

Scoring Tool for New Projects Due to Reallocation 2013

Agency Name Applying or Funding: _____

Reviewer: _____

- 1) HUD’s priorities are permanent supportive housing projects for **chronically homeless individuals and chronically homeless families** and **rapid re-housing for families**. Within permanent housing, applicants may choose to serve a certain subpopulation of the chronically homeless, such as veterans or families. Do you intend to serve a particular subgroup of chronic clients? If so, which group?
- 2) How many units do you propose operating? (15 points maximum for 2, 2b and 2b)

	Number of Units	Funding Source(s)
Leased with CoC Funds (partially or in full)		
Additional Units (include owned units here)		
Total Number of Units		

- a. Will the units serve singles, families, or both? (If both, how many units will be made available to each?)

	Year 1	Year 2 (if applicable)	Year 3 (if applicable)
Proposed Singles to be Served			
Proposed Families to be Served			

- b. Explain why you have chosen the number of units you have, and how the size of your program will help you best serve your community. For rapid re-housing projects, explain whether the program will provide short term (up to 3 months) or medium term (3-12 months) rental assistance. Also explain the plan to determine the amount or percentage of rental assistance.

Total Points for question 2 _____

- 3) What type of housing arrangement do you envision for your clients?
 Congregate Sites (PSH only) _____ Scattered Sites _____ Other (explain) _____

- 4) Please explain how you intend to acquire permanent housing (e.g., construction, purchase, leasing, rental, repurposing existing units)? (5 points)

Total Points for question 4 _____

Total from page 1: _____

5) Filling the Gap in Services: (30 points) (30 points for 5a – 5h)

- a. Are there any other permanent supportive housing providers in your area?
Yes _____ No _____

- b. If so, do they serve anyone other than chronically homeless clients?
Yes _____ No _____
(if yes, please explain)

- c. Over all, how many beds do they have available? _____

- d. If you currently receive HUD funding, what are the most recent utilization rates for those programs?
(Note that this information can be obtained through Service Point.)
 - i. January rate:
 - ii. April rate:
 - iii. July rate:
 - iv. October rate:

- e. If there are other permanent supportive housing programs in your area (particularly if they are not full), please explain why you believe there is still a local need for more Permanent Supportive Housing for chronically homeless clients.

- f. If your project is for RRH, explain how the CoC is already addressing chronic homelessness in your area through other means.

- g. Explain why the need to create a new RRH is of greater need than creating new PSH for chronically homeless persons in your area.

- h. Describe your proposed location and explain why it will be a good fit for the clients you propose serving.

Total Points for question 5a - 5h _____

6) Selecting Eligible Clients: All new permanent housing or rapid re-housing projects are required to ensure that 100% of the persons served have to come from the street, place not meant for human habitation, or emergency shelter/motel voucher program.

- a. Explain how you intend to fulfill this requirement. Do you anticipate arrangements with local shelter providers or street outreach workers? (5 points)

Total Points for question 6 _____

Total from page 2: _____

- 7) What types of supportive services do you propose offering to your clients? (10 points for 7a & 7b)
- a. Where will they be offered?
 - b. How will the type, scale and location of the supportive services best meet the needs of your proposed clients?

Total Points for question 7 _____

- 8) Working with sub-grantees: Do you intend to work with any sub-grantees for this project?

Yes _____ No _____

If so, list them and explain what their roles will be in the project and why you have selected them.

- 9) What is your plan for ensuring that clients are connected to mainstream benefits and employment opportunities? (5 points)

Total Points for question 9 _____

- 10) How close is your proposed location to key amenities, such as grocery stores or pharmacies? (5 points)
- a. How easy will it be for residents to access public transportation? If there are any accessibility issues, explain how you propose to overcome them.

Total Points for question 10 _____

- 11) How do you plan to ensure that clients remain in permanent housing? (5 points)

- a. For clients exiting your program, what is your plan for helping them to obtain and remain in other permanent housing?

Total Points for question 11 _____

Agency Capacity and Characteristics: Program applicants must meet the eligibility requirements of the COC program as described in the COC interim rule and provide evidence of eligibility required in the application (e.g. nonprofit documentation). Program applicants must demonstrate the financial and management capacity and experience to carry out the project as detailed in the project application & to administer federal funds. Demonstrate capacity may include a description of the applicant's experience with similar projects and with successful administration of other federal funds.

- 12) Describe your agency's administrative capacity in managing a federal grant and please attach your most recent agency audit. (10 points)

Total Points for question 12 _____

Total from page 3: _____

13) In order to administer the program, does your agency currently have staff in place to run the program, or will you have to hire staff? If you must hire staff, how long will it take to hire/train them and what is the needed to timeframe to complete this? (10 points)

Total Points for question 13 _____

14) Describe your agency’s experience administering programs for persons that are homeless and your outcomes with those programs. (10 points)

Total Points for question 14 _____

15) If your agency intends to use any additional funds beyond those being requested here for the completion of this project, please describe them here. (2 points)

Source

Amount

Use

Total Points for question 15 _____

16) Is your agency currently an active member of your local Continuum of Care and the Balance of State Continuum of Care?

Yes _____ No _____

If so, which one? If not, why not?

a. If your agency is a member of the local CoC, describe your agency’s role: (5 points)

Total Points for question 16a _____

b. How often does someone from your agency attend the local CoC meetings and the Balance of State Continuum of Care quarterly meetings? (5 points)

Total Points for question 16b _____

Total from page 4: _____

17) Is your agency currently a participant in HMIS? (5 points)

Yes____ No____

If not, please explain why. (Note that all projects, except those serving domestic violence survivors, will be required to enter their data into HMIS.)

Total Points for question 17 _____

Proposed Budget

Please note that Non-Housing Activities (Item B) can only comprise 20% of costs, before accounting for the 7% eligible for administrative costs. Also, if the proposed project involves acquisition, rehabilitation, or new construction, you must apply for a 3-year grant term, and budget accordingly. All other projects must apply for a 1-year grant term and supply 1-year budget numbers. (20 points)

Total Project Request for Housing Activities:A. \$ _____

Total Project Request for Non-Housing Activities:B. \$ _____

Project Total (A + B):..... C. \$ _____

Admin funds (up to 7%) D. \$ _____

TOTAL PROJECT REQUEST: E. \$ _____

Total Cash Match** :F. \$ _____

Total In-Kind Match:G. \$ _____

Total Projected Budget (E+F).....H. \$ _____

Total Points for the budget _____

Total from page 5: _____

Scoring: Total Page 1: _____

Total Page 2: _____

Total Page 3: _____

Total Page 4: _____

Total Page 5: _____

RFP Total: _____

(Total possible points 147)