

## 2023 CoC PSH/RRH/TH-RRH Application Scoring Sheet

Criteria	Points	Points Breakdown	Source Documentation	Score
<b>I. Centralized Intake System</b>				
1. Project must receive referrals ONLY from the Polk County Centralized Intake	5	If answer "Yes", <b>project is eligible for funding and receives full points</b> ; if answer "No", <b>project is not eligible for</b>	CI Participating Agency Report	
2. Through the end of the most recently completed project year, how many CI referrals made to this project were denied admission? Please briefly explain	5	Denied admission is 25% or less of the total referrals received = <b>5 points</b> Denied admissions more than 25% of the total referrals received = <b>0 points</b>	CI Referrals Report	
<b>II. Housing First</b>				
Project must operate under a Housing First Model	10	If questions 1-11 are answered "Yes" and policies concur, <b>project is eligible for funding and receives full points</b> ; If questions 1 -11 are answered "Yes" and policies <u>DO NOT</u> concur, or if all questions <u>aren't</u> answered "Yes", the <b>project is not eligible for funding</b> .	Admittance and Termination Policies Attached	
<b>III. Project Description</b>				
<b>1. Project Design</b>				
(a) Describes targeted population; the plan to assist clients to rapidly secure and maintain permanent housing that is safe, affordable, accessible; Describe how clients will be assisted to increase employment and/or income and to maximize their ability to live independently; Length of assistance or program length. Demonstrates an understanding of the needs of the clients to be served	15	Answered completely, plan realistic for population being served = <b>10 points</b> ; answer incomplete and/or plan doesn't meet all the needs/issues of population being served= <b>5 points</b> ; answer doesn't address the question or plan doesn't meet the needs/issues of the population being served= <b>0 points</b> ; Serving clients who fall within the VI-SPDAT range for PSH = <b>5 points</b> :	Project Application	
(b) Specific Population Focus	10	2+ conditions= <b>10 points</b> ; 1 condition= <b>5 points</b> ; No conditions= <b>0 points</b>	Project Application	
(c) Residence Prior to Homelessness	10	Literally homeless= <b>10 points</b> ; from transitional housing= <b>2.5 points</b> (If residence is youth TH in a joint TH-RRH project, award 10 pts.)	Project Application	

Criteria	Points	Points Breakdown	Source Documentation	Score
(d) Housing Type	10	"Single Structure " or "Scattered Site" = <b>1 point</b> ; neither checked = <b>0 points</b> . <u>Number of units AND number of beds completed = 2 points</u> ; Either one not completed = <b>1 point</b> ; Neither completed = <b>0 points</b> . <u>Identifies a realistic strategy for building a landlord network and mitigating landlord reluctance to rent to target population= 7 points</u> ; Strategy for building a landlord network and mitigating landlord reluctance to rent to target population is incomplete= <b>4 points</b> ; Does not provide a realistic strategy for building a landlord network and mitigating landlord reluctance to rent to target population= <b>0 points</b>	Project Application	
(e) Denying admission to or separating family members when they enter, including serving all family members together and in accordance with each family member's self-reported gender?	5	Answered No = <b>1 point</b> ; Described location in admissions policy = <b>1 point</b> ; Admission policies concur = <b>3 points</b> ; Answered Yes = <b>0 points</b>	Project Application & Attachment: Admissions Policy	
(f) Project uses a harm reduction model.	5	Answered Yes = 1 point; illustrated using harm reductions = 4 points (Simply stating, for example, that in the case of substance use, an agency encourages participants to not use, is not a specific example.) ; Answered No OR they did not provide a specific example= 0 points	Project Application	
(g) Project has policies and procedures that work to prevent eviction.	4	Answered Yes = <b>1 point</b> ; Answered No = <b>0 points</b> ; Policies & procedures confirm program works to prevent evictions = <b>3 points</b> .	Project Application Eviction Prevention Policy Attached	
(h) Project improves safety of DV survivors being served. (DV RENEWALS)	5	Answered completely, strategy to improve safety realistic for the DV survivors being served= <b>5 points</b> ; answer incomplete and/or doesn't meet all the safety needs of survivors being served= <b>2.5 points</b> ; answer doesn't address the question or plan doesn't meet the safety needs of the DV survivors being served= <b>0 points</b>	Project Application	

Criteria	Points	Points Breakdown	Source Documentation	Score
<b>2. Support Services</b>				
(a) Services and Frequency	10	Services identified match the needs of the population described in <b>III(1)(a) = 5 points</b> ; not all services selected meet the needs of the population described = <b>2.5 points</b> ; Services selected do not meet the needs of the population described = <b>0 points</b> . All services identified indicate a provider and frequency= <b>5 points</b> ; Provider and frequency not indicated for all identified services= <b>2.5 points</b> ; Support services and Frequency chart not completed= <b>0 points</b>	Project Application	
(b) Project has SOAR trained staff or collaborates with agency who has SOAR trained staff	2	Answered "Yes" = <b>1 point</b> ; fully completed SOAR staff chart = <b>1 point</b> ; Answered "No" = <b>0 points</b> .	Project Application	
(c) Leveraging Medicaid resources	5	Identifies strategy for enrolling participants in Medicaid & describes opportunities to leverage Medicaid- financed services= <b>5 points</b> ; answer lacks detail on Medicaid enrollment strategy or leveraging Medicaid- financed strategies= <b>2.5 points</b> ; neither strategy is described by answer= <b>0 points</b>	Project Application	
(d.) Collaborate w/ School Districts	7.5	Applicant has an EHCY policy and designated staff person= <b>7.5 points</b> ; Applicant <u>only</u> has EHCY policy= <b>2.5 points</b> ; Applicant <u>only</u> has designated staff person = <b>5 points</b> . Project does not serve families or single adults 21 years old or younger = <b>7.5 points</b> .	Project Application and Attached EHCY agency policy	

Criteria	Points	Points Breakdown	Source Documentation	Score
NEW PROJECT - Leveraging Housing Resources	10	<p><b>10 points</b> - Project is using one of the following sources of funding:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Private organizations</li> <li><input type="checkbox"/> State or local HOME funding</li> <li><input type="checkbox"/> State or local American Rescue Plan funding</li> <li><input type="checkbox"/> Other state or local funding</li> <li><input type="checkbox"/> Public Housing Agencies</li> <li><input type="checkbox"/> Federal programs other than the CoC or ESG programs <u>AND</u> demonstrates housing units will</li> <li><input type="checkbox"/> For PSH, provide at least 25% of the units included in the project for the targeted population described in this application</li> <li><input type="checkbox"/> For RRH, serve at least 25% of the program participants anticipated to be served by the project</li> </ul> <p><b>5 points</b> - Project is using one of the funding sources listed above, <u>AND</u> demonstrated housing units are less than the</p>	Project Application	
NEW PROJECT - Leveraging Healthcare Resources	10	<p><b>10 points</b> - Project is utilizing healthcare resources which may include:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Direct contributions from a public or private health insurance provider or project (e.g., Medicaid)</li> <li><input type="checkbox"/> Provision of healthcare services by a private or public organization (e.g., Ryan White funded organization) tailored to the program participants of the project</li> <li><input type="checkbox"/> Other healthcare resource</li> </ul> <p><u>AND</u> demonstrates</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The value of the assistance being provided is at least an amount equivalent to 25% of the funding being requested for the project which will be covered by the healthcare organization, OR</li> <li><input type="checkbox"/> In the case of substance abuse treatment or recovery provider, it will provide access to treatment or recovery services for all program participants who qualify and chose those services</li> </ul> <p><b>5 points</b> - Project is using one of the healthcare resources listed above, <u>AND</u> demonstrated a commitment of healthcare resources less than the thresholds described above</p>	Project Application	

Criteria	Points	Points Breakdown	Source Documentation	Score
<b>1. New Project</b>				
(a) Demonstrates how the type, scale, and location of the housing fit the needs of the clients to be served	4	Up to <b>4 points</b> for a detailed description that includes the type, scale and location of the housing and how it fits the needs of the clients; <b>0 points</b> if answer does not address the question	Project Application	
(b) Demonstrates how the type of supportive services offered to program participants will ensure successful retention or help to obtain permanent housing	4	Up to <b>4 points</b> for a detailed description that includes how specific supportive services will ensure successful retention or help obtain permanent housing; <b>0 points</b> if answer does not address the question	Project Application	
(c) Accessibility to community amenities - description of accessibility matches degree of accessibility checked	4	Very accessible = <b>4 points</b> ; Somewhat accessible = <b>2 points</b> ; Not accessible = <b>0 points</b>	Project Application	
(d) Description includes specific mainstream resources clients will be assisted in accessing; a plan for accessing each mainstream resource; mainstream resources identified meet the needs of the population being served	4	Up to <b>4 points</b> for a detailed description that includes the specific mainstream resource, how clients will be assisted in accessing each specific mainstream resource and how it will meet the client's needs; <b>0 points</b> if answer does not address the question	Project Application	
(e) Describes specific assistance to obtain & remain in permanent housing, and in a manner that fits the client's needs.	4	Up to <b>4 points</b> for detailed description of assistance that will be provided and how it will be in a manner that fits the client's needs; <b>0 points</b> if answer does not address the question	Project Application	
<b>V. Project Administration</b>				
1. (a) Findings & corrective action on any previous HUD CoC or ESG grants	5	No or N/A = <b>5 points</b> ; Yes & corrective action taken = <b>4 points</b> ; Yes & correct action will be taken = <b>2.5 points</b> ; Corrective action not taken = <b>0 points</b>	Project Application	
1. (b) LOCCS draws completed every month	5	Yes = <b>5 points</b> No or N/A = <b>0 points</b>	Project Application	
1. (c) Unspent funds on most recent expired grant	5	Yes = <b>0 points</b> ; Yes and describes the amount and reason for unspent funds = <b>1 point</b> . No or N/A = <b>5 points</b> . PSH or RRH programs with unspent rental assistance funds due to the difference between FMR and Rent Reasonableness calculation should be awarded full points	Project Application	

Criteria	Points	Points Breakdown	Source Documentation	Score
1. (d) Unspent funds in previous years at grant expiration	5	No or N/A= <b>5 points</b> ; 1 year checked = <b>3 points</b> ; 2 year checked = <b>2 points</b> ; 3 years checked = <b>1 point</b> ; 4 years checked = <b>0 points</b> ;PSH or RRH programs with unspent rental assistance funds due to the difference between FMR and Rent Reasonableness calculation should be awarded full	Project Application	
1. (e) Applicant participates in HMIS or DVIMS	Eligibility Threshold	If answer Yes - or No, <u>but agrees to participate</u> in HMIS or DVIMS - <b>project is eligible</b> for funding If answer No, OR not agreeable to participating in HMIS or DVIMS, <b>project is not eligible</b> for funding	Project Application	
<b>VI. Performance Measures</b>				
1(a) Total households served and total positive housing destinations	1	Applicant indicates the number of households served = <b>1 point</b> ; Applicant has not answered either question = <b>0</b>	Project Application	
<b>Data Timeliness:</b>				
<b>RRH, PSH, TH-RRH</b> The period of time that elapses between when a client enters a program and when client information is entered into HMIS.	5	Under 7 days average data timeliness = <b>5 points</b> Over 7 days average data timeliness: <u>Included explanation of how agency plans to improve measure</u> = <b>2 points</b> ; <u>Did not included explanation of how agency plans to improve measure</u> = <b>0 points</b>	DSM-Polk CoC Monitoring Report	
<b>Data Completeness</b>				
<b>RRH, PSH, TH-RRH</b> The percentage of all HMIS data fields which have not been answered in whole or in their entirety.	5	Less than 2% missing (null) values in ServicePoint (HMIS or DVIMS) = <b>5 points</b> ; Between 2% and 5% missing (null) values in ServicePoint (HMIS or DVIMS) = <b>3 points</b> ; Higher than 5% missing (null) values in ServicePoint (HMIS or DVIMS)= <b>0 points</b> ; Included explanation of how agency plans to improve measure = <b>2 point</b>	DSM-Polk CoC Monitoring Report	
<b>Exit Destination Errors</b>				
<b>RRH, TH-RRH</b> Percentage of those exiting a program (Leavers) where [Destination] is "Client doesn't know," "Client refused," "No exit interview completed," or is missing.	8	Less than 10% = <b>8 points</b> Higher than 10% = <b>0 points</b> Included explanation of how agency plans to improve measure = <b>2 point</b>	DSM-Polk CoC Monitoring Report	

Criteria	Points	Points Breakdown	Source Documentation	Score
<b>PSH</b> Percentage of those exiting a program (Leavers) where [Destination] is "Client doesn't know," "Client refused," "No exit interview completed," or is missing.	8	Less than 5% = <b>8 points</b> Higher than 5% = <b>0 points</b> Included explanation of how agency plans to improve measure = <b>2 point</b>	DSM-Polk CoC Monitoring Report	
For each performance measure, above (i.e., Timeliness, Completeness & Destination Errors), whose benchmark hasn't been met, please explain how your agency plans to improve in each measure.	5	All bench marks were met or answer includes a reasonable plan for each benchmark not met = <b>5 points</b> Answer doesn't include a reasonable plan for all benchmarks not met = <b>2.5 points</b> Answer does not include a reasonable plan for any of the benchmark not met = <b>0 points</b>	Project Application	
<b>Income Increases</b>				
<b>RRH, TH-RRH</b> Percentage of all adult participants who increased <u>total income</u> from entry to exit	5	≥25% = <b>5 Points</b> 24%-20% = <b>4 Points</b> 19%-15% = <b>3 points</b> 14%-10% = <b>2 points</b> 9%-5% = <b>1 point</b> <5% = <b>0 points</b>	DSM-Polk CoC Monitoring Report	
<b>PSH</b> Percentage of adults remaining (stayers) who increase <u>total income</u> (Benchmark: Q1: 15%; Q2: 20%; Q3:25%; Q4 30%)	5	Benchmark met for all four quarters = <b>5 Points</b> Bench mark met for 3 of 4 quarters = <b>4 Points</b> Benchmark met for 2 of 4 quarters = <b>3 points</b> Benchmark met for only one quarter = <b>1 point</b> Benchmark not met for any quarter = <b>0 points</b>	DSM-Polk CoC Monitoring Report	
<b>Days to Move In (Average length of time from enrollment to permanently housed)</b>				
<b>RRH, PSH, TH-RRH</b>	10	≤90 days = <b>10 points</b> ; >90 days = <b>0 points</b>	DSM-Polk CoC Monitoring Report	
<b>Exited to Permanent Housing Destination</b>				
<b>RRH, TH-RRH</b> Number of households who exited to a PH	1	Applicant indicates the total positive housing destinations = <b>1 point</b> ; Applicant has not answered either question = <b>0 points</b>	DSM-Polk CoC Monitoring Report	
<b>Percent of successful exits/retention</b>				
<b>RRH, TH-RRH</b> Percentage of successful exits to permanent housing	10	≥72% = <b>10 Points</b> 62-71% = <b>5 Points</b> <62% = <b>0 Points</b>	DSM-Polk CoC Monitoring Report	

Criteria	Points	Points Breakdown	Source Documentation	Score
<b>PSH</b> Percentage of successful retentions	10	≥93% = <b>10 Points</b> 83 - 92% = <b>5 Points</b> <83% = <b>0 Points</b>	DSM-Polk CoC Monitoring Report	
Describe what the data above is telling you about what is needed and what is working.	5	Description covers all three data points, above & matches the data = <b>5 points</b> . Description doesn't cover all three data points OR doesn't completely match the data = <b>2.5 points</b> . Description doesn't include the three data points nor match the data = <b>0 points</b>	Project Application	
<b>Percentage of adults or HoH participants that met literally homeless definition prior to entry?</b>				
<b>RRH, PSH, TH-RRH</b> Number of adult participants or head of households (HoH) served that came from the street, other locations not meant for human habitation, emergency shelters, safe havens, including less than 90 days in institutions with literally homeless immediately prior	2	≥93% = 5 Points 85 - 92% = 3 Points <5% = 0 Points	DSM-Polk CoC Monitoring Report	
<b>Percentage of chronic individuals served</b>				
<b>RRH, TH-RRH (YHDP projects excluded)</b> Percentage of adult participants who met HUD definition of chronically homeless (note: 5 points for youth-focused or DV- focused projects)	5	≥10% = <b>5 Points</b> 5 - 9% = <b>3 Points</b> <5% = <b>0 Points</b>  <b>YHDP Project = 5 points</b>	DSM-Polk CoC Monitoring Report	
<b>PSH (YHDP projects excluded)</b> Percentage of adult participants who met HUD definition of chronically homeless (note: 5 points for youth-focused projects):	5	100% = <b>5 points</b> 96-99% = <b>4 points</b> 92-95% = <b>3 points</b> 88-91% = <b>2 points</b> 85-87% = <b>1 point</b> <85% = <b>0 Points</b>  <b>YHDP Project = 5 points</b>	DSM-Polk CoC Monitoring Report	

Criteria	Points	Points Breakdown	Source Documentation	Score
Describe what the data above is telling you about the impact on the program from the % literally homeless and/or chronically homeless participants served.	5	Answer includes a specific description of the impact on the program from serving literally homeless and/or chronically homeless which matches the data = <b>5 points</b> Answer doesn't provide a specific description OR doesn't completely match the data = <b>2.5 points</b> Description is vague or doesn't match the data = <b>0 points</b>	Project Application	
2. New applicants for RRH	67	New applicant for PSH or YHDP-PSH Renewal = <b>62 points</b> ; New applicant for RRH or YHDP-RRH Renewal = <b>62 points</b> New applicant for TH-RRH (TH portion) or YHDP - TH/RRH Renewal (TH portion) and TH Only Renewal = <b>42 points</b>	Project Application	
<b>VII. Project Evaluation/Client Input</b>				
1. Describe evaluation plan and incorporation of outcomes into quality improvement process	3	Includes description of both = <b>3 points</b> ; Includes description of only one of the two = <b>1.5 points</b> Description doesn't adequately describe either = <b>0 points</b>	Project Application	
2. Program conducts anonymous client satisfaction surveys or alternative methods of anonymous feedback	2	Yes = <b>2 points</b> No= <b>0 points</b>	Project Application	
3. Provides opportunity for feedback from all clients at exit regardless of reason for leaving.	2	Yes = <b>2 points</b> No= <b>0 points</b>	Project Application	
4. Presents customer feedback to Board of Directors	2	Yes = <b>2 points</b> No= <b>0 points</b>	Project Application	
5. How are people with lived experience included in planning, policy review and decision making processes?	3	<b>1 point each</b> for inclusion in <u>planning</u> , <u>policy review</u> and <u>decision making</u> process	Project Application	
<b>VIII. Promoting Racial Equity</b>				
1. Has your organization in the past three years undertaken an assessment to identify racial disparity in processes and the provision of housing services? If "No", do you plan to do so in the next year?	2	<b>2 points</b> for "Yes" an assessment has been completed; <b>1 point</b> if assessment hasn't been completed but plan to do one in the next year; <b>0 points</b> if no assessment has been completed and don't plan to complete one in the next year.	Project Application	

Criteria	Points	Points Breakdown	Source Documentation	Score
2. What steps has your organization taken to" a. Remove racial inequities in the delivery of assistance? b. Analyze outcomes through a racial equity lens? c. Eliminate racial barriers to successful exits to housing?	10	Up to <b>10 points</b> for a detailed description that includes the steps taken to remove racial equities, analyze outcomes and eliminate barriers.	Project Application	
<b>IX. Budget/Cost Effectiveness</b>				
1. Rental Assistance Budget	2	Project eligible for rental assistance & consistent with number of units describe in Project Design (section III 1. (a)): = <b>2 points</b> ; Project eligible for rental assistance & Not consistent with number of units describe in Project Design (section III 1. (a)) = <b>1 point</b> ; Project <u>not</u> eligible for rental assistance = <b>0 points</b> .	Project Application	
2. Operating Budget	2	Project eligible for operational costs & identified costs consistent with Project Design (section III 1. (a)): = <b>2 points</b> ; Project eligible for operational costs & Identified costs <u>not</u> consistent with Project Design (section III 1. (a)) = <b>1 point</b> ; Project <u>not</u> eligible for operational costs = <b>0 points</b>	Project Application	
3. Supportive Services	1	Services selected match services selected in <i>Supportive Services and Frequency</i> chart= <b>1 point</b> ; Services selected do not match services selected in <i>Supportive Services and Frequency</i> chart= <b>0 points</b>	Project Application	
4. Budget Summary	1	Line item totals equal corresponding budget total & admin doesn't exceed the percent in the project's most recent HUD approved contract = <b>1 point</b> ; errors in line item budgets, admin calculation or doesn't match the admin amount in the project's most recent HUD approved	Project Application	
5. Accuracy	10	Up to <b>10 points</b> based on budget amounts equaling corresponding amounts in the project's approved HUD budget.		
6. Cash and/or In-Kind Match	1	Match at least 25% of Total CoC Request= <b>1point</b> ; Match less than 25% of Total CoC Request= <b>0 points</b>	.25 x Total CoC Request Budget Summary	

Criteria	Points	Points Breakdown	Source Documentation	Score
Cost Efficiency (Renewal) - Cost per household	5	Costs don't deviate substantially from the local norm for the same type of housing and/or services= <b>5 points</b> ; Costs deviate substantially from the local norm for the same type of housing and/or services= <b>0 points</b>	[Total budget] ÷ [# households served] (Project Application)	
Cost Efficiency (Renewal) - Cost of successful outcome	5	Costs don't deviate substantially from the local norm for the same type of housing and/or services= <b>5 points</b> ; Costs deviate substantially from the local norm for the same type of housing and/or services= <b>0 points</b>	[# households served] ÷ [# successful outcomes] (Project Application)	
Cost Efficiency (New) - Cost per household	10	Costs don't deviate substantially from the local norm for the same type of housing and/or services= <b>10 points</b> ; Costs deviate substantially from the local norm for the same type of housing and/or services= <b>0 points</b>	[Total budget] ÷ [# households served] (Project Application)	
Renewal: PSH/RRH/TH-RRH	252		<b>TOTAL</b>	
Renewal: RRH-DV	257		<b>TOTAL</b>	
New: RRH	292		<b>TOTAL</b>	

REVIEWER COMMENTS AND THOUGHTS:

2023 CoC SSO-CI Application				
Criteria	Points Possible	Points Breakdown	Documentation	Score
<b>I. Centralized Intake System</b>				
Project must receive referrals ONLY from the Polk County Centralized Intake	N/A	N/A	N/A	
<b>II. Housing First</b>				
Project must operate under a Housing First Model	N/A	N/A	N/A	
<b>III. Project Description</b>				
<b>1. Project Design</b>				
(a.) General Description	10	Answered completely and consistent with CI Policies and Procedures= <b>10 points</b> ; answer incomplete and/or isn't completely consistent with CI Policies and Procedures= <b>5 points</b> ; answer not at all consistent with CI Policies and Procedures= <b>0 points</b>	Project Application Attachment: Collaborating Partners and Roles	
(b.) Describe administrative changes made during the most recently completed project year.	5	Provides complete description = <b>5 points</b> Answer incomplete = <b>0-2.5 points</b>	Knowledge of the CI funders and CI Work Team members on the Grant Committee	
(c.) Describe at least two elements that are working	5	Provides complete description = <b>5 points</b> ; Answer incomplete = <b>0-2.5 points</b>	Knowledge of the CI funders and CI Work Team members on the Grant Committee	
(d.) Describe at least two elements that aren't working, include steps that could be taken to improve	5	Provides complete description & steps to be taken points = <b>5 points</b> Incomplete description and/or steps to be taken not included = <b>0-2.5 points</b>	Knowledge of the CI funders and CI Work Team members on the Grant Committee	

Criteria	Points Possible	Points Breakdown	Documentation	Score
(e.) Opportunities and/or concerns over next project year & resources needed to address them	5	Provides complete description of opportunities, concerns and resources needed = <b>5 points</b> Incomplete description = <b>0-2.5 points</b>	Knowledge of the CI funders and CI Work Team members on the Grant Committee	
(f.) Specific population focus	5	All populations are selected = <b>5 points</b> Not all populations are selected = <b>0 points</b>	Project Application	
<b>2. Support Services</b>				
(a.) Services and Frequency	10	Services identified match the needs of the population described in III(2)(e) = <b>5 points</b> ; not all services selected meet the needs of the population described = <b>2.5 points</b> ; Services selected do not meet the needs of the population described = <b>0 points</b> . All services identified indicate a provider and frequency= <b>5 points</b> ; Provider and frequency not indicated for all identified services= <b>2.5 points</b> ; Support services and Frequency chart not completed= <b>0 points</b>	Project Application	
(b.) Project has SOAR trained staff or collaborates with agency who has SOAR trained staff	2	Answered "Yes" = <b>1 point</b> ; fully completed SOAR staff chart = <b>1 point</b> ; Answered "No" = <b>0 points</b>	Project Application	
(c.) Leveraging Medicaid resources	5	Identifies strategy for enrolling participants in Medicaid & describes opportunities to leverage Medicaid- financed services= <b>5 points</b> ; answer lacks detail on Medicaid enrollment strategy or leveraging Medicaid- financed strategies= <b>2.5 points</b> ; neither strategy is described by answer= <b>0 points</b>	Project Application	
(d.) and (e.) Collaborate w/ School Districts	7.5	Applicant has an EHCY policy and designated staff person= <b>7.5 points</b> ; Applicant <u>only</u> has EHCY policy= <b>2.5 points</b> ; Applicant <u>only</u> has designated staff person = <b>5 points</b> . Project does not serve families or single adults 21 years old or younger = <b>7.5 points</b> .	Project Application and Attached EHCY agency policy	

Criteria	Points Possible	Points Breakdown	Documentation	Score
<b>IV. Project Quality</b>				
1. Renewal Applicants	20	Automatically receives full points for this section	Indication at top of page 1 of the application that the project is a renewal.	20
<b>V. Project Administration</b>				
1. (a) Findings & corrective action on any previous HUD CoC or ESG grants	5	No= <b>5 points</b> ; Yes & corrective action taken = <b>4 points</b> ; Yes & correct action will be taken = <b>2.5 points</b> ; Corrective action not taken= <b>0 points</b>	Project Application	
1. (b) LOCCS draws completed <b>monthly</b>	5	Yes = <b>5 points</b> No = <b>0 points</b>	Project Application	
1. (c.) and (d.) Unspent funds on most recent expired grant and completion of unspent funds on previous grants chart	5	Yes= <b>0 points</b> ; Yes and unspent funds chart completed = 1 point. No= <b>5 points</b> . PSH or RRH programs with unspent rental assistance funds due to the difference between FMR and Rent Reasonableness calculation should be awarded full points	Project Application	
1. (e) Applicant participates in HMIS or DVIMS	5	Participates in either HMIS or DVIMS= <b>5 points</b> New project not currently participating in HMIS or DVIMS but agrees to if project funded = <b>5 points</b> Not participating or will not participate if funded = <b>0 points</b>	Project Application	
<b>VI. Performance Measures</b>				
<b>Data Timeliness:</b>				
<b>TH, RRH, PSH, SSO-CI</b> The period of time that elapses between when a client enters a program and when client information is entered into HMIS.	5	Under 7 days average data timeliness = <b>5 points</b> Over 7 days average data timeliness: <u>Included explanation</u> of how agency plans to improve measure = <b>2 points</b> ; <u>Did not included explanation</u> of how agency plans to improve measure = <b>0 points</b>	IA-502 (Des Moines/ Polk County) Monitoring Report	

Criteria	Points Possible	Points Breakdown	Documentation	Score
<b>Data Completeness</b>				
<b>TH, RRH, PSH, SSO-CI</b> The percentage of all HMIS data fields which have not been answered in whole or in their entirety.	5	Less than 2% missing (null) values in ServicePoint (HMIS or DVIMS) = <b>5 points</b> Between 2% and 5% missing (null) values in ServicePoint (HMIS or DVIMS) = <b>3 points</b> Higher than 5% missing (null) values in ServicePoint (HMIS or DVIMS) = <b>0 points</b> Included explanation of how agency plans to improve measure = <b>2 point</b>	IA-502 (Des Moines/ Polk County) Monitoring Report	
<b>VII. Project Evaluation/Client Input</b>				
1. Describe evaluation plan and incorporation of outcomes into quality improvement process	3	Includes description of both = <b>3 points</b> Includes description of only one of the two = <b>1.5 points</b> Description doesn't adequately describe either = <b>0 points</b>	Project Application	
2. Program conducts anonymous client satisfaction surveys or alternative methods of anonymous feedback	2	Yes = <b>2 points</b> No= <b>0 points</b>	Project Application	
3. Provides opportunity for feedback from all clients at exit regardless of reason for leaving.	2	Yes = <b>2 points</b> No= <b>0 points</b>	Project Application	
4. Presents customer feedback to Board of Directors	2	Yes = <b>2 points</b> No= <b>0 points</b>	Project Application	
5. How are people with lived experience included in planning, policy review and decision making processes?	3	<b>1 point each</b> for inclusion in <u>planning</u> , <u>policy review</u> and <u>decision making</u> process	Project Application	
<b>VIII. Promoting Racial Equity</b>				
1. Has your organization in the past three years undertaken an assessment to identify racial disparity in processes and the provision of housing services? If "No", do you plan to do so in the next year?	2	<b>2 points</b> for "Yes" an assessment has been completed; <b>1 point</b> if assessment hasn't been completed but plan to do one in the next year; <b>0 points</b> if no assessment has been completed and don't plan to complete one in the next year.	Project Application	

Criteria	Points Possible	Points Breakdown	Documentation	Score
2. What steps has your organization taken to" a. Remove racial inequities in the delivery of assistance? b. Analyze outcomes through a racial equity lens? c. Eliminate racial barriers to successful exits to housing?	10	Up to <b>10 points</b> for a detailed description that includes the steps taken to remove racial equities, analyze outcomes and eliminate barriers.	Project Application	
<b>IX. Budget/Cost Effectiveness</b>				
Supportive Services	1	Services selected match services selected in <i>Supportive Services and Frequency</i> chart= <b>1 point</b> Services selected do not match services selected in <i>Supportive Services and Frequency</i> chart= <b>0 points</b>	Project Application	
Budget Summary	1	Line item totals equal corresponding budget total & admin doesn't exceed the percent in the project's most recent HUD approved contract = <b>1 point</b> ; errors in line item	Project Application	
Accuracy	10	Up to <b>10 points</b> based on budget amounts equaling corresponding amounts in the project's approved HUD budget.	Project Application	
Cash and/or In-Kind Match	1	Match at least 25% of Total CoC Request= <b>1 point</b> Match <25% of Total CoC Request= <b>0 points</b>	Calculate 25% of applicant's Total CoC Request in Budget Summary	
	<b>147</b>		<b>TOTAL</b>	

**REVIEWER COMMENTS AND THOUGHTS:**

2023 CoC YHDP-SSO Renewal				
Criteria	Points	Points Breakdown	Documentation	Score
<b>I. Centralized Intake System</b>				
Project must receive referrals ONLY from the Polk County Centralized Intake	5	N/A	N/A	0
2. Through the end of the most recently completed project year, how many CI referrals made to this project were denied admission? Please briefly explain	5	N/A	N/A	0
<b>II. Housing First</b>				
Project must operate under a Housing First Model	10	If questions <b>1-11</b> are answered "No" and policies concur, <b>project is eligible for funding and receives full points</b> ; If questions <b>1-11</b> are answered "Yes" and policies <u>DO NOT</u> concur, or if all questions <u>aren't</u> answered "Yes", the <b>project is not eligible for funding</b> .	Admittance and Termination Policies	N/A
<b>III. Project Description</b>				
<b>1. Project Design</b>				
(a.) Detailed Description	10	Answered completely, plan realistic = <b>10 points</b> ; answer incomplete and/or plan not realistic = <b>5 points</b> ; answer doesn't address the question = <b>0 points</b>	Project Application	
(b.) Specific population focus	10	2+ conditions= <b>10 points</b> ; 1 condition= <b>5 points</b> ; No conditions= <b>0 points</b>	Project Application	
(c.) Describe plan for addressing the identified needs/strengths of the specific population(s)	5	Provides complete description = <b>5 points</b> Answer incomplete = <b>0-2.5 points</b>	Project Application	

Criteria	Points	Points Breakdown	Documentation	Score
(d.) Describe how the project will conduct outreach to specific population(s). How will the organization assess and refer participants to enroll in the project?	5	Provides complete description = <b>5 points</b> ; Answer incomplete = <b>0</b> <b>2.5 points</b>	Project Application	
(e.) Identify collaborating partners and their roles in serving participants in your project.	5	Provides complete description = <b>5 points</b> ; Answer incomplete = <b>0</b> <b>2.5 points</b>	Project Application	
<b>2. Support Services</b>				
(a.) Services and Frequency	10	Services identified match the needs of the population described in III(2)(e) = <b>5 points</b> ; not all services selected meet the needs of the population described = <b>2.5 points</b> ; Services selected do not meet the needs of the population described = <b>0 points</b> . All services identified indicate a provider and frequency = <b>5 points</b> ; Provider and frequency not indicated for all identified services = <b>2.5 points</b> ; Support services and Frequency chart not completed = <b>0 points</b>	Project Application	
<b>IV. Project Quality</b>				
1. Renewal Applicants	20	Automatically receives full points for this section	See page 1 of the application that the project is a renewal	20
<b>V. Project Administration</b>				
1. Findings & corrective action on any previous HUD CoC or ESG grants	5	No = <b>5 points</b> ; Yes & corrective action taken = <b>4 points</b> ; Yes & correct action will be taken = <b>2.5 points</b> ; Corrective action not taken = <b>0 points</b>	Project Application	
2. LOCCS draws completed <b>monthly</b>	5	Yes = <b>5 points</b> No = <b>0 points</b>	Project Application	

Criteria	Points	Points Breakdown	Documentation	Score
3. Unspent funds on most recent expired grant	5	Yes= <b>0 points</b> ; Yes and unspent funds chart completed = <b>1 point</b> . No= <b>5 points</b> . PSH or RRH programs with unspent rental assistance funds due to the difference between FMR and Rent Reasonableness calculation should be awarded full points	Project Application	
4. Applicant participates in HMIS or DVIMS	5	Participates in either HMIS or DVIMS= <b>5 points</b> New project not currently participating in HMIS or DVIMS but agrees to if project funded = <b>5 points</b> Not participating or will not participate if funded = <b>0 points</b>	Project Application	
<b>VI. Performance Measures</b>				
<b>Data Timeliness:</b>				
<b>TH, RRH, PSH, SSO-CI, SSO-YHDP</b> The period of time that elapses between when a client enters a program and when client information is entered into HMIS.	5	Under 7 days average data timeliness= <b>5 points</b> Over 7 days average data timeliness: <u>Included explanation</u> of how agency plans to improve measure = <b>2 points</b> ; <u>Did not included explanation</u> of how agency plans to improve measure = <b>0 points</b>	IA-502 (Des Moines/ Polk County) Monitoring Report	
<b>Data Completeness</b>				
<b>TH, RRH, PSH, SSO-CI, SSO-YHDP</b> The percentage of all HMIS data fields which have not been answered in whole or in their entirety.	5	Less than 2% missing (null) values in ServicePoint (HMIS or DVIMS) = <b>5 points</b> Between 2% and 5% missing (null) values in ServicePoint (HMIS or DVIMS) = <b>3 points</b> Higher than 5% missing (null) values in ServicePoint (HMIS or DVIMS) = <b>0 points</b> ; Included explanation of how agency plans to improve measure = <b>2 point</b>	IA-502 (Des Moines/ Polk County) Monitoring Report	
<b>VII. Project Evaluation/Client Input</b>				
1. Describe evaluation plan and incorporation of outcomes into quality improvement process	3	Includes description of both = <b>3 points</b> ; Includes description of only one of the two = <b>1.5 points</b> ; Description doesn't adequately describe either = <b>0 points</b>	Project Application	

Criteria	Points	Points Breakdown	Documentation	Score
2. Program conducts anonymous client satisfaction surveys or alternative methods of anonymous feedback	2	Yes = <b>2 points</b> No= <b>0 points</b>	Project Application	
3. Provides opportunity for feedback from all clients at exit regardless of reason for leaving.	2	Yes = <b>2 points</b> No= <b>0 points</b>	Project Application	
4. Presents customer feedback to Board of Directors	2	Yes = <b>2 points</b> No= <b>0 points</b>	Project Application	
5. How are people with lived experience included in planning, policy review and decision making processes?	3	<b>1 point each</b> for inclusion in <u>planning, policy review</u> and <u>decision making process</u>	Project Application	
<b>VIII. Promoting Racial Equity</b>				
1. Has your organization in the past three years undertaken an assessment to identify racial disparity in processes and the provision of housing services? If "No", do you plan to do so in the next year?	2	<b>2 points</b> for "Yes" an assessment has been completed; <b>1 point</b> if assessment hasn't been completed but plan to do one in the next year; <b>0 points</b> if no assessment has been completed and don't plan to complete one in the next year.	Project Application	
2. What steps has your organization taken to" a. Remove racial inequities in the delivery of assistance? b. Analyze outcomes through a racial equity	10	Up to <b>10 points</b> for a detailed description that includes the steps taken to remove racial inequities, analyze outcomes and eliminate barriers.	Project Application	
<b>IX. Budget/Cost Effectiveness</b>				
Supportive Services	1	Services selected match services selected in <i>Supportive Services and Frequency</i> chart= <b>1 point</b> Services selected do not match services selected in <i>Supportive Services and Frequency</i> chart= <b>0 points</b>	Project Application	
Budget Summary	1	Line item totals equal corresponding budget total & admin doesn't exceed the percent in the project's most recent HUD approved contract = <b>1 point</b> ; errors in line item budgets or admin calculation= <b>0 points</b>	Project Application	

Criteria	Points	Points Breakdown	Documentation	Score
Accuracy	10	Up to <b>10 points</b> based on budget amounts equaling corresponding amounts in the project's approved HUD budget.		
Cash and/or In-Kind Match	1	Match at least 25% of Total CoC Request= <b>1point</b> Match <25% of Total CoC Request= <b>0 points</b>	25% of applicant's Total CoC Request in Budget Summary	
	<b>152</b>		<b>TOTAL</b>	

## 2023 HMIS Renewal Application Scoring Sheet

Question	Points Possible	Points Breakdown	Score
LOCCS draws are completed <b>monthly</b>	5	Yes = <b>5 points</b> No = <b>0 points</b>	
All HUD funds drawn down for most recently expired grant.	5	Yes = <b>5 points</b> No = <b>0 points</b>	
1. Review and approval of HUD required policies and frequency of policy review by CoCB.	10	All current HUD required policies have been reviewed by the CoCB and policy in place for at least an annual review of policies = <b>10 points</b> ; Policies have been reviewed but latest review is greater than 12 months ago = <b>5 points</b> ; Policies have not been reviewed = <b>0 points</b>	
2. Measures taken and frequency in which they are conducted to ensure data quality and integrity.	10	Data quality reports and measures conducted monthly = <b>10 points</b> ; Data quality reports and measures conducted bi-monthly = <b>5 points</b> ; No data quality measures conducted = <b>0 points</b>	
3. Staff attended relevant professional development trainings or conferences (National Alliance to End Homelessness, National Human Services Data Consortium, etc.).	10	Des Moines HMIS System Administrators and Staff Analyst attended at least one professional development training or conference during the program year = <b>10 points</b> ; DSM HMIS System Administrator attended at least one professional development training or conference = <b>5 points</b> . No staff attended professional development training or conference = <b>0 points</b>	
4. Provided tools for monitoring project performance in meeting performance measures as well as setting and monitoring system performance measures.	10	One or more examples of tools provided = <b>10 points</b> ; No examples of tools provided = <b>0 points</b>	
5. Examples of evaluation of local programs and/or system activities as well as assessing the needs of the homeless.	10	One or more examples provided = <b>10 points</b> ; No examples provided = <b>0 points</b>	
6. Role in the continued implementation and monitoring of the PCCoC centralized intake.	10	Provided all reports requested to monitor CI = <b>10 points</b> ; Some reports still under development = <b>5 points</b> ; No reports provided to date = <b>0 points</b>	
7. Supports data collection for non-HUD funded projects.	10	Providing support to all non-HUD funded projects identified by CoCB = <b>10 points</b> ; Providing support to at least 50% of non-HUD funded projects identified by CoCB = <b>5 points</b> ; Providing no support to non-HUD funded projects = <b>0 points</b>	
8. HIC was accurate and posted on HDX on a timely basis with overall bed coverage of at least 86%.	10	Accurate & timely posted HIC with bed coverage $\geq$ 86% = <b>10 points</b> ; Accurate & timely posted HIC with bed coverage $<$ 86% = <b>5 points</b> ; HIC not accurate or not submitted on time = <b>0 points</b>	

Question	Points Possible	Points Breakdown	Score
9. Accurate and complete information provided to HUD for LSA which was submitted on time.	10	LSA accurate, complete and submitted on time = <b>10 points</b> ; Errors in submitted LSA but submitted on time = <b>5 points</b> ; LSA not submitted on time = <b>0 points</b>	
10. All end users have completed initial trainings and relevant agency agreements are on file. Vendor Agreement complies with relevant HMIS policies.	10	All initial trainings completed, relevant agreements on file & Vendor Agreement complies with relevant HMIS policies = <b>10 points</b> ; Not all initial trainings are completed, 100% of relevant agreements are not on file or Vendor Agreement doesn't comply with relevant HMIS policies = <b>0 points</b>	
11. Type and frequency of training and technical assistance provided to end users.	10	Trainings offered monthly = <b>10 points</b> ; Trainings not offered monthly = <b>5 points</b> ; No trainings offered this year = <b>0 points</b>	
12. Steps taken to ensure ease of use of HMIS.	10	Reports can be run independently, frequency of system down time hasn't impeded provider use and average response time for assistance ≤24 hours = <b>10 points</b> ; Reports can't be run independently, frequency of system down time has impeded provider use or average response time for assistance >24 hours = <b>0 points</b>	
13. Provide budget delineating federal funds and local match. Describe the impact on HMIS of a decrease in CoC funds. Describe how an increase in CoC funding would be used.	5	Requested budget attached and complete = <b>1 point</b> ; Described impact of reduction in funds = <b>up to 2 points</b> ; Described how an increase in funds would be used = <b>up to 2 points</b>	
14. Accuracy	10	Up to <b>10 points</b> based on budget amounts equaling corresponding amounts in the project's approved HUD budget.	
	<b>145</b>	<b>TOTAL</b>	

**REVIEWER COMMENTS:**

2023 YHDP-HMIS Renewal Application Scoring Sheet			
Question	Points Possible	Points Breakdown	Score
LOCCS draws are completed monthly	5	Yes = <b>5 points</b> No = <b>0 points</b>	
All HUD funds drawn down for most recently expired grant.	5	Yes = <b>5 points</b> No = <b>0 points</b>	
1. Staff attended relevant professional development trainings or conferences .	10	YHDP staff attended at least one professional development training or conference during the program year = <b>10 points</b> ; No staff attended professional development training or conference = <b>0 points</b>	
2. Examples of evaluation of local programs and/or system activities as well as assessing the needs of the homeless.	10	One or more examples provided = <b>10 points</b> ; No examples provided = <b>0 points</b>	
3. Type and frequency of training and technical assistance provided to end users.	10	Trainings offered monthly = <b>10 points</b> ; Trainings not offered monthly = <b>5 points</b> ; No trainings offered this year = <b>0 points</b>	
4. Steps taken to ensure ease of use of HMIS.	10	Reports can be run independently, frequency of system down time hasn't impeded provider use and average response time for assistance $\leq 24$ hours = <b>10 points</b> ; Reports can't be run independently, frequency of system down time has impeded provider use or average response time for assistance $> 24$ hours = <b>0 points</b>	
5. Provide budget delineating federal funds and local match. Describe the impact on HMIS of a decrease in CoC funds. Describe how an increase in CoC funding would be used.	5	Requested budget attached and complete = <b>1 point</b> ; Described impact of reduction in funds = <b>up to 2 points</b> ; Described how an increase in funds would be used = <b>up to 2 points</b>	
6. Accuracy	10	Up to <b>10 points</b> based on budget amounts equaling corresponding amounts in the project's approved HUD budget.	
	<b>65</b>		<b>TOTAL</b>

REVIEWER COMMENTS: