

Renewal Project Scorecard and Checklist- ECHO

2019 HUD Continuum of Care NOFA Competition

- This checklist and scorecard will be used for all Renewal Applications, except for the HMIS application.
- First Time Renewals (Including YHDP Projects):
 - Must meet Threshold Component ensured compliance with HUD organizational recommendations and HMIS implementation
 - Will receive full points for items that are not able to be scored. Items that cannot be scored include if there is not yet 12 months' worth of information.
- ECHO reserves the right to ask for additional information or to revisit the application requirements and scoring after the release of the 2019 NOFA from HUD.

Attachment Checklist

Required Attachments

- Audit
 - Most Recent Completed Agency Audited Financial Statement
 - Auditor's Communication with Governance
- Board of Directors and/or equivalent policy making entity - evidence of at least one representative with lived experience (e.g., website, letterhead).
- ELOCCS Drawdown (past 4 months)
- Project Subrecipients (HUD application in e-snaps calls this type of relationship a Partner Agency)
 - MOU/Subrecipient Agreements
 - Contract Agreement

Optional Attachments (If Applicable to your Project Application)

- Documentation of grant changes and/or amendments over the past 12 months requiring an amendment or contact with the Local Field Office (e.g., copy of email communications, support letter from ECHO, memo requesting change) **Required to document any project changes**
- HUD Monitoring **Required if project participated in HUD monitoring over the past 2 years**
 - HUD Monitoring Notification
 - HUD Monitoring Closeout Letter
 - HUD Closeout Letter
- Performance Improvement Plan (PIP) (required for all agencies that have executed a PIP)
- Housing First Assessment Tool (required for all renewals except for Diversion and HMIS)

MAX POINTS	SCORING SECTIONS
N/A	1. Program Changes
	HUD STANDARDS: 20 POINTS
P/F	1. Annual Financial Statement Audit
P/F	2. Lived Experience: Board of Directors
P/F	3. HUD Monitoring
10	4. Timely Drawdowns
10	5. Unspent Grant Funds (deobligation)
	Community CoC Participation: NOT SCORED
P/F	1. Point in Time Count (PIT) Participation
P/F	2. CoC Committee/Workgroup Participation
	PROJECT TYPE: NOT SCORED
N/A	1. Project Type Section
	PROJECT DESCRIPTION & PERFORMANCE: 70 POINTS
10	1.a. Project Description Narrative: Clarity
10	1.b. Project Description Narrative: Completeness
10	2. Performance Improvement Initiatives
15	3.a. Completion of Housing First Assessment Tool
15	3.b. Housing First Standards Summary: Score
10	4. Addressing Racial and Ethnic Diversity
	SUPPORTIVE SERVICES: 10 POINTS
10	1. Service Chart Evaluation: Consistency & Accuracy
	BUDGET: NOT SCORED
N/A	1. FY19 Budget Worksheet
N/A	2. Government/Other Funding
P/F	3. Match
100	TOTAL SCORE

Application Question and Scoring Criteria	Points/Scoring Guidance
1. Program Changes	Not Scored
HUD Standards	
<p>1. Annual Financial Statement Audit</p> <p>For financial reporting purposes, every organization has a 12-month fiscal year. A fiscal year can coincide with the calendar year but may also be any 12-month period that is selected by the organization. Audits are performed on the organization’s fiscal year. The only exception to a 12-month audit occurs if the organization has changed its fiscal year during the audit period. This will require an audit for less than or more 12 months for the year of change.</p> <p>Attachments:</p> <ul style="list-style-type: none"> - Most recently completed audited financial statement - Auditor’s communication with governance <p>Criteria to Consider:</p> <ul style="list-style-type: none"> - The most recent audited financial statement is attached. - An audit is completed within 9 months of the end of the agency’s fiscal year and/or the agency identifies consistent procedures that are used in the preparation of financial reports in which the most recent report follows and is attached. - The audit opinion indicates that the agency’s financial statements are fairly presented in accordance with Generally Accepted Account Principles (GAAP) - The audit opinion does not include any substantial doubt about the organization’s ability to continue as a going concern. 	<p>PASS – Meets all criteria</p> <p>PASS W/ FINDINGS – Provides description of cause and or there is some concern that the project is not eligible for HUD funding.</p> <p>FAIL – Information provided CONFIRMS that project is not eligible for HUD funding</p>

<p>2. Representative with Lived Experience on Board of Directors or other equivalent policymaking entity</p> <p>Attachments: Official documentation showing lived experience of homelessness on Board of Directors or equivalent decision-making body.</p> <ul style="list-style-type: none"> - Organizational Chart with Board Members - Website materials <p>Criteria to Consider: The COC program Interim Rule 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.</p>	<p>PASS – Meets all criteria</p> <p>PASS W/ FINDINGS – Provides description of cause and or there is some concern that the project is not eligible for HUD funding.</p> <p>FAIL – Information provided CONFIRMS that project is not eligible for HUD funding</p>
<p>3. HUD Monitoring</p> <p><u>If Project Did Receive a HUD Monitoring Visit over the past 2 years:</u></p> <p>Criteria to Consider:</p> <ul style="list-style-type: none"> - No findings or findings that were resolved. - Project had findings that were not resolved within 30 days of date when Monitoring Letter is released to agency. Agency does not provide documentation of resolution via Closeout Letter (if applicable) that indicate resolutions to finding from monitoring visit. Project did not provide complete attachments. - Attachments (if yes):HUD Monitoring Letter (indicated findings or lack thereof). - HUD close out letter (indicating resolution of findings). <p><u>If Project did NOT receive a HUD Monitoring Visit of the past 2 years:</u></p> <p>Criteria to Consider:</p> <ul style="list-style-type: none"> - Pass 	<p><u>Project has received a HUD Monitoring Visit</u></p> <p>PASS – Clearly meets expectations shown by previous monitoring visit results and attachments</p> <p>PASS W/ FINDINGS – Adequately meets expectations based on narrative</p> <p>FAIL – Does not meet criteria with a monitoring visit occurring within 2 years, no documentation provided indicating lack of findings or resolution of findings</p> <p><u>If Project has NOT received a HUD Monitoring Visit</u></p> <p>PASS</p>

<p>4. Timely Drawdowns How well the project has demonstrated compliance with HUD requirements for drawing down funds?</p> <p>Attachments:</p> <ul style="list-style-type: none"> - Documentation showing timely and consistent drawdowns <p>Notes:</p> <p>Agency does not have to draw down a quarter’s worth of funding. HUD only requires that drawdowns are completed quarterly. Agencies can make drawdowns more often, if needed.</p>	<p>Up to 10 – Excellent with all drawdowns completed within acceptable timeframe</p> <p>Up to 7 – Only 1 drawdown was not completed within 90-day window.</p> <p>Up to 4 – 2-3 Drawdowns were not completed within 90-day window.</p> <p>0 – Consistently draws funds outside of 90-day window.</p>
<p>5. Unspent Grant Funds</p> <p>Attachments:</p> <ul style="list-style-type: none"> - Performance Improvement Plan (PIP) Agreement (if applicable). <p>Criteria to Consider:</p> <ul style="list-style-type: none"> - Project did not deobligate either more than 10% of grant funds or more than \$50,000 of grant funds. (CoC Deobligation Policy - Threshold) 	<p>Up to 10 – Meets expectations with no deobligated funds</p> <p>Up to 7 – Meets expectations with some deobligated funds but does not exceed threshold amounts outlined in the CoC Deobligation Policy</p> <p>Up to 4 – Does not meet expectations but is proactive at addressing challenges and improving performance</p> <p>0 – Does not meet expectations and is not engaged in performance improvement strategies.</p>

Community Participation

1. Point in Time Count

At least one agency staff participates as a volunteer during planning activities or the actual event for the PIT Count

Passing Criteria:

- At least one staff member or board member from the agency participated in either the planning of the PIT Count or volunteering during the PIT-Count event.
- Information supporting participation in PIT activities may include:
 - PIT-Count volunteer or Team Lead
 - Staff participate in the PIT Count workgroup
 - Supporting emergency shelter count activities,
 - Data entry,
 - Coordinating post count events (volunteer appreciation).
 - Sharing event information on website, social media platforms

Fail Criteria:

- Agency was not able to identify any activities that supported the previous PIT Count and did not describe any future activities to improve participation during the next PIT Count.

PASS – Yes

PASS W/ FINDINGS – Did not participate, but provides explanation

FAIL – No

2. Committee and Workgroup Participation

At least one agency staff attended an ECHO Committee, Workgroup, or one of the bi-annual stakeholder meetings (Spring Stakeholder Meeting/Fall Stakeholder Meeting)

Passing Criteria:

- Yes

Failing Criteria:

- **No**

PASS – Yes

PASS W/ FINDINGS – Did not participate, but provides explanation

FAIL – No

PROJECT TYPE (NOT SCORED)	
Basic Project Type Information	Not Scored
PROJECT DESCRIPTION & PERFORMANCE	
<p>Narrative Criteria 1</p> <p>Question 1.a.</p> <p>Narrative Clarity and Consistency of the narrative</p> <p>Criteria for meeting expectations</p> <ul style="list-style-type: none"> - Description matches other details in project application. <ul style="list-style-type: none"> • Budget • Supportive Service Chart • Project Type • Housing First Attachment - Rationale for funding and service design explain program strengths. - Uses current data (PIT Count, system performance measures to outline community need) for community need. - Project outcomes are measurable. - Clear explanation of all activities with specific details. Narrative corroborates with the other components of the application 	<p>Up to 10 – Exceeds expectations</p> <p>Up to 5 – Adequately meets criteria</p> <p>0 – Does not meet criteria</p>
<p>Narrative Criteria 2</p> <p>Question 1.b.</p> <p>Completeness of Narrative <i>Narrative addresses all required items</i></p> <ol style="list-style-type: none"> a.) Community Needs b.) Target Population(s) to be served c.) Project Plan for addressing the identified housing and supportive service needs d.) Projected projects outcomes e.) Coordination with other sources/partners f.) The reason CoC Program support is needed. <p>Criteria to Consider</p> <ul style="list-style-type: none"> - All required fields are addressed. 	<p>Up to 10 – Concise description that addresses all required fields.</p> <p>Up to 5 – Adequately meets criteria with a few areas that would be improved with more details or clear language.</p> <p>0 – Does not meet criteria based on application and supporting material.</p>

<p>2. Performance Improvement Initiatives</p> <p>Criteria to Consider:</p> <ul style="list-style-type: none"> - Narrative provides a clear description of how the project identified an area of improvement and made changes that resulted in better performance or compliance outcomes. - Agency requested technical assistance from the HMIS staff to improve data entry and data quality. - Agency requested and received technical assistance from CoC Performance Monitoring and Technical Assistance Manager to learn strategies on improving performances and compliance. - Scheduled required trainings for staff on target area. - Demonstrated exceptional performance in an area in which the project was underperforming. 	<p>Up to 10 – Exceeds expectations</p> <p>Up to 5 – Meets expectations</p> <p>0 – Unclear or did not demonstrate action items to improve performance.</p>
<p>3.a. Completeness of Housing First Assessment Tool This scoring element is regarding the effort to complete and use the tool – not on the results of the tool (scored in 3.b.)</p> <p>Criteria to Consider:</p> <ul style="list-style-type: none"> - Agency completed and attached the Housing First Assessment - All questions and fields answered throughout the assessment tool - Included notes about the information collected for some of the standards 	<p>Up to 15 – Exceeds expectations</p> <p>Up to 10 – Meets expectations</p> <p>0 – Did not complete and attach tool</p> <p>Diversion – 10 automatic points</p>
<p>3.b. Housing First Assessment Tool Score This scoring element is based solely on the results of the Housing First Assessment Tool on Report Summary tab.</p>	<p>Up to 15 – GREEN</p> <p>Up to 8 – YELLOW</p> <p>0 – RED 0-17 or did not attach the tool.</p> <p>Diversion – 10 automatic points</p>

Addressing Racial and Ethnic Disparities

Criteria to Consider:

- Clear and effective planning process, including goals, key people, collaborators and their roles.
- Timeline is mentioned as a planning/implementation tool.

Additional Background Information:

Strategies Recommended in SPARK (Center for Social Innovation):

- Train all staff working in the homeless services sector on understanding racism and the intersection of racism and homelessness, so they can target resources toward and develop/adapt programs for people of color.
- Establish professional development opportunities to identify and invest in emerging leaders of color in the homelessness sector.
- Create positions in organizations that are explicitly focused on and charged with creating equity-based responses to homelessness.
- Create greater racial and ethnic diversity on boards of directors for local and national non-profit organizations working on homelessness.
- Ensure involvement in community efforts such as SPARC and similar local and national projects designed to remediate racial inequity.
- Develop or adapt behavioral health interventions, domestic violence programs, and other supportive services for people of color experiencing homelessness.

[Supporting Partnership for Anti-Racist Communities. Phase One Study Findings](#)

(continued on next page)

Up to 10 – Agency Clearly Demonstrates Significant efforts to identify and reduce racial and ethnic disparities among their clients; agency practices, and/or program outcomes

Up to 5 – Agency demonstrates minimal efforts to identify and reduce racial and ethnic disparities among their clients, agency practices, and/or program outcomes

0 – Agency demonstrates no efforts

Strategies Recommended by USICH:

- Use demographic data from the most recent census to map the racial profile of their community and then compare it to HMIS data to understand who is experiencing homelessness at disproportionate rates in their community
- Report on staff and board diversity compared to population experiencing homelessness and develop diversification goals
- Develop data-driven goals for including people of color with lived experience of homelessness into planning efforts
- Analyze data to determine if equitable permanent housing outcomes are being achieved and identify if there are ethnic or racial groups who are less likely to be exiting to permanent housing
- Interrogate person-centered data to build out an understanding of service utilization patterns and the connection between those patterns and housing placements and/or other outcomes; use these data points to inform planning and resource allocation
- Map the points of entry and precipitating causes of homelessness and assess whether there are significant differences among people of color
- Geographically map where people experiencing homelessness live, work, or spend their time to ensure that place-based investments in outreach, services, and housing opportunities are equitably reaching people of color
- Identify systemwide goals to drive progress toward equity and identify data points to measure progress toward those goals
- Regularly review data, assess impact, and refine and strengthen strategies and activities

[Emerging Strategies for Addressing Racial Inequities in Our Efforts to End Homelessness](#)

SUPPORTIVE SERVICES

Supportive service chart matches the program design in relation to which services are offered within the agency, the sub-recipient, partner agency, and/or non-partner agency.

Attachments:

- MOUs with sub-recipients
- Contract Agreement for services provided by partner

Criteria to Consider:

- The services listed in the chart provided by anyone other than the applicant are documented by a MOU or Contract Agreement.
- The services indicated are consistent with the balance of the application (project narrative, etc.)

Criteria to not Consider:

- This scoring element is not considering the adequacy or appropriateness of the services provided

Up to 10 – Clearly meets expectations

Up to 5 – Adequately meets expectations

0 – Does not meet expectations

PROJECT BUDGET

Budget Summary 1

Not Scored

Other Government Assistance

Not Scored

Attachments:

- N/A

Criteria:

- N/A

<p>Match Program meets funding requirements for Match.</p> <p>Attachments:</p> <ul style="list-style-type: none"> - Match Agreement Letter <p>Criteria</p> <ul style="list-style-type: none"> - Match equals 25 percent of the total grant request - excluding leasing costs. - Attachments are updated and consistent with documenting match commitments needed for competition. <p>Criteria for not meeting standards</p> <ul style="list-style-type: none"> - Match amount is less than 25% <p>FYI – (All costs paid for with matching funds must be for activities that are eligible under the CoC Program, even if the recipient is not receiving CoC Program grant funds for that activity. All grant funds must be matched with an amount no less than 25% of the awarded grant amount (excluding the amount awarded to the leasing budget line item) with cash or in-kind resources. Match resources may be from public (not statutorily prohibited by the funding agency from being used as a match) or private resources.)</p>	<p>PASS – Meets all criteria</p> <p>PASS W/ FINDINGS – Provides description of cause and or there is some concern that the project is not eligible for HUD funding.</p> <p>FAIL – Information provided CONFIRMS that project is not eligible for HUD funding</p>
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