**Permanent Housing New Project and Expansion Project – RUBRIC**

**FY2018 Competition**

|  |  |
| --- | --- |
| Total Points Received: |  |
| Total Points Possible* 230 for RRH/PSH
* 265 for Expansion
 |  |
| Percentage of the Total: |  |
| Name of Reviewer: |  |

|  |  |
| --- | --- |
| Agency Name |  |
| Project Name |  |
| Grant Amount Requesting |  |
| Grant Period |  |
| Project Type (PSH, RRH, Expansion) |  |
| If expansion, name of PH renewal project |  |

**Form Instructions**

* Fill out each section of the scoring making notes as needed.
* The total points possible is the maximum amount for each parameter. Scorer can award anywhere from zero to the maximum amount based on the how the applicant met the requirements as described.
* Do not forget to sub-total each section.
* At the end of the form, there is a place to enter each sub-total to then calculate the total.

**Points should be awarded based on:**

* quality and substance of each answer,
* sufficiently addressing all parts of the question,
* providing detail, and
* demonstrating understanding of requirements, priorities, and purpose.

**\*If an applicant marked “no” on a required question, the application will be denied.**

**Scoring**

1. **Experience of Applicant, Sub-recipient(s), and other Partners**

|  |  |  |  |
| --- | --- | --- | --- |
| **Parameter** | **Points Possible** | **Points Received** | **Notes** |
| Experience of applicant & potential sub-recipients in effectively utilizing federal funds and performing activities proposed in application, given funding and time limitations. | 10 |  |  |
| Explanation as to why the applicant is an appropriate entity to receive funding for this project type. | 5 |  |  |
| Concrete examples that illustrate experience in: (1) working with and addressing the target population’s identified housing needs, (2) develop and implement relevant systems and services, (3) identify and secure match, and (4) manage basic organization operations. | 10 |  |  |
| Experience in leveraging other Federal, state, local and private sector funds. | 5 |  |  |
| Basic organization and management structure. Must include evidence of internal and external coordination and an adequate accounting system. | 10 |  |  |
| Explanation of any areas of concern – monitoring, audit findings, past experience or performance with other grants (including, but not limited to CoC) | 5 |  |  |
| **Subtotal** | **45** |  |  |

1. **Project Description**

|  |  |  |  |
| --- | --- | --- | --- |
| **Parameter** | **Points Possible** | **Points Received** | **Notes** |
| Description of proposed project including: (1) a clear picture of the target population to be served, (2) plan for addressing needs/issues, (4) project outcome(s), and (5) coordination with other source(s) and partner(s). | 15 |  |  |
| Description of estimated schedule for the proposed activities, the management plan, and the method for assuring effective and timely completion of all work. | 10 |  |  |
| Compliance with required participation in coordinated entry. | \*Required |  |  |
| Description of understanding and knowledge of coordinated entry, written standards, and order of priority. Must include how that knowledge will be incorporated into the operation of the project. | 10 |  |  |
| Compliance with housing first. | \*Required |  |  |
| Description of understanding and knowledge of housing first with clients at entry and while enrolled. Must include how that knowledge will be incorporated into the operation of the project. | 10 |  |  |
| **Subtotal** | **45** |  |  |

1. **Expansion Project Only – if applicant is not applying for expansion skip to section D. Supportive Services for Participants**

|  |  |  |  |
| --- | --- | --- | --- |
| **Parameter** | **Points Possible** | **Points Received** | **Notes** |
| Identification of expanding people or services | 5 |  |  |
| Description of reasoning for the request. Max points can only be awarded if data is used to support the request. | 10 |  |  |
| Based on the information provided in the application, is this an effective and efficient use of funds in an area with a data proven need? Will this expansion of a current grant further the goal of ending homelessness? If yes, award max points. If no, award 0 points. | 20 |  |  |
| **Subtotal** | **35** |  |  |

1. **Supportive Services for Participants**

|  |  |  |  |
| --- | --- | --- | --- |
| **Parameter** | **Points Possible** | **Points Received** | **Notes** |
| Description as to how participants will be assisted to obtain and remain in permanent housing. Must include: (1) how the applicant will take into consideration the needs of the target population and their current barriers, (2) how those needs and barriers will be addressed through the case management services, and (3) how appropriate units will be identified and coordination with landlords and other homeless service providers. | 10 |  |  |
| Description of how participants will be assisted to increase their employment and/or income.  Must include the supportive services that will be provided to help project participants locate employment, access social security and other mainstream resources. | 10 |  |  |
| Thoroughness of explanation of supporting services including who, how they will be accessed, and how often. | 5 |  |  |
| Will the project make available regular or as requested transportation assistance to attend mainstream benefit appointments, employment training, or jobs? Yes = 5 pts. No = 0 pts. | 5 |  |  |
| Will the project follow-up with program participants to ensure that they have applied, are receiving, and when necessary renewing their mainstream benefits? Yes = 5 pts. No = 0 pts. 5 | 5 |  |  |
| Will project participants have access to SSI/SSDI technical assistance provided by the applicant, a subrecipient, or partner agency (through a formal or informal relationship)? Yes = 5 pts. No = 0 pts. | 5 |  |  |
| Thoroughness of explanation of support to increase income. | 5 |  |  |
| **Subtotal** | **45** |  |  |

**G. Funding Request/Budget**

|  |  |  |  |
| --- | --- | --- | --- |
| **Parameter** | **Points Possible** | **Points Received** | **Notes** |
| Complete explanation of budget – including leasing and/or rental assistance | 15 |  |  |
| Description of match (in kind and/or cash), including type of commitment and source | 10 |  |  |
| Meets the requirement for 25% match requirement | \*Required |  |  |
| **Subtotal** | **25** |  |  |

**H. Project Type Specific Questions – RRH (if applying for Rapid Re-housing or expansion of RRH only, if applicant is not applying for RRH go to next section regarding PSH)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Parameter** | **Points Possible** | **Points Received** | **Notes** |
| Description of the how people meeting the chronic homeless definition will be served in the community | **15 RRH** |  |  |
| Description of how people scoring over 7 (individual) and over an 8 (family) will be served in the community | **15 RRH** |  |  |
| Description of the evidence used to support RRH instead of PSH in the community – including whether the evidence described actually supports this decision | **15 RRH** |  |  |
| Description of need, use of data to support request. This answer should draw a connection from the project description, to units and beds requested, to services provided, and the target population identified and supportive with data. | 15 RRH |  |  |
| Does the proposed project serve a SMAC identified priority population and/or service area? 10 pts for yes, 0 pts for no | 10 RRH |  |  |
| **Subtotal** | **70 RRH** |  |  |

**H. Project Type Specific Questions – PSH**

|  |  |  |  |
| --- | --- | --- | --- |
| **Parameter** | **Points Possible** | **Points Received**  | **Notes** |
| Description of outreach methods specific to ensure all eligible chronic homeless persons are identified for the project. This should not be a “wait and see” approach.  | 15 PSH |  |  |
| Description of collaboration with medical providers (those licensed to diagnose and treat) to ensure timely documentation of disability verifications for at least one adult in each household. Description should include what has already been done as well as the detailed plan of who is going to do what moving forward.  | 15 PSH |  |  |
| Description of effective exit strategy to help program participants move on from the project when they no longer want or need the level of intensive case management that PSH can provide. This can include transition in place, section 8, other subsidized assistance but description should be detailed in the agency’s relationship with other providers. | 15 PSH |  |  |
| Description of need, use of data to support request. This answer should draw a connection from the project description, to units and beds requested, to services provided, and the target population identified and supportive with data. | 15 PSH |  |  |
| Does the proposed project serve a SMAC identified priority population and/or service area? 10 pts for yes, 0 pts for no | 10 PSH |  |  |
| **Subtotal** | **70 PSH** |  |  |

**Total Points Possible**

**Rapid Re-housing (RRH) or Permanent Supportive Housing (PSH)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Section Subtotal** | **Points Possible** | **Points Received** | **Notes** |
| Experience of sub-recipient, and other partners | 45 |  |  |
| Project description | 45 |  |  |
| Expansion only | 0 | 0 | N/A |
| Supportive services for participants | 45 |  |  |
| Funding Request/Budget | 25 |  |  |
| Project type specific questions | 70 |  |  |
| **TOTAL** | **230** |  |  |

**Rapid Re-housing (RRH) or Permanent Supportive Housing (PSH) Expansion**

|  |  |  |  |
| --- | --- | --- | --- |
| **Section Subtotal** | **Points Possible** | **Points Received** | **Notes** |
| Experience of sub-recipient, and other partners | 45 |  |  |
| Project description | 45 |  |  |
| Expansion only | 35 |  |  |
| Supportive services for participants | 45 |  |  |
| Funding Request/Budget | 25 |  |  |
| Project type specific questions | 70 |  |  |
| **TOTAL** | **265** |  |  |