2022 New Project Scoring Guide and Checklist

This checklist and scorecard will be used for all new project applications.

Applicants with disabilities may contact the Collaborative Applicant office by telephone, email, or mail to request and arrange accommodations. Requests for accommodations should be made as soon as possible to ensure adequate time to make accommodations before the application deadline. Please contact Nathaniel Meece or the Collaborative Applicant office at

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Checklist

Certifications and attachments should be completed via online form. This scoring guide is for new projects only. If your organization is submitting more than one project application, please complete a certification form for each project. Contact collaborativeapplicant@moboscoc.org if you encounter any issues or need assistance.

Certifications- Should the CoC need to review any of the following, project applicants can produce certification, description or waivers if needed.

- Nonprofit documentation
- Description of organization financial management structure
- Unique Entity Identifier (UIE) Applicants must provide a valid UEI number, registered and active at https://www.sam.gov/SAM. in the application.
- CES & HMIS Participation.
- Organization's board of directors includes at least one homeless or formerly homeless individual or a waiver for this regulatory requirement.
- Point-in-Time Count Participation
- CoC Planning and Operations Participation

Attachments- Project applicants must include the following attachments in application

- Applicable Report from HMIS, comparable database, or other SPM reporting database that details System Performance Measures
- Documentation of Minimum Match
- HUD Monitoring Visit: Certification that a HUD monitoring visit has not occurred within the previous two years; OR Certification that HUD monitoring occurred within the previous two year and the monitoring included no findings that resulted in sanctions or required corrective action; OR Description of the HUD monitoring findings that resulted in sanctions or required corrective action AND documentation indicating resolution of findings.
- Financial Audit: Certification that an independent financial audit has occurred within the past two years OR certification that no financial audit occurred during the past two years. When an audit has occurred, certification that the independent financial audit issued an unqualified or "clean" opinion in which the organization's financial statements and practices were prepared and conducted

using Generally Accepted Accounting Principles. A description of the audit's findings in instances when an unqualified opinion was not issued, including the auditor's report.

- Applicable documentation by MOU, LOA or other contractual agreement between any Healthcare Provider or Housing Resource Provider
- Organization's Antidiscrimination Policy, ensuring that LGBTQ+ individuals and families receive supportive services, shelter and housing free of discrimination
- Safety Plan for Victims of Domestic Violence
- Housing First Assessment Tool, required for all renewals except for HMIS.

MAX POINTS	SCORING SECTIONS
	HUD Standards
Pass/Fail	HUD Eligibility and Threshold Requirements
Pass/Fail	Board of Directors – Lived Experience of Homelessness
	Mo BoS CoC Participation
10	Participation in Coordinated Entry
10	Participation in HMIS or Comparable Database
10	CoC Meeting Attendance
10	Point in Time Count (PIT) Participation
10	CoC Planning and Operations Activities
	Attachments and Descriptions
10	Performance Capacity: System Performance Measures
Pass/Fail	Documentation of Minimum Match
Pass/Fail	HUD Monitoring Visit
Pass/Fail	Financial Audit
10	Project Participation with a Healthcare Entity or Housing Resource provider
5	Antidiscrimination Policy
5	DV Safety Plan
10	Experience of Applicant
10	Housing First Tool
3	Outreach Efforts
3	Racial Equity
10	Project Narrative Description: Clarity
10	Project Narrative Description: Completeness
126	**TOTAL SCORE**

HUD Standards	

HUD Eligibility and Threshold Requirements
HUD establishes eligibility threshold requirements for applicants and projects. Renewal projects may be considered as having met eligibility threshold requirements through the previously approved grant application unless information to the contrary is received.
 	
Attachments:
- Certification that organization and project meet HUD eligibility and threshold requirements.
- Annual Performance Report (APR) for most recent completed grant operating year including project operating start and end dates and APR submission date.
- DUNS Number and certification that the number is active.
- Certification of active registration in the System for Award Management (SAM).
 	
Criteria for Rank and Review Committee to consider:
- Information that may indicate the project is not eligible or does not meet threshold requirements, including but not limited to
  o Information about any internal or external investigations or legal actions and outcomes.
  o Change to organization status (e.g. 501(c)3 incorporation).
  o Timeliness of Annual Performance Report submission.
  o Active status of DUNS Number.
  o Registration status in the SAM.
	PASS – Meets all criteria established in CoC Program NOFO.
	
	PASS WITH FINDINGS – Information provided that may affect project eligibility, including but not limited to applicant eligibility (e.g. 501(c)3 organizations and states or local governments), evidence of ongoing investigation, investigation results, failure to consistently draw down funding at least once per quarter, late Annual Performance Report submission, DUNS Number or SAM registration is not active.
	
	FAIL - Information provided confirms that project is not eligible for HUD funding.

Organization's board of directors includes at least one homeless or formerly homeless individual. Attachments: - Certification of representation of persons with lived experience of homelessness on applicant's board of directors or equivalent decision-making entity. - Attachment of waiver or exemption from regulatory requirement, if applicable. Criteria for Rank and Review Committee to consider: - The CoC Program Interim Rule (24 CFR Part 578) requires all recipients and subrecipients to provide for the participation of one homeless or formerly homeless individual on the board of directors or other equivalent policy making entity, to the extent that each entity considers	**PASS** – Provides certification of at least one homeless or formerly homeless individual on the organization's board of directors or equivalent entity or provides a waiver. **PASS WITH FINDINGS** – Provides information causing concern that the organization does not include at least one homeless or formerly homeless individual on the organization's board of directors or equivalent entity **FAIL** – Provides information that confirms the organization does not include at least one homeless or formerly homeless individual on the organization's board of directors or equivalent entity.

and makes policies and decisions regarding any project, supportive services, or assistance provided with CoC Program funding. - Certification response.	
Mo BoS CoC Participation	
Participation in Coordinated Entry and HMIS Attachments: - Certification that the project will use the coordinated entry system established by the Mo BoS CoC and will follow all coordinated entry policies, procedures, and written standards established by the Mo BoS CoC. - Description of any reasons the project will not use the coordinated entry system. Criteria for Rank and Review Committee to consider: - Certification of use of the coordinated entry system. - Mo BoS CoC compliance documentation for coordinated entry and HMIS/comparable database.	**10 Points** – Applicant organization currently participates in the Mo BoS CoC coordinated entry system as a level 4 access point. **8 Points** – Applicant organization currently participates in the Mo BoS CoC coordinated entry system as a level 2 or 3 access point. **5 Points** – Applicant organization currently participates in the Mo BoS CoC coordinated entry system as a level 1 access point. **2 Points** – Applicant organization does not currently participate in the Mo BoS CoC coordinated entry system as an access point. **0 Points** – Applicant organization did not select a response to the coordinated entry participation questions. **Project fails eligibility** – Applicant organization does not plan to participate in the Mo BoS CoC coordinated entry system.
Participation in HMIS or Comparable Database Attachments: - Certification that the organization currently participates in Mo BoS CoC HMIS or, for victim services providers, a comparable database; or - Description of any reasons the project will not use the HMIS or comparable database. Criteria for Rank and Review Committee to consider: - Certification of current use of the Mo BoS CoC HMIS or comparable database. - Certification of intent to use the Mo BoS CoC HMIS or comparable database.	**PASS** – Project certified participation in the HMIS established by the Mo BoS CoC or a comparable database. **PASS WITH FINDINGS** – Project provided written certification of intent to use the HMIS or comparable database, but project has history of HMIS noncompliance as documented by the Mo BoS CoC. **FAIL** – Project did not provide written certification of intent to use the coordinated entry system or HMIS/comparable database.

CoC Meeting Attendance Attachments: - None. Criteria for Rank and Review Committee to consider: - Attendance at the two meetings of the full Mo BoS CoC membership directly prior to submission of the project application as reflected by CoC attendance records.	**PASS** – Organization staff attended both meetings of the full Mo BoS CoC membership. **PASS WITH FINDINGS** – Organization staff attended only one meeting of the full Mo BoS CoC membership. **FAIL** – Organization staff did not attend either meeting of the full Mo BoS CoC membership.
Point-in-Time (PIT) Count Participation Attachments: - Certification of participation in the most recent Mo BoS CoC PIT Count. - Description of PIT Count role. Criteria for Rank and Review Committee to consider: - Degree of participation in the PIT Count.	**5 Points** – Organization staff participated as a leader of one or more counties or in an equivalent leadership and planning role. **2.5 Points** – Organization staff participated in a planning or leadership role other than as a county leader OR participated as a volunteer on the day of the count. **0 Points** – Organization staff did not participate in the PIT Count.
CoC Planning and Operations Activities Attachments: - Certification of participation in one or more Mo BoS CoC board, committee, workgroup, regional meeting, or other entity. - Description of role and activities in relevant committee(s), workgroup(s), or meetings, including tasks or projects to which organization staff contributed directly. Criteria for Rank and Review Committee to consider: - Leadership positions and degree of participation in Mo BoS CoC committees or workgroups.	**5 Points** – Organization staff held a leadership role (e.g. chair, co-chair/vice chair, secretary, regional lead) in one or more committee, workgroup, or region. **2.5 Points** – Organization staff participated in the majority of meetings of one or more committee or workgroup. **0 Points** – Organization staff did not participate in the majority of meetings for any committees or workgroups. Participation in regional meetings as a regular member will not be considered for scoring purposes. Regional meetings often occur for coordinated entry purposes, and coordinated entry participation is a requirement of the CoC Program.
Attachments and Descriptions	

Performance Capacity: System Performance Measures Attached: Report from HMIS, Comparable Database, or other SPM reporting database (e.g. CAPER, APR, etc.). If Agency has operated housing projects (from any funding source) describe the following System Performance Measures from those projects: - Percent returns to homelessness - Percent increase in all income - Percentage of successful exits to permanent housing For all agencies describe the following elements: - how participants will be assisted to obtain and remain in permanent housing (Successful exit to permanent housing); - how the project will help program participants obtain income (increase in employment and income); - how the supportive services provided will lead directly to program participants gaining employment, accessing SSI, SSDI, or other mainstream income streams (increase in employment and income); - how the requested CoC Program funds will contribute to program participants becoming more independent (e.g. accessing Medicare, Medicaid, early childhood education) (Client stability towards successful exit and reducing returns to homelessness); - how the project will ensure clients receive the appropriate support to retain stable housing (reducing returns to homelessness). An acceptable response will acknowledge the needs of the target population, include plans to address those needs through current and proposed case management activities, and describe the availability and accessibility of supportive services such as–housing search, primary health services, mental health services, educational services, employment services, life skills, child care services, etc. Example: A project that targets its housing and services to serving young parents might provide a specific service array of supportive services including parenting classes, education programing, and childcare services	**10 Points** – Project has a plan for addressing all elements and has demonstrated prior contributions to System Performance Measures by meeting at least two of the following goals: - at least 85% of participants have retained housing; - at least 25% of participants have increase income; or - at least 56% of clients have successful exits to permanent housing. **7 points** – Project has a plan for addressing all elements and has demonstrated prior contributions to at least one of the indicated goals above. **4 points** – Project has a plan for addressing all elements but does not have prior performance history to indicate performance capacity. **0 points** – Project has not adequately addressed all elements as listed

Cost Effectiveness Using the following formula, assess the cost effectiveness of the project: $\frac{(total\ CoC\ Request) \div (number\ of\ bedrooms\ served)}{(average\ cost\ per\ room\ among\ new\ projects)} \times 100$ Project scores will be percentage values of average cost per room among new projects.	**5 points** – Agency demonstrates cost effectiveness at more than 105% of average cost per room. **3 Points** – Agency demonstrates projected cost effectiveness at 100% (±5%) of average cost per room. **0 Points** – Agency demonstrates projected cost effectiveness at less than 95% of average cost per room
Minimum Match Attachments: - Certification of minimum match requirements. Criteria for Rank and Review Committee to consider: - Match certification. - Description of match source(s) and amount.	**PASS** – Project certified it meets minimum match requirements for all grant funds except leasing funds. **PASS WITH FINDINGS** – Project provided incorrect match certification or match description explains lack of match. **FAIL** – Project did not provide certification or description does not explain lack of match.
HUD Monitoring Visit Attachments: - Certification that a HUD monitoring visit has not occurred within the previous two years; OR - Certification that HUD monitoring occurred within the previous two year and the monitoring included no findings that resulted in sanctions or required corrective action; OR - Description of the HUD monitoring findings that resulted in sanctions or required corrective action AND documentation indicating resolution of findings. Criteria for Rank and Review Committee to consider: - No monitoring or findings - Findings that were resolved. - Findings that were not resolved within timeframe established by the HUD monitoring letter. - Organization does not provide documentation of resolution through official HUD letter or other notice. - Project did not provide complete attachments.	**PASS** – Project did not receive a monitoring visit in the prior two years or received a monitoring visit in the prior two years that did not result in any findings or the findings were resolved in compliance with HUD requirements. **PASS WITH FINDINGS** – Project received findings through a HUD monitoring visit in the prior two years and organization states findings were resolved but provides no documentation of resolution from HUD. **FAIL** – Project received findings through a HUD monitoring visit in the prior two years but provides no documentation of resolution.

Financial Audit Attachments: - Certification that an independent financial audit has occurred within the past two years OR certification that no financial audit occurred during the past two years. - When an audit has occurred, certification that the independent financial audit issued an unqualified or "clean" opinion in which the organization's financial statements and practices were prepared and conducted using Generally Accepted Accounting Principles. - A description of the audit's findings in instances when an unqualified opinion was not issued, including the auditor's report. Criteria for Rank and Review Committee to consider: - Opinion of the independent auditor. - Content of the independent auditor's report. - Audit findings for which a response is overdue or unsatisfactory.	**PASS** – No concerns about project or organizational solvency or capacity. **PASS W/ FINDINGS** – Information provided causes concern that the project lacks capacity to financially administer HUD funds and/or is not eligible for HUD funding. **FAIL** – Information provided confirms that project lacks capacity to financially administer HUD funds and/or is not eligible for HUD funding.
Project Participation with a Healthcare Entity and Housing Resource Provider Projects will describe how the project works with a Healthcare Entity to provide healthcare to participating clients. Explain how the Healthcare entity may: - Provide direct medical services to clients; or - Provide direct funding to access healthcare services; The agreement of the Healthcare entity must include the value of the services provided and the value should comprise of 25% of the project funding request. Project eligibility must follow HUD program and Fair Housing requirements and not be restricted by eligibility requirements of the health care service provider. Projects will describe how the project works to leverage housing subsidies. Leveraged funds should comprise of 25% of project funding request and may be provided by any of the following sources: - Private organizations; - State or local government, including through the use of HOME funding provided through the American Rescue Plan; - Public Housing Agencies, including through the use of a set aside or limited preference; - Faith-based organizations; or	**10 points** – Organization is partnered with a healthcare entity to provide client healthcare services and a housing resource provider to provide housing support. Detailed values comprise 25% of project funding request for both partnerships **(5 points –** Organization is partnered with either a healthcare entity or a housing resource provider. Detailed values comprise 25% of project funding request for one partnership.) **0 Points** – Organization does not have a partnership with a participating healthcare entity or housing funding provider, or said partnerships do not meet comprise 25% of project funding request.

- Federal programs other than the CoC or ESG programs. Documentation for either partnership by MOU, LOA, or other contractual agreement must be included and detail values for support provided.	
Antidiscrimination Policy Attachments: - Organization's antidiscrimination policy Criteria for Rank and Review Committee to consider: - If the policy ensures that LGFBTQ+ individuals and families receive supportive services, shelter and housing free of discrimination	**5 Points** – Policy completely addresses all required items. **3 Points** – Policy addresses some of all required items. **0 Points** – Policy does not address any required items
Safety Plan for Victims of Domestic Violence, Dating Violence, Sexual Assault, and Stalking. Attach: - Agency/project safety plan for survivors of domestic violence, dating violence, sexual assault, and stalking. Plans should include: - Information sharing policies that include de-identification for any client data that may be collected for Coordinated Entry efforts - Comparable database use for all programs where the target population is survivors of domestic violence, dating violence, sexual assault, and stalking. - Comparable database should include the ability to generate aggregate CAPER reports for the reporting of System Performance Measures within the data sharing policies for survivors of domestic violence, dating violence, sexual assault, and stalking.	**5 Points** - Project description includes safety plan that addresses all applicable elements in project safety plan. **3 Points** – Project description includes safety plan that address some elements in project safety plan. **0 Points** – Project description does not address any required items or does not have a safety plan
Housing First Tool Assessment Attachments: - Completed Housing First Assessment Tool. Criteria for Rank and Review Committee to consider: - Degree of tool completion including additional notes and responses to all questions and fields. - Tool score.	**Completeness of Tool: Up to 5 Points** **5 Points** – Project selected a response for every item. **2.5 Points** – Project selected a response for some but not all items. **0 Points** – Project did not select a response for any item or did not attach tool. **Tool Score:** **5 Points** – 200 points or more.

	3.5 Points – 92 to 199 points. **2 Points** – 45 to 91 points. **1 Point** – 18 to 44 points. **0 Points** – 17 points or less.
Experience of Applicant Describe the organization's experience: - working with and addressing the target population's housing and supportive services needs; - developing and implementing relevant program systems and services; - identifying and securing matching funds; - managing basic organization operations including financial accounting systems; - leveraging federal, state, local, and private sector funds.	**10 Points** – Organization has experience with all items. **5 Points** – Organization has experience with some but not all required items. **0 Points** – Organization does not have experience with any required items.
Outreach Efforts Criteria for meeting expectations: - Answers all parts of the question - Frequency of street outreach - Methods of engagements of persons experiencing homelessness	**3 Points** – Description completely addresses all required items. **1 Points** – Description addresses some of all required items. **0 Points** – Description does not address any required items
Racial Equity Criteria for meeting expectations: - Answers all parts of the question - Identification of disparities - Methods of improving racial equity	**3 Points** – Description completely addresses all required items. **1 Points** – Description addresses some of all required items. **0 Points** – Description does not address any required items

Project Description Narrative – Clarity and Consistency
 	
Criteria for meeting expectations:
- Description matches other details in project application, including:
  o Budget;
  o Project Type;
  o Housing First Assessment Tool.
- Rationale for funding and service design explain program strengths.
- Use of current data (e.g. PIT Count, system performance measures) for community need.
- Project outcomes are measurable.
	5 to 10 Points – Project descriptions with good or exceptional clarity and consistency will be awarded up to 10 points. Exceptionally clear descriptions use direct, specific, and concise language.
	
	Up to 5 Points – Project descriptions with adequate clarity and consistency will be awarded up to 5 points. Adequately clear descriptions lack detail and specificity or may be overly repetitive.

- Clear explanation of all activities with specific details.	**0 Points** – Project descriptions that are confusing or incomprehensible may be awarded 0 points.
Project Description Narrative– Completeness Criteria addresses all required items. - Target populations to be served. - Plan for addressing the identified housing and supportive services needs. - Anticipated project outcomes. - Coordination with other organizations. - The reason CoC Program funding is required.	**10 Points** – Project description completely addresses all required items. **5 Points** – Project description addresses some of all required items. **0 Points** – Project description does not address any required items.