



Continuum of Care
Board Approved – September 15, 2022
HUD Special Unsheltered NOFO
Scoring & Rating Matrix for Applications

Instructions: Please review each application and complete a scoring sheet for each. First, determine whether the application is eligible for consideration. Then, complete the scoring matrix for those that qualify. Unless otherwise noted, each question is worth two (2) points.

Complete your scoring matrix for each application and return to Maureen at maureen@lesarsupport.co before [DUE DATE]. Please feel free to reach out with any questions or comments. Thank you.

Reviewer's name: [YOUR NAME GOES HERE]

Applicant name: [NAME OF APPLICATION GOES HERE]

Date: [TODAY'S DATE]

Determine eligibility		Y/N
1. Is this applicant an eligible organization type?		
2. Is the submitted application complete?		
a. To include Coordinated Entry Participation		
b. Proposed utilization of Housing First approach (e.g., is it "low barrier" and does it facilitate or provide immediate access to permanent housing)?		
c. Document a program match of at least 25% (cash or in-kind)?		
3. Is the proposed project an eligible activity?		
4. Will the proposed project serve families and/or individuals experiencing Unsheltered Homelessness?		
5. Does the applicant participate or is the applicant willing to participate in HMIS?		
Note: If the response to any of the above questions is "No," the application is ineligible and cannot be considered for inclusion in the CoC's full application.		

Scoring Criteria		Score (0-2)
0= Did not meet the criteria		
1 = met the criteria		
2 = met the criteria (high level response)		
1. Does the proposed project align with the City of Baltimore's overall homelessness strategy (Coordinated Community Plan)?		
2. Does the proposed project leverage local housing resources and coordinate with the Housing Authority of Baltimore City?		
3. Does the proposed project have a clearly defined landlord engagement/landlord recruitment strategy?		



4. Does the proposed project leverage healthcare resources, such as providing an MOU or letter of support from the Health Department, FQHCs, Medicaid MCOs, etc.?	
5. Does the applicant utilize data and best practices to enhance performance?	
6. Will the proposed project identify and prioritize households experiencing or with a history of Unsheltered homelessness?	
7. Does the applicant involve individuals with lived experience in decision making?	
8. Will the proposed project support traditionally underserved communities?	
9. Does the proposed project support equitable community development?	
10. Will the proposed project connect participants to mainstream health, social services, and employment programs?	
11. Will the proposed project support those with high service needs, including those who do not/have not traditionally engaged with supportive services?	
12. Is the proposed project budget reasonable?	
13. Will the proposed project create new housing?	
14. Does the applicant organization have a good track record providing homeless services in the City of Baltimore (e.g., successfully placing homeless households in housing, preventing returns to homelessness, etc.)?	
• TOTAL (max score is 28)	



Ranking Criteria	Order
<p>Each Project Type will be evaluated and ranked in the following order based on the highest score. New projects approved for inclusion in the CoC's project ranking will be ranked in the order listed in the below chart.</p>	
<p>If the Resource Allocation Committee (RAC) has the discretion to reject, reduce, or adjust individual projects up or down in order to fulfill HUD priorities, prevent potential loss of funding, and maximize the overall CoC Application score. All new projects will be ranked in such a way to</p> <ul style="list-style-type: none"> (1) maximize the CoC's overall application score; (2) increase the CoC's system performance; and (3) effectively meet HUD policies and priorities. 	
<p>If the RAC does not receive sufficient or eligible projects under each project type, the RAC will move to the next priority project and may adjust the total award amount for project types to meet the funding demand.</p>	
Permanent Housing – Permanent Supportive Housing	1
Support Services – Street Outreach	2
Support Services – Stand Alone	3
CoC Planning Grant	4
Support Services – Coordinated Entry	5
HMIS	6
Permanent Housing – Rapid Re-housing	7



Additional notes

Please use the space below for any additional thoughts or comments you have about the application.

[NOTES GO HERE]

Explanation:

Eligible Organization Types: Projects will be evaluated based on HUD's project eligibility threshold as follows:

- Provide documentation that organization is a non-profit 501(c)(3) tax-exempt organization or another city government agency
- Demonstrate the financial and management capacity and experience to carry out the proposed project as detailed in the application and the capacity to administer federal funds.
- The population to be served must meet the definition of "homeless" under 24 CFR 578.3
- Must agree to participate in the local HMIS system (however, victim service provider must use a comparable database that meets the needs of the local HMIS)
- Applicants must maintain an active SAM registration
- Applicants must provide a valid DUNS number, registered and active
- In Good Standing with the State of Maryland (must be dated within 30 days of the application)
- Last 2 years' single audit or independent financial audit that demonstrates the financial and management capacity
- Commitment to operating the program under the Housing First model
- Documentation of at least 25% cash or in-kind match
- Organizations applying for DV Bonus funds must have a history of serving individuals, families, and/or youth fleeing domestic violence, dating violence, or human trafficking
- Project has reasonable costs and is financially feasible

A Complete Application:

ALL new project applications must include the following components:

1. Completed Application
2. Match Commitment
3. Articles of Incorporation and Bylaws
4. Federal Tax Exemption Determination Letters



5. Certificate of Good Standing from State of Maryland dated within 30 days of application deadline
6. List of Board of Directors
7. Project Organizational Chart
8. Housing First Certification
9. Fair Housing Policy Certification
10. Conflict of Interest Questionnaire and Limits to Primarily Religious Organizations
11. Proof of Ownership or Lease (if housing will be provided at site-based location)
12. Single or Independent Audits (most recent 2 years)

Eligible Activities:

- Rent or utility assistance after 2 months of nonpayment of rent or utilities to prevent eviction or loss of utility service. Funds may be used to pay rent or utility arrear payments up to 6 months on behalf of program participants residing in permanent housing.
- Short-term emergency lodging in motels or shelters, either directly or through vouchers. Eligible costs include lodging costs in motels or hotels for program participants; pro-rata share of sheltering program participants in existing shelters so long as the costs are actual costs of creating new and temporary beds in emergency shelters and not to permanently increase the capacity of the shelter. No funds may be used to shelter program participants in existing shelter beds.
- Repairs, (such as insulation, window repair, door repair, roof repair, and repairs) that are necessary to make housing habitable to be used for transitional or permanent housing by people experiencing homelessness. The total cost of repairs may not exceed \$10,000 per structure.
- Capacity building activities. Capacity building activities are those activities that maintain or improve the skills of recipients. Eligible capacity building activities include employee education, job training, staff retention activities such as financial incentives to staff, paying for continuing education opportunities, cross training within an organization, staff training and professional licensing or certification, and other professional development activities. An applicant may apply for up to 20% of funds requested as part of the project, including project administrative costs, for capacity building activities.
- Emergency food and clothing assistance. The cost of providing meals or groceries and clothing to program participants are eligible costs.
- Costs associated with making use of Federal Inventory property programs to house homeless individuals and families. Federal Inventory property programs means the Use of Federal Real Property to Assist the Homeless program authorized by title V of the Act, and implemented by 24 CFR part 581, and the Single-Family Property Disposition Program authorized by section 204(g) of the National Housing Act (12. U.S.C. 1710(g)) and implemented at 24 CFR part 291. Eligible costs are: preparing and submitting applications to obtain ownership of the real property; transfer taxes; recording fees; closing costs; building permit and zoning fees; attorney's fees; rehabilitation of buildings and structures on the property necessary to bring



them into compliance with local building codes and to convert them to the intended homeless assistance use; water, sanitation, sewer and utility hook-up fees and deposits and bringing lines to the property; wells; septic systems; and improving access to the real property from public roads.