Texas Balance of State Continuum of Care

FY 2018 TX BoS CoC Review, Score, and Ranking Policies
and Reallocation Process
for HUD Continuum of Care Program Funds

Texas Homeless Network (THN) is the Collaborative Applicant and Continuum of Care (CoC) Lead Agency for the Texas Balance of State Continuum of Care (TX BoS CoC). THN facilitates the local application process/competition in the TX BoS CoC for U.S. Department of Housing and Urban Development (HUD) Continuum of Care (CoC) Program funds.

Performance Review and Scoring Policies

Applications for Renewal Projects and New Projects will undergo a cursory threshold review by TX BoS CoC staff to ensure compliance with the HEARTH Act, the FY 2018 CoC Program Notice of Funding Availability (NOFA), and the CoC's Request for Proposals (RFP). Any Renewal Project or New Project not meeting the threshold requirements as outlined in the RFP may not be further reviewed and may not be considered for funding. Applications submitted after the due date and time listed in the RFP will be submitted to the CoC Board for consideration, per the policy on Late Submission of Project Applications for the HUD CoC Program competition (Appendix A) adopted by the TX BoS CoC Board on 2/10/2016.

The TX BoS CoC makes available the scoring standards for Renewal Projects and New Projects on THN's website at https://www.thn.org/texas-balance-state-continuum-care/continuum-care-program/. Scoring of Renewal Projects is based largely on data obtained from System Performance Measure (SPM) Reports, Annual Performance Reports (APRs) generated from the Homeless Management Information System (HMIS) or Osnium (the HMIS-comparable database for victim service providers), Line Of Credit Control System (LOCCS) draw-down data, HUD monitoring reports, and other HMIS data. Scoring of New Projects is based largely on applicants' experience, proposed project impact, project description, outreach, supportive services, and use of Housing First. Feedback on scoring standards is welcomed at CoC General Meetings. FY 2018 Score Sheets are in Appendix B and on THN's website.

The TX BoS CoC appoints an Independent Review Team (IRT) to review and score Renewal Project and New Project applications. After meeting the local RFP and HUD CoC Program requirements during Threshold Review, project applications are reviewed and scored by the Independent Review Team (IRT) using the Score Sheets, then tabulated by TX BoS CoC staff.

After the IRT scores all Renewal Projects and New Projects within the CoC, the CoC Lead Agency will rank applications for the CoC Priority Listing according to the Ranking Policies adopted by the CoC Board, present the CoC Priority Listing to the TX BoS CoC Board, and, upon approval by the Board, submit the Priority Listing to HUD in the Consolidated Application.

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Conditional Renewal

The TX BoS CoC has established a performance threshold at 75% of the top scoring Renewal Projects. For example, if the top score earned by a Renewal Project is 100 points, the minimum performance threshold will be set at 75 points. Projects scoring below the minimum performance threshold will be conditionally renewed and will be asked to develop a Performance Improvement Plan (PIP) to address performance issues by the next year's competition. If Projects do not satisfactorily complete the PIP, those Projects may have funding reallocated in the following competition. Project Applicants may appeal the decision, using the TX BoS CoC's Grievance Procedure located in Appendix G of the Request for Proposals (RFP).

New Projects

Agencies seeking CoC Program funding and most agencies that currently have CoC Program-funded projects may apply for New Projects, including a project that expands an existing project (Expansions), whether that project currently receives CoC Program funding or not, through the "Bonus" (formerly "Permanent Housing Bonus"), "Domestic Violence (DV) Bonus" (new in FY 2018), or reallocated funding.

Renewal Project applicants meeting the following criteria **may not** apply for a New Project through Bonus, DV Bonus, or reallocated funds:

      a. Renewal Projects that have been placed on a Performance Improvement Plan (PIP) and/or Corrective Action Plan (CAP); or
      b. Renewal Projects that have been identified as an "at-risk" project by HUD and the TX BoS CoC **or** are receiving technical assistance from HUD through CSH

Note: Agencies meeting the above criteria are not prohibited from acting as subrecipients or partner agencies in New Project applications.

The TX BoS CoC Board has the discretion to include in the CoC's Consolidated Application one or more project applications for the funding amount available for New Projects. The TX BoS CoC Board may also give TX BoS CoC staff direction to negotiate with conditional grantees on project applications, including negotiating budgets, to best maximize overall score and increase chances of receiving funding for New Projects through the Bonus, DV Bonus, or reallocation.

Since HUD will accept from a CoC no more than one project application of each eligible type for the DV Bonus funds, the TX BoS CoC will include only the highest-scoring project application of each type in the project ranking/Priority Listing. No other project applications seeking DV Bonus funds will be ranked or included in the TX BoS CoC's Consolidated Application to HUD.

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Ranking Policy

HUD requires Collaborative Applicants to rank all projects in two tiers.
- Tier 1 is equal to 94 percent of the CoC's Annual Renewal Demand (ARD), as described in Section III.C.3.a of this NOFA. Tier 1 projects traditionally have been protected from funding cuts.
- Tier 2 is the difference between Tier 1 and the CoC's ARD plus any amount available for bonus projects (not including amounts available for DV Bonus projects and before adjustments are made to permanent housing leasing, operating, and rental assistance budget line items based on changes to Fair Market Rent (FMR)) as described in Section III.C.3.c of the NOFA. Tier 2 projects have to compete nationally for funding. Projects placed in Tier 2 will be assessed for eligibility and threshold requirements, and funding will be determined using the CoC Application score as well as the factors listed in Section II.B.10.b. of the NOFA.

The TX BoS CoC's HMIS Project will be ranked first in Tier 1, per the policy (Appendix C) adopted by the TX BoS CoC Board on 6/8/2016, as the board views it as an essential "CoC Infrastructure" project to effectively operate the CoC, and HUD requires CoCs to use an HMIS. The TX BoS CoC's HMIS Project Expansion application will be ranked second in Tier 1, as directed by the CoC Board at their 7/20/2018 meeting. The Board also views the expansion of the project as essential CoC infrastructure.

Some projects will be considered as "hold harmless" because they do not have at least nine (9) months' worth of project data while being administered with CoC Program funds. Those projects will be ranked at the bottom of Tier 1, in order of their 2017 scores.

The CoC Planning Project application is not ranked, according to the NOFA.

Applications for Consolidated Projects will not be scored, but their component Renewal Projects will be scored. The Renewal Projects will be ranked following the FY 2018 TX BoS CoC Ranking Policy, and Consolidated Projects will be ranked according to HUD guidance.

Ranking:

Tier 1:
1. CoC Infrastructure Projects (HMIS Renewal Project and HMIS Expansion Project)
2. Permanent Housing (PH)—both PSH and RRH--Renewal Projects, in order from highest-scoring to lowest-scoring (lowest-scoring projects may drop to Tier 2)
3. "Hold Harmless" Renewal Projects – projects that do not have at least 9 months' worth of project data

Tier 2:
Remaining Renewal Projects and all New Projects (including Expansion Projects)

Projects and project component types will be organized to best maximize the CoC Consolidated Application's overall score.

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Reallocation Process

Any funds made available as part of recapturing unspent funds, voluntary reallocation, or involuntary reallocation will be made available to create New Projects, including Expansions, during the local application process/competition. Projects that have been in operation for less than twelve (12) months **may not** reallocate to a different project type but may apply for New Projects through Bonus, DV Bonus or Reallocation funds, if available.

In the FY 2018 competition $70,000 of the reallocated funds will first go toward funding a New Project that would expand the TX BoS CoC's HMIS Project that will apply for renewal funding in the FY 2018 competition. The current HMIS funding is still not at the level that HMIS Project funding had been in 2013 and 2014. Since HMIS is a critical function of the TX BoS CoC, the HMIS Project Expansion will be ranked immediately following the HMIS Renewal Project, as the second project in the Priority Listing. Remaining reallocated funds will be available to fund other New Project(s).

Voluntary Reallocation

As part of the local application process/competition, current CoC Program recipients are asked whether they wish to voluntarily reallocate some or all of their funding. These reallocated funds, if any, are pooled for New Project(s). Projects indicate their desire to voluntarily reallocate their funds by submitting a Letter of Notification not to Apply, following the instructions in the 2018 CoC RFP.

Involuntary Reallocation

Projects with poor performance, that are not serving the intended population, that have unresolved HUD monitoring findings, that have had funds recaptured, and/or are underspending during the grant term are subject to involuntary reallocation. Projects that have underspent their award by 10% or more for the current grant term and have not met the HUD quarterly draw-down requirement may have their funding reduced, and these reallocated funds are pooled for New Project(s). The TX BoS CoC may recapture up to 7% of the total project grant amount for reallocation.

Projects that have funds reallocated in consecutive competitions and/or are placed on conditional renewal for two years in a row are subject to full project reallocation in the following competition, in order to maximize future CoC Program funding.

Note: Projects may be formally notified of the Board's intent to fully reallocate a Project prior to the start of the competition. The purpose of this notification is to allow a community the opportunity to submit a New Project Application and retain some or all of the funds that could be lost as the result of an imminent reallocation.

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Laredo Consideration

The Board had voted at their 4/25/2018 meeting to fully reallocate funding away from a permanent supportive housing project in Laredo and discussed potentially offering a preference for projects coming from Laredo. The CoC Board, at their 7/20/2018 meeting, discussed options for providing a preference for project applications proposing to serve people in Laredo. The Board narrowed the options to five during the meeting then voted on those five using the Board's "Action without Meeting" policy.

The majority of votes were given to the option that said: "New Project Applications [proposing to serve people in Laredo] will receive bonus points based on a sliding scale for component type: PH-PSH = 5 points, PH-RRH = 4 points, Joint TH and PH-RRH = 3 points, and SSO-CE = 2 points." CoC staff will add that scoring onto applications proposing to serve people in Laredo.

This document, including all attachments was made publicly available on the THN website on August 3, 2018.

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TEXAS HOMELESS NETWORK

CoC Policies and Procedures

CoC Program Application Process/Local Competition

<u>Late Submission of Project Applications</u>

Approved by the TX BoS CoC Board 2-10-2016

Policy:
Project Applicants shall adhere to all due dates and deadlines related to the TX BoS CoC's application process, also known as the local competition, for HUD Continuum of Care (CoC) Program funding. Project Applications must be submitted by the due date and time.
If a Project Application is not submitted by the due date and time, the TX BoS CoC Board will determine potential consequences, including but not limited to ranking, whether the project is ineligible for inclusion in the final TX BoS CoC's Consolidated Application or will receive reduced funding.

Procedure:
THN staff will notify the Project Applicant via email when a Project Application is not submitted by the due date and time. THN staff will send a copy of this policy regarding late submissions.
THN staff will notify all CoC Board members via e-mail when a Project Application is not submitted by the due date and time.
THN staff will schedule a webinar meeting with the CoC Board members to discuss potential consequences. The meeting will be held within 2 business days of the day that the Project Application was submitted late.
When determining potential consequences, the CoC Board will consider the following factors:
   a. Whether or not the Project Applicant has maintained regular communication with THN, as the CoC Lead Agency, during the application process/competition;
   b. Whether or not the Project Applicant has maintained regular communication with THN, as the CoC Lead Agency, throughout the prior year;
   c. How the Project has performed during the prior year;
   d. The rate of expenditures for the project in the prior year, as evidenced by LOCCS draw-downs;
   e. The potential impact of a decrease or loss of funding to the community where the project operates; and
   f. The potential impact of a decrease or loss of funding to the TX BoS CoC.
THN staff will provide information and data, as requested by CoC Board members.
The CoC Board will determine consequences.
THN staff will inform the Project Applicant via email of the Board's decision.
THN staff will inform HUD staff via email of the Board's decision.
THN staff will maintain records of the proceedings and decisions related to the matter.

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Appendix B

2018 Texas Balance of State Continuum of Care Renewal Project Score Sheet

Applicant Name:		Project Name:		Project Type?	1st Year Project?	FY16 Operational Start Date

	Where to Reference on APR	Your Answer				
Total number of Persons Served	APR: 05a					
Total number of adults	APR: 05a					
Total leavers	APR: 05a					
Total number of adult leavers	APR: 05a					
Number of Households to be served at a Point in Time from the 2016 Project Application						

Targeting Hard to Serve

Scored Category	Goal	Where to Reference	Your Answer	Percentage (%)	Point Criteria	Score	Total Possible Points	Notes
Percent of adults with entries from homeless situations	≥85%	APR: Q15, "Homeless Situations" Subtotal, Column 1 "Total"		#DIV/0!	N/A–DV ONLY	0	N/A	
Percent of adults with entries from homeless situations	≥95%	APR: Q15, "Homeless Situations" Subtotal, Column 1 "Total"		#DIV/0!	N/A	0	N/A	
Percentage of Participants coming from unsheltered locations	≥40%	APR: Q15 "Place not meant for habitation" Column 1 Row 3 "Total"		#DIV/0!	100-40% = 10 points <40-30% = 7.5 points <30% = 0 points	0	10	
Percent of adults with no income at entry	≥60%	APR Q16 "No Income" Column 1 Row 1 "Income at Start"		#DIV/0!	100-50% = 10 points <50-40% = 7.5 points <40% = 0 points	#DIV/0!	10	
Targeting Hard to Serve Total Score						#DIV/0!	20	

Access to Income-Stayers-PSH   SPM 4.1-4.3

Scored Category	Criteria Goal	Where to Reference	Percent (%)	Point Criteria	Score	Total Possible Points	Notes
Percent participants age 18 or older with increased earned income at Annual Assessment	13-15%	APR: Q19a1, Row 1, Column '9" Percent of Persons who accomplished this measure"		N/A–PSH ONLY		10	
Percent participants age 18 or older with increased non-employment income at Annual Assessment	40-50%	APR: Q19a1, Row 3, Column '9" Percent of Persons who accomplished this measure"		N/A–PSH ONLY		10	
Percent participants age 18 or older who increased their total income (from all sources) at Annual Assessment	45-59%	APR: Q19a1, Row 5, Column '9" Percent of Persons who accomplished this measure"		N/A–PSH ONLY		10	
Section Subtotal					0	30	

Access to Income-Leavers-PSH   SPM 4.4-4.6

Scored Category	Criteria Goal	Where to Reference	Percent (%)	Point Criteria	Score	Total Possible Points	Notes
Percent participants age 18 or older with increased earned income at exit	≥17%	APR: Q19a2, Row 1, Column '9" Percent of Persons who accomplished this measure"		N/A–PSH ONLY		10	
Percent participants age 18 or older with increased non-employment income at exit	≥46%	APR: Q19a2, Row 3, Column '9" Percent of Persons who accomplished this measure"		N/A–PSH ONLY		10	
Percent participants age 18 or older who increased their total income (from all sources) at project exit	≥46%	APR: Q19a2, Row 5, Column '9" Percent of Persons who accomplished this measure"		N/A–PSH ONLY		10	
Section Subtotal					0	30	

Access to Income-Stayers-RRH   SPM 4.1-4.3

Scored Category	Criteria Goal	Where to Reference	Percent (%)	Point Criteria	Score	Total Possible Points	Notes
Percent participants age 18 or older with increased earned income at Annual Assessment	15-17%	APR: Q19a1, Row 1, Column '9" Percent of Persons who accomplished this measure"		N/A–RRH ONLY		10	
Percent participants age 18 or older with increased non-employment income at Annual Assessment	20-25%	APR: Q19a1, Row 3, Column '9" Percent of Persons who accomplished this measure"		N/A–RRH ONLY		10	
Percent participants age 18 or older who increased their total income (from all sources) at Annual Assessment	25-30%	APR: Q19a1, Row 5, Column '9" Percent of Persons who accomplished this measure"		N/A–RRH ONLY		10	
Section Subtotal					0	30	

Access to Income-Leavers-RRH   SPM 4.4-4.6

Scored Category	Criteria Goal	Where to Reference	Percent (%)	Point Criteria	Score	Total Possible Points	Notes
Percent participants age 18 or older with earned income at exit	15-18%	APR: Q19a2, Row 1, Column '9" Percent of Persons who accomplished this measure"		N/A_RRH ONLY		10	
Percent participants with 1+ source of non-cash benefits at exit	12%	APR: Q19a2, Row 3, Column '9" Percent of Persons who accomplished this measure"		N/A–RRH ONLY		10	
Percent participants age 18 or older who maintained or increased their total income (from all sources) as of the end of the operating year or project exit	20-25%	APR: Q19a2, Row 5, Column '9" Percent of Persons who accomplished this measure"		N/A–RRH ONLY		10	
Section Subtotal					0	30	
Access to Income and Benefits Total Score					0	120	

Housing Stability

Scored Category	Goal	Where to Reference	Your Answer		Scoring Instructions	Score	Total Possible Points	Notes
Percentage of participants that exited the Project successfully prior to 3 months	≥95%	APR: Q23b, Last Row "Percentage", 1st Column "Total"			100-95% = 0 points <95- 90% = -5 points <90% = -10 points	0	0	
Percentage of participants who exited to Permanent Housing Destinations	≥79%	System Performance Measure 7b1 "% of Successful Exits" APR 23a 'Total persons exiting to Positive Housing Destinations" 'column 1 Total' APR 23b 'Total persons exiting to Positive Housing Destinations" 'column 1 Total'		#DIV/0!	100-79% = 10 points <79-70% = 7.5 points <70% = 0 points	#DIV/0!	10	
Percent participants who remained in project as of the end of the operating year or exited to PH during the operating year	≥95%	System Performance Measure 7b2 % of Successful Exits" APR 23a 'Total persons exiting to Permanent Housing Destinations" 'column 1 'Total' APR 23b 'Total persons exiting to Permanent Housing Destinations" 'Column 1 'Total'		#DIV/0!	100-≥95% = 10 points <95-92% = 7.5 points <92% = 0 points	#DIV/0!	10	
Housing Stability Total Score						#DIV/0!	20	

Returns to Homelessness

Scored Category	Goal		Your Answer	Point Criteria	Score	Total Possible Points	Notes

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Scored Category	Goal	Where to Reference	Your Answer	Point Criteria	Score	Total Possible Points	Notes
What percentage of participants returned to homelessness in the last 2 years?	≤15%	System Performance Measure 2a-2b, Last Column "Percentage of Returns in 2 Years"		0-5% = 10 points >05-<10% = 7.5 points >10% = 0 points	0	N/A	
Of participants exiting in the last 12 months, what percentage returned to homelessness?	≤5%	"CUSTOM" System Performance Measure 2a-2b, 3rd Column "Percentage of Returns in less than 6 mo.		0-5% = 5 points >05-<10% = 2.5 points >10% = 0 points	0	N/A	
		"CUSTOM" System Performance Measure 2a-2b, 5th Column "Percentage of Returns in less than 12 mo.		0-5% = 5 points >05-<10% = 2.5 points >10% = 0 points	0	N/A	
Returns to Homelessness					0	0	

Housing First and Low Barrier

Scored Category	Goal	Where to Reference	Your Answer	Point Criteria	Score	Total Possible Points	Notes
Housing First Questionnaire : Project applicant sufficiently addresses components of the HUD Housing First assessment tool and how they are/will be incorporated into the project.	Meets all of the requirements in the Narrative Scoring Guide	Housing First Questionnaire		See Narrative Guidance: Section 5 Q.1		20	
Housing First and Low Barrier Total Score					0	20	

Meeting Community Need

Scored Category	Goal	Where to Reference	Your Answer		Point Criteria	Score	Total Possible Points	Notes
What percentage of Participants move into Housing within 60 days?	≥85%	APR: Q.22c Row 1, "7 Days or less" Total / APR: Q.22c Row 2, "8 to 14 days "" Total / APR: Q.22c Row 3, "14 to 21 days" Total / APR: Q.22c Row 4, "22-30 days" Total / APR: Q.22c Row 5, "31-60 days" Total		#DIV/0!	100-85% = 10 points <85-80% = 7.5 points <80% = 0 points	0	10	
What is the Project's Average Daily bed utilization	≥95%	APR: Q.08b "January" Total / APR: Q.08b "April" Total / APR: Q.08b "July" Total / APR: Q.08b "October" Total		#DIV/0!	100-95% = 10 points <95-90% = 7.5 points <90% = 0 points	0	10	
Meeting Community Need Total Score						0	20	

Cost Effectiveness

Scored Category	Goal		Your Answer	Percentage (%)	Point Criteria	Score	Total Possible Points	Notes
FY 15 Total CoC Funds Awarded	≤5% unspent funds			#DIV/0!	0-5% = 7.5 points >5-11% = 5 points >11% = 0 points	#DIV/0!	7.5	
FY 15 Total CoC Fund Expenditure								
FY 16 Total CoC Funds Awarded	≤5% unspent funds			#VALUE!	FALSE	0	7.5	
FY 16 Total CoC Fund Expenditure on 06/01/2018								
On track to spend FY 16 CoC Award?	Yes				Yes = 5 points No = 0 points	0	5	
What Percentage of the Support Service Budget line is spent on negative housing outcomes?	FALSE	APR 23a 'Total persons exiting to Permanent Housing Destinations' Column 1 Total / APR 23b 'Total persons exiting to Permanent Housing Destinations' Column 1 Total / Total Support Service BL or 25% of the Total 2017 Award, whichever is greater		#DIV/0!	FALSE		15	
Money Recaptured by HUD	No				Yes = -10 points No = 0 points	0	0	
Cost Effectiveness Total Score						#DIV/0!	35	

HMIS Data Quality

Scored Category	Goal	Where to Reference	Your Answer	Point Criteria	Score	Total Possible Points	Notes
Any Universal Data Elements with error rate larger than 5% (Except for SSN)	No	APR: Q.06a, and Q.06b. The Data element with the largest error rate should be used for this metric. Ignore Social Security Number		0% = 7.5 points >0-2% = 5 points >2-5% = 2.5 points >5% = 0 points	0	7.5	
Any missing Financial Assessment at Project Entry?	No	APR: Q.06c "Income and Sources at Start" "Error Count"		0 = 7.5 points 1 = 5 points 2-4 = 2.5 points 5+ = 0 points	0	7.5	
Any missing Financial Assessment at Annual Assessments?	No	APR: Q.06c "Income and Sources at Annual Assessment" "Error Count"		0 = 7.5 points 1 = 5 points 2-4 = 2.5 points 5+ = 0 points	0	7.5	
Any missing Financial Assessment at Project Exit?	No	APR: Q.06c "Income and Sources at Exit" "Error Count"		0 = 7.5 points 1 = 5 points 2-4 = 2.5 points 5+ = 0 points	0	7.5	
HMIS Data Quality Total Score					0	30	

Agency Administrative Capacity

Scored Category	Goal	Where to Reference	Your Answer		Point Criteria	Score	Total Possible Points	Notes
Number of unresolved HUD audit or monitoring findings related to this Project	No findings				-5 points for each finding, up to -15 points	0	0	
FY 2018 Project Application submission is complete and was submitted prior to the deadline	Yes				Yes = 0 points No = -10 points	0	0	
Project Monitoring Results Total Score						0	0	

Continuum of Care Engagement

Scored Category	Goal	Where to Reference	Your Answer		Point Criteria	Score	Total Possible Points	Notes
Did the Project Applicant attend all of the mandatory General Meetings?	100%				100% = 10 points <100-75% = 7.5 points <75% = 0 points		10	
Did the Project Applicant attend all of the mandatory webinars/trainings in FY 2016 - 2017?	100%				100% = 10 points <100-75% = 7.5 points <75% = 0 points		10	
Continuum of Care Engagement Total Score						0	20	

Prioritization Fidelity

Scored Category	Goal	Where to Reference	Your Answer		Point Criteria	Score	Total Possible Points	Notes
For PSH Projects only: Followed the TX BoS CoC Prioritization Standards for Chronically Homeless Households in Permanent Supportive Housing	Yes				Yes = 10 No = 0	0	0	
For RRH Projects only: Served households who score for RRH and/or PSH on the VI-SPDAT or F-VI-SPDAT	Yes				Yes = 10 No = 0	0	0	
Does the Applicant have access to the Coordinated Entry workflow in HMIS or the equivalent DV workaround in HMIS?	Yes				Yes = 10 No = 0	0	10	
Was the proposed service area compliant with the HUD mandated Coordinated Entry deadline of January 23, 2018?	Yes				Yes = 10 No = 0	0	10	
Prioritization Fidelity Total Score						FALSE	20	

SOAR Training

Scored Category	Goal	Where to Reference	Your Answer		Point Criteria	Score	Total Possible Points	Notes
Has a staff person providing SSI/SSDI technical assistance completed SOAR training in the past 24 months?	Yes				Yes = 10 No = 0	0	10	
SOAR Training Total Score						0	10	

| **Total Score** | | | | | | #DIV/0! | 315 | |

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2018 TX BoS CoC New Project Score Sheet

Applicant Name:		Project Name:	

Proposed Project Impact

Proposed Project Impact	Where to Reference	Your Answer
Total number of participants projected during operating year	Project Application: 5A "Characteristics" table, total persons (last row, column 4)	
Total number of adult participants	Project Application: 5A "Characteristics" table, Total Adults Over age 24 + Adults ages 18-24 (sum of row 1 column 4 and row 2 column 4)	

Applicant's Experience

Scored Category	Goal	Where to Reference	Your Answer		Scoring Instructions	Score	Total Possible Points	Notes
Description of experience utilizing Federal funds and performing activities proposed, given funding and time limitations	Meets all of the requirements in the Narrative Scoring Guide	Project Application: Section 2B Q1			See Narrative Scoring Guide: Section 1 Q1		10	
Description of experience leveraging other Federal, State, local, and private sector funds	Meets all of the requirements in the Narrative Scoring Guide	Project Application: Section 2B Q2			See Narrative Scoring Guide: Section 1 Q2		10	
Description of basic organization and management structure, including evidence of internal and external management coordination and an adequate financial accounting system	Meets all of the requirements in the Narrative Scoring Guide	Project Application: Section 2B Q3			See Narrative Scoring Guide: Section 1 Q3		10	
Any unresolved monitoring or audit findings for any HUD grants?	No	Project Application: Section 2B Q4a			No = 10 points Yes = 0 points	0	10	
Were all application materials submitted on-time and complete per the CoC Application Guide?	Yes	Application Submission Tracking Sheet, & Applicant Folder			Yes = 0 points No = -10 points	0	0	
Applicant's Experience Total Score						**0**	**40**	

Project Description

Scored Category	Goal	Where to Reference	Your Answer		Scoring Criteria	Score	Total Possible Points	Notes
Is the program exclusively serving a special population: Youth (ages 18-24), survivors of Domestic Violence, Veterans, Households with Children, or persons experiencing Chronically Homelessness?	Project applicants indicates in narrative the special population they will exclusively be serving.	Project Application: Section 3B, Q1			Indicates a special population Yes = 10 points Does not indicate as special population No = 0 points	0	10	
The Applicant has a reasonable but ambitious proposed schedule for leased or rental assistance units/structures and supportive services to be near 100% capacity	Project applicant aims to have all units/structures and supportive services be near 100% capacity at the 6 month mark	Project Application: Section 3B Q2, row labeled "Leased or rental assistance units or structure, and supportive services near 100% capacity"			180-210 Days = 10 points 150-179 Days = 5 points 211-240 Days = 5 points <150 or >240 Days = 0 points	0	10	
The Applicant has the ability to serve one or more special populations.	One or more boxes selected	Project Application: Section 3B Q4			One or more boxes selected Yes = 10 points No = 0 points	0	10	
The Applicant will quickly move participants into permanent housing.	Yes	Project Application: Section 3B Q5a			Yes = 5 points No = 0 points	0	5	
Describes the proposed development activities and the responsibilities that the Applicant and potential subrecipients (if any) will have in developing, operating, and maintaining the property, if applicable	Meets all of the requirements in the Narrative Scoring Guide or N/A	Project Application: Section 3B Q6			See Narrative Scoring Guide: Section 2 Q3		5	
Project Description Total Score						**0**	**40**	

Supportive Services for Participants

Scored Category	Goal	Where to Reference	Your Answer		Scoring Criteria	Score	Total Possible Points	Notes
The Applicant has a plan for how participants will be assisted to obtain and remain in permanent housing	Meets all of the requirements in the Narrative Scoring Guide	Project Application: Section 4A Q2			See Narrative Scoring Guide: Section 3 Q1		10	
The Applicant has a plan for how participants will be assisted both to increase their employment and/or income and to maximize their ability to live independently	Meets all of the requirements in the Narrative Scoring Guide	Project Application: Section 4A Q3			See Narrative Scoring Guide: Section 3 Q2		10	
Supportive Services for Participants Total Score						**0**	**20**	

Supportive Services Type and Frequency

Scored Category	Goal	Where to Reference	Your Answer		Scoring Criteria	Score	Total Possible Points	Notes
The Applicant will provide transportation assistance to clients to attend mainstream benefit appointments, employment training, or jobs	Yes	Project Application: Section 4A Q5a			Yes = 5 points No = 0 points	0	5	
The Applicant will provide regular follow-ups with participants to ensure mainstream benefits are received and renewed	Yes	Project Application: Section 4A Q5b			Yes = 5 points No = 0 points	0	5	
The Applicant will make SSI/SSDI technical assistance available to participants	Yes	Project Application: Section 4A Q6			Yes = 5 points No = 0 points	0	5	
Supportive Services Type and Frequency Total Score						**0**	**15**	

Outreach for Participants – Serving Literally Homeless

Scored Category	Goal	Where to Reference	Your Answer		Scoring Criteria	Score	Total Possible Points	Notes
The Applicant describes the outreach plan to bring participants experiencing homelessness into the project	Meets all of the requirements in the Narrative Scoring Guide	Project Application: Section 5C Q2			See Narrative Scoring Guide: Section 4 Q1		5	
Outreach for Participants - Serving Literally Homeless Total Score						**0**	**5**	

Budget & Cost Effectiveness

Scored Category	Goal	Where to Reference	Your Answer	Scoring Criteria	Score	Total Possible Points	Notes
Budget Costs	Allowable and reasonable considering the project's activities	Project Application: Sections 6B-6J		Reasonable = 10 points Somewhat = 5 points Not = 0 points	0	10	

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Scored Category	Goal	Where to Reference	Your Answer		Scoring Criteria	Score	Total Possible Points	Notes
Budget Line Item	Each budget line item is described with detail and quantity.	Project Application: Sections 6B-6J			Sufficient = 10 points Somewhat = 5 points Not = 0 points	0	10	
Is the Support Service Budget Line cost per participant within 1 standard deviation of existing Projects of the same type?	Yes	Project Application: Sections 6J-4 *For scoring : use the number from the "Auto-calculates cost" box to determine how to assign points*		Auto-Calculates cost per Participant #DIV/0!	FALSE	0	10	
Budget Total Score						**0**	**30**	

Housing First Questionnaire								
Scored Category	**Goal**	**Where to Reference**	**Your Answer**		**Scoring Criteria**	**Score**	**Total Possible Points**	**Notes**
Applicant's Housing First Questionnaire describes how the New Project will adhere to the Housing First model.	Meets all of the requirements in the Narrative Scoring Guide	Housing First Questionnaire			See Narrative Scoring Guide: Section 5 Q1		30	
Housing First Questionnaire Score						**0**	**30**	

| **Total Project Score** | | | | | | **0** | **180** | |

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2018 TX BoS CoC New Project Score Sheet							
Applicant Name:		**Project Name:**			**Project Type: SSO-CE**		

Applicant's Experience

Scored Category	Goal	Where to Reference	Your Answer		Scoring Instructions	Score	Total Possible Points	Notes
Description of experience utilizing Federal funds and performing activities proposed, given funding and time limitations.	Meets all of the requirements in the Narrative Scoring Guide	Project Application: Section 2B Q.1			See Narrative Scoring Guide: Section 1 Q1		10	
Description of experience leveraging other Federal, State, local, and private sector funds	Meets all of the requirements in the Narrative Scoring Guide	Project Application: Section 2B Q.2			See Narrative Scoring Guide: Section 1 Q2		10	
Description of basic organization and management structure, including evidence of internal and external management coordination and an adequate financial accounting system	Meets all of the requirements in the Narrative Scoring Guide	Project Application: Section 2B Q.3			See Narrative Scoring Guide: Section 1 Q3		10	
Any unresolved monitoring or audit findings for any HUD grants?	No	Project Application: Section 2B Q.4a			No = 10 points / Yes = 0 points	0	10	
Applicant's Experience Total Score						**0**	**40**	

Project Description

Scored Category	Goal	Where to Reference	Your Answer		Scoring Criteria	Score	Total Possible Points	Notes
The Applicant has a reasonable but ambitious proposed schedule for hiring new project staff, or other project expenses to begin within 30 days.	Project applicant aims to have new project staff hired or other expenses to begin within 30 days.	Project Application: Section 3B Q.2, row labeled "New Project Staff hired, at other Project expenses to begin"			0-30 Days = 10 points / 30-45 Days = 5 points / >45 Days = 0 points	0	10	
The Applicant has the ability to serve one or more special populations.	One or more boxes selected	Project Application: Section 3B Q.3			One or more boxes selected Yes = 10 points / No = 0 points	0	10	
The Coordinated Entry process will be easily accessible.	Yes	Project Application: Section 3B Q.4b			Yes = 10 points / No = 0 points	0	10	
Description of the advertisement strategy for the Coordinated Entry process and how it is designed to reach those with the highest barriers to accessing assistance.	Meets all of the requirements in the Narrative Scoring Guide	Project Application: Section 3B Q.4c			See Narrative Scoring Guide: Section 2 Q4		10	
The Coordinated Entry process uses a comprehensive, standardized assessment process.	Yes	Project Application: Section 3B Q.4d			Yes = 10 points / No = 0 points	0	20	
Description of the referral process and how the Coordinated Entry process ensures that participants are directed to appropriate housing and/or services.	Meets all of the requirements in the Narrative Scoring Guide	Project Application: Section 3B Q.4e			See Narrative Scoring Guide: Section 2 Q6		20	
Project Description Total Score						**0**	**80**	

Budget

Scored Category	Goal	Where to Reference	Your Answer	Percentage (%)	Scoring Criteria	Score	Total Possible Points	Notes
Budget Costs	Allowable and reasonable considering the project's activities.	Project Application: Sections 6B-6J			Reasonable = 10 points / Somewhat = 5 points / Not = 0 points	0	10	
Distribution of Supportive Services	>=90% of the Proposed Support Service Budget line is allocated to Eligible Cost (1) Assessment of Service Need	Project Application: Sections 6F Eligible Cost (1) "Assessment of Service Need" / Total Support Services Budget			>=90% = 10 points / <90% >80% = 5 points / <80% = 0 points	0	10	
Budget Line Item	Each budget line item is described with detail and quantity.	Project Application: Sections 6B-6J			Sufficient = 10 points / Somewhat = 5 points / Not = 0 points	0	10	
Budget Total Score						**0**	**30**	

Housing First Questionnaire

Scored Category	Goal	Where to Reference	Your Answer		Scoring Criteria	Score	Total Possible Points	Notes
Applicant's Housing First Questionnaire describes how the New Project will adhere to the Housing First model.	Meets all of the requirements in the Narrative Scoring Guide	Housing First Questionnaire			See Narrative Scoring Guide: Section 5 Q1		30	
Housing First Questionnaire Score						**0**	**30**	

| **Total Project Score** | | | | | | **0** | **180** | |

Texas Balance of State Continuum of Care

TEXAS HOMELESS NETWORK

CoC Policies and Procedures

Ranking the HMIS Project First in the Priority Listing for HUD CoC Program Funds

Approved by the TX BoS CoC Board 6/8/2016

The TX BoS CoC's HMIS Project will be ranked first in Tier 1 in the CoC Priority Listing, as the Board views it as an essential project to effectively operate the CoC.