**2024 New Project Scoring Guide and Checklist**

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

Applicants with disabilities may contact the NOFO Coordinator via email 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 the Continuum of Care

moboscoc@gmail.com

Checklist

Certifications and attachments should be completed and submitted to the CoC email at moboscoc@gmail.com. This scoring guide is for new projects only. Contact [moboscoc@gmail.com](mailto:moboscoc@gmail.com) 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- Unless submitted and approved with LOI, project applicants must include the following attachments with the application:

* Coordinated Entry MOU with signatures from agency representative, CES lead and CoC representative.
* 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 Anti-discrimination Policy for clients receiving services, ensuring that all individuals and families receive supportive services, shelter and housing free of discrimination. Policies should address both BIPOC and LGBTQ+ individuals. **This is not your agency’s personnel statement.**
* Safety Plan for Victims of Domestic Violence
* Organization’s Conflict of Interest policy for internal leadership.
* Pledge to Housing Frist Principles
* Complete PDF export of ESNAPS Project. (Agencies are not recommended to submit to HUD prior to project review. PDF export alone is used for review purposes.)
* Confirmation of agencies intent to use or are using HMIS or comparable database.

Data Collected through other resources:

* Project Narrative scores will refer to Section 3B of the project ESNAPS pdf export.

Other scoring items will be submitted via response to Word Document.

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| **MAX POINTS** | **SCORING SECTIONS** |
| 10 | Letter of In-tent |
| **HUD Standards** | |
| Pass/Fail | [Board of Directors – Lived Experience of Homelessness](https://docs.google.com/document/d/19mq_jYkSLzMvpjKVhLBI6OxpGexJ8LPv/edit#bookmark=id.2et92p0) |
| **Mo BoS CoC Participation** | |
| 10 | Participation in Coordinated Entry |
| 10 | Participation in HMIS or Comparable Database |
| 10 | CoC Meeting Attendance |
| 5 | Point in Time Count (PIT) Participation |
| 5 | CoC Planning and Operations Activities |
| **Descriptions** | |
| 10 | [Experience of Applicant](#bookmark=id.1ksv4uv) |
| 3 | Outreach Efforts |
| 3 | Equity |
| **Attachments** | |
| Pass/Fail | ESNAPS PDF Export |
| Pass/Fail | HUD Monitoring Visit |
| Pass/Fail | Financial Audit |
| 10 | Project Participation with a Healthcare Entity or Housing Resource provider |
| 5 | Anti Discrimination Policy & Conflict of Interest |
| 5 | DV Safety Plan |
| 10 | Housing First Assessment |
| **Embedded in ESNAPS Export** | |
| Pass/Fail | [HUD Eligibility and Threshold Requirements](https://docs.google.com/document/d/19mq_jYkSLzMvpjKVhLBI6OxpGexJ8LPv/edit#bookmark=id.1fob9te) |
| Pass/Fail | Documentation of Minimum Match |
| 5 | Cost Effectiveness |
| 10 | Performance Capacity: System Performance Measures |
| 10 | Project Narrative Description: Clarity |
| 10 | Project Narrative Description: Completeness |
| **131** | **TOTAL SCORE** |

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| **HUD Standards** | |
| **Organization’s board of directors includes at least one homeless or formerly homeless individual.**  Material for Review:   * Certification of representation of persons with lived experience of homelessness on applicant’s board of directors or equivalent decision-making entity. * Attachment of waiver if exempt from regulatory requirement, if applicable. * A project will not be considered in compliance if an agency does not have a Board member with PLE of Homelessness on their board within 90 days prior to the application submission.   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 and makes policies and decisions regarding any project, supportive services, or assistance provided with CoC Program funding. * Certification response. | **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.    **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. |

| **Mo BoS CoC Participation** | |
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| **Participation in Coordinated Entry and HMIS**  Material for Review:   * 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.     Criteria for Rank and Review Committee to consider:   * Report from HMIS and Lead Agency that comprises of:   + CoC regional records,   + HMIS records of the PL,   + CoC records of the Non-HMIS PL, and   + CoC records of CES MOU’s. * Mo BoS CoC compliance documentation for coordinated entry and HMIS/comparable database. | **10 -** Applicant is an access point, and accepts all referrals from the Coordinated Entry System, and holds a leadership role in Coordinated Entry (either regionally [primary/secondary] or CoC wide)  **5 -** Applicant is an access point, and/or accepts referrals from the Coordinated Entry System.  **0 –**  Applicant is not an access point, does not accept referrals from the Coordinated Entry System.  **FAIL –** project does not certify they will use the coordinated entry system. |
| **Participation in HMIS or Comparable Database**  Material for Review:   * Self Certification that the organization currently participates in Mo BoS CoC HMIS or, for victim services providers, a comparable database; and * Verification from HMIS to the Lead Agency.   Criteria for Rank and Review Committee to consider:   * Verification from HMIS of current use of the Mo BoS CoC HMIS or comparable database, and * Verification of Compliance from HMIS staff | **PASS** – Project certified participation in the HMIS established by the Mo BoS CoC or a comparable database.  **FAIL** – Project did not provide written certification of intent to use the coordinated entry system or HMIS/comparable database. |
| **CoC Meeting Attendance**  Material for Review:   * Agency certification of attendance. * CoC meeting records.   Criteria for Rank and Review Committee to consider:   * Attendance at the last four 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 75% of meetings of the last four meetings of the full Mo BoS CoC membership.  **FAIL** – Organization staff did not attend 75% of meetings of the last four meetings of the full Mo BoS CoC membership. |
| **Point-in-Time (PIT) Count Participation**  Material for Review:   * 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. | **6 Points -** Elected Regional PIT Coordinator  **5 Points** – PIT County lead as recorded by the Regional PIT Coordinator.  **3 Points** - Organization staff participated in any other way for the PIT count including volunteers.  **0 Points** – Organization staff did not participate in the PIT Count. |
| **CoC Planning and Operations Activities**  Material for Review:   * Certification of participation in one or more Mo BoS CoC board, committee, subcommittee, workgroup, regional meeting, or other entity. * Description of role and activities in relevant committee(s), subcommittee(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, subcommittees, 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, subcommittee, workgroup, or region.  **3 Points** – Organization staff participated in 75% of meetings of one or more committee, subcommittee, or workgroup.  **0 Points** – Organization staff did not participate in 75% of meetings for any committees, subcommittee, 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. |

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| **Descriptions** | |
| **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 |
| **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 |

| **Attachments** | |
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| **ESNAPS PDF Export**  Material for Review:   * Completed ESNAPS pdf export * If ESNAPS is not functional the agency must submit documentation that contains the project description, complete budget with details, and households and populations served by the project. | **Pass/Fail**  Did the agency submit a complete ESNAPS PDF export for review, or submit relevant documents as requested in the event that ESNAPS is not operating correctly for project entry. |
| **HUD Monitoring Visit**  This section refers to the CoC project you're applying for only.  Material for Review:   * Certification that a HUD monitoring visit has not occurred within the previous two years; OR * Certification that HUD monitoring occurred within the previous two years 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 for this CoC project 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 for this CoC project.  **PASS WITH FINDINGS** – This CoC 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 for this CoC project through a HUD monitoring visit in the prior two years but provides no documentation of resolution. |
| **Financial Audit**  Material for Review:   * 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.  **FAIL** – Information provided confirms that the 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 * 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. | **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. |
| **Housing First Assessment**  Material for Review:   * Completed Housing First Assessment Pledge   Criteria for Rank and Review Committee to consider:   * Degree of completion including additional notes and responses to all questions and fields. | **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: (based off available points)**  **5 Points** – 100% of points.  **3.5 Points** – 50% of points or more.  **2 Points** – 25% of points. or more  **1 Point** – 10% of points or more.  **0 Points** – less than 10% of available points. |
| **Client Anti-Discrimination and Conflict of Interest Policies**  Material for Review:   * Organization’s client/service anti-discrimination policy * Organization’s Conflict of Interest Policy   Criteria for Rank and Review Committee to consider:   * If the policy ensures that BIPOC and LGBTQ+ individuals and families receive supportive services, shelter and housing free of discrimination * Conflict of Interest Policy ensures that the agency operates in an ethical and appropriate manner considering possible self-interests. | **5 Points** – Policy completely addresses 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 |

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| **Embedded in ENSAPS Export** | |
| **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.  Material for Review:   * Certification that organization and project meet HUD eligibility and threshold requirements. * Certification of Annual Performance Report (APR) for most recent completed grant operating year including project operating start and end dates and APR submission date. * Certification of active registration in the System for Award Management (SAM) and current UEI Number.   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   + Information about any internal or external investigations or legal actions and outcomes.   + Change to organization status (e.g. 501(c)3 incorporation).   + Timeliness of Annual Performance Report submission.   + Registration status in SAM with UEI. | **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.  **FAIL** - Information provided confirms that the project is not eligible for HUD funding. |
| **Minimum Match**  Material for Review:   * 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.  **FAIL** – Project did not provide certification or description does not explain lack of match. |
| **Cost Effectiveness**  Using the following formula, assess the cost effectiveness of the project:    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 |
| **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 |
| **Project Description Narrative – Clarity and Consistency**  Criteria for meeting expectations:   * Description matches other details in project application, including:   + Budget;   + Project Type;   + 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. * Clear explanation of all activities with specific details. | **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.  **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. |