

**2024 Balance of State Continuum of Care  
Scoring Guide for  
NEW Project Applications (including DV)**

---

**THRESHOLD REVIEW**

Proposed projects must meet the following requirements in order to be scored. Housing Innovations will conduct this review.

The project:

1. Application is complete
2. Is in an eligible location
3. Applicant is in good standing with HUD (applicable to those with current HUD-funded projects)
4. Is an allowable project type (not allowable type if is not described in the instructions)
5. Will be administered by an eligible organization
6. Meets the match requirements, including amount plus allowable source
7. Proposes to serve an eligible population
8. Agrees to participate in HMIS or HMIS comparable database
9. Agrees to participate in Coordinated Access Networks (CANs)
10. Meets the allowable criteria to apply for additional Supportive Services funds (Expansion projects)
11. Is a Housing First model and meets Housing First Standards
12. Will start in the required timeframe
13. Is devoid of any deficiencies which would prevent submission to HUD

**SCORING**

<b>Scoring Factor #1 - Organizational Experience and Capacity</b>	<b>20</b>
<b>Scoring Factor # 1.5 – Rental Administration (RA) Plan (only for PSH projects for which LMHA is not administering RA)</b>	<b>10</b>
<b>Scoring Factor #2 – Timeliness</b>	<b>10</b>
<b>Scoring Factor #3 – Supportive Services and Housing First</b>	<b>30</b>
<b>Scoring Factor #4 – ONLY DV Projects - DV Experience, Plan and Outcomes</b>	<b>25</b>
<b>Scoring Factor #5 - Application/Budget Quality</b>	<b>20</b>

## Scoring Factor # 1 – Organizational Experience and Capacity - 20 points

### See Applicant Profile – Experience of Applicant

- **7A** - Do the applicant, subrecipient and key partner organization(s) appear to have the experience to successfully operate a HUD funded permanent housing program for persons experiencing homelessness? Specifically, do the relevant organization(s) demonstrate significant and long-standing experience:
  - operating successful Housing First programs?
  - linking participants to mainstream services including health insurance, employment and mainstream affordable housing?
  - increasing participant income through employment and access to public benefits?
  - helping participants to stabilize in housing?
  - assessing interest in/assisting with moving on from PSH (if applicable)?
  - locating units and administering rental assistance (if applicable)?
- **7B** - Is there a clear organizational structure for managing operations, coordinating among departments within the agency and with partner organizations, including how this project will fit within that structure?
- **7C** – Do the applicant and subrecipient appear to have the experience to successfully utilize federal funds and perform activities proposed in the application?
  - working with and addressing the target population(s) identified housing and supportive service needs;
  - developing and implementing relevant program systems, services, and/or residential property construction and rehabilitation;
  - identifying and securing matching funds from a variety of sources; and
  - managing basic organization operations including financial accounting systems.
- **7D, and F through J** - Does the organization appear to have a well-established financial management structure, ensuring the capacity to effectively leverage and use federal funds, and ensuring timely project start up and full expenditure of new project funds? Specifically, has the organization demonstrated sufficient capacity related to:
  - Resolving monitoring/audit findings?
  - Fully spending grant funds?
  - Avoiding/resolving outstanding arrears?
  - Regularly drawing down funds?
  - Timely submission of reports?
- **7K** - Has the agency demonstrated efforts to ensure they are meeting the unique needs of marginalized communities, for example:
  - Ensuring diversity among staff and board
  - Creating opportunities for participants to shape programs
  - Hiring program participants
  - Developing partnerships with other local organizations that focus on marginalized communities
  - Analyzing program access and outcomes by race/ethnicity
  - Planning steps to address any disparate access or outcomes
  - Any other unique qualifications that agency has to serve marginalized communities

**Scoring Factor # 1 (cont'd) – Organizational Experience and Capacity - 20 points** (Additional factors to consider for DV projects within the 20 pt. scoring factor #1)

- **DV Only – 7E** – How well has the organization evaluated its ability to ensure the safety of survivors in existing projects? Will the organization improve safety in the proposed project for the population served? Will they use objective criteria to measure this? For example, participants will:
  - Demonstrate increased income from project enrollment to annual assessment/project exit
  - Experience a decrease in DV/Intimate Partner Violence (IPV) incidences, and/or trauma symptoms
  - Demonstrate an increase in intentional safety planning
  - Have the ability to meet basic needs and/or social connectedness
- **DV Only – 7M** - Extent to which the applicant clearly describes how the coordinated entry process through which applicants will enter the program incorporates trauma-informed, victim-centered approaches and maximizes client choice for housing and services that:
  - Prioritize safety,
  - Use emergency transfer plans, and
  - Ensure confidentiality.
- **DV Only – 7N** - Extent to which the organization provided examples of how they ensured the safety of DV survivors experiencing homelessness by:
  - training staff on safety planning;
  - adjusting intake space to better ensure private conversations;
  - conducting separate interviews/intakes with each member of a couple;
  - working with survivors to have them identify what is safe for them as relates to units (e.g., maintaining bars on windows, fixing lights in hallways, etc. for living spaces operated by applicant); and
  - keeping the location of dedicated units and/or congregate living spaces set aside solely for survivors confidential.

**Scoring Factor #1.5 - Rental Administration Plan – 10 points** (only for PSH projects for which LMHA is not administering RA)

**See Questions 2.F and 2.G** - This metric will be scored as follows:

- 10 Points will be given if: Rental Administration plan is sufficiently detailed, includes all required responses for all areas and is compliant with HUD rental assistance administration requirements
- 0 Points will be given if: Rental Administration plan is not sufficiently detailed, and/or lacks required responses for any of the 9 areas and/or has significant compliance issues

**Scoring Factor #2 - Timeliness – 10 points**

**See Section #2P Project Description**

- Extent to which the applicant demonstrated an adequate plan for rapid project start-up
- The timeline of use for HUD funds will be defined in the CoC Program NOFO and is anticipated to be that the project starts by 9/30/26. Preference is given to projects that can begin operating sooner.

**Scoring Factor #3 – Supportive Services and Housing First – Total of 30 points**

**Housing First Approach (10 points) - Supportive Services – Section 2R**

**Extent to which the applicant:**

- Clearly describes a program design that is consistent with a Housing First approach (i.e., A model of housing assistance that is offered without preconditions, such as sobriety or a minimum income threshold, or service participation requirements; rapid placement and stabilization in permanent housing are primary goals)

**Questions to consider:**

- Does the applicant clearly demonstrate a model that offers initial access to housing without preconditions, such as sobriety, income requirements and service participation?
- Does the applicant clearly demonstrate that rapid placement and stabilization in permanent housing are primary goals of the project?
- Does the applicant clearly demonstrate an understanding of the services required for housing stabilization (i.e., helping tenants understand their rights and responsibilities, advocating with landlords/property management to address threats to housing stability, assertively engaging tenants in services to address barriers to housing stability)
- Does the applicant clearly describe a project design that is adequate to accomplish those goals?

**Assistance with obtaining and remaining in permanent housing (10 points) – See Section 2R**

**Questions to consider:**

- Is there a clear description of how eligible participants obtain and maintain housing?
- Does the applicant have a plan to assess needs of participants and address those needs including but not limited to: health, behavioral health, education, employment, life skills and childcare services, if applicable
- Does the applicant have a plan to work with landlords and to assist participants with housing stabilization and eviction prevention?
- Does the project use the critical time intervention model to inform service delivery (recommended – information available at [www.criticaltime.org](http://www.criticaltime.org))?
- If applicable, is there a clear description of how appropriate units will be identified and rent reasonableness be determined?

**Assistance with obtaining mainstream health, social services and connection to employment programs for program participants (10 points) – See Section 2S**

- Does the agency coordinate with mainstream employment organizations?
- Does the agency assist tenants to access SSI/SSDI and other mainstream benefits?
- Does the agency assist tenants to build independent living skills and move on from PSH (if applicable)?
- Does the agency explain how the unique needs of the proposed target populations will be addressed in a manner that assists them to increase income and build skills?
- Does the project provide a robust description of activities that will assist participants to increase income and access services and benefits?

**Scoring Factor #4 – DV Projects Only - DV Experience, Plan and Outcomes – 25 Points**

For below, 2T relates to the provider’s experience and 2U relates to the plan for the proposed project.

**Experience with providing housing and supportive services to survivors – See Section 2T**

**Questions to consider: Does the project clearly describe experience with:**

- Using low-demand, Housing First model to rapidly locate permanent housing for survivors?
- Designing and operating programs that help survivors to increase their income and achieve long-term housing stability?
- Designing and operating programs that are and focused on safety?
- Designing and operating programs that are strengths-based and survivor-driven, offering a range of options to support survivors to rebuild control over their lives and improve safety for themselves and their families?
- Designing and operating trauma-informed programs?
- Designing and operating programs that help survivors to navigate a range of systems?

**Plan to meet the specific needs of survivors. – See Section 2U**

**Questions to consider: Does the applicant clearly describe how they will:**

- Use a low-demand, Housing First model to rapidly locate permanent housing for survivors.
- Help survivors to increase their income and achieve long-term housing stability.
- Ensure a focus on safety. Provide a plan for improving the safety of program participants.
- Ensure that services are strengths-based and survivor-driven and offer a range of options to support survivors to rebuild control over their lives and improve safety for themselves and their families.
- Ensure that services are trauma-informed.
- Help survivors to navigate a range of systems.
- Advocate for survivors’ autonomy, safety, independence and housing stability.

**Scoring Factor #5: Application/Budget Quality - 20 Points**

**Evaluate based on the entire application**

**Application Quality (10 points) - Extent to which the applicant:**

- consistently followed instructions;
- included all required attachments; and
- fully answered questions?

**See Section #3**

**Budget Quality (10 points) - Extent to which the project budget**

- was completed in accordance with the instructions, including submission of descriptions for each budget item in sufficient detail?
- met the minimum matching requirement (if applicable)?
- included only eligible costs?
- provided sufficient detail and made sense given the project description and target population?
- Is cost effective and falls within established limit of maximum per household costs?