

Project Applicant: \_\_\_\_\_

Date Received: \_\_\_\_\_

## Heading Home Ramsey County CoC Project Evaluation

**Qualifying Requirements:** Projects must meet the Qualifying Criteria to be considered for funding.

Criterion	Ineligible	✓	Eligible	✓
<b>Eligible applicant</b>	Entity is <i>not</i> a nonprofit organization, state, local government, or instrumentality of a state and local government, or public housing agencies, as such term is defined in 24 CFR 5.100, without limitation or exclusion. (For-profit entities are not eligible to apply for grants or to be sub-recipients of grant funds.)		Nonprofit organizations, states, local governments, and instrumentalities of state and local governments, and public housing agencies, as such term is defined in 24 CFR 5.100, without limitation or exclusion.	
<b>Eligible population</b>	Does <i>not</i> meet HUD requirements		Meets HUD requirements	
<b>Submission deadline<sup>1</sup></b>	Project application is submitted to CoC coordinator after deadline.		Project application is submitted to CoC coordinator by deadline.	
<b>HMIS and Coordinated Entry*</b> <i>* CE is a comprehensive initial assessment of individual/family housing and service needs, and coordinates intake into appropriate housing and services</i>	<ul style="list-style-type: none"> <li>Project <u>does not</u> have the capacity nor an acceptable plan to participate fully in HMIS and the CoC's Coordinated Entry (CE)</li> <li>Renewal project <u>has not</u> demonstrated minimally acceptable participation in HMIS (future: CE system)</li> </ul>		<ul style="list-style-type: none"> <li>Project has the capacity and an acceptable plan to participate fully in HMIS and the CoC's Coordinated Entry (CE)</li> <li>Renewal project has demonstrated minimally acceptable participation in HMIS (future: CE system)</li> </ul>	
<b>Financial audit</b>	Most recent audit and management letter is <u>not</u> provided or contains significant adverse or disclosures /findings that reviewers determine should preclude applicant from inclusion in application.		Most recent annual audited financial and year-to-date financial and management letter is provided and no significant findings are identified.	
<b>Financial match</b>	No plan or inadequate plan in place to meet match of 25% for categories required by HUD		Plan in place to meet HUD-required match of 25% or more for categories required by HUD	
<b>Administrative Costs</b>	Administrative costs equal 7% or more of total project budget.		Administrative costs equal less than 7% of total project budget.	
<b>K-12 Education and Early Childhood Development</b>	Serving families and have not adopted Ramsey County policy on Education and Early Childhood Development		Serving families and have adopted Ramsey County policy on Education and Early Childhood Development and have staff in place to ensure children are screened, have early intervention and/or enrolled in and attending school and/or Early Childhood Education Programs	

### Additional Requirements for New (non-renewal) Projects

Criterion	Ineligible	✓	Eligible	✓
<b>Organizational capacity</b>	<ul style="list-style-type: none"> <li>Organization <u>does not</u> have a mission/purpose statement and bylaws that govern operations</li> <li>Organization <u>does not</u> have an active governing board (e. g. Board of Directors) that includes at least one member who is homeless or formerly homeless (or plan to recruit someone)</li> <li>Organization <u>does not</u> have clear policies and procedures to address potential conflicts of interest for board members</li> <li>Organization <u>does not</u> have adequate level &amp; expertise in staffing</li> </ul>		<ul style="list-style-type: none"> <li>Organization has a mission/purpose statement and bylaws that govern operations</li> <li>Organization has an active governing board (e. g. Board of Directors) that includes at least one member who is homeless or formerly homeless (or plan to recruit someone)</li> <li>Organization has clear policies and procedures to address potential conflicts of interest for board members</li> <li>Organization has adequate level &amp; expertise in staffing</li> </ul>	
<b>Ability to administer HUD contract</b>	No/Limited or poor prior experience with state/federal contracts.		Adequate prior experience with state/federal contracts.	

<sup>1</sup> Exceptions to this requirement will only be made to projects that have faced dire circumstance and have sought and gained permission from their local CoC coordinator to submit late.

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**Project Evaluation and Scoring**

Those projects that meet the qualifying criteria are further evaluated to identify those that most closely align with the needs, goals, and funding priorities of the Ramsey County Continuum of Care.

Measures	Low	Mid	High
<b>Service Model</b>			
<b>Low Barrier Program eligibility</b> (-1, 0, 2)	Indicates that clients are not screened out from accessing program in 0 or 1 of the options listed in Section 3B.4.b of the Project Application.	Indicates that clients are not screened out from accessing program in 2 or 3 of the options listed in Section 3B.4.b of the Project Application.	Indicates that clients are not screened out from accessing program in all 4 options listed in Section 3B.4.b of the Project Application.
<b>Housing First</b> (-1/0/2)	No, as indicated by 3B.4.d of project application, and has 6 or fewer boxes checked in sections 3B.4.b & c	No, as indicated by 3B.4.d of project application, but has at least 7 boxes checked in sections 3B.4.b & c	Yes, as indicated by 3B.4.d of project application
<b>Leverage</b> <i>HUD awards the COC extra points if the sum of all project leverage is &gt;= 150% (-1/0/1)</i>	Project leverages 0-139%	Project leverages 140-150%	Project leverages more than 150%
<b>Reallocation</b>			
<b>Voluntary Reallocation</b> (0, 1, 2)	Project does not or cannot reallocate funds voluntarily	Project with acceptable performance reallocates up to 1-3% to fund a new project voluntarily and without reducing housing units	Project with acceptable performance reallocates more than 3% to fund a new project voluntarily and without reducing housing units
<b>Coordinated Entry Participation</b>			
<b>Active Participation in Coordinated Entry</b> (0, 0, 0)	Attendance in CE planning meetings below 40% OR absence of any of the following: adoption of CE policies, referrals accepted only through CE, reports all openings to waitlist manager, CoC-approved published written standards	Occasional (40-74%) attendance in CE planning meetings, adoption of CE policies, referrals accepted only through CE, reports all openings to waitlist manager, CoC-approved published written standards	Regular (75% or greater) attendance in CE planning meetings, adoption of CE policies, referrals accepted only through CE, reports all openings to waitlist manager, CoC-approved published written standards
<b>Timeliness of Referral to Housing</b> (0, 0, 0)	Housed at higher than rate of current average (survey needed)	Housed at rate of current average (survey needed)	Housed in 30 days or less from time of referral
<b>CE Referral denials</b> (0, 0, 0)	More than 26% denials outside of Program's CoC-approved published written standards	11-25% denials outside of Program's CoC-approved published written standards	Less than 10% denials outside of Program's CoC-approved published written standards
<b>Project Performance—Operations (renewal projects only)</b>			
<b>Bed utilization</b> <i>No HUD stds; based on historical #s (0/1/2)</i>	74% or less project beds	75-89% of project beds	90% or more of project beds
<b>Funding management: unspent funds</b> (-1/0/1)	Spent 89% or less of grant award	Spent 90-97% of grant award	Spent 98% or more of grant award
<b>Funding management: drawdowns</b> (-1/0/1)	Drawdowns occur less than quarterly	Drawdowns occur at least quarterly	Drawdowns occur monthly
<b>HMIS data quality</b> (-1/0/1) <i>Based on MN HMIS minimal targets and goals</i>	91% or less completed values for the Universal Data Elements	92-97% completed values for the Universal Data Elements	98% or more completed values for the Universal Data Elements

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Measures	Low	Mid	High
<b>Project Performance—Program, Permanent Only</b>			
<b>Chronic (-1/1/3)</b>	None of CoC-funded units are prioritized to serve chronically homeless households.	1-74% of COC-funded units or services are prioritized to serve chronically homeless households.	75% or more of COC-funded units or services are prioritized to serve chronically homeless households.
<b>Housing stability: 6 months (0/1/2)</b>	79% or less	80-86% <i>(2013 HUD target=80%)</i>	87% or more <i>(2013 HC target=87% )</i>
<b>Exits to permanent destinations (-1/1/2)</b> <i>Low/minimum=2012 actuals</i>	79% or less <sup>2</sup>	80-82	83% or more
<b>Maintain or Increase Income from Employment (0/1/2)</b>	0-9%	10-19%	20% or more
<b>Maintain or Increase in Income (-1/1/2)</b>	0-59%	60-65%	66% or more
<b>Return to Homelessness (0, 0, 0)</b>	More than 41% of clients served return to homelessness	21-40% of clients served return to homelessness	Less than 20% of clients served return to homelessness
<b>Project Performance—Program, Rapid Re-Housing/Transitional Housing</b>			
<b>Exits to permanent housing on or before 24 months (-1/1/2)</b>	0-79% <sup>3</sup> <i>(HUD target=65%)</i>	80-83% <i>(HC target=75%)</i>	84% or more
<b>Maintain or Increase Income from Employment (-1/1/2)</b>	0-39%	40-50%	51% or more
<b>Maintain or Increase in Income (-1/1/2)</b>	0-59%	60-65%	66% or more
<b>Return to Homelessness (0, 0, 0)</b>	More than 41% of clients served return to homelessness	21-40% of clients served return to homelessness	Less than 20% of clients served return to homelessness

Abby Guilford 7/8/16 9:42 AM  
**Comment [1]:** Update targets

Abby Guilford 7/8/16 10:08 AM  
**Comment [2]:** Check on HUD

Abby Guilford 7/8/16 10:24 AM  
**Comment [3]:** Check on HUD threshold

<sup>2</sup> Percentages changed by ranking committee to match HUD’s new standards.

<sup>3</sup> Percentages changed by ranking committee to match HUD’s new standards.

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**Ramsey County CoC Project Evaluation**

Criterion	Project Application	Application attachments	APR	HUD report	Site Visit	Other
Eligible applicant	X	X				
Eligible population	X					X
Submission deadline	X					
HMIS and Coordinated Assessment	X					Community reports
Financial audit		X				
Financial match	X					
Administrative costs	X					
K-12 Education and Childhood Development	X	X				
Organizational capacity	X	X				
Ability to administer HUD contract	X	X		X		Community reports
Chronic	X					GIW
Veterans	X					GIW
Low Barrier	X					
Housing First	X					
Leverage	X					
Active Participation in Coordinated Entry						CE Data
Timeliness of Referral to Housing						HMIS
CE Referral denials						CE Data
Voluntary Reallocation to Support Coordinated Entry Implementation	X					X
Bed utilization	X		X			
Funding management: unspent funds			X	X		
Funding management: drawdowns				X		
HMIS data quality	X		X			
Housing stability: 6 months			X			
Housing stability: 12 months			X?			HMIS Report?
Exits to permanent housing			X			
Non-cash benefits for leavers and stayers			X			
Earned income for leavers			X			
Return to Homelessness						HMIS