

HHAP 4 RLFP--DETAILED SCORING FACTORS

Factor	How Evaluated	Maximum Points	Illustration of Points Breakdown
1. Applicant Information		20	
a. Administrative & fiscal controls	Panel scores narrative response to Question 1.a plus audit or financial statements, Board of Directors, Org Chart and proof of 501(c)3 status if applicable.	6	<p>5-6 pts = clean audit from FY ending on 12/31/22 or later and strong narrative describing internal controls, no monitoring findings from HUD or State HCD</p> <p>3-4 pts = strong narrative any findings in audit or monitoring reports have been addressed or there is a plan of how they will be addressed</p> <p>1-2 pts = weak narrative and/or unaddressed findings</p> <p>0 pts = out-of-date financial statements or monitoring reports and a generic assertion of internal controls</p>
b. Experience delivering homeless services and housing	Panel scores narrative response to Question 1.b	6	<p>5-6pts = 3 or more years serving people experiencing homelessness with the same or similar program</p> <p>3-4 pts = has more than 1 year of experience with similar programs and/or populations or 3 plus years with population in a different kind of program</p> <p>1-2 = has limited experience with serving the population or providing the service, but does have some</p> <p>0 pts = has no experience</p>
c. Demonstrated commitment to racial equity	Panel scores narrative response to Question 1.c describing current and/or planned efforts to identify and remove barriers to access or ongoing participation faced by persons of different races and ethnicities—particularly those overrepresented by the local homeless population, including efforts to gather and analyze data (either quantitative or qualitative)	4	<p>4 pts = Organization has quantitative and qualitative data on how different races and ethnicities access and experience services and what outcomes they achieve. The staff and leadership is representative of those served. If there are racial disparities, there is a specific plan to address them</p>

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	to understand whether people of different races or ethnicities have different experiences or outcomes from their program participation. Narrative should cover the racial and ethnic diversity of organization’s staff and leadership. It should include quantitative data if known and demonstrate an understand of PIT Count and general population data.		<p>3 pts = Organization has qualitative and/or some quantitative data, a viable plan to gather more data and strategies to advance racial equity without all the data</p> <p>2 pts = Does not gather data yet, but has plans to and strategies in place to advance racial equity</p> <p>1 pt = Describes a concrete plan to address racial equity and gather data</p> <p>0 pts = Describes a generic commitment to racial equity without concrete plans in place</p>
d. Incorporating expertise of PLE	Panel scores narrative response to Question 1.d describing efforts to meaningfully involve people with lived experience (in the past 7 years) with homelessness, especially unsheltered persons, in organizational decision-making and in the design, implementation and evaluation of programs. Narrative should include concrete examples/data	4	<p>4 pts = If one or more PLE sits on agency Board of Directors or other decision-making body, are paid staff, help evaluate and improve programs</p> <p>3 pts = If two of 3 are present</p> <p>2 pts = If at least 1 is present</p> <p>1 pt = if input is regularly sought via survey or focus group</p> <p>0 pts = describes a commitment to the concept but provides no examples or clear plans on how implemented</p>
2. Project Overview and Population		16	
a. Serves a priority population	<p>The project serves one of the Lead Me Home Plan Priority Subpopulations—chronically homeless, youth (ages 18-24), undocumented, re-entry from criminal justice system.</p> <p>Panel scores narrative answer to 2.a. describing experience with the priority population and how services are dedicated or prioritized for them.</p>	5	<p>4-5 pts = Project is fully dedicated to 1 or more of priority subpopulations and has specialized services for them.</p> <p>3 pts = Project is fully dedicated to 1 or more of priority subpopulations</p> <p>2 pts = Project prioritizes 1 or more of priority subpopulations</p> <p>0 pts = project does not focus on these priority populations</p>

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b. Reaches Service Deserts	Project indicated is located in or provides services to people in service deserts. Panel scores narrative response describing how project reaches service deserts.	5	4-5 pts = project located in a service desert and has a clear description of how the area is served by project 2-3 pts = project provides services in those areas and clear narrative on how people from the area are served 0 = project is not in or serving a services desert
c. Project Type	Panel scores 2.c based on box checked.	3	3 pts = RRH or supportive housing 1 pts = interim sheltering
d. Expand System Capacity	Panel scores 2.d based on whether the project maintains or increases beds, units or housing slots in system.	3	3 pts = maintains expanded capacity created by earlier rounds of HHAP 1.5 pts = creates new capacity with HHAP 4 funds 0 pts = no
3. Project Design/Description		30	
a. Implementing Housing First	Panel scores narrative to 3.a. Letter of Intent requires applicant to certify they follow Housing First (HF) approach to service delivery. Narrative should demonstrate how the approach will translate into the proposed project. It should cover low/no barrier intakes, voluntary services, strategies used to ensure either obtaining permanent housing as quickly as possible or retaining it.	8	7-8 pts = strong narrative that covers all aspects of HF with specificity to the project. 5-6 pts = good narrative that covers most aspects with some specificity 3-4 pts = narrative covers some aspects of HF and has gaps 1-2 pts = weak narrative describes few aspects of HF for the project 0 pts = describes policies and practices that are not HF or show lack of understanding of HF
b. Exits to or maintenance of permanent housing	Question 3.b will ask applicant to fill in # and % of households with positive housing exits if ES or RRH and # and % of housing retention for PH programs. Answers must be supported by Annual Performance Report (APR, Q 23a & b)	8	8 pts = 80% or higher 4 pts = 70-79% 0 pts = less than 70%

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	or comparable report for the proposed project or similar ones managed by applicant.		
c. How project provides trauma informed care	Panel scores narrative to 3.c. Narrative should demonstrate an understanding of Trauma Informed Care (TIC) and how it translates into the proposed project.	4	<p>4 pts = strong narrative demonstrates understanding of TIC has specificity to the project.</p> <p>3 pts = good narrative that covers most aspects with some specificity</p> <p>2 pts = narrative covers some aspects of TIC but has gaps</p> <p>1 pt = weak narrative describes few aspects of TIC for the project</p> <p>0 pts = describes policies and practices that are not TIC or show lack of understanding of TIC</p>
d. Project staffing	Panel will score narrative response to question 3.d. and job descriptions attached to application. Narrative should describe key staff positions in project, how many FTEs of those positions, ratios to participants served, key responsibilities and qualification	4	<p>4 pts = narrative demonstrate adequate staffing that have or will have appropriate qualifications.</p> <p>2 pts = narrative has gaps but demonstrates appropriate coverage</p> <p>0 pts = project seems over or understaffed, or staff lacks qualifications to deliver care described.</p>
e. Realistic Implementation milestones	Panel scores Q 3.e. Narrative should demonstrate that project is already operational or will become operational in time to spend at least ½ of award by May 31 st , 2025, by describing milestones hit in this project or similar ones. Milestones can relate to acquisition and construction, rehab of existing facilities, leasing up or filling units, enrolling participants, improving performance, expending funds, etc.	6	<p>5-6pts = Project has realistic milestones and demonstrates a history of delivering with this project or others</p> <p>3-4 pts = milestones may be a stretch and/or little prior history with meeting similar ones</p> <p>1-2 = milestones are present but not fully addressed</p> <p>0 pts = milestones are unrealistic or inappropriate for project being proposed</p>

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4. Budget		14	
a. Adequate and reasonable for project proposed	Panel will score project budget	4	<p>3-4 pts = Budget is adequate, cost effective and appropriate</p> <p>1-2 pts = Budget is somewhat over or under funded and/or lacks idea staffing</p> <p>0 pts = Budget is very inadequate or cost effective and/or has inappropriate staffing structure</p>
b. Other sources needed and secured	Panel scores based on project budget and narrative.	4	<p>4 pts = project has all secured other revenue for project</p> <p>3 pts = HHAP 4 funding is sole funding for project</p> <p>2 pts = Project has secured some but not all additional sources</p> <p>1 pt = has additional revenue pending</p> <p>0 pts = needs additional funding but has not applied for other sources</p>
c. Quality of narrative explaining and justifying costs	Panel will score budget narrative	6	<p>5-6 pts = Revenue and costs clearly explained and justified</p> <p>3-4 pts = Mostly well explained and justified, some gaps</p> <p>1-2 pts = Significant gaps in explanation or justification</p> <p>0 pts = narrative does not explain budget</p>
5. Goals and Outcomes		20	
a. How project improves system performance	Panel scores narrative response to question 5.a. Narrative should describe how project contributes to improved system performance by shortening the time people spend homeless, supporting people to secure and sustain	10	<p>8-10 pts = narrative makes connection between what project proposes and how it will contribute to system performance</p> <p>5-7 pts = narrative has some gaps but still connects project performance to system performance</p>

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	permanent housing, reducing unsheltered homelessness.		3-5 pts = has significant gaps 0-2 pts = narrative fails to describe role of project in contributing to the performance of the CoC
b. Project goals and outcome benchmarks	<p>Panel scores narrative response to question 5.b. Narrative should describe 3 goals and outcome benchmarks for the project that align with system goal appropriate to activity type. State what project will achieve in measurable ways.</p> <p>Examples, 100 HH served—X% will exit to permanent housing or X% will maintain PH; average length of time homeless will decline by X% or be less than X # of days.</p>	10	<p>8-10 pts = proposes relevant goals and clear, realistic outcome benchmarks appropriate to the activity type</p> <p>5-7 pts = goals are relevant, but outcome benchmarks may not be realistic</p> <p>3-5 pts = not all proposed goals are relevant and not all outcome benchmarks are not clear, measurable and/or realistic</p> <p>0-2 pts = fails to identify relevant project goals or outcome benchmarks</p>
6. Performance and Data Quality		20	
a. Past performance on proposed outcomes	Panel reviews performance reports, APR or comparable, submitted with application. Can be for proposed project or similar if project is new.	8	<p>7-8 pts = past performance meets or exceeds proposed outcome benchmarks</p> <p>4-6 pts = past performance meets some of proposed outcome benchmarks</p> <p>1-3 pts = past performance falls short of proposed outcome benchmarks</p> <p>0 pts = project does not attach performance reports</p>
b. Expenditure of prior HHAP or CoC funds	Panel will review prior HHAP spending reports generated by Administrative Entity. Projects new to HHAP funding will get full pts.	7	<p>7 pts = project is meeting its HHAP contract expenditure deadlines and making timely draws or does not currently have HHAP funding</p> <p>5 pts = expenditures behind in the past but are caught up</p> <p>3 pts = project is behind but is implementing a plan to get caught up</p>

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			0 pts = project is underspending by 25% or more and the issue is not getting resolved.
c. Grant reports from prior rounds complete and on time	Administrative Entity will provide panel with a report on the timeliness of current HHAP grantee reporting	2	2 pts = reports submitted on time 1 pt = late report(s) were granted extension by AE 0 pts = late or missing reports
d. HMIS data quality	Panel reviews data quality report from HMIS or comparable data base	3	3 pts = grade of A on HMIS data quality report 2 pts = grade of B on HMIS data quality report 0 pts = grade of C and below or no data quality report
TOTAL POINTS		120	

DETAILED SCORING FACTORS – NEW PROJECTS

Factor	How Evaluated	Maximum Points	Points Breakdown
A. Applicant Capacity		16	
1. Experience Serving Target Population	SRT will score applicant narrative describing the organization's experience working with the proposed target population for the proposed project, including any relevant expertise with the specific subpopulation to be served (e.g., youth, families, DV, people with behavioral health conditions, etc.)	4	<p>Strong response = 4 points Average response = 2 to 3 points Weak response = 1 point or less</p> <p><i>See Scoring Guide for additional details on what SRT will look for</i></p>
2. Experience Operating a Comparable Program	SRT will score applicant narrative describing agency (and subrecipient if applicable) experience with comparable projects, including experience with program operations and service delivery. Examples should illustrate experience such as: (a) working with and addressing the target population(s) identified housing and supportive service needs; (b) developing and implementing relevant program systems, services, and/or residential property construction and rehabilitation; (c) identifying and securing matching funds from a variety of sources; and (d) managing basic organization operations including financial accounting systems.	4	<p>Strong response = 4 points Average response = 2 to 3 points Weak response = 1 point or less</p> <p><i>See Scoring Guide for additional details on what SRT will look for</i></p>
3. Experience Managing Federal Or Other Complex Funding	SRT will score applicant narrative describing the agency's experience leveraging and managing Federal funding or other sources. For federal funding, applicants will name the funding sources and provide examples of how they have used federal funding to provide services and/or housing to the target population you are proposing. Applicants will describe the experience of any subrecipient(s) and partner organizations (e.g.,	4	<p>Strong response = 4 points Average response = 2 to 3 points Weak response = 1 point or less</p> <p><i>See Scoring Guide for additional details on what SRT will look for</i></p>

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	developers, key contractors, subcontractors, service providers) with Federal funding, if applicable.		
4. Financial Management Capacity	The SRT will score applicant narrative describing the organization's (and subrecipient(s) if applicable) financial management structure. This will include how the organization has a functioning accounting system that is operated in accordance with generally accepted accounting principles or has designated a fiscal agent that will maintain a functioning accounting in accordance with generally accepted accounting principles. If the project application includes a subrecipient(s), include the subrecipient(s) fiscal control and accounting procedures to assure proper dispersal of and accounting for federal funds in accordance with the requirements of 2 CFR part 200. Score will also factor in financial audit, with a clean audit (and/or fully-resolved findings) part of a high score.	4	<p>Strong response = 4 points Average response = 2 to 3 points Weak response = 1 point or less</p> <p><i>See Scoring Guide for additional details on what SRT will look for</i></p>
B. HUD and Local Policy Priorities		34	

Factor	How Evaluated	Maximum Points	Points Breakdown
1. Housing First	<p><u>Part A: Checklist:</u> Applicants must check whether they align to the HUD definition of Housing First:</p> <ol style="list-style-type: none"> 1. Will this project quickly move people into permanent housing? (Yes/No) 2. Will the project enroll program participants who have the following barriers? Check all that apply. (Options: Having too little or little income, Active or history of substance abuse, Having a criminal record with exceptions for state-mandated restrictions, Having a history of victimization (domestic violence, sexual assault, child abuse), None of the above) 3. Will the project prevent program termination for the following reasons? Check all that apply. (Options: Failure to participate in supportive services, Failure to make progress in a service plan, Loss of income or failure to increase income, Any other activity not typically found in a lease agreement covering unassisted persons in the project's geographic area) <p><u>Part B: Narrative:</u> The SRT will score applicant narrative describing the organization's commitment to and implementation of Housing First principles, including how the agency ensures low-barriers and streamlined access to program and services, takes steps to minimize program exits to homelessness by limiting grounds for program termination; and provides support for rapid placement and stabilization in permanent housing.</p>	10	<p><u>Part A:</u> All boxes checked “yes” = 5 points Any boxes checked “no” = 0 points</p> <p><u>Part B:</u> Strong response = 4 to 5 points Average response = 2 to 3 points Weak response = 1 point or less</p> <p><i>See Scoring Guide for additional details on what SRT will look for</i></p>

Factor	How Evaluated	Maximum Points	Points Breakdown
2. Racial Equity	SRT will score applicant narrative describing current and/or planned efforts to identify and remove barriers to access or ongoing participation faced by persons of different races and ethnicities—particularly those overrepresented by the local homeless population, including efforts to gather and analyze data (either quantitative or qualitative) to understand whether people of different races or ethnicities have different experiences or outcomes from their program participation. Narrative should cover organizational efforts and may optionally cover program-level efforts	10	<p>Strong response = 8 to 10 points Average response = 5 to 7 points Weak response = 4 points or less</p> <p><i>See Scoring Guide for additional details on what SRT will look for.</i></p>
3. Engaging People with Lived Experience	SRT will score applicant narrative describing efforts to meaningfully involve people with lived experience (in the past 7 years) with homelessness, especially unsheltered persons, in organizational decision-making and in the design, implementation and evaluation of programs. Narrative should cover organizational efforts and may optionally cover program-level efforts	8	<p>Strong response = 6 to 8 points Average response = 4 to 5 points Weak response = 3 points or less</p> <p><i>See Scoring Guide for additional details on what SRT will look for</i></p>
5. Participation in Regional Efforts	<p>Applicants will indicate which of the following regional efforts they have participated in during the past year and describe their level of participation:</p> <ol style="list-style-type: none"> 1. Project Homeless Connect and/or Family Connect 2. Homeless Census (PIT) 3. Mainstream Programs Basic Training (MPBT) - 4. NHA Provider Meeting 	6	<p>Active participation in 3 groups = 6 points Active participation in 2 groups = 4 points Active participation in 1 group = 2 points</p>

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	5. Coordinated Entry System Planning Working Group 6. SNH CoC Board Meetings 7. SNH CoC Membership meetings 8. SNH CoC Working Groups 9. Other: SRT will score this question		
C. Objectives/Outcomes		26	
1. Participants Assisted to Secure or Retain Housing and Not Exit to Homelessness	<p><u>Part A: Narrative</u> SRT will score applicant narrative describing how participants will be assisted to obtain and remain in permanent housing, and how they will measure performance and evaluate this goal.</p> <p><u>Part B: Performance Report</u> If available, facilitator will review and score performance report from a comparable project (CoC APR or other report) to assess whether applicant has successfully assisted participants to secure and maintain housing and not exit to homelessness.</p>	10	<p><u>Part A:</u> Strong response = 4 to 5 points Average response = 2 to 3 points Weak response = 1 point or less</p> <p><i>See Scoring Guide for additional details on what SRT will look for</i></p> <p><u>Part B:</u> Strong performance = 4 to 5 points Average performance = 2 to 3 points Weak performance = 1 point or less</p> <p>If available for a comparable project, facilitator will use V3 scores to generate a score for this factor.</p>
2. Participants Assisted to	<p><u>Part A: Narrative</u></p>	8	<p><u>Part A:</u> Strong response = 4 points</p>

Factor	How Evaluated	Maximum Points	Points Breakdown
Secure Jobs and Income	<p>The SRT will score applicant narrative describing the organization’s specific plan to assist participants to secure employment and/or income from cash and non-cash benefits programs, including any connections to mainstream employment and benefits systems.</p> <p><u>Part B: Performance Report</u> If available, facilitator will review and score performance report from a comparable project (CoC APR or other report) to assess whether applicant has successfully assisted participants to secure and maintain employment and/or benefits.</p>		<p>Average response = 2 to 3 points Weak response = 1 point or less</p> <p><i>See Scoring Guide for additional details on what SRT will look for</i></p> <p><u>Part B:</u> Strong performance = 4 points Average performance = 2 to 3 points Weak performance = 1 point or less</p> <p>If available for a comparable project, facilitator will use V3 scores to generate a score for this factor.</p>
3. Project Connects Participants to Mainstream Systems	<p>SRT will score applicant narrative describing the organization’s specific efforts to coordinate and integrate with other mainstream health, social services, and other programs and services for which participants may be eligible.</p> <p><u>Part B: Performance Report</u> If available, facilitator will review and score performance report from a comparable project (CoC APR or other report) to assess whether applicant has successfully assisted participants to connect with mainstream systems of care.</p>	8	<p><u>Part A:</u> Strong response = 4 points Average response = 2 to 3 points Weak response = 1 point or less</p> <p><i>See Scoring Guide for additional details on what SRT will look for</i></p> <p><u>Part B:</u> Strong performance = 4 points Average performance = 2 to 3 points Weak performance = 1 point or less</p> <p>If available for a comparable project, facilitator will use V3 scores to generate a score for this factor.</p>
D. Budget and Leverage		24	

Factor	How Evaluated	Maximum Points	Points Breakdown
1. Project Budget and Narrative	SRT will review and score budget provided by applicant in required HUD format and budget narrative. SRT will assess whether the budget is adequate and cost effective (i.e., not too high or too low), and includes appropriate staffing structure.	8	<p>Budget is adequate, cost effective and appropriate = 6 to 8 points</p> <p>Budget is somewhat over or under funded and/or lacks idea staffing = 4 to 5 points</p> <p>Budget is very inadequate or cost effective and/or has inappropriate staffing structure = 3 points or less</p>
2. Non-CoC Housing Leverage	Facilitator will assess whether applicant has documented (via a letter or MOU) leverage of non-CoC funded housing in the amount required for HUD bonus points (25% of units for PSH and 25% of participants for RRH)	8	<p>Leverage meets HUD standards and is documented = 8 points</p> <p>Leverage is documented but does not meet HUD standard = 4 points</p> <p>Leverage is not documented = 0 points</p>
3. Health Care Leverage	Facilitator will assess whether applicant has documented (via a letter or MOU) leverage of health system resources in the amount required for HUD bonus points (25% of HUD funding requested or in the case of substance use treatment disorder, access is available to all program participants who qualify and chose those services).	8	<p>Leverage meets HUD standards and is documented = 8 points</p> <p>Leverage is documented but does not meet HUD standard = 4 points</p> <p>Leverage is not documented = 0 points</p>
TOTAL POINTS		100	