

## Renewal Project Evaluation Tool

Question	Value
Organization	
Project Name	
Total number of Adults (Q7a)	
Total number of Clients (Q7a)	
Total number of Households Served (Q8a)	
Persons Proposed to Serve (Grant Application)	
Total number of leavers (Q22a1)	
Total HUD Award	
Total Project Budget (including all cash match)	
Continium of Care Meetings	
HMIS Subcommittee Meetings	
Discharge Planning Subcommittee Meetings	
Youth and Education Subcommittee Meetings	
Chronic Homeless Subcommittee Meetings	
Coordinated Assessment Subcommittee Meetings	
Total Continuum of Care Meetings	
Total Program Enrollments	
Total Leasing amount for PSH projects only	
Total Households at single point in time proposed to serve	
Total Stayers	

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Question #	Section	Data Title	Answer
6	Data Quality	DoB # of Missing Data (Q06A)	
7	Data Quality	Residence Prior to Entry # of Missing Data (Q15)	
8	Data Quality	Number of conditions (at Entry) # of Missing Data (Q13a2)	
9	Data Quality	Domestic Violence (at Entry) # of Missing Data (Q14a)	
10	Data Quality	Destination # of Missing Data (Q6c)	
11	Housing First Principles	Average Number of Households Served (Q8a)	
12	Housing First Principles	Domestic Violence Experience (Adults) (Q14b)	
13	Housing First Principles	Persons with Physical & Mental Health Number of Conditions at Start (Adults) (Q13a2)	
14	Housing First Principles		
15	Housing First Principles		
16	Housing First Principles	Residence Prior to Entry - Homeless Situations (Number of Heads of Household) (Q15)	
17	Adults who are connected with mainstream benefits		
18	Adults who are connected with non-cash benefits(excluding health insurance)	# of Non-Cash Benefit Sources - leavers & Stayers (1 + Sources) (Q20b)	
19	Adults who increased earned income	Earned income measure (Actual # of persons who accomplished this measure) (Q19a3)	
20	Adults who maintained or increased other income	Other (non-earned) income measure (Actual # of persons who accomplished this measure) (Q19a3)	
21	Clients who remained in program or exited the program to a HUD defined permanent destination	Housing stability measure: Achieving sufficient enough safety level to discharge to PH (Actual # of persons who accomplished this measure) (Q23a + Q23b + Q05a)	
22	Cost Effectiveness	Amount of funds the project returned at end of most recent grant term (Q28)	
23	Cost Effectiveness	Expenditure per Household (Total Project Funds minus Leasing)PSH for Individuals only	
24	Cost Effectiveness	Expenditure per Permanent Housing exit (not scored this year)	
25	Continuum of Care Participation	Continuum of Care Meetings Attended by Organization Personnel	
26	Continuum of Care Participation	HMIS Subcommittee Meetings Attended by Organization Personnel	
27	Continuum of Care Participation	Discharge Planning Subcommittee Meetings Attended by Organization Personnel	
28	Continuum of Care Participation	Education Subcommittee Meetings Attended by Organization Personnel	
29	Continuum of Care Participation	Chronic Homeless Subcommittee Meetings Attended by Organization Personnel	
30	Continuum of Care Participation	Coordinated Assessment Subcommittee Meetings Attended by Organization Personnel	
31	Coordinated Entry Implementation	Coordinated entry records exceeds number of agency program enrollments	
32	Coordinated Entry Implementation	All entries into the program were the highest priority(not scored this year)	
33	Client Satisfaction	Clients participating in survey	
34		Date of Materials Submission	
35	Domestic Violence	Describe How the Project Improved Safety for Specific Population Served. (Q29) (DV Providers Only)	

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Question #	Section	Data Title	Calculation Explanation	Calculation	Points
1 & 6	Data Quality	DoB #	Q06a Missing Data / Total Clients	#DIV/0!	#DIV/0!
2 & 7	Data Quality	Residence Prior to Entry #	Q15 Missing Data / Total Clients	#DIV/0!	#DIV/0!
3 & 8	Data Quality	Substance Abuse (at Entry) #	Q13a2 Missing Data / Total Clients	#DIV/0!	#DIV/0!
4 & 9	Data Quality	Domestic Violence (at Entry) #	Q14a Missing Data/ Total Clients	#DIV/0!	#DIV/0!
5 & 10	Data Quality	Destination # of Missing (Q06c)	Q06c Missing Data / Total Clients	#DIV/0!	#DIV/0!
11	Housing First Principles	Average households served during operating year	Q08b / Households Proposed to Serve	#DIV/0!	#DIV/0!
12, 13, & 14	Housing First Principles	Domestic Violence, Physical, Mental Health Conditions	(Q14b + Q13a2) / Total Adults	#DIV/0!	#DIV/0!
16	Housing First Principles	Residence Prior to Entry - Homeless Situations (Number of Adult Clients)	Q20a1 / Total Adults	#DIV/0!	#DIV/0!
17 & 18	Adults who are connected with non-cash benefits (excluding health insurance)	# of Non-Cash Benefit Sources - Leavers & Stayers (1 + Sources)	Q20b / Total Adults	#DIV/0!	#DIV/0!
19	Adults who increased earned income	Earned income measure (Actual # of persons who accomplished this measure) (Q19a3)	Q19a3 / Total Adults	#DIV/0!	#DIV/0!
20	Adults who maintained or increased other income	Other income measure (Actual # of persons who accomplished this measure) (Q19a3)	Q19a3 / Total Adults	#DIV/0!	#DIV/0!
21	Clients who remained in program or exited the program to a HUD defined permanent destination	Housing stability measure - achieved sufficient level of safety to exit to PH (Actual # of persons who accomplished this measure) (Q23a & Q23b)	Q23a+23b+Stayers / Total Clients	#DIV/0!	#DIV/0!
	Leavers who exited to shelter, street or unknown	(Q23a & 23b)	Q23a+23b / Total Leavers		
22	Cost Effectiveness	Amount of funds the project returned at end of grant term (Q28)	Q28(Total Award/Total Expenditures)	#DIV/0!	#DIV/0!
23	Cost Effectiveness	Expenditure per Household (Total Project Funds)	Total award + cash match-Leasing/avg # HH served		
24	Cost Effectiveness	Expenditure per Permanent Housing exit			0
25, 26, 27, 28, 29, & 30	Continuum of Care Participation	Continuum of Care Meetings Total Participation	All Meetings Summed / Total Meetings	#DIV/0!	#DIV/0!
32	Coordinated Entry/Chronic Homeless Adherence	All entries into the program were taken from Chronic Homeless List	Total # entries from CH list/Total # entries during operating year		0
	Length of Stay (RRH Only)	Q22a1	Leavers under 12 months/Total Leavers	0%	0
33	Client Satisfaction	At least 50% of clients participate in survey	Clients participating in survey / Total Adults	#DIV/0!	#DIV/0!
34		Adherence to Project Ranking Deadline	Submission Date <= 08/30/2019	True	0
35	Domestic Violence (DV Providers Only)	Project Improved Safety for Specific Population Served	Degree to which Project Improved Safety for Specific Population Served	0-5 Points	0

**Total Ranking Score**

#DIV/0!

## 2019 Continuum of Care Program Evaluation Scoring Rubric

Data for this evaluation process will be acquired from program APRs either in SAGE or in HMIS, information from committee chairs, project applications and agency’s solicited information. Scoring information will be used for rating and ranking Continuum of Care projects.

### Data Quality

1 thru 5. This set of questions are Universal Data Elements or Program Specific Data Elements which are required across all pertinent programs in the Scranton / Lackawanna County Continuum of Care. All questions in this section are worth one point. Data elements are as follows: Date of Birth, Residence Prior to Entry, Substance Abuse at Entry, Domestic Violence at Entry, and Destination at Exit.

1 through 5.

Percentage	Points
0 – 5% missing data	1
6% and more missing data	0

### Utilization of Beds and Units

6. Occupancy rate based on quarterly unit utilization

Percentage	Points
90% and above	5
75% - 89%	4
60% - 74%	3
50% - 59%	2
49% and below	0

### Housing First

7. Number of Adults with Barriers or Adult Survivors of DV

Percentage	Points
90% or above	5
76% – 89%	4
61% – 75%	3
46% - 60%	2
30% - 45%	1
29% or below	0

8. Residence Prior to Project Entry –At Least 1 Adult from HUD-defined Literal Homelessness and/or Fleeing or attempting to flee DV/sexual assault

Percentage	Points
90% and above	10
85% - 89%	9
80% - 84%	8
75% - 79%	7
70% - 74%	6
65% - 69%	5
60% - 64	4
59% and below	0

## Income and Employment

### 9. Adults who are connected with non-cash benefits excluding health insurance

Percentage	Points
95% and above	10
85% - 94%	8
70% - 84%	6
55% - 69%	4
40% - 54%	2
25% - 39%	1
24% and below	0

### 10. Adults who increased EARNED INCOME from entry to exit/follow-up (leavers & stayers)

HUD has granted Safe Haven projects exempt from this metric on the Annual Performance Report and will therefore not have it included in the final calculated percentage of possible available points.

PSH Percentage	RRH Percentage	Points
25% and above	40% and above	10
20% - 24%	30% - 39%	8
15% - 19%	25% - 29%	6
10% - 14%	15% - 24%	4
5% - 9%	10% - 14%	2
4% and below	9% and below	0

### 11. Adults who maintained or increased OTHER INCOME (non-earned) from entry to exit/follow-up (leavers and stayers)

PSH & SH Percentage	RRH Percentage	Points
65% and above	35%	10
55% - 64%		8
45% - 54%	25%	7
35% - 44%		6
25% - 34%	15	5
15% - 24%		4
5% - 14%	10	2
Below 4%		0

## Housing Stability

### 12. Clients who remained in a program or exited the program to a HUD defined permanent destination

Percentage	Points
90% and above	10
75% - 89%	8
65% - 74%	6
60% - 64%	4
50% - 59%	2
49% and below	0

### 13. Leavers who exited to shelter/streets or unknown

Percentage	Points
10% or below	10
11% - 20%	8
21 - 30%	6
31% or above	0

## Budget

### 14. Amount of funds the project returned at end of grant term

Percentage	Points
0 – 2.5% return of funds	10
2.6 – 5% return of funds	8
6 – 7.5% return of funds	6
7.6 – 10 return of funds	4
11% and above	0

## Cost Effectiveness

### 15. Expenditure per Household

This year the information will be gathered but not scored. Metrics may be put in place to score programs in a way that encourages programs to be cost effective, but not so much so that they are not able to provide effective supportive services for program participants.

Cost per Household	Points
	5
	4
	3
	2
	0

### 16. Expenditure per PH Exit

The data for this metric will be collected and calculated, but it will not be scored this year. It is a potential new metric for next year.

Cost per Household	Points
	5
	4
	3
	2
	0

## CoC Participation

### 17. CoC Meeting & Subcommittee Attendance Total

This metric measures engagement between grant recipient organizations with the Scranton / Lackawanna County Continuum of Care.

Percentage	Points
Participate 91% - 100%	5
Participate 75% - 90%	2
Participate 50% - 74%	1
Participate 0 – 49%	0

## Coordinated Entry

### 19. PSH programs only: Program Entrants were taken from the Chronic Homeless Program –

Percent	Points
90% or above	5
76% – 89%	4
61% – 75%	3
46% - 60%	2
30% - 45%	1
29% or below	0

### Length of Stay

20. RRH programs only: Length of Stay for participants is 12 months or less

Percent	Points
90% or above	5
75% - 89%	3
50% - 75%	1
49% and below	0

### Client Satisfaction

20. Client Satisfaction Surveys Administered

Percent	Points
50-100%	5
1-49%	0

### Penalties

21. Adherence to Deadline(s)

For this metric, if a deadline is missed, the 10 points are deducted from the total score.

## INSTRUCTIONS

**This is the application for Scranton/Lackawanna County Continuum of Care (PA-508) permanent housing funds, including both permanent supportive housing and rapid re-housing. Projects may be funded through the permanent housing bonus. HUD has not yet announced the amount of funds that will be available.**

**The following types of new projects will be considered:**

- **New permanent supportive housing (PSH) projects that will serve 100 percent chronically homeless individuals experiencing chronic homelessness coming from places not meant for human habitation, safe havens, or emergency shelters.**
- **New rapid rehousing (RRH) projects that will serve homeless individuals AND families, including youth, coming directly from the streets or emergency shelters, or meeting the criteria of paragraph (4) of the HUD definition of homeless. (See Appendix for Definition of Category 4 - fleeing domestic violence, dating violence, sexual assault, stalking or other dangerous situations).**

**New projects to be included in the PA-508 2019 CoC Application to HUD will be selected by an independent scoring committee. Priority will be given to those projects serving 50% or more individuals. Final decisions regarding awards will be made by HUD via the national competition.**

**All applications will be reviewed to ensure they meet HUD's Threshold Standards. Applications that do not meet these standards will not be further reviewed.**

**All applications are due by August 23, 2019 and should be sent to: [jmarino@uncnepa.org](mailto:jmarino@uncnepa.org)**



## Project Requirement and Priorities:

- Eligible activities/projects for the Funds:
  - All projects must be Permanent Supportive Housing or Rapid Re-Housing with TH-PH-RRH allowable for DV Bonus
  - Projects can request funds for:
    - PSH: Leasing (tenant or project based only), operating funds, supportive services, admin
    - RRH: Rental assistance (tenant based only), supportive services, admin
    - TH-PH RRH for DV Bonus only
  - Term – 1 year
  - Eligible Supportive Services Costs are limited to the categories included in Section 17. Budget Detail.
  - Operating funds or project based rental assistance may be used for units owned by the applicant organization. These must be units newly designated to serve homeless people and ready for occupancy no later than 6 months after the award of funds. Awards are anticipated to occur in approximately January 2019. Projects must provide a deed demonstrating site control for a building or units where evidence of site control exceeds the requested grant term.
  - Projects applying for RRH should include at least \$4,000 per household served at a point in time for supportive services. For example, if the project will support 20 households at a given point in time, the annual supportive services budget should be at least \$80,000.
  - Projects applying for PSH should include at least \$5,000 per household annually for supportive services.
  - Projects cannot request rental assistance and operating funding in the same project.
  - Projects must agree to enter client data into the PA-508 HMIS (with the exception of Victims Services Providers as they are prohibited from doing so by law. VSPs must enter data into a comparable data base), participate in the annual homeless count, participate in and accept referrals only from the applicable **Coordinated Assessment** and comply with all other HUD requirements and PA-508 CoC Policies.
  - Applications must demonstrate:
    - A plan for **rapid implementation** of the program; the project narrative must document how the project will be ready to begin housing the first program participant within 6 months of the award (i.e., by no later than July 2020).
    - A connection to **mainstream service systems**, specifically:
      - 1) that services are in place to identify and enroll all Medicaid-eligible program participants and to connect Medicaid-enrolled participants to Medicaid-financed services, including behavioral health services, or other services important to supporting housing stability.
      - 2) that services are in place to connect participants to mainstream resources, including benefits, health insurance and employment services
      - 3) for stable PSH participants, that the project will assess participants' interest in moving on to independent affordable housing and offer assistance, to help tenants who would like to move on to explore independent housing options and apply for mainstream affordable housing opportunities.
    - Experience in operating a successful **housing first** program and a program design that meets the definition of Housing First as adopted by the PA-508 CoC and the additional housing first principles outlined in the Appendix.
    - A plan for outreach to the eligible population (see below).
    - That they meet HUD's match requirements. See Section #17, Sources of Match.
- Eligible localities:

- Projects must be located within Lackawanna County, PA.
- Eligible populations:
  - PSH:
    - All projects must dedicate 100% of units to chronically homeless individuals.
    - Project applicants must demonstrate that they will first serve the chronically homeless and then prioritize as outlined in *Scranton/Lackawanna County Policies and Procedures: Adoption of HUD Notice CPD 16-11* (See Appendix).
    - Disabilities: All projects must serve exclusively disabled individuals as defined by HUD (See Appendix)
  - RRH: All projects must serve 100% literally homeless families and/or single adults coming directly from emergency shelters and/or unsheltered locations OR category 4: fleeing domestic violence, dating violence, sexual assault, stalking or other dangerous situations.
- Eligible applicants:
  - Eligible project applicants for the CoC Program Competition are nonprofit organizations, States, local governments, and instrumentalities of State and local governments, and public housing agencies.
  - Applications shall only be considered from project applicants in good standing with HUD, which means that the applicant does not have any open monitoring or audit findings, history of slow expenditure of grant funds, outstanding obligation to HUD that is in arrears or for which a payment schedule has not been agreed upon, or history of serving ineligible program participants, expending funds on ineligible costs, or failing to expend funds within statutorily established timeframes.

## New Project Application

### 2019 Scranton/Lackawanna County Continuum of Care

- Applications are due by close of business on August 23, 2019 and should be sent to: [jmarino@uncnepa.org](mailto:jmarino@uncnepa.org)
- Please contact [jmarino@uncnepa.org](mailto:jmarino@uncnepa.org) for questions about the form or process.
- Please save your document with the following naming convention:  
 <Agency name –Program name-NEW PA508-18>.  
**Example:** ABC Services-Home to Stay-NEW PA508-18.doc
- The CoC reserves the right not to review late or incomplete applications or projects that do not meet the HUD threshold or Project Requirements and Priorities described above.

**1. Project Applicant Information:**

- a. Name of Organization: \_\_\_\_\_
- b. Organization Type
  - Units of Local Government                       Non-profit 501(c)(3)                       PHA
  - State Government                       Other: Describe \_\_\_\_\_
- c. DUNS Number: \_\_\_\_\_

**2. Sub-Recipient Organization (if applicable):**

- a. Name of Organization: \_\_\_\_\_
- b. Organization Type
  - Units of Local Government                       Non-profit 501(c)(3)                       PHA
  - State Government                       Other: Describe \_\_\_\_\_
- c. DUNS Number: \_\_\_\_\_

**3. Contact person for this application:**

- a. Name: \_\_\_\_\_ Title: \_\_\_\_\_
- b. Phone: \_\_\_\_\_
- c. Email: \_\_\_\_\_

**4. Project Location (town(s)):** \_\_\_\_\_

**5. Type of Project:**     PSH             RRH

**6. Proposed Project Budget**

Activities	Total Assistance Requested
1. Leasing	
2. Rental Assistance	
Indicate Type of RA: <input type="checkbox"/> TBRA (required for RRH) <input type="checkbox"/> PBRA	
3. Supportive Services	
4. Operations	
5. Administrative costs (Up to 7% of amount requested)	
6. Sub-total Request (Add lines 1-5)	
7. Cash Match	
8. In-kind Match	

9. Total Match (Add lines 6&7) – must equal at least 25% of line #6 for RRH projects or 25% of (line #6 minus line #1 (Leasing)) for PSH projects	
10. Total Budget (Add lines 6 & 9)	

**7. Housing Type**

- a. Type:  Single Site                       Scatter Site  
b. Total Number of Units: \_\_\_\_\_  
c. Total Number of Beds: \_\_\_\_\_

**8. A. Population to be Served in the Project (Point-in-Time)**

Households	HH's with At Least One Adult and One Child	Adult Households without Children	Households with Only Children	Total
Total Number of Households				

**B. Population to be Served in the Project (Annually – over the course of a year)**  
*(Not applicable for PSH - Applies to RRH only)*

Households	HH's with At Least One Adult and One Child	Adult Households without Children	Households with Only Children	Total
Total Number of Households				

**9. Experience of Applicant/Sponsor**

<p>A. Describe the experience of the project applicant, sub-recipients (if applicable), and partner organizations (e.g., key contractors, service providers if applicable) as it relates to providing supportive services and housing for homeless persons, and carrying out the activities of the project. Be sure to provide concrete examples that illustrate 1) experience/expertise with renting units, operating rental assistance, and providing supportive services similar to the activities proposed in the applications 2) working with and addressing the target population’s identified housing and service needs. Specifically describe your experience with:</p> <ul style="list-style-type: none"><li>• the Housing First model</li><li>• delivering or securing Medicaid funded services for participants in the agency’s programs</li><li>• linking participants to mainstream resources, including benefits, health insurance, employments services, and mainstream affordable housing</li><li>• assessing stable participants’ interest in moving on to independent affordable housing and offering assistance, as indicated, to help tenants who would like to move on to explore independent housing options and apply for mainstream affordable housing opportunities (PSH ONLY)</li></ul>
<p>B. Describe experience of project applicant and partners (if applicable) relating to serving the eligible population you are proposing to serve.</p>
<p>C. Describe the basic organization and management structure of the applicant and sub recipients (if any). Include description of internal and external coordination, structures for managing basic organization operations, and an adequate financial accounting system that will be used to administer the grant.</p>
<p>D. Describe the experience of the applicant and potential sub recipients (if any), in effectively utilizing federal funds and performing the activities proposed in the application, given funding and time limitations.</p>
<p>E. Describe the experience of the applicant and potential sub recipients (if any) in identifying and securing matching funds and leveraging other Federal, State, local, and private sector funds. If the applicant and sub recipient have no experience, indicate “No experience leveraging other Federal, State, local or private sector funds.”</p>

<p>F. Have any of your agency's HUD funded programs (including ESG) received a HUD audit in the last 12 months?      yes <input type="checkbox"/> no <input type="checkbox"/></p> <p>If yes, were there any findings from the audit?    yes <input type="checkbox"/> no <input type="checkbox"/></p> <p>If there were findings, please describe the findings and your agency's corrective actions to satisfy the findings and <u>attach a copy of the corrective action plan that you submitted to HUD.</u></p>
<p>G. Are there any unresolved monitoring or audit findings for any HUD grants (including ESG) operated by the applicant or potential sub recipients (if any)?  <input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <ul style="list-style-type: none"> <li>• If Yes, describe the details of unresolved monitoring or audit findings and steps that will be taken to resolve.</li> </ul>
<p>H. Have you returned any funds to HUD on any existing grants in the last two years?  <input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <ul style="list-style-type: none"> <li>• If yes, how much has been returned?</li> <li>• What is the reason that the funds have been returned?</li> <li>• What actions are you taking to ensure full spending?</li> </ul>
<p>I. Do you have any outstanding obligation to HUD that is in arrears or for which a payment schedule has not been agreed upon?  <input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <ul style="list-style-type: none"> <li>• If yes, how much is owed?</li> <li>• What is the reason for the obligation to HUD?</li> <li>• What is preventing establishing a payment schedule?</li> </ul>
<p>J. Have you consistently drawn down funds at least quarterly on all HUD CoC grants in the last two years? <input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <ul style="list-style-type: none"> <li>• What is the reason that the funds have not been drawn down?</li> <li>• What actions are you taking to ensure timely draw down?</li> </ul>
<p>K. Have you submitted on time Annual Progress Reports (APRs) for all HUD CoC grants in the last two years? <input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <ul style="list-style-type: none"> <li>• What is the reason that APRs were late?</li> <li>• What actions are you taking to ensure timely submission?</li> </ul>

**10. Project Description**

A. Provide a description that addresses the entire scope of the proposed project. The project description should be complete and concise. It must address the entire scope of the project, including a clear picture of the community/target population(s) to be served, the plan for addressing the identified needs/issues of the CoC community/target population(s), projected outcome(s), and any coordination with other source(s)/partner(s). The description must be consistent with other parts of this application and identify the target population including the number of single adults and the number of families with children to be served when the project is at full capacity.

- Address and location of units
- Type and number of units – scatter site or single site, single or multi-family homes, etc.
- The specific services that will be provided and outreach methods to be used to serve the long-term homeless population
- Projected outcomes
- Coordination with partners
- Project timeline – when units will be developed or leased-up
- HMIS implementation
- How the project will leverage or deliver Medicaid and other mainstream services to participants

B. Describe the estimated schedule for the proposed activities, the management plan, and the method for assuring effective and timely completion of all work.

C. Will the project receive referrals only through the local Coordinated Entry Network?  
 Yes       No  
If No, please explain.

D. PSH Only: Describe recipient/sub recipient capacity for assessing need, prioritizing persons with the most severe needs and outreaching to identify chronically homeless people and the specific plan for how the project will first serve the chronically homeless according to the order of priority established in HUD Notice CPD 16-11 (*SEE APPENDIX*).

E. Describe recipient/sub recipient experience with and a description of the program design for implementing Housing First.

F. Will participants be required to live in a particular structure, unit, or locality, at some point during the period of participation?  Yes       No

Will more than 16 persons reside in a structure?  Yes       No

If yes, please answer the following questions

- Describe local market conditions that necessitate a project of this size.
  
- Describe how the project will be integrated into the neighborhood.

G. If the project involves capital development, please describe the proposed development activities and the responsibilities that the applicant and potential sub recipients (if any) will have in developing, operating, and maintaining the property.



**11. Supportive Services for Participants**

A. For projects serving **families with dependent children and single adults 24 years old or younger**, does the applicant/sponsor have policies and practices that are consistent with, and do not restrict the exercise of rights provided by the education subtitle of the McKinney-Vento Act, as updated by the Every Student Succeeds Act, and other laws relating to the provision of educational and related services to individuals and families experiencing homelessness?

- Yes      No

B. For projects serving **families with dependent children and single adults 24 years old or younger**, does the applicant/sponsor have a designated staff person responsible for ensuring that children are enrolled in school and connected to the appropriate services within the community, including early childhood education programs such as Head Start, Part C of the Individuals with Disabilities Act, and McKinney-Vento education services?

- Yes      No

C. Describe how participants will be assisted to obtain and remain in permanent housing. The description must be consistent with other parts of this application and identify:

- Plan to move eligible participants into the project
- Needs of tenants and plan for addressing those needs including but not limited to: health, behavioral health, education, employment, life skills and child care services
- How units will be identified and rent reasonableness will be determined

D. Describe how participants will be assisted to increase employment and/or income and to maximize their ability to live independently. The description must be consistent with other parts of this application and identify:

- Needs of target population and services required
- How tenants will access these services
- Coordination with other providers and mainstream systems
- How tenants will access SSI/SSDI and other mainstream benefits
- Unique needs of youth (if applicable)

E. Describe how you will coordinate effort with and connect tenants to mainstream employment organizations. These are organizations that provide job readiness, job training, and/or employment opportunities for all individuals and not exclusively for homeless individuals (e.g. Labor Ready).

F. Please identify whether the project will include the following activities:

- Transportation assistance to clients to attend mainstream benefit appointments, employment training, or jobs? Yes No
- Regular follow-ups with participants to ensure mainstream benefits are received and renewed? Yes No
- Will project participants have access to SSI/SSDI technical assistance provided by the applicant, a sub recipient, or partner agency? Yes No
- Indicate the last SOAR training date for the staff person providing the technical assistance: \_\_\_\_\_

**12. Supportive Services Type and Frequency:**

A. For all supportive services available to participants, indicate who will provide, how they will be accessed and how often they will be provided **regardless of the resources that will be used to pay for the services.**

*For Provider, indicate: “Applicant” if the applicant will provide the service directly; “Sub recipient” if a sub recipient will provide the service directly; “Partner” if an organization that is not a sub recipient of project funds but with whom a formal agreement or memorandum of understanding (MOU) has been signed will provide the service directly; or, “Non-Partner” to if a specific organization with whom no formal agreement has been established regularly provides the service to clients.*

Supportive Services	Provider	Frequency – select one per service type				
		Daily	Weekly	Bi-monthly	Monthly	N/A
Assessment of Service Needs						
Assistance with Moving Costs						
Case Management						
Child Care						
Education Services						
Employment Assistance/Job Training						
Food						
Housing Search/ Counseling Services						
Legal Services						
Life Skills						
Mental Health Services						
Outpatient Health Services						
Outreach Services						
Substance Abuse Treatment Services						
Transportation						
Utility Deposits						

B. How accessible are basic community amenities (e.g. medical facilities, grocery store, recreation facilities, schools, etc.) to the proposed project?

- Yes, very accessible
- Somewhat accessible
- Not accessible

**13. Population Characteristics**

<b>Population Characteristics</b>	<b>Persons in HH's with At Least One Adult and One Child</b>	<b>Adult Persons in Households without Children</b>	<b>Persons in Households with Only Children</b>	<b>Total</b>
<b>Disabled Adults over age 24</b>				
<b>Non-disabled Adults over age 24</b>				
<b>Disabled Adults ages 18-24</b>				
<b>Non-disabled Adults ages 18-24</b>				
<b>Accompanied Disabled Children under age 18</b>				
<b>Accompanied Non-disabled Children under age 18</b>				
<b>Unaccompanied Disabled Children under age 18</b>				
<b>Unaccompanied Non-disabled Children under 18</b>				

**Totals from Above:**

<b>Total Number of Adults over age 24</b>				
<b>Total Number of Adults ages 18-24</b>				
<b>Total Number of Children under 18</b>				
<b>Total Persons</b>				

**14. Subpopulations** – For PSH, each person must be listed as chronically homeless and at least one adult in each household must be listed as disabled. DV is not considered a disability by HUD.

**Households with At Least One Adult and One Child**

	Chron. Homlss Non-Vets	Chron. Homlss Vets	Chronic Subs. Abuse	Persons with HIV/AIDS	Severely Mentally Ill	Dom. Violence	Phys. Disab	Dvlpmt Disab	Not Other-wise Represented
Disabled Adults over age 24									
Non-disabled Adults over age 24									
Disabled Adults ages 18-24									
Non-disabled Adults ages 18-24									
Disabled Children under age 18									
Non-disabled Children under age 18									
Total Persons									

**Adult Households without Children**

	Chron. Homlss Non-Vets	Chron. Homlss Vets	Chronic Subs. Abuse	Persons with HIV/AIDS	Severely Mentally Ill	Victims of Dom. Viol.	Phys. Disab	Dvlpmt Disab	Not Other-wise Represented
Disabled Adults over age 24									
Non-disabled Adults over age 24									
Disabled Adults ages 18-24									
Non-disabled Adults ages 18-24									
Total Persons									

### Households with Only Children

	Chron. Homlss Non-Vets	Chron. Homlss Vets	Chronic Subs. Abuse	Persons with HIV/AIDS	Severely Mentally Ill	Victims of Dom. Viol.	Phys. Disab	Dvlpmt Disab	Not Other-wise Represented
Unaccompanied Disabled Children >18									
Unaccompanied Non-Disabled Children >18									
Accompanied Disabled Children >18									
Accompanied Non-Disabled Children >18									
Total Persons									

**15. Outreach for Participants**

A. Enter the percentage of homeless persons who will be served by the proposed project for each of the following locations:

\_\_\_ Persons who came from the street or other locations not meant for human habitation

\_\_\_ Persons who came from Emergency Shelters

\_\_\_ Persons who came from safe havens

\_\_\_ Persons eligible under category 4 – e.g., fleeing DV, stalking, violence (see appendix for definition)

\_\_\_ Total of above percentages

B. Describe the outreach plan to bring eligible homeless participants into the project.

**16. HMIS Participation**

- a. Does your agency currently participate in HMIS?  Yes  No
- b. Will your agency enter data into the HMIS for this proposed project?  Yes  No



## 17. Budget detail

**Leased Unites Budget** (enter number of units by unit type; the applicable Fair Market Rent (FMR) level, multiply units times FMR times 12 (1 year grant) and enter totals. Link for 2019 FMRs:

[https://www.huduser.gov/portal/datasets/fmr/fmrs/FY2019\\_code/select\\_Geography.odn](https://www.huduser.gov/portal/datasets/fmr/fmrs/FY2019_code/select_Geography.odn)

Unit Size	No. of Units	FMR (Insert local FMR)	Term (12 months)	Total Costs (\$)
Efficiency		\$	X 12 months	
1 Bedroom		\$	X 12 months	
2 Bedroom		\$	X 12 months	
3 Bedroom		\$	X 12 months	
4 Bedroom		\$	X 12 months	
<b>Totals</b>				

**Rental Assistance Budget** (enter number of units by unit type; the applicable Fair Market Rent (FMR) level, multiply units times FMR times 12 (1 year grant) and enter totals. Link for 2019 FMRs:

[https://www.huduser.gov/portal/datasets/fmr/fmrs/FY2019\\_code/select\\_Geography.odn](https://www.huduser.gov/portal/datasets/fmr/fmrs/FY2019_code/select_Geography.odn) Indicate the Type of

Rental Assistance:  Project Based  Tenant Based

Unit Size	No. of Units	FMR (Insert local FMR)	Term (12 months)	Total Costs (\$)
Efficiency		\$	X 12 months	
1 Bedroom		\$	X 12 months	
2 Bedroom		\$	X 12 months	
3 Bedroom		\$	X 12 months	
4 Bedroom		\$	X 12 months	
<b>Totals</b>				

### Operating Costs

Enter the quantity and total budget request for each operating cost. The request entered should be equivalent to the cost of one year of the relevant operating costs. When including staff costs, please include title, salary and FTE.

Operating Costs	Quantity Description (max 400 characters)	Annual Budget Request
Maintenance and repair		
Electricity, Gas and Water		
Property Tax and Insurance		
Furniture		
Replacement Reserve		
Equipment		
Building Security		
<b>Total Operating Request</b>		

**Supportive Services:** Enter the quantity and total budget request for each supportive services cost. The request entered should be equivalent to the cost of one year of the relevant supportive service. When including staff costs, please include title, salary and FTE.

<b>Eligible Costs</b>	<b>Quantity Description (max 400 characters)</b>	<b>Annual Budget Request</b>
Assessment of Service Needs		
Assistance with Moving Costs		
Case Management		
Employment Services		
Food		
Housing Search/Counseling		
Legal Services		
Life Skills		
Outreach Services		
Transportation		
Utility Deposits (only if not included in lease agreement)		
<b>Total Annual Assistance Requested for Supportive Services</b>		

**Sources of Match – Please complete the match table below.**

Match is actual cash or in-kind resources contributed to the grant. All costs paid for with matching funds must be for activities that are eligible under the CoC Program, even if the recipient is not receiving CoC Program grant funds for that activity. All grant funds must be matched with an amount no less than 25% of the awarded grant amount (with cash or in-kind resources). Match resources may be from public or private resources.

<b>Identify Type of Contribution: Cash or In kind</b>	<b>Name the Source of Contribution</b>	<b>Identify Source as: (G) Government or (P) Private</b>	<b>Date of Written Commitment</b>	<b>Value of Written Commitment</b>
<i>Example: Cash</i>	<b>DMHAS</b>	<b>G</b>	<b>7/15/19</b>	<b>\$10,000</b>
			<b>TOTAL:</b>	<b>\$</b>

## APPENDIX

### **PA-508 Adopted Definition of Housing First**

Housing First is an approach in which housing is offered to people experiencing homelessness without preconditions (such as sobriety, mental health treatment, or a minimum income threshold) or service participation requirements and in which rapid placement and stabilization in permanent housing are primary goals. PSH projects that use a Housing First approach promote the acceptance of applicants regardless of their sobriety or use of substances, completion of treatment, or participation in services. HUD encourages all recipients of CoC Program-funded PSH to follow a Housing First approach to the maximum extent practicable.

### **Housing First Principles**

Housing First is a programmatic and systems approach that centers on providing homeless people with housing quickly and *then* providing services as needed using a low barrier approach that emphasizes community integration, stable tenancy, recovery and individual choice.

#### Low barrier approach to entry:

- Housing First offers individuals and families experiencing homelessness immediate access to permanent supportive housing without unnecessary prerequisites. For example:
  - a. Admission/tenant screening and selection practices do not require abstinence from substances, completion of or compliance with treatment, or participation in services.
  - b. Applicants are not rejected on the basis of poor or lack of credit or income, poor or lack of rental history, minor criminal convictions, or other factors that might indicate a lack of “housing readiness.”
  - c. Blanket exclusionary criteria based on more serious criminal convictions are not applied, though programs may consider such convictions on a case by case basis as necessary to ensure the safety of other residents and staff.
  - d. Generally, only those admission criteria that are required by funders are applied, though programs may also consider additional criteria on a case by case basis as necessary to ensure the safety of tenants and staff. Application of such additional criteria should be rare, and may include, for example, denial of an applicant who is a high risk registered sex offender by a project serving children, or denial of an applicant who has a history of domestic violence involving a current participant.

#### Community integration and recovery:

- Housing is integrated into the community and tenants have ample opportunity and are supported to form connections outside of the project.
- Housing is located in neighborhoods that are accessible to community resources and services such as schools, libraries, houses of worship, grocery stores, laundromats, doctors, dentists, parks, and other recreation facilities.
- Efforts are made to make the housing look and feel similar to other types of housing in the community and to avoid distinguishing the housing as a program that serves people with special needs.

- Services are designed to help tenants build supportive relationships, engage in personally meaningful activities, and regain or develop new roles in their families and communities.
- Services are recovery-based and designed to help tenants gain control of their own lives, define their personal values, preferences, and visions for the future, establish meaningful individual short and long-term goals, and build hope that the things they want out of life are attainable. Services are focused on helping tenants achieve the things that are important to them and goals are not driven by staff priorities or selected from a pre-determined menu of options.

### **PA-508 Policy - Adoption of HUD Notice CPD 16-11**

This CoC will base prioritization for permanent supportive housing on the Notices CPD-14-012 and CPD-16-11. Households meeting the definition of chronic homelessness will be prioritized for all Permanent Supportive Housing vacancies upon turnover.

All CoC Program-funded PSH must take new participants from the single prioritized Chronic Homeless list for individuals or for families as appropriate, which is created using the Coordinated Entry process along with the criteria outlined below.

### **Requirement to dedicate or prioritize PSH beds to people experiencing chronic homelessness:**

All Scranton/Lackawanna County CoC-funded PSH beds are required to dedicate or prioritize 100% of their beds to people experiencing chronic homelessness. When filling vacant beds, CoC-funded PSH projects must seek referrals only through the Chronic Homeless List maintained in HMIS and should be filtered for prioritization decisions.

This by-name lists use the order of priority established in HUD Notice CPD-16-11: Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing. Relevant guidance from the Notice appears below, and the full Notice is available at:

<https://www.hudexchange.info/resources/documents/notice-cpd-16-11-prioritizing-persons-experiencing-chronic-homelessness-and-other-vulnerable-homeless-persons-in-psh.pdf>

The notice defines which chronically homeless people get priority access to PSH beds and how to prioritize PSH beds when no chronically homeless persons exist within the geographic area.

### **Accepting Referrals through a Single Prioritized List for PSH**

All CoC-funded PSH projects are required to accept referrals ONLY from the *Chronic Homeless List* that is maintained in HMIS and monitored by the Chronic Homeless Committee, and should be filtered for prioritization decisions. The single prioritized list is updated frequently to reflect the most up-to-date and real-time data as possible.

### **Prioritizing Chronically Homeless Persons in CoC Program-funded Permanent Supportive Housing Beds Dedicated or Prioritized for Occupancy by Persons Experiencing Chronic Homelessness (excerpt from PA-508 Policies and Procedures):**

I. The CoC hereby adopts the provisions and requirements set out in HUD Notice CPD-14-012 and updated Notice CPD-16-11 which are to be applicable to all CoC Program-funded PSH that is dedicated or prioritized for persons experiencing chronic homelessness (which includes all PA-508 CoC Program-funded PSH):

**(a) First Priority**—Chronically Homeless Individuals and Families with the Longest History of Homelessness and with the Most Severe Service Needs. A chronically homeless individual or head of household as defined in 24 CFR 578.3 for whom both of the following are true:

- i. The chronically homeless individual or head of household of a family has been homeless and living in a place not meant for human habitation, a safe haven, or in an emergency shelter for at least 12 months either continuously or on at least four separate occasions in the last 3 years, where the cumulative total length of the four occasions equals at least 12 months; and
- ii. The CoC or CoC Program recipient has identified the chronically homeless individual or head of household, who meets all of the criteria in paragraph (2) of the definition for chronically homeless, of the family as having severe service needs

**(b) Second Priority**—Chronically Homeless Individuals and Families with the Longest History of Homelessness. A chronically homeless individual or head of household, as defined in 24 CFR 578.3, for which both of the following are true:

- i. The chronically homeless individual or head of household of a family has been homeless and living in a place not meant for human habitation, a safe haven, or in an emergency shelter for at least 12 months either continuously or on at least four separate occasions in the last 3 years, where the cumulative total length of the four occasions equals at least 12 months; and,
- ii. The CoC or CoC program recipient has not identified the chronically homeless individual or the head of household, who meets all of the criteria in paragraph (2) of the definition for chronically homeless, of the family as having severe service needs.

**(c) Third Priority**—Chronically Homeless Individuals and Families with the Most Severe Service Needs. A chronically homeless individual or head of household as defined in 24 CFR 578.3 for whom both of the following are true:

- i. The chronically homeless individual or head of household of a family has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter on at least four separate occasions in the last 3 years, where the total length of those separate occasions equals less than one year; and
- ii. The CoC or CoC program recipient has identified the chronically homeless individual or the head of household, who meets all of the criteria in paragraph (2) of the definition for chronically homeless, of the family as having severe service needs.

**(d) Fourth Priority**—All Other Chronically Homeless Individuals and Families. A chronically homeless individual or head of household as defined in 24 CFR 578.3 for whom both of the following are true:

- i. The chronically homeless individual or head of household of a family has been homeless and living in a place not meant for human habitation, a safe haven, or in an emergency shelter for on at least four separate occasions in the last 3 years, where the cumulative total length the four occasions is less than 12 months; and
- ii. The CoC or CoC program recipient has not identified the chronically homeless individual or the head of household, who meets all of the criteria in paragraph (2) of the definition for chronically homeless, of the family as having severe service needs.

\*\*Please see full CoC Policies and Procedures for the full text of the prioritization policy:  
<http://www.uncnepa.org/scranton-lackawanna-county-continuum-of-care/>

## **DEFINITIONS OF KEY TERMS:**

**Category 4 – HUD Homeless Definition.** HUD defines four categories under which individuals and families may qualify as homeless. Category four is individuals and families who are fleeing, or are attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member.

**Chronically Homeless.** The definition of "chronically homeless" currently in effect for the CoC Program is that which is defined in the CoC Program interim rule at 24 CFR 578.3, which states that a chronically homeless person is:

**Chronically Homeless.** The definition of "chronically homeless", as stated in Definition of Chronically Homeless final rule is:

1. **(a)** A "homeless individual with a disability," as defined in section 401(9) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11360(9)), who:
  - i. lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and
  - ii. Has been homeless and living as described in paragraph (a) (i) continuously for at least 12 months or on at least four separate occasions in the last 3 years, as long as the combined occasions equal at least 12 months and each break in homelessness separating the occasions included at least 7 consecutive nights of not living as described in paragraph (a) (i). Stays in institutional care facilities for fewer than 90 days will not constitute as a break in homelessness, but rather such stays are included in the 12-month total, as long as the individual was living or residing in a place not meant for human habitation, a safe haven, or an emergency shelter immediately before entering an institutional care facility;
- (b)** An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days and met all of the criteria in paragraph (a) of this definition, before entering the facility;
- (c)** A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraph (a) or (b) of this definition (as described in Section I.D.2.(a) of this Notice), including a family whose composition has fluctuated while the head of household has been homeless.

**Disabling Condition:**

Disabling Condition is defined by HUD as a condition that: (i) Is expected to be long-continuing or of indefinite duration; (ii) Substantially impedes the individual's ability to live independently; (iii) Could be improved by the provision of more suitable housing conditions; and (iv) Is a physical, mental, or emotional impairment, including an impairment caused by alcohol or drug abuse, post-traumatic stress disorder, or brain injury; (2) A developmental disability, as defined in this section; or (3) The disease of acquired immunodeficiency syndrome (AIDS) or any conditions arising from the etiologic agent for acquired immunodeficiency syndrome, including infection with the human immunodeficiency virus (HIV).

**2019 Scranton/Lackawanna County (PA-508) Continuum of Care  
Scoring Sheet for NEW Supportive Housing Bonus Project Applications**

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**Applicant Organization Name:** \_\_\_\_\_

**Proposed Project Name:** \_\_\_\_\_

**Project Location (town(s)):** \_\_\_\_\_

**Type of Project:**     PSH             RRH             TH-RRH

**Reviewer's Name (please print):** \_\_\_\_\_

**SECTION I: SCORES** *(Calculated only for applicants meeting threshold criteria as determined in Section II; enter scores below as indicated in Section III)*

**1. Applicant Experience:** \_\_\_\_\_ of 5

**2. Project Quality:**

**A. Prioritizing Highest Need (PSH Only)** \_\_\_\_\_ of 15

**B. Effective Outreach System (RRH or TH-RRH Only)** \_\_\_\_\_ of 15

**C. Housing First** \_\_\_\_\_ of 15

**D. Mainstream Services** \_\_\_\_\_ of 15

**FINAL TOTAL SCORE:** \_\_\_\_\_ of 50

**Bonus Points for meeting PA-508 Priority** \* \_\_\_\_\_ **10 Points**

\*PA-508 set this year's housing priority as Rapid ReHousing or Permanent Supportive Housing with at least 50% of funding/beds for individuals. DV Bonus can include TH-RRH.





**SECTION II. Threshold Review:**

*Purpose: to determine whether applicant meets basic eligibility requirements for funding.*

<b>Threshold Review Criteria</b> <i>Projects that do not meet all of the threshold review criteria outlined below will not be further reviewed by the CoC except as noted.</i>	<b>Meets Criteria? Yes or No</b>
All projects must operate in the CoCs covered geography. This includes all the cities and towns in Lackawanna County.	
All projects must provide either Permanent Supportive Housing or Rapid Re-housing. The DV Bonus can include TH-RRH	
<p>The population served must meet program eligibility requirements, including:</p> <ul style="list-style-type: none"> <li>• PSH: <ul style="list-style-type: none"> <li>○ All projects must dedicate 100% of units to chronically homeless individuals and/or families, as defined by HUD.</li> <li>○ Project applicants must demonstrate that they will first serve the chronically homeless according to the order of priority established in PA-508 policy per HUD Notice CPD-16-11: <i>Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons.</i></li> <li>○ All projects must serve exclusively disabled individuals as defined by HUD</li> </ul> </li> <li>• RRH: All projects must serve 100% literally homeless families and/or single adults coming from emergency shelters and/or unsheltered locations or fleeing violence/stalking. <ul style="list-style-type: none"> <li>○ Persons in transitional housing <b>are not eligible</b> for either project type, even if they met the criteria described above prior to entering the TH program.</li> </ul> </li> </ul>	
<p>Projects can request only these funds for a term of one year:</p> <ul style="list-style-type: none"> <li>▪ PSH: Leasing, Rental assistance (tenant or project based only) or operating funds</li> <li>▪ RRH: Rental assistance (tenant based only)</li> <li>▪ Supportive services</li> </ul>	
Projects cannot request rental assistance/operating funding in the same project, except in TH-RRH.	
Applicant must clearly describe a viable plan for <b>rapid implementation</b> of the program documenting how the project will be ready to begin housing the first program participant within 6 months of the award.	
Project applicants must meet eligibility requirements as described in the CoC program interim rule (i.e., only nonprofit organizations, States, local governments, and instrumentalities of State or local governments are eligible to apply) and be able to provide evidence of eligibility (e.g., nonprofit documentation).	
Project applicants must demonstrate the financial and management capacity and experience to carry out the project and administer federal funds (e.g., by demonstrating experience with similar projects and with successful administration of other federal funds.)	
Project applicants must be in good standing with HUD, which means that the applicant does not have any open monitoring or audit findings, history of slow expenditure of grant funds-outstanding obligation to HUD that is in arrears or for which a payment schedule has not been agreed upon, or history of serving ineligible program participants, expending funds on ineligible costs, or failing to expend funds within statutorily established timeframes.	

<b>Threshold Review Criteria</b> <i>Projects that do not meet all of the threshold review criteria outlined below will not be further reviewed by the CoC except as noted.</i>	<b>Meets Criteria? Yes or No</b>
Projects must administer their programs in the most integrated setting appropriate to the needs of qualified homeless people with disabilities (i.e., enabling participants to interact with others without disabilities to the fullest extent possible).	
Amenities (e.g., grocery stores, pharmacies, etc.) must be accessible in the community.	
Applications must meet HUD's cash match requirements as defined in the CoC Program Interim Rule (i.e., the recipient or subrecipient must match all grant funds with no less than 25% of funds or in-kind contributions from other sources. For PSH projects, the requirement is 25% of the total amount of the grant minus Leasing).	
Projects must agree to participate in HMIS (unless a DV program), the annual Homeless PIT count, the relevant Coordinated Entry process and comply with all CoC P+P.	

Other threshold criteria that the CoC will review prior to submission to HUD:

- Projects must be cost effective (i.e., not deviating substantially from the norm in that locale for the type of structure or kind of activity).

Project meets threshold eligibility criteria?

- Yes
- No

**Comments:**

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**SECTION III: SCORED SECTIONS**

**Applicant/Sponsor History and Subrecipient Experience (5 Points) – See “Experience of Applicant/Sponsor” Section in Application**

- Applicant and subrecipient(s)’ prior experience in serving homeless people and in providing housing similar to that proposed in the application. **(2.5 points)**
- Satisfactory experience with prior HUD grants and other public contracts, including satisfactory drawdowns and performance for existing grants as evidenced by timely reimbursement of subrecipients (if applicable), regular drawdowns, timely resolution of monitoring findings, and timely submission of APRs on existing grants. **(2.5 points)**

**Score:** \_\_\_\_\_

**Comments:**

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**Assessment of Project Quality - See “Project Description” Section in Application**

**A. PSH: Prioritizing Highest Need (15 points)**

**Extent to which the applicant:**

- ✓ Demonstrates that they will first serve the chronically homeless according to the order of priority established in *Notice CPD-16-11: Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons*. **(9 points)**
- ✓ Clearly describes the system it currently uses to determine severity of need for the chronically homeless. **(2 points)**
- ✓ Clearly describes its process for prioritizing persons with the most severe needs. **(2 points)**
- ✓ Clearly describes the outreach process used to engage chronically homeless persons living on the streets and in shelter. **(2 points)**

**Questions to consider:**

- Does the applicant demonstrate a clear understanding of the order of priority established in *Notice CPD-16-11: Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons*?
- Does the applicant describe a specific plan for how the project will participate in the CoC’s coordinated assessment system?
- Does the applicant describe a plan for an outreach process to engage those persons that is adequate and consistent with the Notice?
- Does the applicant identify specific and appropriate programs (street outreach, shelters, and safe havens) from which it obtains referrals of potential eligible program participants that will ensure the project operates at full capacity and that eligible persons are with the most severe needs are served?

**PSH Score:** \_\_\_\_\_

**Comments:**

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**B. RRH or TH-RRH: Effective outreach system (15 points) - See “Project Description” & “Outreach for Participants” in Application**

**Extent to which the applicant:**

- ✓ Clearly describes a specific plan for how the project will participate in the CoC’s coordinated assessment system **(5 points)**
- ✓ Clearly describes the outreach process used to engage homeless persons living on the streets, in shelter, and fleeing or attempting to flee domestic violence. **(5 points)**
- ✓ Clearly describes a plan for obtaining referrals that will ensure the project operates at full capacity and serves only eligible people **(5 points)**

**Questions to consider:**

- Does the applicant describe a specific and viable plan for how the project will participate in the CoC’s coordinated assessment system?
- Does the applicant describe a plan for an outreach process to engage eligible persons that is adequate?
- Does the applicant identify specific and appropriate programs (street outreach, shelters) from which it obtains referrals of potential eligible program participants that will ensure the project operates at full capacity and that only eligible persons are served?

**RRH/TH-RRH Score:** \_\_\_\_\_

**Comments:**

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**C. Housing First (15 points). See “Project Experience” & “Project Description” in Application**

**Extent to which the applicant:**

- ✓ Demonstrates significant and long-standing experience in operating a housing first program. **(3 points)**
- ✓ Demonstrates success of the existing housing first program(s) it operates. **(3 points)**
- ✓ Clearly describe a program design that is consistent with a Housing First approach (i.e., A model of housing assistance that is offered without preconditions, such as sobriety or a minimum income threshold, or service participation requirements, and rapid placement and stabilization in permanent housing are primary goals) **(9 points)**

**Questions to consider:**

- Does the applicant clearly demonstrate a model that offers initial access to housing without preconditions, such as sobriety, income requirements and service participation?
- Does the applicant clearly demonstrate a model in which continuation of housing is not contingent on service participation requirements or compliance?
- Does the applicant clearly demonstrate that rapid placement and stabilization in permanent housing are primary goals of the project?
- Does the applicant clearly describe a project design that is adequate to accomplish those goals?

- Does the applicant clearly demonstrate a model in which participants are expected to comply with a lease agreement and are provided with services and supports to help maintain housing and prevent eviction?
- Does the type, scale, and location of the housing fit the needs of the participants?
- Does the type, scale, and location of the supportive services and mode of transportation to those services fit the needs of the program participants?
- Does the application indicate that program participants are assisted to obtain and remain in permanent housing in a manner that fits their needs?

**Housing First Score:** \_\_\_\_\_

**Comments:**

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**D. Mainstream Services (15 points). See “Supportive Services” for Participants in Application**

**Extent to which the applicant:**

- ✓ Clearly describes specific activities to identify and enroll all Medicaid-eligible program participants, regardless of whether the project applicant’s state is participating in Medicaid expansion under the Affordable Care Act; **(5 points) AND**
- ✓ Clearly and specifically demonstrates that the project includes Medicaid-financed services, including care management, behavioral health services, or other services important to supporting housing stability. Project applicants may include Medicaid-financed services either by the recipient receiving Medicaid coverage payments for services provided to project participants or through partnerships with one or more Medicaid billable providers (e.g., Federally Qualified Health Centers). No points will be awarded for Medicaid-financed health services provided in a hospital setting **OR**
- ✓ Clearly and specifically demonstrates that there are barriers to including Medicaid-financed services in all or some of the project AND clearly demonstrates that the project leveraged non-Medicaid resources available in the CoC’s geographic area, including mainstream behavioral health system resources such as mental health or substance abuse prevention, Centers of Excellence or state behavioral health system funding, education, vocational training and job-readiness services, TANF, food stamps and mainstream parenting resources to the maximum extent appropriate. **(10 Points)**

**Questions to consider:**

- Does the specific plan for ensuring program participants will be individually assisted to obtain benefits of the mainstream health, social, and employment programs for which they are eligible meet the needs of the program participants?

**Score:** \_\_\_\_\_

**Comments:**

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