

Northwest Minnesota Continuum of Care (NWCoC)  
2024 Project Applicant Scorecard  
**HMIS & SSO-CE Projects (New & Renewal)**

Prepared by Planning & Evaluation and Youth Committees

# NORTHWEST MINNESOTA *Continuum of Care*

Annually, CoC program applicants will be scored and ranked per CoC policy and HUD guidance. The purpose is to ensure that HUD funded programs are providing the highest quality housing and services and that the programs are focused on achieving outcomes to end homelessness.

## HUD COC Threshold Eligibility Criteria (All Applicants)

Criteria	ELIGIBLE	NOT ELIGIBLE	INFORMATION SOURCE	Eligible
<b>GENERAL APPLICANT ELIGIBILITY</b>				
<b>Eligible Entity</b>	Nonprofit organizations, states, local governments, instrumentalities of state and local governments, Indian Tribes and TDHE	Any entity that does not meet criteria identified in earlier column.	Project Application	
<b>SAM Registration</b>	Applicants is registered with <a href="https://www.sam.gov/SAM">https://www.sam.gov/SAM</a> before submitting their application	Applicants is not registered with <a href="https://www.sam.gov/SAM">https://www.sam.gov/SAM</a> before submitting their application	SAMS Esnaps submission	
<b>Outstanding Delinquent Federal Debts</b>	Applicant does not have outstanding delinquent federal debt	Applicant has outstanding delinquent federal debt	Applicant disclosure	
<b>Debarments and/or Suspensions</b>	Applicant is not debarred; suspended; proposed for debarment; or voluntarily excluded from doing business with the Federal government.	Applicant is debarred; suspended; proposed for debarment; or voluntarily excluded from doing business with the Federal government.	Applicant disclosure	
<b>Match</b>	25% match for everything but leasing	No required match	Project Application Budget	

<b>Eligibility</b>	<b>ELIGIBLE</b>	<b>NOT ELIGIBLE</b>	<b>INFORMATION SOURCE</b>	<b>Eligible: Yes or No</b>
<b>HMIS Participation</b>	Project participates (or plans to participate) in HMIS (or other comparable database for DV providers)	Project does not participate or plan to participate in HMIS (or other comparable database for DV providers)	Project Application ICA/CoC verification	
<b>Eligible Population</b>	Meets HUD requirements	Does NOT meet HUD requirements	Project Application	
<b>Geographic Location</b>	The applicant project is in NW CoC geographic area.	The applicant project is not in NW CoC geographic area.	Project Application	
<b>Fair Housing/Equal Access</b>	Applicant assures that CoC program staff will complete Fair Housing training annually.	The applicant does not assure that CoC program staff will complete Fair Housing training annually.		
<b>Housing First Policies</b>	Applicant agrees to follow CoC Housing First policies	Applicant does not agree to follow CoC Housing First policies. Applicant does not agree to follow NW CoC Guidelines and Written Standards	Project Application	
<b>CoC Policies</b>	Applicant agrees to follow NW CoC Guidelines and Written Standards	Applicant does not follow NW CoC Guidelines and Written Standards	Project Application Application	

<b>Eligibility</b>	ELIGIBLE	NOT ELIGIBLE	INFORMATION SOURCE	Eligible: Yes or No
<b>Financial/Administrative Management Project Type</b>	Applicant has no outstanding HUD monitoring findings.	Applicant has no outstanding HUD monitoring findings that are not being resolved.	Project Application Esnaps Application	

## Applicant Performance (Renewal Projects Only)

ELIGIBLE POINTS	SCORING SECTIONS	LOW CRITERIA	MEDIUM CRITERIA	HIGH CRITERIA	INFORMATION SOURCE	REVIEWER SCORE
2	<b>Geographic priority areas.</b>	Project is not in a NW CoC priority area.  (0 points)		Project is in a NW CoC priority area.  (2 points)	Project Application  NW CoC geographic priorities	
8	<b>Budget Expenditure</b>	Spent 89% or less of grant award (0 points)	Spent 90-94% of grant award (4 points)	Spent 95% or more of grant award. (8 points)	ELOCCS Reports	

ELIGIBLE POINTS	SCORING SECTIONS	LOW CRITERIA	MEDIUM CRITERIA	HIGH CRITERIA	INFORMATION SOURCE	REVIEWER SCORE
4	Quarterly Drawdowns	Drawdowns not made quarterly (0 points)		Drawdowns made quarterly (4 points)	ELOCCS Reports	
8	Data Quality	Most recent total QDQ score below 80%. (0 points)	Most recent total QDQ score between 81 -90% (4 points)	Most recent total QDQ score above 90%. (8 points)	HMIS QDQ Reports	
<b>Additional notes on Applicant Performance (Renewal Projects) Section:</b>						

## HUD Needs & Priorities (All Applicants)

ELIGIBLE POINTS	SCORING SECTIONS	LOW CRITERIA	MEDIUM CRITERIA	HIGH CRITERIA	INFO SOURCE	REVIEWER SCORE
4	Removing Barriers to Housing/Housing First	Applicant scores less than 7 points on Housing First Assessment (0 points)	Applicant scores between 7 and 10 points on Housing First Assessment (2 points)	Applicant scores 11 or more points on Housing First Assessment (4 points)	Housing First Assessment	
6	Protocols for Serving LGBTQ+	Applicant does not follow protocols for serving LGBTQ+ populations, as outlined in NW CoC Anti-Discrimination Policy. (0 points)	Applicant follows protocols for serving LGBTQ+ populations, as outlined in NW CoC Anti-Discrimination Policy. (3 points)	Applicant follows policy and procedures for NWCoc Anti-discrimination policy and develops successful strategies for implementing program goals. Applicant needs to provide copy or narrative of what agency policy is for serving LGBTQ+. (8 points)	Project Application	

				(6 points) Examples: -Staff attending/hosting trainings, continuing education and growth for serving LGBTQ+ -Provide success stories that have occurred in this area of service.		
<b>ELIGIBLE POINTS</b>	<b>SCORING SECTIONS</b>	<b>LOW CRITERIA</b>	<b>MEDIUM CRITERIA</b>	<b>HIGH CRITERIA</b>	<b>INFO SOURCE</b>	<b>REVIEWER SCORE</b>
<b>2</b>	<b>Addressing inequities in access to housing</b>	Agency does not have a plan/existing plan is not sufficient to address inequities in access. (0 points)	Agency has plan to address inequities to accessing housing, but action steps have not been implemented (1 point)	Agency has action steps identified and is currently working to address inequities to accessing housing. (2 points)	Project Application	
<b>4</b>	<b>Adapting Programs to Meet Emerging Needs/ Innovation</b>	Project does not have evidence of meeting emerging needs.  (0 points)		Project is actively innovating to meet emerging needs. <b>Examples of meeting emerging needs:</b> Explain what the emerging need is and what innovative solutions the project is implementing to meet that specific need. The need may be determined by engagement in community surveys, talking circles, data, consultation with committees or boards, etc.  (4 points)	Project Application	

Additional Notes on HUD Needs/Priorities (All Applicants) Section:

## Service Quality Plan (All Applicants)

ELIGIBLEPOINTS	SCORING SECTIONS	LOW CRITERIA	MEDIUM CRITERIA	HIGH CRITERIA	INFO SOURCE	REVIEWERSCORE
6	<p><b>Case Management Training</b></p> <p>In the case of HMIS/CES Projects, training applicable to the work.</p>	<p>No training attended by staff.</p> <p>(0 points)</p>	<p>Staff participated in at least one training course.</p> <p>Training topics may include:</p> <ul style="list-style-type: none"> <li>• Trauma informed care</li> <li>• Harm reduction</li> <li>• Housing first</li> <li>• Understanding of mainstream resources</li> <li>• De-escalation</li> <li>• Additional required trainings</li> </ul> <p>(3 point)</p>	<p>Staff participated in NWCoC trainings, and Agency is implementing strategies from training.</p> <p>Training topics may include:</p> <ul style="list-style-type: none"> <li>• Trauma informed care</li> <li>• Harm reduction</li> <li>• Housing first</li> <li>• Understanding of mainstream resources</li> <li>• De-escalation</li> <li>• Additional required trainings</li> </ul> <p>Please list all training courses attended by any staff.</p> <p>-Provide examples of training concepts being implemented in programs.</p> <p>(6 points)</p>	Project Application	

<b>Additional Notes on Service Quality Plan (All Applicants) Section:</b>						

## CoC Participation (All Applicants)

ELIGIBLE POINTS	SCORING SECTIONS	LOW CRITERIA	MEDIUM CRITERIA	HIGH CRITERIA	INFO SOURCE	REVIEWER SCORE
4	<b>General Membership Meeting Attendance</b>	Applicant agency attended one meeting or less.  (0 points)	Agency attended two or three meetings. (1 point)	Agency attended all four meetings. (2 points)	General Membership Meeting Minutes	
2	<b>Agency staff participation in CoC Committees</b>	No staff participated on CoC Committees last year.  (0 points)	Agency staff participated in at least one committee.  (1 point)	Agency staff participated in more than one COC Committee.  (2 points)	Committee Meeting Minutes	
6	<b>Participate in Case Conferencing</b>  <b>If your project is required to participate in CE, you must participate in Case Conferencing.</b>  Not applicable for HMIS projects	Does not participate. 0-25% participating attendance  (0 points)	Participates in Case Conferencing, but concerns around attendance or CES policy/procedure alignment 26-75% attendance  (3 points)	Participates, collaborates and communicates with PLM at Case Conferencing 76-100% attendance  (6 points) <b>Examples of collaboration and communication include:</b> -Updated case conferencing notes -Communicating program openings/referrals -Utilization of referral request form		

				-Agency alignment with CES procedures and referral acceptance/denial policies -Advocating for creative solutions to serve individuals that are on the Priority List		
<b>Additional Notes on CoC Participation (All Applicants) Section:</b>						

**SCORING**

- HUD Threshold Eligibility Criteria (all projects) no score
- Renewal Applicant Performance: 22 POINTS
- HUD Priorities: 16 POINTS
- CoC Participation: 12 POINTS
- Service Quality Plan: 6 POINTS

**CES Project Total Points: 56**

**HMIS Project Total Points: 50**

- To fairly assess, all point totals will be calculated by the percentage of total points available per category.
- HMIS and CES renewal projects will be protected in Tier 1 and scored on project applicable questions only.