



# FY 2023 LOCAL COMPETITION SCORING TOOLS

**August 17, 2023**

Based on HUD's Ranking Tool 7.0

# EVALUATION TOOL FOR RENEWAL PROJECTS



## PROJECT RATING AND RANKING TOOL FY 2023 RENEWAL PROJECTS Based on HUD’s ranking tool Version **7.0**

As part of the Continuum of Care Competition (COC) 2023, the United States Department of Housing and Urban Development (HUD) will evaluate the existence of a coordinated, inclusive, and outcome-oriented community process for the solicitation, objective review, ranking, and selection of project applications under the Program, and a process by which renewal projects are reviewed for performance and compliance with 24 CFR part 578. In order to clearly demonstrate compliance with these criteria, the following project performance and compliance review instrument has been established, based on the Project Rating and Ranking Tool Version 6.0., published by HUD. For purposes of the evaluation the CoC will use information from: the APR and HMIIS reports, the organization’s Single Audit or financial statements findings, the results of any monitoring conducted by HUD or the CoC, and the application submitted by projects, among other sources of information requested to the projects. **For purposes of the assigned score, the latest APR submitted to HUD will be considered.**

### Applicability of points per criterion:

Criteria		TH	SH	PSH	RRH	JOINT
Performance measures	<i>Length of Stay</i>	20		20	20	20
	<i>Exits to permanent housing</i>	25		25	25	25
	<i>Returns to Homelessness</i>	15		15	15	15
	<i>New or Increased Income and Earned Income</i>	2.5		2.5	2.5	2.5
	<i>New or Increased Income and Earned Income</i>	2.5		2.5	2.5	2.5
Services to priority populations	<i>40% or more of the participants are persons with a chronic homelessness problem or have a mental health condition (alcohol abuse, drug abuse or diagnosed mental illness).</i>	20	20	20	20	20
	<i>40% or more of participants come from an unfit place to live, literally on the street (APR Q15). /</i>	10	10	10	10	10
Project effectiveness	<i>The Project is cost-effective when compared to other projects in its category.</i>	10		10	10	
	<i>Costs are within the local average cost per positive housing exit for the project type (total project cost/number of permanent housing exits).</i>	5		5	5	
	<i>The Project is identified as Housing First</i>	5	5	5	5	5
	<i>Housing First Assessment</i>	5	5	5	5	5

Criteria		TH	SH	PSH	RRH	JOINT
Equity	<i>The recipient has underrepresented people (BIPOC, LGBTQ+, etc.) in management and leadership positions</i>	5	5	5	5	5
	<i>The recipient's board of directors includes representation from more than one person with lived experience of homelessness</i>	5	5	5	5	5
	<i>The recipient has a process to receive and incorporate feedback from people with lived experience of homelessness</i>	5	5	5	5	5
	<i>The recipient has reviewed internal policies and procedures from an equity standpoint and has a plan to develop and implement equitable policies that do not impose undue barriers</i>	5	5	5	5	5
Results of the participants	<i>The recipient has reviewed participant outcomes through an equity lens, including segregation of data by race, ethnicity, gender, identity, age, or other unserved populations.</i>	2.5	2.5	2.5	2.5	2.5
	<i>The recipient has identified programmatic changes needed to make outcomes more equitable across participants and has developed a plan to make those changes.</i>	2.5	2.5	2.5	2.5	2.5
Other local criteria	<i>Quality percentage of data entered to the HMIS.</i>	10	10	10	10	10
	<i>Average daily utilization rate during the operating year (APR Q-2).</i>	10	10	10	10	10
	<i>Performs at least one quarterly draw down (from the date of the agreement with HUD. According to eLOOCS).</i>	5	5	5	5	5
	<i>Expenditure of funds - amount expended at the end of the year vs original allocation (APR).</i>	5	5	5	5	5
	<i>The organization has no HUD or OIG monitoring or audit findings.</i>	3	3	3	3	3
	<i>The organization has no CoC monitoring or audit findings.</i>	2	2	2	2	2
	<i>The entity proposing the Project has no debts owed to the Federal Government or funds pending repayment.</i>	5	5	5	5	5
<b>Total</b>		<b>185</b>	<b>105</b>	<b>185</b>	<b>185</b>	<b>170</b>
Bonus	<i>Leverage with other housing, health or other social programs</i>	2	2	2	2	2
	<i>Case management and services</i>	1	1	1	1	1
	<i>DV</i>	1	1	1	1	1
	<i>Capacity building</i>	1	1	1	1	1
	<i>Advocates</i>	1	1	1	1	1
<b>Total bonuses</b>		<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>



Organization's Name: \_\_\_\_\_

Project's Name: \_\_\_\_\_

Type of project: \_\_\_\_\_ TH \_\_\_\_\_ PH \_\_\_\_\_ SH \_\_\_\_\_ RRH \_\_\_\_\_ JOINT \_\_\_\_\_

### THRESHOLD REQUIREMENTS

*In order for a proposal to be considered for the prioritization process, the project must meet the following threshold criteria.*

Criteria	Definition	Compliance
The Project participates in the CES	Certification of the CES	<input type="checkbox"/> Yes <input type="checkbox"/> No
Minimum Match Requirement	From the contents of the proposal, it is observed that the organization has the minimum required match in accordance with the applicable regulations.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Active participation in the CoC as defined in the Governance Charter	According to the definition of membership in the CoC's Charter, certified by the CA	<input type="checkbox"/> Yes <input type="checkbox"/> No
The application is complete in all its parts and the data is consistent.	From a review of the contents of the proposal, it is observed that the proposal is complete in all its parts and complies with the requirements for certifications and other applicable documentation in accordance with the NOFO.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Acceptable audit or financial statements	The audited financial statements have no major findings or observations, and if there were findings, the entity provided evidence of a corrective action plan.	<input type="checkbox"/> Yes <input type="checkbox"/> No

**The proposal meets all criteria and is eligible for evaluation. Yes No**

## PERFORMANCE MEASURES

Criteria	Parameters	Score
Length of Stay	<p>In Average participants spend XX days from project entry to move-in to housing (APR Q22c).</p> <p>RRH (General) - On average, participants spend 16.95 days from project entry to residential move-in  RRH (DV) - On average, participants spend 166.71 days from project entry to residential move-in  PSH (General) - On average, participants spend 3.5 days from project entry to residential move-in  PSH (DV) - On average, participants spend 157 days from project entry to residential move-in</p> <p>On average, participants remain in the project for XX days. (APR Q22b )</p> <p>TH (General) - On average, participants stay in the project 153 days.  TH (DV) - On average, participants stay in project 398 days</p>	<p>The project is more than 25% above the average number of days per component, receives no points.</p> <p>Project is 6% to 25% above the average number of days per component, receives 5 points.</p> <p>Project is 5% above or below the average receives 10 points.</p> <p>The project is 6% to 25% below the average number of days per component, receives 15 points.</p> <p>Project is more than 25% below the average number of days per component, receives 20 points.</p> <p><b>Maximum score 20.</b></p>
Exits to permanent housing	<p>Minimum percentage remain in or move to permanent housing  APR Q23a &amp; Q23b  PSH: Calculation: 1) Subtract leavers to all destinations (APR Q23a and Q23b) from number of participants (APR Q7) to determine number of stayers; 2) Add leavers to permanent housing destinations (APR Q23a &amp; Q23b); 3) Add stayers (Step 1) and leavers to permanent housing destinations (Step 2) and divide by number of participants (APR Q7)</p> <p>RRH (General) - Minimum percent move to permanent housing, 99%  RRH (DV) - Minimum percent move to permanent housing, 96%  PSH (General) - Minimum percent remain in or move to permanent housing, 94%  PSH (DV) - Minimum percent remain in or move to permanent housing, 74%  TH (General) - Minimum percent move to permanent housing, 68%  TH (DV) - Minimum percent move to permanent housing, 96%  *ensure that calculation do not consider deceased.</p>	<p>From 0 to 49% the project receives 0 points.</p> <p>From 50 to 59% the project receives 5 points</p> <p>From 60% to 69% the project receives 10 points</p> <p>From 70 to 79% the project receives 15 points</p> <p>From 80% to 89% the project receives 20 points</p> <p>90% or more the project receives 25% points</p> <p><b>Maximum score 25.</b></p>

Criteria	Parameters	Score
Returns to Homelessness  Percentage of Returns from 6 to 12 Months (181 - 365 days)	Maximum percentage of participants returning to homelessness within 6 to 12 months following exit to permanent housing. Report provided by HMIS for the period TH (General) - Maximum percent of participants return to homelessness within 12 months of exit to permanent housing, 6% PH - Maximum percent of participants return to homelessness within 12 months of exit to permanent housing, 2%	0 to 3% receives 15 points  From 4 to 6% receive 10 points  From 7 to 10% receive 5 points  More than 10% receive no points  <b>Maximum score 15</b>
New or Increased Income (Earned Income)	Percentage of participants with increase or new entry APR Q19a1 RRH (General) - Minimum percent of participants with new or increased earned income for project stayers, 9% RRH (DV) - Minimum percent of participants with new or increased earned income for project stayers, 33% PSH (General) - Minimum percent of participants with new or increased earned income for project stayers, 20% PSH (DV) - Minimum percent of participants with new or increased earned income for project stayers, 21% TH (General) - Minimum percent of participants with new or increased earned income for project stayers, 14% TH (DV) - Minimum percent of participants with new or increased earned income for project stayers, 73%	9% or more of employment income generation (2.5)  5 % a 8% (2)  3% a 4% (1)  0% a 2% (0)  <b>Maximum score 2.5</b>
New or Increased Income (non employment)	Percent of participants with increase or new income from sources other than employment, including cash or noncash APR Q19a1  RRH (General) - Minimum percent of participants with new or increased non-employment income for project stayers, 27% RRH (DV) - Minimum percent of participants with new or increased non-employment income for project stayers, 67% PSH (General) - Minimum percent of participants with new or increased non-employment income for project stayers, 31% PSH (DV) - Minimum percent of participants with new or increased non-employment income for project stayers, 50% TH (General) - Minimum percent of participants with new or increased non-employment income for project stayers, 29% TH (DV) - Minimum percent of participants with new or increased non-employment income for project stayers, 9%	9% or more income generation from other sources (2.5)  5 % a 8% (2)  3% a 4% (1)  0% a 2% (0)  <b>Maximum score 2.5</b>

## SERVICE TO PRIORITY POPULATIONS

Criteria	Parameters	Score
40% or more of the participants are persons with a chronic homelessness problem or have a mental health condition (alcohol abuse, drug abuse or diagnosed mental illness). (CH: Q26a / It is obtained by dividing the largest number of persons indicated in these three categories in question Q13a1 (at Start) of the RPA by the number of persons served, question Q5 of the APR)	PH RRH TH SH JOINT	More than 40% (20)  Less than 40% (0)
40% or more of the participants come from an unsuitable place to live, literally on the street or an ES (APR Q15)	RRH PH TH SH JOINT	More than 40% (10)  Less than 40% (0)

## PROJECT EFFECTIVENESS

Criteria	Parameters	Score																																	
<p>The Project is cost-effective when compared to other projects in its category. (total cost/number of beds according to proposal)</p> <table border="1"> <thead> <tr> <th>Type of project</th> <th>Number of projects in category</th> <th>Average cost of beds</th> </tr> </thead> <tbody> <tr> <td>PSH Single site with SS</td> <td>4</td> <td>\$ 9,155.33</td> </tr> <tr> <td>PSH Single site without SS</td> <td>0</td> <td>\$ -</td> </tr> <tr> <td>PSH Multiple locations with SS</td> <td>14</td> <td>\$ 11,445.77</td> </tr> <tr> <td>PSH Multiple locations without SS</td> <td>2</td> <td>\$ 5,396.06</td> </tr> <tr> <td>RRH with SS</td> <td>3</td> <td>\$ 13,174.41</td> </tr> <tr> <td>RRH without SS</td> <td>0</td> <td>\$ -</td> </tr> <tr> <td>TH Multiple locations with SS</td> <td>6</td> <td>\$ 16,424.01</td> </tr> <tr> <td>TH Multiple locations without SS</td> <td>0</td> <td>\$ -</td> </tr> <tr> <td>TH Single site with SS</td> <td>2</td> <td>\$ 6,979.90</td> </tr> <tr> <td>TH without SS</td> <td>0</td> <td>\$ -</td> </tr> </tbody> </table>	Type of project	Number of projects in category	Average cost of beds	PSH Single site with SS	4	\$ 9,155.33	PSH Single site without SS	0	\$ -	PSH Multiple locations with SS	14	\$ 11,445.77	PSH Multiple locations without SS	2	\$ 5,396.06	RRH with SS	3	\$ 13,174.41	RRH without SS	0	\$ -	TH Multiple locations with SS	6	\$ 16,424.01	TH Multiple locations without SS	0	\$ -	TH Single site with SS	2	\$ 6,979.90	TH without SS	0	\$ -	TH PH RRH	<p>The total project budget is below average in its project type category (10).</p> <p>The total project budget is 5% below or above average in its project type category (5)</p> <p>Total project budget is more than 5% above average in its project type category (0)</p>
Type of project	Number of projects in category	Average cost of beds																																	
PSH Single site with SS	4	\$ 9,155.33																																	
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TH without SS	0	\$ -																																	

Criteria	Parameters	Score
<p>Costs are within the local average cost per positive housing exit for the project type (total project cost/number of permanent housing exits).</p> <p>*ensure that calculation do not consider deceased.</p>	<p>RRH PH TH</p>	<p>Cost per outcome is more than 5% below the average cost per project type receives 5 points. The cost per outcome is about 5% more or less than the average cost per project type receives 3 points. The project is more than 5% above the average cost per project type receives 0 points.</p>
<p>The Project is identified as Housing First</p> <p>During the past 12 months the project has completed a Housing First Self-Assessment</p>	<p>RRH PH TH SH JOINT</p> <p>RRH PH TH SH JOINT</p>	<p>Yes (5 points) No (0 points)</p> <p>Yes (5 points) No (0 points)</p>

## Equity

Criteria	Parámetros Parameters	Puntuación Score
The recipient has underrepresented individuals (BIPOC, LGBTQ+, etc.) in management and leadership positions	<p>RRH PH TH SH JOINT</p>	<p>Yes (5 points) No (0 points)</p>
The recipient's board of directors, council or advisory group includes representation from more than one person with lived experience of homelessness	<p>RRH PH TH SH JOINT</p>	<p>Yes (5 points) No (0 points)</p>

<b>Crterios Criteria</b>	<b>Parámetros Parameters</b>	<b>Puntuación Score</b>
The recipient has a process for receiving and incorporating feedback from people with lived experience of homelessness	RRH PH TH SH JOINT	Yes (5 points) No (0 points)
The recipient has reviewed internal policies and procedures from an equity standpoint and has a plan to develop and implement equitable policies that do not impose unnecessary barriers	RRH PH TH SH JOINT	Yes (5 points) No (0 points)

**Participants results**

<b>Crterios Criteria</b>	<b>Parámetros Parameters</b>	<b>Puntuación Score</b>
The recipient has reviewed participant outcomes through an equity lens, including segregation of data by race, ethnicity, gender, identity, age, or other unserved populations. (certification)	RRH PH TH SH JOINT	Yes (2.5 points) No (0 points)
The recipient has identified programmatic changes needed to make outcomes more equitable across participants and has developed a plan to make those changes. (certification)	RRH PH TH SH JOINT	Yes (2.5 puntos) No (0 points)

**OTHER LOCAL CRITERIA**

<b>Criteria</b>	<b>Parameters</b>	<b>Score</b>
Quality percentage of data entered to the HMIS (certification of HMIS).	TH PH SH RRH	More than 90% (10) 90% (5) 85% a 89% (3) 84% or less (0)

Criteria	Parameters	Score
	JOINT	
Average daily utilization rate during the operating year (APR Q-2).	TH PH SH RRH JOINT	85% or more (10) 80% to 84% (5) 75% to 79% (3) 74% or less (0)
Performs at least one quarterly draw down (from the date of the agreement with HUD. According to eLOOCS).	TH PH SH RRH JOINT	Yes (5) NO (0)
Expenditure of funds - amount expended at the end of the year vs original allocation (APR).	TH PH SH RRH JOINT	99 % or more (5) 98% to 95% (3) 94% to 90% (1) 89% or less (0)
The organization has no monitoring or audit findings from HUD or the OIG.  The proposing entity has monitoring or audit findings from HUD or the OIG, but has a corrective action plan for monitoring or audit findings.  Has monitoring or audit findings from HUD or the OIG with no corrective plan. <i>Certification</i>	PSH RRH TH SH JOINT	The organization has no monitoring or audit findings. 3  The proposing entity has monitoring or audit findings, but has a corrective action plan for monitoring or audit findings. 2  Has monitoring or audit findings with no corrective plan. 0
The organization has no monitoring findings from the CoC.  The proposing entity has monitoring findings from the CoC, but has a corrective action plan  Has monitoring findings from CoC with no corrective plan. <i>Certification</i>	PSH RRH TH SH JOINT	The organization has no monitoring findings. 2  The proposing entity has monitoring findings, but has a corrective action plan for monitoring or audit findings. 1  Has monitoring or audit findings with no corrective plan. 0

Criteria	Parameters	Score
<i>The entity proposing the Project has no debts owed to the Federal Government or funds pending repayment. Proposal</i>	PSH RRH TH SH JOINT	<i>The entity proposing the Project has no debts owed to the Federal Government or funds pending repayment.</i> 5 <i>The entity owes debts to the Federal Government.</i> 0

## BONUS

Bonuses	Criteria	Maximum points awarded	Applicability	Points awarded
Leverage with other housing, health or other social programs	The Project shows evidence of having at least one fund or agreement with another housing, health or social program that is not CoC or ESG.	(2 Points )	PSH RRH TH SH JOINT	
Case management and services	The organization provides service management and at least four more supportive services, by itself or a partner a	(1)	PSH RRH TH SH JOINT	
DV	The organization has amended its policies and procedures to incorporate current changes in legislation (VAWA)	(1)	PSH RRH TH SH JOINT	
Capacity building	The organization demonstrates evidence of at least one training provided to its staff	(1)	PSH RRH TH SH JOINT	
Advocates	The recipient provides a certification of an advocate or leader of underrepresented individuals (BIPOC, LGBTQ+, etc.) who collaborates with the organization or an collaboration agreement with another organization that advocates for these populations	(1)	PSH RRH TH SH JOINT	



# EVALUATION TOOL FOR RENEWAL HMIS PROJECT



## EVALUATION INSTRUMENT FOR HMIS PROJECT RENEWAL

*ASSESSMENT TOOL FOR RANKING OF PROJECTS (2023)*

**Instructions:** The Evaluation Committee members must read each one of the proposals, and award a score based on the criteria and definitions that are included below.

The maximum score to be awarded per item or criteria will be (2) points, with the exception of item 2. A lower score may be awarded, as considered by the Evaluation Committee. In those strict compliance criteria (Threshold requirements), as identified in the annotation's column, failure to comply with it will be sufficient reason to reject the proposal. In other words, for a proposal to be considered for the prioritization process, the project must comply with the following strict compliance requirements.

Organization's Name: \_\_\_\_\_

Project's Name: \_\_\_\_\_

### Part I: Threshold requirements

Minimum required match	From the contents of the proposal, it is observed that the organization has the minimum required match in accordance with the applicable regulations.	<input type="checkbox"/> Yes <input type="checkbox"/> No  <input type="checkbox"/> Yes <input type="checkbox"/> No
Active participation in the CoC, as defined in the regulations	According to the definition of membership in the CoC's Charter, certified by the CA.	<input type="checkbox"/> Yes <input type="checkbox"/> No  <input type="checkbox"/> Yes <input type="checkbox"/> No
The application is complete in all its parts and the data is consistent	From review of the contents of the proposal, it is observed that the proposal is complete in all its parts and complies with the requirements for certifications and other applicable documentation in accordance with the NOFO.	<input type="checkbox"/> Yes <input type="checkbox"/> No  <input type="checkbox"/> Yes <input type="checkbox"/> No
Audit or acceptable financial statements	The audited financial statements have no major findings or observations, and if there were findings, the entity provided evidence of a corrective action plan.	<input type="checkbox"/> Yes <input type="checkbox"/> No  <input type="checkbox"/> Yes <input type="checkbox"/> No

**The proposal meets all criteria and is eligible for evaluation.  Yes  No**

CRITERIA	VALUE (For each indicator, a scale was made with the maximum score)	COMMENTS
1. Performs at least one quarterly draw down (from the date of the agreement with HUD. According to eLOOCS).	YES (2) NO (0)	
2. Expenditure of funds - amount expended at the end of the year vs original allocation (APR)	99% or more (3) 98% to 95% (2) 94% to 90% (1) 89% or less (0)	
3a. No open HUD or OIG monitoring or Audit findings	Not having findings or having resolved them (2) Signs with Corrective Action Plan (1) Signs without Corrective Action Plan (0)	
3b. No open CoC monitoring or Audit findings	Not having findings or having resolved them (2) Signs with Corrective Action Plan (1) Signs without Corrective Action Plan (0)	
4. Have no debts with the Federal Government	Yes (0) No (2)	
5. The project has representation of persons who are homeless or who have experienced homelessness on its Board, Council, Advisory Committee, staff or volunteers. (Certification of homelessness or experienced homelessness within the previous 7 years, indicating membership on the Board, Council, Committee, Employee or Volunteer)	Has at least one person (2) Does not have homeless people on board, committees, or council (0)	
6. The recipient has underrepresented people (BIPOC, LGBTQ+, etc.) in management and leadership positions.	Has at least one person (2) Does not have homeless people on board, committees, or council (0)	
7. The HMIS has a process for receiving and incorporating feedback from people with lived experience of homelessness dating from a period prior to the NOFO's publication. Evidence of extracts of policies and procedures duly certified or signed.	YES (2) NO (0)	

CRITERIA	VALUE (For each indicator, a scale was made with the maximum score)	COMMENTS
8. The entity provides services to all the projects in the municipalities that comprise the CoC measured based on active grant projects in the fiscal year, through certification with list issued by the HMIS.	Yes (2) No (0)	
9. The HMIS is managed by a duly organized non-profit entity (it is a non-profit corporation, with an Active Board of Directors and in compliance with annual reports to the Department of State). Certificate of incorporation Good standing certificate Certificate of Exemption 1101 or 501c3	Yes (2) No (0)	
10. The HMIS has written policies and procedures for data entry, according to high quality standards. <i>Policies and procedures document</i>	Yes (2) No (0)	
11. The HMIS System has policies and systems that guarantee the confidentiality and privacy of the information <i>Inclusion of policies on confidentiality and privacy in policies and procedures</i>	Yes (2) No (0)	
12. The HMIS is kept up to date in terms of platforms for the entry and management of information. <i>Certification on platforms used and latest updates to the system</i>	Yes (2) No (0)	
13. The HMIS System provides support and technical assistance to CoC members in data entry to the system <i>Based on certification of technical assistance/guidance/workshops provided during the year</i>	Yes (2) No (0)	
14. The HMIS System generates regular reports and keeps the CoC informed of project performance measures <i>At least one quarterly report</i>	Yes (2) No (0)	
15. The HMIS collaborates with the CoC to promote quality data entry for all projects <i>Efforts to promote quality (quality guidelines, data quality reports)</i>	Yes (2) No (0)	
16. <b>The HMIS generates reports from an equity lens, and provides such information to the projects</b>	Yes (2) No (0)	
17. The HMIS seeks, through different mechanisms, to have the input of the members of the CoC for the strengthening of the system. . Evidence of meetings or other activities organized by the HMIS to collect input from members.	Yes (2) No (0)	
18. The HMIS keeps members informed on an ongoing basis of changes that affect the system or data entry.	Yes (2) No (0)	
19. The organization's employees, board and/or volunteers have received training in the past year on policies and measures to address potential disparities based on ethnicity and race. (Certificate from the entity that provided the training or certification from the entity that received the training with the following information: of training, title, date, entity that provided the training and number and type of participants).	Has received training (2)  Has not received training (0)	

**BONUS**

Use of evidence-based approaches or data-driven decision making	The project uses evidence-based approaches or data-driven decision-making processes to guide resources and services.	2	YES (2) NO (0)	
Use of innovative approaches or practices with indications of evidence of scope or in the provision of services or in the tasks carried out	The project proposes an innovative approach to scope or services or in the tasks it carries out, based on best practices or practices with indications of evidence.	3	YES (3) NO (0)	
Advocates	The recipient provides a certification of an advocate or leader of underrepresented individuals (BIPOC, LGBTQ+, etc.) who collaborates with the organization or an collaboration agreement with another organization that advocates for these populations	1	Yes (1) No (0)	

**Total awardable score: 39**

**Score obtained:**

**Bonus:**

**Final score:**

Date of the Evaluation: \_\_\_\_\_

Name and signature of the members of the evaluation committee:

\_\_\_\_\_

**Name and signature of the authorized representative of the organization**

\_\_\_\_\_

*Name*

*Signature*

# EVALUATION TOOL FOR RENEWAL COORDINATED ENTRY SYSTEM PROJECT



## EVALUATION INSTRUMENT FOR CES PROJECT RENEWAL

*ASSESSMENT TOOL FOR RANKING OF PROJECTS (2023)*

Instructions: The Evaluation Committee members must read each one of the proposals, and award a score based on the criteria and definitions that are included below.

The maximum score to be awarded per item or criteria will be (2) points, except for item 2. A lower score may be awarded, as considered by the Evaluation Committee. In those strict compliance criteria (Threshold requirements), as identified in the annotation's column, failure to comply with it will be sufficient reason to reject the proposal. In other words, for a proposal to be considered for the prioritization process, the project must comply with the following strict compliance requirements.

Organization's Name: \_\_\_\_\_

Project's Name: \_\_\_\_\_

### Parte I: Threshold requirements

Minimum required Matching	From the contents of the proposal, it is observed that the organization has the minimum required match in accordance with the applicable regulations.	<input type="checkbox"/> Yes <input type="checkbox"/> No  <input type="checkbox"/> Yes <input type="checkbox"/> No
Active participation in the CoC, as defined in the regulations	According to the definition of membership in the CoC's Charter, certified by the CA	<input type="checkbox"/> Yes <input type="checkbox"/> No  <input type="checkbox"/> Yes <input type="checkbox"/> No
The application is complete in all its parts and the data is consistent	From review of the contents of the proposal, it is observed that the proposal is complete in all its parts and complies with the requirements for certifications and other applicable documentation in accordance with the NOFO.	<input type="checkbox"/> Yes <input type="checkbox"/> No  <input type="checkbox"/> Yes <input type="checkbox"/> No
Audit or acceptable financial statements	The audited financial statements have no major findings or observations, and if there were findings, the entity provided evidence of a corrective action plan.	<input type="checkbox"/> Yes <input type="checkbox"/> No  <input type="checkbox"/> Yes <input type="checkbox"/> No

**The proposal meets all the criteria and can be evaluated.  Yes  No**



CRITERIA	VALUE (For each indicator, a scale was made with the maximum score)	COMMENTS
1. Performs at least one quarterly draw down (from the date of the agreement with HUD. According to eLOOCS)	YES (2) NO (0)	
2. Expenditure of funds - amount expended at the end of the year vs original allocation (APR)	99% or more (3) 98% to 95% (2) 94% to 90% (1) 89% or less (0)	
3a. No open HUD or OIG monitoring or Audit findings	Not having findings or having resolved them (2) Signs with Corrective Action Plan (1) Signs without Corrective Action Plan (0)	
3b. No open CoC monitoring or Audit findings	Not having findings or having resolved them (2) Signs with Corrective Action Plan (1) Signs without Corrective Action Plan (0)	
3. Have no debts with the Federal Government	Yes (0) No (2)	
4. The project has homeless or experienced homeless representation on its Board, Council, Advisory Committee, employment, or volunteers (Certification of homeless or experiencing homelessness within the previous 7 years, indicating that they are part of the Board, Council, Committee, employment or volunteers).	Has at least one person (2)  Does not have homeless people on board, committees or council (0)	

CRITERIA	VALUE (For each indicator, a scale was made with the maximum score)	COMMENTS
5. The recipient has underrepresented people (BIPOC, LGBTQ+, etc.) in management and leadership positions.	Has at least one person (2)  Does not have homeless people on board, committees or council (0)	
6. The CES is administered by a duly organized non-profit entity (it is a non-profit corporation, with an Active Board of Directors and in compliance with annual reports to the Department of State). <i>Certificate of incorporation</i> <i>Certificate of good standing</i> <i>Waiver 1101 or 501 c3</i>	YES (2) NO (0)	
7. The CES offers services in all the municipalities that make up the CoC. CES certification with service area, contact points and channels	YES (2) NO (0)	
8. CES offices are located in an area that is easily accessible to individuals or families searching for housing or services <i>Observation: area of high flow or incidence of homeless people, signage, free of architectural barriers</i>	YES(2) NO (0)	
9. The CES promotes the services it provides through various means of communication At least two channels or means of communication are used to publicize the services and it is observed that promotion has been issued in the three months prior to the evaluation (social networks, signage, flyers, participation in forums, outreach efforts).	YES (2) NO (0)	
10. The CES has a standardized evaluation tool and procedures for the evaluation and placement process. <i>Assessment and screening instruments</i>	YES (2) NO (0)	
11. CES has established a coordinated entry process with the same screening approach at all entry points. <i>Certification of access points on the appraisal instrument and procedure.</i>	YES (2) NO (0)	
12. The CES has procedures for variations in the screening and analysis process for special populations (ex. youth) <i>Inclusion of section or instruments for such purposes.</i>	YES (2) NO (0)	
13. The entity that manages the CES has a reasonable accommodation policy. For example, a person with a mobility impairment may request a reasonable	YES (2) NO (0)	

CRITERIA	VALUE (For each indicator, a scale was made with the maximum score)	COMMENTS
accommodation to complete the coordinated entry process. <i>Written policy</i>		
14. CES implements coordinated entry policies and procedures aligned to CoC and ESG written standards <i>Sample of CES written procedures</i>	YES (2) NO (0)	
15. CES has an entry policy to minimize barriers such as perceived barriers to housing or services, including but not limited to: very low or no income, substance use, history of domestic violence, refusal to receive services, the type or extent of disability-related services or supports needed, history of evictions or poor credit, lease violations or history of not being a tenant, or criminal history. <i>Written policy</i>	YES (2) NO (0)	
16. CES has a process for receiving and incorporating feedback from people with lived experience of homelessness dating from a period prior to the NOFO's inception. <i>Evidence of extracts of policies and procedures duly certified or signed</i>	YES (2) NO (0)	
17. CES has reviewed internal policies and procedures from an equity standpoint (includes BIPOC, LGBTQ+, and people with disabilities) and has a plan to develop and enforce equitable policies that do not impose undue barriers in the run-up to the NOFO. <i>Evidence of extracts of policies and procedures duly certified or signed</i>	YES (2) NO (0)	
18. The CES implements a training program to train and strengthen the skills of its staff. <i>Evidence of at least one training provided to staff in the six months prior to the assessment</i>	YES (2) NO (0)	





# EVALUATION TOOL FOR NEW PROJECTS

## PRIORITIZATION OF NEW PROJECTS 2023 (BY BONUS OR REALLOCATION) EVALUATION INSTRUMENT

Instructions: The Evaluation Committee members must read each one of the proposals, and award a score based on the criteria and definitions that are included below.

The maximum score to be awarded per item or criteria will be (5) points. A lower score may be awarded, as considered by the Evaluation Committee. In those strict compliance criteria (Threshold requirements), as identified in the annotation's column, failure to comply with it will be sufficient reason to reject the proposal. In other words, for a proposal to be considered for the prioritization process, the project must comply with the following strict compliance requirements.

### PROJECT INFORMATION

Organization name: \_\_\_\_\_  
 Project name: \_\_\_\_\_  
 Project type: PH-PSH PH-RRH Joint TH and PH-RRH SSO-CE DV HMIS

### THRESHOLD REQUIREMENTS

Criteria	Definition	Compliance
Intention Letter	Submission of Letter of Intent on or before the date established by the COC.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Compulsory Meeting	The entity attended the compulsory meeting.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Proposal submitted on time	Submitted the proposal on time in e-snaps, on or before the date established by the COC.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Active participation in the CoC as defined in the by-laws	According to the definition of membership in the CoC by-laws, certified by the CA.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Proposal type and population	The entity is proposing an eligible component and population	<input type="checkbox"/> Yes <input type="checkbox"/> No
CES Participation	The Project certifies that it participates or commits to participate in the CES, as applicable. CES Certification or in the alternative must have checked yes on screen 3B item 4 of the proposal.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
HMIS Participation	The Project certifies that it participates or agrees to participate in the HMIS, as applicable HMIS certification or alternatively, entity certification.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
The project participates or commits to participate in the CoC	Collaborating Agency Certification in accordance with the CoC Regulations or in the alternative certification of the entity.	<input type="checkbox"/> Yes <input type="checkbox"/> No
The Project has the minimum required match	From the proposal content, it is evident that the entity has the minimum required match in accordance with the applicable regulations. (Screen 6I)	<input type="checkbox"/> Yes <input type="checkbox"/> No
The application is completed in all its parts, the data is consistent, and it issued the corresponding certifications	From the review of the contents of the proposal, it is observed that the proposal is completed in all its parts and that its contents is consistent. Also, the required certifications were submitted following the dates indicated in the NOFO.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Audit or acceptable financial statements	The audited financial statements have no major observations or observations, and if there were observations, the entity showed evidence of a corrective action plan.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Code of Conduct	Has a Code of Conduct in compliance with 2 CFR 200, on file with HUD or submitted with the proposal. <a href="https://www.hud.gov/program_offices/spm/gmomgmt/grantsinfo/conduct">https://www.hud.gov/program_offices/spm/gmomgmt/grantsinfo/conduct</a> .	<input type="checkbox"/> Yes <input type="checkbox"/> No
Suspension or debarment from doing business with the Federal Government	The entity proposing the project is not suspended or debarred from doing business with the Federal Government, according to current information on SAMs.gov.	<input type="checkbox"/> Yes <input type="checkbox"/> No

**The proposal meets all criteria and is eligible for evaluation. Yes No**

**PROGRAMMATIC, ADMINISTRATIVE AND FISCAL CAPACITY**

Criteria	Parameters	Score	Applicability	Score awarded	Comments
<b>Previous experience and skills</b>	<p>Has satisfactory experience of 4 years or more in project management for federally funded projects for homeless persons.</p> <p>Has satisfactory experience of 2 to 3 years with 11 months in the administration of federally funded projects for homeless persons.</p> <p>Has less than 2 years of experience or unsatisfactory track record.</p> <p><i>Satisfactory track record includes organizations with high levels of performance that have not lost funds from a previous project or have not been subject to recapture.</i></p>	<p>(5 points)</p> <p>(3 points)</p> <p>(0 points)</p>	<p>PSH RRH Joint SSO CE HMIS</p>		
<b>Financial management system</b>	<p>The entity has a financial management system that operates in accordance with generally accepted accounting principles and the applicable regulations in 2 CFR 200 (Certification document).</p> <p>The entity has designated a fiscal agent who will maintain a functioning accounting system for its organization in accordance with generally accepted accounting principles.</p> <p>The organization does not have a compliant Financial Management System and does not have a fiscal agent.</p>	<p>(5 points)</p> <p>(3 points)</p> <p>(0 points)</p>	<p>PSH RRH Joint SSO CE HMIS</p>		
<b>HUD or OIG monitoring or audit findings</b>	<p>The organization has no monitoring or audit findings.</p> <p>The proposing entity has monitoring or audit findings but has a corrective action plan for closing monitoring or audit findings.</p>	<p>(5 points)</p> <p>(3 points)</p>	<p>PSH RRH Joint SSO CE HMIS</p>		

Criteria	Parameters	Score	Applicability	Score awarded	Comments
	Has monitoring or audit findings with no corrective plan.  <i>See Screen 2B. Experience of Applicant, Subrecipient(s) and Other Partners 4 &amp; 4a</i>	(0 points)			
<b>Debts with the Federal Government</b>	The entity proposing the Project has no debts with the Federal Government or funds pending repayment.	(5 puntos)	PSH RRH Joint SSO CE HMIS		
	The entity has debts with the Federal Government.	(0 puntos)			

### POPULATIONS, NEEDS, SPECIFIC REQUIREMENTS BY PROJECT TYPE AND PERFORMANCE

Criteria	Parameters	Score	Applicability	Score awarded	Comments
<b>Need</b>	The project presents a description that demonstrates the need for this type of project in the CoC area.	(5 points if you indicate one of the populations)	PSH RRH Joint SSO CE		
	PH-PSH Screen 3B. Description	(0 points if you do not indicate any of the populations)			
<b>Service area</b>	The municipality where the project will be located and/or municipality(ies) where it will be providing services reflects a high proportion of unsheltered homeless.	(5 points)	PSH RRH Joint		
	The municipality where the project will be located and/or municipality(ies) where it will be providing services reflects a medium proportion of people with a homelessness problem, not housed.	(3 points)			
	The municipality or municipalities reflect little or no need.	(0 points)			
<b>Dedicated Plus</b>	Project Type is intended for Permanent Housing with supportive services	(5 points)	PSH		

Criteria	Parameters	Score	Applicability	Score awarded	Comments
	(Dedicated Plus) where 100% of the beds are dedicated to serve individuals with disabilities and families with at least one adult and one child with disabilities, including unaccompanied youth, as defined in the Notice of Funding, section III.B.2.g of the NOFO o Project Type is intended for Permanent Housing with supportive services for 100% chronically homeless Individuals and Families, as defined in 24 CFR 578.3.				
<b>Supportive services for participants to ensure entry and retention in PH with an approach that fits their needs.</b>	The project will provide through its own resources or through referrals three or more support services, such as: case management, transportation, counseling, life skills, and childcare, among others.	(5 points)	PSH RRH Joint		
	Provides two or more supportive services such as case management, among others.	(2 points)			
	Provides one or no supportive services.  <i>PH-PSH Screen 4A. Supportive Services for Program Participants</i>	(0 points)			
<b>Supportive services types</b>	The types of supportive services that will be offered to program participants would ensure successful retention in or assistance in obtaining permanent housing, including all supportive services regardless of their funding sources.	(5 points)	PSH RRH Joint		
	PH-PSH Screen 4A. Supportive Services for Program Participants	(0 points)			
<b>Services plan</b>	The proposed project has a specific plan to ensure that program participants will receive individual assistance in obtaining benefits from the primary health, social,	(5 points)	PSH RRH Joint		

Criteria	Parameters	Score	Applicability	Score awarded	Comments
	and employment programs for which they are eligible to apply, and which meet the needs of program participants (e.g., Medicare, Medicaid, SSI, food stamps, local workforce office, early childhood education).  The project does not have a plan.	(0 points)			
<b>Housing type</b>	The proposed housing type, including the number and configuration of units, is tailored to the needs of program participants (e.g., two or more bedrooms for families). PH-PSH Screen 4B. Housing Type and Location	(5 points)  (0 points)	PSH RRH Joint		
<b>Distribution of units</b>	The proposed project will provide enough rapid rehousing assistance to ensure that at any given time a program participant may move from TH to PH.	(5 points)  (0 points)	JOINT		
<b>Feasibility to start immediately</b>	Project feasibility to begin immediately upon HUD approval.  If the project can be implemented in 6 months or less.  If the project requires more than 6 months to initiate services.	(5 points)  (3 points)  (0 points)	PSH RRH Joint SSO CE HMIS		
<b>Services increase</b>	If it is an expansion project, the proposal explains how the activities in the new project will expand within the geographic area covered by the CoC or how the proposal increases the number of people to be served, compared to the original proposal.	(5 points)	PSH RRH Joint SSO CE HMIS		
<b>Geographical region</b>	The centralized or coordinated appraisal system is readily available to all persons in the COC's geographic region seeking information on assistance to homeless	(5 points)  (0 points)	SSO CE		

Criteria	Parameters	Score	Applicability	Score awarded	Comments
	persons, including persons with disabilities in that geographic area.				
<b>Advertising</b>	The project provides a description of the coordinated federally funded projects for homeless persons. process advertising strategy and how it is designed to reach homeless individuals with the highest barriers in the COC geographic region.	(5 points)  (0 points)	SSO CE		
<b>Assessment</b>	The project has a standardized assessment process.	(5 points)  (0 points)	SSO CE		
<b>Referral system</b>	The project provides a description of the referral process and how it ensures that program participants are directed to appropriate housing and services that meet their needs.	(5 points)  (0 points)	SSO CE		
<b>Alignment with CoC strategy</b>	How they will spend HMIS funds in a manner that is consistent with the CoC's funding strategy for HMIS and that promotes implementation of the CoC's HMIS.	(5 points)  (0 points)	HMIS		
<b>Data elements</b>	HMIS collects all universal data elements as set forth in the HMIS data standards.	(5 points)  (0 points)	HMIS		
<b>Data de-duplication capability</b>	The ability of HMIS to de-duplicate client files.	(5 points)  (0 points)	HMIS		
<b>Production of reports and required data</b>	HMIS produces all reports required by HUD and provides data required for HUD reports (e.g., APR, quarterly reports, data for CAPER/ESG reports) and other reports required by other federal partners.	(5 points)  (0 points)	HMIS		

**EFFECTIVENESS AND LEVERAGE OF RESOURCES**

Criteria	Parameters	Score	Applicability	Score awarded	Comments
<b>Cost-effectiveness</b>	The project is cost-effective when compared to other projects in its category.	<p>The project's total budget is below average in its project type category. (5)</p> <p>Total project budget is 5% below or above average in its project type category. (3)</p> <p>The total project budget is more than 5% above average in its project type category. (0)</p>	<p>PSH</p> <p>RRH</p> <p>Joint</p> <p>SSO CE</p>		

**EQUITY AND INCLUSION**

Criteria	Parameters	Score	Applicability	Score awarded	Comments
<b>Representation</b>	The recipient has underrepresented individuals (BIPOC, LGBTQ+, etc.) in management and leadership positions. Certification	(5 points)	<p>PSH</p> <p>RRH</p> <p>Joint</p> <p>SSO CE</p> <p>HMIS</p>		
<b>Persons with homelessness unsheltered experience</b>	The recipient's board of directors or advisory council includes representation from more than one person with lived experience of homelessness. If a municipal government or agency, it can demonstrate that it has employees or volunteers who meet this criterion. Certification	(5 points)	<p>PSH</p> <p>RRH</p> <p>Joint</p> <p>SSO CE</p> <p>HMIS</p>		

Criteria	Parameters	Score	Applicability	Score awarded	Comments
<b>Feedback processes</b>	The recipient has a process to receive and incorporate feedback from people with lived experience of homelessness dating back to a period prior to the emergence of the NOFO. Evidence of duly certified or signed excerpts of policies and procedures.	(5 points)	PSH RRH Joint SSO CE HMIS		
<b>Equity policies and procedures</b>	The recipient has reviewed internal policies and procedures from an equity perspective and has a plan to develop and implement equitable policies that do not impose undue barriers prior to the emergence of the NOFO. Evidence of duly certified or signed excerpts of policies and procedures.	(5 points)	PSH RRH Joint SSO CE HMIS		

## BONUS

Criteria	Parameters	Score	Applicability	Score awarded	Comments
Leverage with other housing, health or other social programs	The Project shows evidence of having at least one fund or agreement with another housing, health or social program that is not CoC or ESG.	(3 Points )	PSH RRH JOINT		
Use of evidence-based approaches or data-driven decision making.	The project uses evidence-based approaches or data-driven decision-making processes to target resources and services.	3 points	SSO CE HMIS		
Capacity building	The organization demonstrates evidence of at least one training provided to its staff	(1)	PSH RRH JOINT		
Advocates	The recipient provides a certification of an advocate or leader of underrepresented individuals (BIPOC, LGBTQ+, etc.) who collaborates with the organization or an collaboration agreement with another organization that advocates for these populations	(1)	PSH RRH JOINT		

