
2. Project Design and Readiness	25
3. Agency Capacity	55
4. Efficient Use of Funds	10
<b>Total</b>	<b>100</b>



## FY2024-25 COC PROGRAM COMPETITION NEW PROJECT SCORING TOOL

### THRESHOLD CRITERIA

Factor	Points
<b>1. Coordinated Entry</b> Project will participate in coordinated entry to the extent possible for this project type.	N/A
<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.	N/A
<b>3. Program Policies &amp; Procedures</b> <del>Project has adopted, or is committed to adopting, policies and procedures that are consistent with minimum HUD requirements.</del>	N/A
<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.	N/A
<b>5. Equal Access/Fair Housing</b> <del>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.</del>	N/A



## FY2024-25 COC PROGRAM COMPETITION NEW PROJECT SCORING TOOL

### 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. Projects will be scored based on data in the CoC's HMIS, except for projects operated by victim services providers which will be scored based on data from the victim service provider's comparable database.

#### 1. PROJECT'S WORK IS CONSISTENT WITH HUD AND LOCAL PRIORITIES (10 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 for chronically homeless or DedicatedPLUS = 5 points<ul style="list-style-type: none"><li>○ 5 points may only be awarded if:<ul style="list-style-type: none"><li>▪ At least 25 percent of the PSH units will be supported with non-CoC-funded housing or housing subsidies; and/or</li><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 25 percent of the funding being requested by the project.</li></ul></li></ul></li><li>• Rapid re-housing = up to 5 points<ul style="list-style-type: none"><li>○ The full 5 points may only be awarded if:<ul style="list-style-type: none"><li>▪ At least 25 percent of the RRH participants will be supported with non-CoC-funded housing or housing subsidies; and/or</li><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 25 percent of the funding being requested by the project.</li></ul></li></ul></li><li>• <del>Joint transitional housing and rapid re-housing = up to 5 points</del></li><li>• Coordinated Entry = up to 10 points</li><li>• HMIS = up to 10 points</li></ul>	10

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



## FY2024-25 COC PROGRAM COMPETITION NEW PROJECT SCORING TOOL

<b>Factor 1.B. Project Impact &amp; Responsiveness to Local Need</b>	<b>Scale</b>	<b>Points</b>
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>• 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	7
	Very Good	5
	Good	3
	Fair	1
	Poor	0



## FY2024-25 COC PROGRAM COMPETITION NEW PROJECT SCORING TOOL

### 2. PROJECT DESIGN AND READINESS

(25 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).

Factor 2.A. Program Design <sup>2</sup>	Points
<p><b>For all projects (5pts):</b> 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>• <del>Does the method of service delivery described include culture-specific/sensitive elements (e.g., trauma-informed care)?</del></li><li>• Will the program be physically accessible to persons with disabilities? <del>Are program outcomes realistic but sufficiently challenging given the scale of the project? Are outcomes measurable and appropriate to the population being served?</del></li><li>• <del>For Domestic Violence Bonus projects, does the program design include safety, planning, and confidentiality protocols? Does the project demonstrate trauma-informed, victim-centered approaches?</del></li></ul> <p><b>Project specific criteria (5 pts):</b></p> <p><u>For PSH/RRH (at least 3 of 4 required by HUD and the project must complete the point under the third criteria)</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><li>• 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)?</li></ul>	10

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



## FY2024-25 COC PROGRAM COMPETITION NEW PROJECT SCORING TOOL

For Joint TH-RRH (at least 4 of 6 required by HUD and the project must complete the point under the fourth criteria)

- 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)?
- 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)?
- Will the project adhere to a housing first model and adopt low barriers to entry and prioritize rapid placement and stabilization in permanent housing?

For Coordinated Entry: Program design is in alignment with coordinated entry system design envisioned by CoC (at least 3 of the 5 required by HUD and the project must complete the point under the fifth bullet).

- 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?
- 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)?

For HMIS: Program design is in alignment with CoC's data needs (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?



## FY2024-25 COC PROGRAM COMPETITION NEW PROJECT SCORING TOOL

<ul style="list-style-type: none"><li>• Will the HMIS collect all Universal Data Elements as outlined in the HMIS data standards?</li><li>• Will the project be able to unduplicate client records?</li><li>• 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.)</li></ul>	
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<b>Factor 2.B. Services Capacity and Partnership<sup>3</sup></b>	<b>Points</b>
<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>	5

<b>Factor 2.C. Expected Outcomes<sup>4</sup></b>	<b>Points</b>
<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 relative to the project type, which may include:</p> <ul style="list-style-type: none"><li>• Measures of housing stability</li><li>• Exits and returns to homelessness</li><li>• Increased income/benefits</li><li>• Progress toward educational goals</li><li>• Measures of health and wellness</li><li>• Other measures of personal, economic, or housing stability</li><li>• Length of time to housing</li><li>• Data quality</li><li>• Appropriate housing placement</li><li>• System efficiency</li></ul> <p>For expansion projects, panelists should primarily consider the outcomes for the renewal project that is proposed for expansion.</p>	15

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

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



## FY2024-25 COC PROGRAM COMPETITION NEW PROJECT SCORING TOOL

For new projects, panelists should consider an applicant's current ability and methodology to set outcome targets and to measure and track outcomes.	
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## FY2024-25 COC PROGRAM COMPETITION NEW PROJECT SCORING TOOL

### 3. AGENCY CAPACITY

(55 PTS.)

Factor 3.A. Agency Experience	Points
<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? Consider (10 pts each):<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>○ <del>Has the agency provided letter(s) of recommendation from current or former participants, previous funders, or partners?</del></li><li>○ <del>If the agency has built capacity through partnership, does the application demonstrate that the partnership will continue through the full grant period?</del></li><li>○ Have the Executive Director and Financial Director (or comparable leadership positions) been with the organization for at least 2 years?</li><li>○ Has the agency, members or the agency's Board, or members of the agency's leadership team successfully handled at least one other federal grant or other major grant of this size and complexity, either in or out of the CoC? Consider:<ul style="list-style-type: none"><li>▪ Were at least 90% of the funds spent from such grants?</li></ul></li></ul></li></ul> <p>For expansion projects, panelists should also consider the capacity and staffing of the renewal project that is proposed for expansion.</p>	30

Factor 3.B. Administrative Structure	Points
<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 5 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 5 pts if HUD has deobligated any agency funds in the past three operating years)</li><li>• <del>Does the application packet that was submitted reflect an agency with capacity that is sufficient to carry out the HUD administrative requirements? (2 pt)</del></li></ul>	10

Factor 3.C. HMIS Participation	Points
<p>Is the agency/program actively participating in HMIS or an alternative database for domestic violence projects, within this CoC or another CoC? Award up to 10 of 10 points for current participation and if the applicant is the lead agency for HMIS.</p> <ul style="list-style-type: none"><li>• Consider: adherence with HMIS Policies and Procedures, including maintaining client data and confidentiality, collecting all mandatory data elements, assuring accuracy,</li></ul>	10



## FY2024-25 COC PROGRAM COMPETITION NEW PROJECT SCORING TOOL

monitoring data quality, maintaining security, and participating in trainings and HMIS Policy Committee meetings; HMIS or Alternative Database Data Quality Report  If the agency/program does <u>not</u> actively participate in HMIS or an alternative database for domestic violence projects, does the agency/program demonstrate capacity to collect and manage data? Award up to 5 of 10 points, considering: <ul style="list-style-type: none"><li>• Has the agency participated in HMIS in the past?</li><li>• Has an internal database to collect and manage data?</li><li>• What outcomes are tracked?</li><li>• Collecting &amp; tracking outcomes by race and ethnicity?</li><li>• Collecting &amp; tracking outcomes based on other demographics? (e.g. Sexual Orientation, Gender Identity, and Expression)</li><li>• Can you run a data report?</li><li>• Has the org completed HMIS trainings (or other initial steps to HMIS participation)?</li></ul>	
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Factor 3.D. CoC Participation	Points
Does the agency and/or project sponsor participate in Contra Costa Council on Homelessness and CoC-related planning meetings? If new to the CoC, has the agency interacted with the CoC and participated in new provider onboarding and other CoC trainings? Award full points if the applicant is the CoC lead agency.	5



## FY2024-25 COC PROGRAM COMPETITION NEW PROJECT SCORING TOOL

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? (1 pts)</li></ul> <p>For expansion projects, panelists should consider the policies and procedures used for the renewal project that is proposed for expansion.</p> <p>For new projects, panelists should consider an applicant's ability to implement these criteria, looking to an applicant's experience with comparable projects if available.</p>	10

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



## FY2024-25 COC PROGRAM COMPETITION NEW PROJECT SCORING TOOL

<b>Factor 3.F. Quality Assurance</b>	<b>Points</b>
Does the agency and/or project maintain policies, procedures, and actions to ensure continuous quality improvement? Consider: <ul style="list-style-type: none"><li>• Does the agency train its staff to ensure high quality of care? (2 pts)</li><li>• Does the agency monitor program performance using data? (2 pts)</li></ul>	4
<b>Factor 3.G. Lived Experience Engagement</b>	<b>Points</b>
<ul style="list-style-type: none"><li>• Does the agency describe one example of feedback received from participants in the past two years and the way the agency responded to that feedback, including its process for ensuring feedback is implemented and any concrete changes it made to program design, policy, or operations? (2 pts)</li><li>• Does the agency have a board with at least one person with current or past experience of homelessness OR some other regular mechanism for people with lived experience of homelessness to meaningfully impact the agency's strategic direction? (2 pts)</li><li>• Does the agency provide a percentage of its total staff who have current or past lived experience of homelessness? (2 pts)</li><li>• Does the agency describe how it intends to maintain or improve upon the percentage provided of staff with current or past experience of homelessness? (2 pts)</li></ul>	8



## FY2024-25 COC PROGRAM COMPETITION NEW PROJECT SCORING TOOL

Factor 3.H. Racial Equity	Points
<p>Does the agency implement one or more of the strategies below to advance racial equity? 1 point will be awarded for <u>each</u> strategy. (5 pts)</p> <ol style="list-style-type: none"><li>1. <u>Internal structures exist to address issues of racial equity and barriers participants face that are related to their race, ethnicity, or cultural background (i.e., formal or informal complaint resolution process, community advisory body, equity committee).</u></li><li>2. <u>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. The agency should also highlight how it intends to maintain or improve upon the percentage provided of BIPOC staff overall and BIPOC staff at management/leadership levels (see below).</u></li><li>3. <u>Staff receive regular training and support regarding racial equity, including structured conversations within the agency and training provided by the CoC around racial equity, understanding the barriers participants may face that are related to their race, ethnicity, or cultural background, and staff's role and tools for addressing them. Racial equity and cultural responsiveness knowledge, skills and practices are also part of both staff job descriptions and workplans.</u></li><li>4. <u>Staff regularly review project data on populations being served, outcomes, and performance metrics by race and ethnicity.</u></li><li>5. <u>Written materials and translation/interpretive services are provided in Spanish, Tagalog, and Chinese, as well as other languages as necessary.</u></li></ol>	8
<p>Does the agency provide a percentage of its total staff who are Black, Indigenous, and/or People of Color (BIPOC)? (1.5 pts)</p> <p>Does the agency provide a percentage of its management/leadership level staff who are BIPOC? (1.5 pts)</p>	



## FY2024-25 COC PROGRAM COMPETITION NEW PROJECT SCORING TOOL

### 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><li>• Does the budget show that the project is taking appropriate measures to promote cost effectiveness? (2 pt)</li></ul> <p>For expansion projects, panelists may also consider the efficient use of funds factors of the renewal project that is proposed for expansion.</p>	10

Factor 4.B. Financial Management	Points
<p>Has the applicant submitted their most recently completed independent audit of their non-profit financial statements?</p> <ul style="list-style-type: none"><li>• If so, does the audit demonstrate the agency's capacity to maintain adequate control over all funds, property, and other assets to ensure they are used solely for authorized purposes?</li></ul> <p>If the applicant has not completed an independent audit:</p> <ul style="list-style-type: none"><li>• Have they submitted unaudited financial statements and articulated their plan to meet federal financial management requirements?</li></ul>	5