**Collaborative Applicant**

**Evaluation Process & Criteria**

**Overview**

Annually, every CoC funded program, including the Collaborative Applicant (per receipt of its CoC Planning Grant) will be evaluated. 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 preventing and ending homelessness.

**Performance**

To ensure a commitment to continuous quality improvement and excellence, evaluation of the Collaborative Applicant will be conducted by thoroughly trained and volunteer community project evaluators.

**SITE REVIEWER RESPONSIBILITIES**

* Contact agency to schedule site review
* Review responses on Site Review Form from Collaborative Applicant, clarify any information
* Each reviewer to receive an electronic copy of Collaborative Applicant description and organizational budget. Please rate the proposal(s) you are assigned.
* Be prepared to communicate rationale behind points deductions.

**collaborative applicant responsibilities**

* Respond to Site Reviewer’s request to schedule site review
* Communicate potential conflicts prior to site visit
* Ensure that staff members are available to answer reviewers’ questions during the site visit and for close-out discussions
* Email completed Site Review Form and required attachments to Reviewers no fewer than 3 business days prior to review

|  |  |  |
| --- | --- | --- |
| CA Name |  |  |
| Contact Person |  |  |
| e-mail |  | Phone |  |

|  | **Criteria** | **Standard** | **Points** | **Scoring/Scaling** | **Response** | **Points** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **(Source)** |  |  |  |  | | |
| **1** | Were any HUD Funds recaptured at the conclusion of the program’s most recent program year? | No  **HUD communications / Close Out Report** | 2 | No = 2  Yes, less than 10% of award = 1 points  Yes, 10-20% of award = **deduct** 1 point  Deduct 1 point for every 10% of award recaptured  **Attach HUD Close Out Report[[1]](#footnote-1)** |  |  | | |
| **2** | Has your program had any HUD Findings since its last application renewal? | No  **HUD communications** | 5 | Yes, unaddressed = 0  Yes, addressed = 3  No = 5 | Date of last HUD monitoring \_\_\_\_\_\_ |  | | |
| **3** | Auditor’s report and letter indicated acceptable financial practices and sound financial status | Acceptable & Sound  **Auditor’s report and letter** | 1 | No findings = 1  Findings being addressed = 0.5  Unaddressed findings / Not provided=0 |  |  | | |
| **4** | Program budget and description are available for review | Reviewed  **Applicants should attach a copy of the Summary Budget and Project Description for Site Reviewers’ information. Be prepared to respond to Site Reviewers questions regarding line items not detailed on the Summary Budget.** | 1 | Program Expenses and Description reviewed=1  No review possible=0 |  |  | | |
| **5** | CA addresses the CoC Ten-Year Plan: “Opening Doors”\* | Plan Addressed  **Statement on letterhead outlining what specific goals and objectives the program supports** | 2 | Written letter demonstrates commitment to specific goals and objectives = 1  Verbal response demonstrates commitment to specific goals and objectives = 1  **Attach Letter** |  |  | | |
| **6** | The proposed planning activities that will be carried out by the CoC with grant funds are compliant with the provisions of 24 CFR 578.7 | Compliance  **Statement on letterhead demonstrating full compliance with 24 CFR 578.7** | 6 | Demonstrates full compliance = 6  No Compliance / Letter=0  **Attach Letter of Compliance** |  |  | | |
| **7** | The funds requested will improve the CoC’s ability to evaluate the outcome of both CoC Program-funded and ESG-funded projects | Compliance  **Statement on letterhead demonstrating full compliance and how funds will improve this ability** | 1 | Demonstrates how funds will improve ability = 1  No Compliance / Letter=0  **Attach Letter of Compliance** 0 |  |  | | |
| **8** | Conducted at least every two years a point-in-time count of homeless persons within the geographic area that meets 24 CFR 578.7. | Yes  **Date(s) of PIT** | 2 | PIT counts happening at least every two years = 2; PIT counts less frequent = 0 |  |  | | |
| **9** | Held regular membership meetings at least 6 times per year with published agendas | Membership meetings 6x/year  **Dates of regular membership meetings** | 1 | Meet standard = 1  No = 0 |  |  | | |
| **10** | Publicly invited new members to join at least annually | Public invited  **Form of public invitation** | 1 | Meet standard = 1  No = 0 |  |  | | |
| **11** | At least every 5 years, review, update & approve written board selection protocols | Doc’s current within 5 years  **Dates of documents** | 1 | Meet standard = 1  No = 0 |  |  | | |
| **12** | Appoint task forces, committees, subcommittees & work groups | Appointed committees, subcommittees & workgroups  **List of Groups/Members** | 3 | Meet standard = 3  No = 0 |  |  | | |
| **14** | Develop, follow & update annually a governance charter (per 24 CFR 578.7); as well as a code of conduct & recusal process | Doc’s reviewed annually  **Dates of documents/reviews** | 6 | Meet standard = 6  No = 0 |  |  | | |
| **15** | Demonstrates compliance with all recipient site monitoring standards | Compliance  **Verbal discussion (validating documentation upon request)** | 1 | Meet standard = 1  No = 0 |  |  | | |
| **16** | Evaluate outcomes of CoC projects and report to HUD | Reports to HUD  **Dates of reports to HUD** | 1 | Meet standard = 1  No = 0 |  |  | | |
| **17** | Consult with State & local government ESG recipients in the geographic area on the plan for allocating ESG program. | Consultation on ESG allocation  **Meeting Dates** | 1 | Meet standard =1  No = 0 |  |  | | |
| **18** | Provide info required to complete the Consolidated Plans within the geographic area | Consolidated Plan Information  **Meeting Dates / Verbal discussion (validating documentation upon request)** | 3 | Meet standard = 3  No = 0 |  |  | | |
| **19** | Design, operate & follow a collaborative process for the development of applications & approve the submission of applications in response to the HUD CoC NOFA | Collaborative Process to Respond to NOFA  **Verbal discussion of process** | 3 | Meet standard = 3  No = 0 |  |  | | |
| **20** | Develop & keep updated a specific policy to guide the operation of the Coordinated Entry System to comply with any requirements established by HUD by Notice. | Policy for Coordinated Entry  **Policy documentation** | 3 | Meet standard = 3  No = 0 |  |  | | |
| **21** | Establish and/or operate the Coordinated Entry System | Coordinated Entry  **Verbal discussion (validating documentation upon request)** | 2 | Meet standard = 2  No = 0 |  |  | | |
| **22** | Develop systems for assuring compliance with CoC Planning Grant requirements & monitor its activities for compliance | System to monitor CoC Planning Grant  **Verbal discussion (validating documentation upon request)** | 1 | Meet standard = 1  No = 0 |  |  | | |
|  | **TOTALS** | |  |  |  |  |  |  | |
|  |  | | | | | | | |
|  | **Total Available Points: 50 pts (bonuses not included)** | | | | | | | |

\*Reflects a local priority rather than a federal mandate.

1. If grant has closed but you have not yet received your Close Out documentation, please request an email validation from HUD and attach as documentation. [↑](#footnote-ref-1)