

Applicant Scoring Sheet
2023 HUD CoC Renewal Project Proposals

AGENCY NAME:

PROGRAM NAME:

REQUESTED AMOUNT:

REVIEWER NAME:

REVIEW DATE:

325 POSSIBLE POINTS

ALL applicant claims to meet criteria must be confirmed by documentation, including the Operating Year 2021-2022 APR or other HMIS data for similar programs being operated locally or in other Continuum of Cares, monitoring, and/or other agency/program/client records or narrative.

As determined by the Continuum of Care, community priority will be given to these projects in this order: HMIS, Coordinated Entry, and then based on scoring; Permanent Supportive Housing projects serving chronically homeless, and then other Permanent Housing projects.

| HUD THRESHOLD REQUIREMENTS | | YES | NO |
|-----------------------------------|--|------------|-----------|
| 1. | Applicant has Active SAM registration with current information. | | |
| 2. | Applicant has valid TIN/EIN number in application | | |
| 3. | CoC Program Eligibility – Project applicants and potential subrecipients meet the eligibility requirements of the CoC Program as described in the Act and the Rule and provide evidence of eligibility required in the application (e.g., nonprofit documentation). | | |
| 4. | Financial and Management Capacity: Project applicants and subrecipients demonstrate the financial and management capacity and experience to carry out the project as detailed in the project application and the capacity to administer federal funds. | | |
| 5. | Certifications – Project applicants submit the required certifications as specified in the NOFO. | | |
| 6. | Population Served – The population to be served meets program eligibility requirements as described in the Act, the Rule, and the NOFO. | | |
| 7. | HMIS Participation - Project applicants, except Collaborative Applicants that only receive awards for CoC planning costs and, if applicable, UFA Costs, agree to participate in a local HMIS system. However, in accordance with Section 407 of the Act, any victim service provider that is a recipient or the sub-recipient must not disclose, for purposes of HMIS, any personally identifying information about any client. Victim service providers must use comparable database that captures the required HMIS data in addition in addition to meeting the needs of the local HMIS. | | |
| 8. | Applicant has no Outstanding Delinquent Federal Debts – it is HUD policy, consistent with the purposes and intent of 31 U.S.C. 37208 and 28 U.S.C. 3201(e), that applicants with outstanding delinquent federal debt will not be eligible to receive an award of funds, unless: <ul style="list-style-type: none"> a. A negotiated repayment schedule is established and the repayment schedule is not delinquent, or b. Other arrangements satisfactory to HUD are made before the award of funds by HUD. | | |

| | | | |
|-----|---|--|--|
| 9. | Applicant has no Debarments and/or Suspensions – In accordance with 2 CFR 2424, no award of federal funds may be made to debarred or suspended applicants, or those proposed to be debarred or suspended from doing business with the Federal Government. | | |
| 10. | <p>Pre-selection Review of Performance – If your organization has delinquent federal debt or is excluded from doing business with the Federal government, the organization may be ineligible for an award. In addition, before making a Federal award, HUD reviews information available through any OMB-designated repositories of government-wide eligibility qualification or financial integrity information, such as the Federal Awardee Performance and Integrity Information System (FAPIIS), and the “Do Not Pay” website. HUD reserves the right to:</p> <ol style="list-style-type: none"> a. Deny funding, or with a renewal or continuing award, consider suspension or termination of an award immediately for cause; b. Require the removal of any key individual from association with management or implementation of the award; and c. Make provisions or revisions regarding the method of payment or financial reporting requirements | | |
| 11. | Sufficiency of Financial Management System – HUD will not award or disburse funds to applicants that do not have a financial management system that meets federal standards as described at 2 CFR 200.302. HUD may arrange for a survey of financial management systems for applicants selected for award who have not previously received federal financial assistance or where HUD Program officials have reason to question whether a financial management system meets federal standards, or for applicants considered high risk based on past performance or financial management findings. | | |
| 12. | False Statements – A false statement in an application is grounds for denial or termination of any award and may result in criminal, civil, and/or administrative sanctions, including fines, penalties, and imprisonment. Recipient or application confirms all statements are truthful. | | |
| 13. | Mandatory Disclosure Requirement – Recipients or Applicants disclose in writing to the awarding program office at HUD, any violations of Federal criminal involving fraud, bribery, or gratuity violations potentially affecting the Federal award within 10 days after learning of the violation. Recipients that have received a Federal award including the term and condition outlined in Appendix XII to 2 CFR part 200 – Award Term and Condition for Recipient Integrity and Performance Matters are required to report certain civil, criminal, or administrative proceedings to SAM. Failure to make required disclosures can result in any of the remedies described in § 200.338 Remedies for noncompliance, including suspension or debarment. (See also 2 CFR part 180, 31 U.S.C. 3321, and S.C. 2313.) | | |
| 14. | Prohibition Against Lobbying Activities – Applicants are subject to the provisions of Section 319 of Public Law 101-121, 31 U.S.C. 1352, (the Byrd Amendment), and 24 CFR part 87, which prohibit recipients of federal awards from using appropriated funds for lobbying the executive or legislative branches of the Federal government in connection with a Federal award. All applicants submit with their application the signed Certification Regarding Lobbying included in the Application download from Grants.gov. In addition, applicants disclose, using Standard Form LLL (SFLLL), “disclosure of Lobbying Activities,” any funds, other than federally appropriated funds, that will be or have been used to influence federal employees, members of Congress, or congressional staff regarding specific awards. Federally-recognized Indian tribes and | | |

| | | | |
|-------------------------------|---|-----|----|
| | tribally designated housing entities (TDHEs) established by federally-recognized Indian tribes as a result of the exercise of the tribe’s sovereign power are excluded from coverage of the Byrd Amendment, but state-recognized Indian tribes and TDHEs established only under state law shall comply with this requirement. Applicants submit the SFLLL if they have used or intend to use non-federal funds for lobbying activities. | | |
| 15. | Equal Participation of Faith-Based Organizations in HUD Programs and Activities – {Projects ensure that all projects meet the requirements under 24 CFR 5.109. On April 4, 2016, HUD amended 24 CFR 5.109 consistent with E.O. 13559, entitled Fundamental Principles and Policymaking Criteria for Partnerships with Faith-Based and Other Neighborhood Organizations (75 Fed. Reg. 71319 (Nov. 22, 2010)). (See 81 FR 19355). These regulations apply to all HUD programs and activities, including all of HUD’s Native American Programs, except as may be otherwise provided in the respective program regulations, or unless inconsistent with the respective program authorizing statute. | | |
| 16. | Resolution of Civil Rights Matters – Outstanding civil rights matters be resolved before the application submission deadline. Project applicants, who after review are confirmed to have civil rights matters unresolved at the application admission deadline, will be deemed ineligible. Their applications will receive no further review, will not be rated and ranked, and will not receive funding. | | |
| CoC THRESHOLD CRITERIA | | YES | NO |
| 17. | Applicant has a System for Award Management UEI (<i>Data Source: Provider’s Supplemental Application</i>) | | |
| 18. | Applicant has demonstrated project participation in the Coordinated Access System – 100% of new entries to projects through the CoC are from CAS referrals (<i>Data Source: Data Review by HMIS Administrator</i>) | | |
| 19. | Applicant demonstrated project meets the Housing First Model (<i>Data Source: Provider’s Housing First/Low Barrier Questionnaire</i>) | | |
| 20. | Applicant has provided documented and secured minimum match | | |
| 21. | Applicant has reasonable costs per permanent housing exit, as defined locally | | |
| 22. | Applicant project is financially feasible (<i>Data Source: Provider’s application</i>) | | |
| 23. | Applicant is a paid member of Mid Florida Homeless Coalition | | |
| 24. | Applicant’s complete application was received in <i>esnaps</i> , the Supplemental Form and all attachments were received in MFHC’s Dropbox by the deadline and data is consistent (<i>Data Source: esnaps application and log of receipt of Supplemental Forms</i>) | | |
| 25. | Acceptable organizational audit/financial review | | |

| Points | Guidance |
|----------------|---------------------------------------|
| Maximum points | Fully meets the Scoring Criteria. |
| Middle points | Partially meets the Scoring Criteria. |
| No points | Does not meet the Scoring Criteria. |

| | | MAX POINTS | SCORE |
|--|--|------------|-------|
| EXPERIENCE (<i>Data Source: Provider’s application</i>) | | | |
| A. | Describe the experience of the applicant and sub-recipients (if any) in working with the proposed population and in providing housing similar to that proposed in the application. | 15 | |

| | | | |
|--|---|----|--|
| B. | Describe experience with utilizing a Housing First approach. Include 1) eligibility criteria; 2) process for accepting new clients; 3) process and criteria for exiting clients. Must demonstrate there are no preconditions to entry, allowing entry regardless of current or past substance abuse, income, criminal records (with exceptions of restrictions imposed by federal, state or local law or ordinance), marital status, familial status, actual or perceived sexual orientation, gender identity. Must demonstrate the project has a process to address situations that may jeopardize housing or project assistance to ensure that project participation is terminated in only the most severe cases. | 10 | |
| C. | Describe experience in effectively utilizing federal funds including HUD grants and other public funding, including satisfactory drawdowns and performance for existing grants as evidenced by timely reimbursement of sub-recipients (if applicable), regular drawdowns, timely resolution of monitoring findings, and timely submission of required reporting on existing grants. | 10 | |
| DESIGN OF HOUSING & SUPPORTIVE SERVICES (Data Source: Provider's application) | | | |
| D. | Extent to which the applicant: 1. Demonstrates understanding of the needs of the clients to be served. 2. Demonstrates type, scale, and location of the housing fit the needs of the clients to be served. 3. Demonstrates that type and scale of all supportive services, regardless of funding source, meets the needs of clients to be served. 4. Demonstrates how clients will be assisted in obtaining mainstream benefits. 5. Establishes performance measures for housing and income that are objective, measurable, and trackable and meet or exceed any established HUD, HEARTH or CoC benchmarks. | 15 | |
| E. | Applicant describes the plan to assist clients to rapidly secure and maintain permanent housing that is safe, affordable, accessible, and acceptable to their needs. | 5 | |
| F. | Applicant describes how clients will be assisted to increase employment and/or income and to maximize their ability to live independently. | 5 | |
| G. | Applicant serves High Need populations (<i>Data Source: HMIS Annual Performance Report data on >= 50% of participants had a disability or were zero income or were unsheltered prior to entry – Q13a1, Q16, Q15</i>) | 5 | |
| H. | Project leverages housing resources with housing units not funded through the CoC or ESG programs. | 5 | |
| I. | Project leverages health resources, including a partnership commitment with a healthcare organization. | 5 | |
| TIMELINESS (Data Source: Provider's application) | | | |
| J. | Describe plan for rapid implementation of the program, documenting how the project will be ready to begin housing the first program participant. Provide a detailed schedule of proposed activities for 60 days, 120 days, and 180 days after grant award. | 10 | |
| FINANCIAL (Data Source: Provider's application) | | | |
| K. | Project is cost-effective – comparing projected cost per person served to CoC average within project type. | 20 | |

| | | | |
|--|--|-----|--|
| L. | Audit: Most recent audit found no exceptions to standard practices, most recent audit identified agency as “low risk”, and most recent audit indicates no findings; or IRS Form 990 if audit not available. | 10 | |
| M. | Budgeted costs are reasonable, allocable, and allowable. | 20 | |
| PERFORMANCE MEASURES (Operating Year 2021-2022 APR) | | | |
| N. | Length of Stay – average length of time between project start date and housing move-in date (<i>Data Source: Annual Performance Report [FY 2022] for Operating Year 2021-2022 – Question 22c – Average length of time to housing is 30 days or less to receive maximum points</i>) | 20 | |
| O. | Exits to Permanent Housing – minimum percent remain in or move to PH - 90% is HUD recommendation (<i>Data Source: Annual Performance Report [FY 2022] for Operating Year 2021-2022 – Question 23c – 80% or better to receive maximum points</i>) | 25 | |
| P. | Returns to Homelessness – maximum percent of participants return to homelessness within 12 months of exit to PH – 15% (<i>Data Source: System Performance Measures report – Measure 2</i>) | 15 | |
| Q. | New or Increased Income and Earned Income (<i>Data Source: Annual Performance Report [FY 2022] for Operating Year 2021-2022 – Question 19a1 & 19a2</i>) - At least 5% of the adults increased income | | |
| | 1. Minimum new or increased earned income for adult project stayers | 2.5 | |
| | 2. Minimum new or increased non-employment income for adult project stayers | 2.5 | |
| | 3. Minimum new or increased earned income for adult project leavers | 2.5 | |
| | 4. Minimum new or increased non-employment income for adult project leavers | 2.5 | |
| Project Effectiveness | | | |
| R. | Agency Leadership, Governance and Policies | | |
| | 1. Recipient has BIPOC individuals in managerial and leadership positions | 10 | |
| | 2. Recipient’s board of directors includes representation from persons with lived experience | 10 | |
| | 3. Recipient has process for receiving and incorporating feedback from persons with lived experience | 10 | |
| | 4. Recipient has reviewed internal policies and procedures with an equity lens and has a plan for developing and implementing equitable policies that do not impose undue barriers | 10 | |
| S. | Program Participant Outcomes | | |
| | 1. Recipient has reviewed program participant outcomes with an equity lens, including the disaggregation of data by race, ethnicity, gender identity, age, and/or other underserved populations | 10 | |
| | 2. Recipient has identified programmatic changes needed to make program participant outcomes more equitable and developed a plan to make those changes | 10 | |
| | 3. Recipient is working with HMIS lead to develop a schedule for reviewing HMIS data with disaggregation by race, ethnicity, gender identity, age, and/or underserved populations | 10 | |
| OTHER LOCAL CRITERIA | | | |
| T. | Participated in 2023 PIT (<i>Data Source: PIT Database</i>) | 10 | |

| | | | |
|----|---|------------|--|
| U. | Organization participates on the Coordinated Entry Committee – <i>(Data Source: Committee Sign-in sheets July 2022 – June 2023) Adjustments may be made for Applicants new to the CoC.</i> | 10 | |
| V. | Participated in CoC meetings <i>(Data Source: Sign-in sheets July 2022 – June 2023) Adjustments may be made for Applicants new to the CoC.</i> | 10 | |
| | Participated in Performance Committee meetings – <i>(Data Source: Committee Sign-in Sheets July 2022 – June 2023). Adjustments may be made for Applicants new to the CoC.</i> | 10 | |
| W. | Data Quality <i>(Data Source: Annual Performance Report [FY 2022] for Operating Year 2021-22 – Question 6a-6e)</i> | | |
| | 1. Q6a – Personally Identifiable Information <i>Overall Score less than 3% error rate (2 pts), 3-5% (1 pt), more than 5% - 0 pts</i> | 2 | |
| | 2. Q6b – Universal Data Elements <i>All 5 elements at less than 3% error rate (2 pts), 3-5% (1 pt), more than 5% - 0 pts</i> | 2 | |
| | 3. Q6c – Income & Housing Data Quality <i>All 4 elements at less than 3% error rate (2 pts), 3-5% (1 pt), more than 5% - 0 pts</i> | 2 | |
| | 4. Q6d – Chronic Homelessness <i>Total at less than 3% error rate (2 pts), 3-5% (1 pt), more than 5% - 0 pts</i> | 2 | |
| | 5. Q6e – Timeliness <i>Project Start & Project Exit records are all between 0 days & 6 days (2 pts), some are also at 7-10 days (1.5 pts), some are also at 11+ days (1 pts)</i> | 2 | |
| | | | |
| | TOTAL: | 325 | |
| | Project focuses on Chronically Homeless People | 5 | |
| | TOTAL AFTER BONUS: | | |