

**NC-504 GUILFORD COUNTY CONTINUUM OF CARE FY2022 NEW PROJECT EVALUATION TOOL**

1. **OVERVIEW**

This application evaluation tool will be used by the NC-504 Continuum of Care System Performance Evaluation Committee (SPEC) to evaluate applications for CoC NEW Project Funding Applications in the FY2022 NOFO competition. Both scores and data will be considered by the SPEC in their Project Priority Listing recommendations made to the Guilford County Continuum of Care Board for its approval prior to applications being submitted to HUD for final review and consideration.

The NC-504 SPEC will use this tool and the following six goals to develop and recommended a Project Priority Listing for the CoC:

* Fund organizations that exhibit the capacity to run effective and efficient programs;
* Fund projects that consider the severity of needs and length of time homeless of participants and that serve the most vulnerable

 populations;

* Fund projects with the best results in participant engagement and success;
* Fund projects that contribute to overall successful system performance;
* Fund projects that exhibit effective stewardship of CoC funding;
* Reallocate resources from lower performing projects to higher performing projects and/or reallocate resources to create NEW

 projects that improve overall system performance, with an overall priority to end homelessness.

1. **GENERAL EVALAUTION OBJECTIVES**

In addition to viability, need, and scope of proposed projects as well as the experience of the applicant agency, the NC-504 SPEC will also evaluate renewal project funding applications for alignment with one of HUD’s key priorities: how the proposed project specifically improves system performance across the community to:

* REDUCE the length of time persons remain homeless;
* REDUCE the extent to which persons who exit homelessness to permanent housing return to homelessness;
* REDUCE the number of persons who experience homelessness;
* INCREASE access to employment and income growth for previously homeless persons in CoC program-funded projects;
* REDUCE the number of persons who become homeless for the first time;
* INCREASE the number of successful housing placements from street outreach and ensure successful retention of permanent housing.



1. **BACKGROUND AND DATA/INFORMATION SOURCES**

This 2022 New Project Application Evaluation Tool meets the requirements of the FY2022 Continuum of Care Notice of Funding Opportunity (NOFO), the provisions of 24 CFR §578.9, and HUD’s stated priorities for use of Continuum of Care funding.

Other information to be evaluated by SPEC includes narrative or other information provided by the applicant agency in the Project Funding Application. Points assigned for each section to be evaluated will vary because they are all weighted to reflect HUD’s priorities and community need. For all questions requiring a narrative response, the following scoring criteria are used, from *highest* score possible to the *lowest* score possible:

* **Exceeds Expectations/Requirements (number of assigned points varies, depending on weight assigned to the topic)** – Complete, insightful, and value-added response. The agency provided a complete response, including mastery of the topic, answered all component questions, and demonstrates innovative application of evidence-based practices and/or cutting-edge approaches that may set a standard for accepted best practices.
* **Adequately Addresses Expectations/Requirements (number of assigned points varies, depending on weight assigned to the topic)** – The agency provided a thorough response and answered all component questions. The response reflects a robust understanding of salient topics and extensive application of accepted evidence-based best practices.
* **Minimally Addresses Expectations/Requirements (number of assigned points varies, depending on weight assigned to the topic)** – The agency responded with adequate detail to compare the answer to other responses and answered all or most of the component questions; reflects a general understanding of accepted evidence-based best practices.
* **0 points** – The agency failed to answer the basic component of question, the answer was confusing or misleading, or the information does not allow for a comparison to other responses.

# MAXIMUM SCORE POSSIBLE:

# Applications meeting threshold eligibility criteria are scored on a 200-point scale. There is greater weight attached to specific sections based on HUD’s priorities for the FY2022 NOFO, which include:

# Ending homelessness for all persons;

# Using a Housing First approach;

# Reducing unsheltered homelessness;

# Improving system performance,

# Partnering with housing, health, and service agencies;

# Racial equity;

# Improving assistance to LGBTQ+ individuals; and

# Inclusion of people with lived experience of homelessness in planning and decision-making;

# Increasing affordable housing supply.

#  PERSONS WITH LIVED EXPERIENCE OF HOMELESSNESS

# HUD has increased emphasis in the inclusion of People with Lived Experience of homelessness (PWLEx) at both the organizational and community-wide Continuum of Care planning levels. Applicant agencies that have demonstrated inclusion of PWLEx on their Boards of Directors, its subcommittees, program planning efforts, or who prioritize PWLEx in their hiring processes will be awarded extra evaluation points for such efforts.

# ADDRESSING RACIAL EQUITY

# In almost every community in the United States, Black, Indigenous, and other People of Color (BIPOC) are significantly overrepresented in the homeless populations. Applicant agencies that have demonstrated efforts to analyze and identify barriers that result in differences in service delivery/outcomes have reviewed or revised policies that create such barriers and provided racial equity training or other resources to their staff and Boards of Directors will be awarded extra evaluation points for such efforts.

# IMPROVING ASSISTANCE TO LGTBQ+ INDIVIDUALS

# Gender identity and sexual orientation often overlap with other forms of prohibited discrimination. Applicant agencies that are proactively addressing how they serve LGTBQ+, transgender, gender non-conforming, and non-binary individuals and families, especially related to ensuring safety, respect, and privacy of these populations in their service delivery will be awarded extra evaluation points for such efforts.

1. **REVIEWER RESOURCES**
2. [FY2022 HUD Continuum of Care NOFO website](https://www.hudexchange.info/programs/e-snaps/fy-2022-coc-program-nofa-coc-program-competition/)
3. [FY2022 HUD Continuum of Care Notice of Funding Opportunity (NOFO) Competition Announcement](https://www.hud.gov/sites/dfiles/SPM/documents/Continuum_of_Care_Competition_and_Noncompetitive_YHDP.pdf)
4. [FY2022 HUD Continuum of Care Competition Website](https://www.hud.gov/program_offices/comm_planning/coc/competition)
5. [HUD CoC and ESG Virtual Binder](https://www.hudexchange.info/homelessness-assistance/coc-esg-virtual-binders/?utm_source=HUD+Exchange+Mailing+List&utm_campaign=aa5cc12e9b-New_CoC_ESG_Binders_HUDX_6_16_21&utm_medium=email&utm_term=0_f32b935a5f-aa5cc12e9b-19485309)
6. [Grants.gov FY2022 HUD Continuum of Care NOFO Competition Full Announcement](https://www.grants.gov/web/grants/view-opportunity.html?oppId=335322)
7. [FY2022 HUD Continuum of Care Competition Details At-A-Glance](https://www.hud.gov/program_offices/comm_planning/coc/competition)
8. [24 CFR 578 – Continuum of Care Regulations](https://www.ecfr.gov/current/title-24/subtitle-B/chapter-V/subchapter-C/part-578?toc=1)
9. Glossary of Common Terms, Acronyms, and Definitions



 **NC-504 FY2022 CONTINUUM OF CARE NEW PROJECT EVALUATION**

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| **Agency:** |  | **Request Amount** |  |
| **Project:** |  | $ |  |
| **Project Type:** |  |  |  |

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| **THRESHOLD CRITERIA** | **YES** | **NO** | **N/A** |
| Applicant agency is eligible (per FY2022 NOFO, Section V (A)(1-2), (3a-b), (B)(1) and [HUD Funding Opportunities Page](https://www.hud.gov/sites/dfiles/SPM/documents/EligibilityRequirementsGrantProgramsFiscalYear2022.pdf)). |  |  |  |
| Proposed activity is eligible: PH (either PSH or RRH), TH, SSO-CE, or HMIS, per FY 2022 NOFO, Section III(G). |  |  |  |
| Applicant agency registered is SAM ([System for Award Management](https://sam.gov/content/home)) and has a [Unique Entity Identifier](https://www.gsa.gov/about-us/organization/federal-acquisition-service/office-of-systems-management/integrated-award-environment-iae/iae-systems-information-kit/unique-entity-id-is-here) (UEI) |  |  |  |
| Applicant agency is proposing an *expansion* of an existing eligible Permanent Supportive Housing or Rapid Rehousing project. |  |  |  |
| Applicant agency’s proposed project is a Housing First and/or Low Barrier implementation. (see FY2022 CoC NOFO, Section III.B.2.o) |  |  |  |
| Project will serve an eligible population as described in the Act, the Rule, and Section II.B.11.f of the FY2022 CoC NOFO. |  |  |  |
| Applicant agency’s proposed project exclusively serves survivors of domestic violence. |  |  |  |
| Applicant agency’s proposed project exclusively serves people experiencing chronic homelessness and is “100% Dedicated.” |  |  |  |
| Application is complete, with all required attachments and certifications (Review of Application Section 1, Items A – L; Application Summary). |  |  |  |
| Does applicant agency have any delinquent Federal debt? (see Section 1E, SF-424 Compliance). |  |  |  |
| Does applicant agency have any unresolved, outstanding Civil Rights matters as detailed in the FY2022 CoC NOFO, Section V.B.2 (a) (i-iv)? |  |  |  |
| Other government assistance provided/requested expected sources and uses of funds specified (See Application Section I, Part II). |  |  |  |
| Are funds requested for this project replacing any existing state or local funding (24 CFR 578.87.a)?[[1]](#footnote-1) |  |  |  |
| If this is an expansion of an existing PSH or RRH project, review Recipient Performance Section, Qs 1-4: |  |  |  |
| 1. Annual Progress Report (APR) submitted on time.
 |  |  |  |
| 1. Any unresolved HUD Monitoring Findings on grant-funded projects?
 |  |  |  |
| 1. Funds drawn down at least quarterly?
 |  |  |  |
| 1. Any unspent funds remain available for HUD recapture at end of most recently expired grant term?
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| 1. If ‘yes’ to prior question, was an explanation provided?
 |  |  |  |
| Does applicant agency have any financial audit findings or material weaknesses identified in its most recent audit? |  |  |  |
| Documentation of required match funds provided, with source(s) and amounts identified, including in-kind. |  |  |  |
| Proposed project includes land acquisition, new construction, acquisition of site/building(s), rehabilitation of existing building(s). |  |  |  |
| Applicant agency participates in NC-504 Coordinated Entry (CE) or has applied to be included in CE and NC-504 HMIS information sharing agreement. |  |  |  |
| Applicant agency agrees to receive and make all referrals for housing placement through the NC-504 CE. |  |  |  |
| Applicant agency actively participates in NC-504 committees and workgroups. |  |  |  |



 **NC-504 FY2022 CONTINUUM OF CARE NEW PROJECT EVALUATION**

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| **PROJECT TYPE – EXPANSION** **(See Section 3 C.1)**  |  **Explanation of Rating Factor***Source: Agency Project Application, Section 3 C.1* |  **Points** |
| **NO** |  |  | **YES** |
| **1 – Is the proposed project an expansion of an** **eligible existing PSH or RRH project?**  | *Not scored – information only* | - |  |  | - |

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| **SECTION 2 B.1-2**  |  |  |
| **APPLICANT EXPERIENCE: (Section 2 B.1-2)****Total Points Possible = 10** |  **Explanation of Rating Factor** *Source: Agency Project Application Section 2 B.1-2* |  **Points** |
| **0** | **4** | **8** | **10** |
| Agency’s (and subrecipient(s) if applicable) experience in use of federal funds to perform proposed activities. Agency capacity and experience in leveraging multiple Federal, State, local, and private sector funding sources. | Organizational description, including any subrecipient(s) if applicable, and partner organizations (e.g., key contractors, subcontractors, service providers) of successful utilization of federal funds in other projects. Examples should include:1. Working with and addressing the target population(s) specific housing and supportive service needs; 2. Identifying and securing matching funds from a  variety of sources; 3. Developing and implementing relevant program systems and services; 4. Developing and managing residential property construction and rehabilitation (if applicable); and 5. Managing basic organization operations including financial accounting systems. 6. Details on agency capacity/experience to leverage multiple Federal, State, local, and private sector funding sources.  |  |  |  |  |

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|  **SECTION 2 B.3** |  |  |
|  **APPLICANT FINANCIAL MANAGEMENT** **Total Points Possible = 10** |  **Explanation of Rating Factor** *Source: Agency Project Application Section 2 B.3* |  **Points** |
| **0** | **4** | **8** | **10** |
| Agency’s financial management and structure, including internal controls, and how use of multiple grants is tracked and accounted. Agency’s federal grant management experience and history. | Organization has a functioning accounting system that is operated in accordance with Generally Accepted Accounting Principles (GAAP) or has designated a fiscal agent that will maintain a functioning accounting system for the organization in accordance with GAAP. If project application includes a subrecipient(s), subrecipient(s) fiscal control and accounting procedures must be included to assure proper dispersal of and accounting for federal funds in accordance with the requirements of 2 CFR 200. Applicant agency details experience in effectively utilizing federal and other public funding, including |  |  |  |  |
|  |  satisfactory history of drawdowns, timely resolution of monitoring findings, and timely submission of all reports.  |  |  |  |  |

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| **SECTION 3 B.1** |  |  |
| **PROJECT DESCRIPTION (SECTION 3 B.1)****Total Points Possible = 10** |  **Explanation of Rating Factor** *Source: Agency Project Application, Section 3 B.1* |  **Points** |
| **0** | **4** | **8** | **10** |
| Project Detail  | Should be clear, concise and address the entire scope of the project, including: the need the project; a clear picture of the community/target population(s) to be served; the plan for addressing the identified needs/issues of the CoC community/target population(s); projected outcome(s); any coordination with other source(s)/partner(s); and how CoC funds will be used. Description must be consistent with other parts of this application and identify:target population, specifying the number of single adults and number of families with children to be served when the project is at full capacity; housing type, number of units – scattered site or single site, single or multi-family homes, etc.; specific services that will be provided and outreach methods to be used to serve the long-term homeless population; coordination with partners; how the project will leverage or deliver Medicaid and other mainstream services to participants |  |  |  |  |

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|  **SECTION 3 B.2** |  |  |
|  **PROJECT IMPLEMENTATION (SECTION 3 B.2)** **Total Points Possible = 20** |  **Explanation of Rating Factor** *Source: Agency Project Application, Section 3 B.2* |  **Points** |
| **0** | **1** | **3** | **5** |
| If awarded, what are the timelines for thesemilestones to be achieved after contract is signed?  | New project staff hired, or other project expenses begin?  (# of days)  | >365 days | 180-364 |  90-179 | 1-89 |
| Implementation timeline con’t. |  Participant enrollment in project begins? (# of days) | >365 days | 180-364 |  90-179 | 1-89 |
| Implementation timeline con’t. |  Participants begin to occupy leased units or structure(s)?  (# of days) | >365 days | 180-364 |  90-179 | 1-89 |
| Implementation timeline con’t. |  Supportive services at 100% of capacity? (# of days) | >365 days | 180-364 |  90-179 | 1-89 |
|  **SECTION 3 B.5 a-d** |  |  |
|  **HOUSING FIRST APPROACH**  **Total Points Possible = 20** |  **Explanation of Rating Factor** *Source: Project Application, Section 3 B.5a-d;* *FY2021 CoC NOFO Section III.B.2.o; Section III.K.2* |  **Points** |
| **0** |  |  | **20** |
| Project operates with fidelity to a [Housing First](https://www.hudexchange.info/resource/3892/housing-first-in-permanent-supportive-housing-brief/),  low-barrier approach and does not screen out or terminate participants for any of the reasons in the following column.  | **Project quickly moves participants into PH.** **Project ensures participants are not screened out for:**  1. Having too little or no income;  2. Active or history of substance abuse;  3. Having a criminal record with exceptions for state- mandated restrictions; and history of domestic violence;  4. History of victimization (DV, sexual assault, or childhood abuse)  **Project does not terminate participants for:** 1. Failure to participate in supportive services
2. Failure to make progress on a service plan;
3. Loss of income or failure to improve income; or
4. Any other activity not covered in a lease agreement typically found in the project’s geographic area.
 | NO |  |  | YES |

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| **SECTION 3 B.8** |  |  |
| **PROJECT TYPE (SECTION 3 B.8)****Total Points Possible = 10** | **Explanation of Rating Factor** *Source: Agency Project Application, Section 3 B.8* |  **Points** |
| **0** |  |  | **10** |
| 100% Dedicated (PSH) | PSH project in which 100% of beds are dedicated to serve chronically homeless individuals and families.  |  NO |  |  | YES |
| If RRH, chronically homeless clients areprioritized for housing placement  | RRH project in which chronically homeless (CH) individuals (and families with at least one CH member) are prioritized for placement. |  NO |  |  | YES |

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| **SECTION 3 C** |  |  |
| **PROJECT TYPE – EXPANSION** **Total Points Possible = 15** |  **Explanation of Rating Factor** *Source: Agency Project Application, Section 3 C* |  **Points** |
| **NO** |  |  | **YES** |
| If the proposed project is an expansion of anexisting project, what will be its impact (s)?  | Increase the # of program participants (e.g., add more units, increase the total of subsidy available to serve more participants).  | 0 |  |  | 3 |
| Expansion impact con’t.  | Increase number of and/or expand variety of supportive services provided to participants.  | 0 |  |  | 3 |
| Expansion impact con’t.  | Increase frequency and/or intensity of supportive services provided to participants. | 0 |  |  | 3 |
| Expansion impact con’t.  | Increase access to employment and income growth for participants. | 0 |  |  | 3 |
| Expansion impact con’t.  | Bring existing facilities up to local governmental health/safety standards. | 0 |  |  | 3 |
| **SECTION 3 C.2a-b, 3a-b** |  |  |
| **EXPANSION DETAILS** **Total Points Possible = 30** |  **Explanation of Rating Factor** *Source: Agency Project Application, Section 3 C.2a-b, 3a-b* |  **Points** |
| **0** | **15** | **20** | **30** |
| CATEGORY | CURRENT | PROPOSED | % Increase from current levels provided in existing PSH or RRH | 1-5% | 6-25% | 26-50% | 51-100% |
| Total # Persons |  |  |  |  |  |  |  |
| Total # of Beds |  |  |  |  |  |   |  |
| Total # of Units |  |  |  |  |  |   |  |
| **SECTION 4 A.1** |  |  |
| **SUPPORTIVE SERVICES:****HOUSING PLACEMENT & RETENTION****Total Points Possible = 10** |  **Explanation of Rating Factor** *Source: Agency Project Application, Section 4 A.1* |  **Points** |
| **0** | **4** | **8** | **10** |
| How program participants will be assisted to obtain and remain in permanent housing. | Acknowledges the needs of the target population and include a plan that addresses the specific types of assistance to be provided by the project applicant, or other partners, to ensure program participants served by this project will move into appropriate permanent housing as well as either remain in or move to other permanent housing once assistance is no longer needed. If agency coordinates with other partners, their roles should be detailed in meeting this criterion. A complete description should include:1. How agency determines the right type of housing that fit the needs of program participants (this  should match the information entered on screen  **4B. Housing Type**)2. If providing rental assistance or leasing assistance,  how agency works with landlords to address possible issues and challenges;3. Type of assistance and support agency provides to program participants to overcome challenges to permanent housing (e.g., case management; housing counseling, employment resources); and 4. How agency works with program participants to set goals towards successful permanent housing retention. Finally, if this project will exclusively assist victims of domestic violence, the description must include safety planning addressing the needs of this particular homeless population towards meeting the goal of obtaining and maintaining permanent housing. For DV providers, supportive services description must detail how services are trauma-informed and victim-centered. |  |  |  |  |
| **SECTION 4 A.2** |  |  |
| **SUPPORTIVE SERVICES:** **ACCESS TO BENEFITS** **Total Points Possible = 10** |  **Explanation of Rating Factor** *Source: Agency Project Application, Section 4 A.2* |  **Points** |
| **0** | **4** | **8** | **10** |
| Coordination and integration with mainstream, health, social services, and employment programs.  | Specific plan to help participants obtain the benefits for which they are eligible. Additionally, if agency coordinates with other partners, those agencies’ roles should be detailed in meeting this criterion. Detailed description should include:1. Detail on how participants will be assisted with obtaining and increasing employment income that will lead to successful exits from homelessness (e.g.,  local employment programs, job training and educational opportunities);2. The type(s) of mainstream services the agency will  assist participants with obtaining to increase non- employment income (e.g., SSI; SSDI; Food Stamps,  Veterans benefits);3. The type(s) of social services the agency will help participants access and obtain (e.g., childcare, food assistance, TANF, early childhood education); and 4. Access to healthcare benefits and resources (e.g., Medicaid, Medicare, healthcare for the homeless, FQHCs, etc).  |  |  |  |  |
| **SECTION 4 A.4-6a** |  |  |
| **SUPPORTIVE SERVICES****ACCESS TO BENEFITS** **Total Points Possible = 20** |  **Explanation of Rating Factor** *Source: Agency Project Application, Section 4 A.4-6a* |  **Points** |
| **NO** |  |  | **YES** |
| New rating factors for all PSH and RRH projects.  | Will the organization provide transportation to clients to attend mainstream benefit appointments, employment training, or jobs? | 0 |  |  | 5 |
|  | Will regular follow-ups with participants occur to ensure mainstream benefits are received and renewed? | 0 |  |  | 5 |
|  | Will participants have access to SSI/SSDI technical assistanceprovided by the applicant, a subrecipient, or partner agency? | 0 |  |  | 5 |
|  | Has the staff person providing the technical assistancecompleted SOAR training in the past 24 months? | 0 |  |  | 5 |
| **SECTION 4 B.1-5** |  |  |
| **HOUSING DETAIL** **Total Points Possible = 5** | **Explanation of Rating Factor** *Source: Agency Project Application, Section 4 B.1-5* |  **Points** |
| **0** |  |  | **5** |
| Housing Type Detail | All component questions answered. |  NO |  |  | YES |
| **SECTION 5 A-B** |  |  |
| **PARTICIPANT AND HOUSEHOLD DETAIL** **Total Points Possible = 5** | **Explanation of Rating Factor** *Source: Agency Project Application, Section 5 A-B* |  **Points** |
| **0** |  |  | **5** |
| Participant and household detail | All tables complete. All component questions answered (5 B.1-5);  |  NO |  |  | YES |

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| **SECTION 6 A.1-6** |  |  |
| **CONTRACTING** **Total Points Possible = 1** | **Explanation of Rating Factor** *Source: Agency Project Application, Section 6 A.1*  |  **Points** |
| **NO** |  |  | **YES** |
| Contract timeline feasibility  | Will the applicant agency be able to execute a grant agreement no later than September 15, 2024? |  0 |  |  | 2 |
| DV Bonus ONLY | Will the applicant agency be able to execute a grant agreement no later than September 15, 2023? | 0 |  |  | 5 |
| **SECTION 6 E-J + MATCH DETAIL** |  |  |
| **PROJECT BUDGET** **Total Points Possible = 20** |  **Explanation of Rating Factor***Source: Agency Project Application, Section 6 E-J* *Source: 24 CFR 578.43-47; 24 CFR 578.49; 24 CFR 578.51;**24 CFR 578.53; 24 CFR 578.55; 24 CFR 578.57* |  **Points** |
| **0** | **7.5** | **12.5** | **20** |
| Type of Funding Requested; Budget Cost Eligibility, Detail, and Accuracy; Matching Funds Detail | **All budget sections are complete and provide all requested detail:****6A - Questions 6 A.1-6 – all questions answered****Funding Type is specified:**1) Reallocation; 2) CoC Bonus; 3) Reallocation + CoC Bonus; or 4) DV Bonus**Request is for eligible activities:**1) Acquisition/new construction; 2) Leased units; 3) Leased structures; 4) Rental assistance; 5) Supportive services; 6) Operating costs, or 7) HMIS.**Budget detail for each requested activity is complete.****Rental Assistance Funding: Each of these items must be specified:** Total request amount; type of rental assistance; FMR area, and total units requested.**Supportive Services Funding:** Proposed activities are eligible based on 24 CFR 578.53 and include both Quantity *AND* Description for EACH line item (e.g., 1 FTE @$45,000 including fringe benefits of $X; or 50 hours @ $25 per hour including fringe benefits of $X; monthly cell phone cost to contact participants@ $X per month).**Operating Costs Funding:** Proposed costs are eligible based on 24 CFR 578.55 and include both Quantity *AND* Description for EACH line item.**Matching Funds** detail must include both Sources (by type AND name) AND Amounts, and specify whether “cash” or “in-kind.” |  |  |  |  |

1. CoC funds cannot be used to replace existing state or local funding. See [24 CFR 578.87](https://www.ecfr.gov/current/title-24/subtitle-B/chapter-V/subchapter-C/part-578). [↑](#footnote-ref-1)