Scoring Factor	Applicant Supplemental Questions	Narrative Response	Yes/No	Uploaded File	Applicant Instructions	Reviewer Instructions	Source Reference	Max Points	Review Score
	Application Instructions								
	There are two required applications for the Continuum of Care Notice of Funding Opportunity (CoC NOFO) competition: (1) the local application in SMARTSHEET and (2) the national application in e-SNAPs. The following instructions are for the local application in SMARTSHEET.					**Please read all Reviewer Instructions in this column for each Scoring Factor. Enter the Review Number or Review Percentage in the pink highlighted cell for each Scoring Factor. For some Scoring Factors, you will enter a score in the Review Score Column if it is highlighted pink. Auto-calculated Review Scores are highlighted green. DO NOT ENTER A SCORE IN THE GREEN-HIGHLIGHTED CELLS AS THAT WILL REPLACE THE AUTO CALCULATION.**			
	If you submitted an Intent to Apply Form, your agency should have been given access to SMARTSHEET via an email from "James Coles via Smartsheet" that included login information. If you did not receive this email, or if you have additional staff members needing a login, please contact admin@housing-tools.com.								
	To complete the local application, please answer the following questions in SMARTSHEET in the Narrative Response, Yes/No, and/or Uploaded File Columns as highlighted in yellow next to the question.								
	You will be required to respond to the below questions for each renewal project which has been operating (as indicated in eLOCCS) for at least 18 months. If you project has less than 18 months of operating data, your agency received a confirmation email from SSF in early May. If you have questions about the status of one of your projects, please reach out to mwatts@sacstepsforward.org.								
	Please note, some questions require additional documentation be uploaded to SMARTSHEET. Instructions for uploading are found under the Applicant Instructions column. Please review the instructions for these factors in detail to determine if you'll need to submit additional documentation for your project: Threshold Factors, General, Scoring Factor 6A.								
	Please name the attachment in a way that makes clear what the document is (e.g., AGENCY NAME_Policies and Procedures_Project Name).								
	Threshold Factors								
1	1. Please review the Threshold Criteria on pages 1-2 of the 2023 Renewal Project Scoring Tool. To confirm that this project complies with each component of the 2023 Renewal Project Threshold Criteria, please select "Yes" in Column Yes/No. If you plan to respond "No", please notify Housing Tools at admin@housing-tools.com as soon as possible.				Download the 2023 Renewal Project Scoring Tool by clicking the paperclip icon to the left of the Scoring Factor Column.	Flag if response to this question is "No" and immediately notify the Review and Ranking Panel.			
	Please upload a copy of the Policies and Procedures for this project. Please ensure these Policies and Procedures cover the following items: commitment to Housing First, participation in Coordinated Entry and HMIS, process for ensuring client participation in feedback and decision-making processes, record maintenance and management, fair housing and equal access, grievance procedures, and termination of assistance.				Please save the file name customized to your agency and project name: "OrganizationName_PoliciesProcedures_Project Name". Upload by clicking on the paperclip to the left of the Scoring Factor Column, then click "Attach Files to Row" button in the Attachments box to the right, and select "Upload a File" and select file from your computer. After file is uploaded, check the box in				
	General								

	2. Please provide a brief summary of this project. This summary is for identification purposes only and will not be scored. The summary will help panelists confirm that they have accurately identified this project, as distinguished from other projects administered by your agency. You might briefly describe this project's age, location, size, the populations your project serves, and any other distinguishing characteristics of this project that sets it apart from your agency's other projects. [Please limit response to 250 characters].								
	Upload the project's e-Snaps budget to this row per the Applicant Instructions.				Please save the file name customized to your agency and project name: "OrganizationName_Budget_Project Name". Upload by clicking on the paperclip to the left of the Scoring Factor Column, then click "Attach Files to Row" button in the Attachments box to the right, and select "Upload a File" and select file from your computer. After file is uploaded, check the box in the				
	3. Exceptional Circumstances [GENERAL]: Has this project/agency experienced any exceptional, one-time circumstances beyond the project's/agency's control, including the impact of COVID- 19, that may have affected the project's housing and/or services performance or scoring on any of the scored factors? If so, please describe what was done to mitigate the impact of COVID-19 or other exceptional circumstances on this specific scoring factor. Include the specific scored factor(s) for which the project is seeking relief. [Please limit response to 3000 characters]								
	4. Exceptional Circumstances [EXPANSIONS/CONSOLIDATIONS ONLY]: If this project was recently expanded and auto-consolidated and at least one component of this project has less than one year of operating data, please explain how the expansion has impacted the full project's data. Include the operating dates of the legacy project and expansion project, the number of beds/units in the legacy project and expansion project, and the specific scored factor(s) for which the project is seeking relief. [Please limit response to 3000 characters]								
	Housing Performance								
2A	5. Scoring Factor 2A [PSH ONLY]: Please indicate how many of the individual(s) that exited this project to negative destinations were members of the same household. (For example, if this project had four individuals negatively exit and three of those individuals were members of the same household, your response could read: "Three of the individuals that negatively exited were members of the same household. The remaining individual was a member of a different household.") [Please limit response to 250 characters]				2A. Successes in Housing Retention for PSH projects are measured by the percentage of individual project participants that remain in permanent housing or exit as "living-leavers" to permanent housing at the end of the evaluation period.	APR Q5 APR Q23		18	0
					For projects that serve families or small projects, that experience an outsized impact on program performance for this factor, projects are invited to discuss the number of households that left the project and how long each household had been in the program prior to leaving the program unsuccessfully under the exceptional circumstances supplemental question for consideration by the panel. In an exception to the Review and Rank Policy, at section IV. Review and Rank Process, paragraph J:				

						If one household left the program unsuccessfully, the panel may elect to increase a project's scaled score and award up to 15 points to the project, and			
						If two households left the program unsuccessfully, the panel may elect to increase a project's scaled score and to award up to 9 points.			
	Income Performance								
3A	7. Scoring Factor 3A: Please identify the number of clients that experienced a reduction or loss of Supplemental Security Income (SSI) due to a change in living arrangements between April 1, 2021 and March 31, 2022.					3A. Successes in increasing or maintaining participant income are measured by the percent of adult participants in the project who maintained a non-zero income, or increased income, from project entry to exit or Annual Assessment.	APR Q5 APR Q19	6	0
						Adult participants that passed away during the measurement period do not impact the project's performance.			
3B						3B. Successes in connecting participants with non-cash mainstream benefits are measured by the percentage of adult stayers/leavers with non- cash benefit sources, excluding all stayers not yet required to have an annual assessment.	APR Q5. APR Q20	6	0
						Adult participants that passed away during the measurement period do not impact the project's performance.			
3C						3C. Successes in connecting participants with health insurance are measured by the percentage of stayers/leavers with health insurance, excluding all stayers not yet required to have an annual assessment.	APR Q5. APR Q21	2	0
						Participants that passed away during the measurement period do not impact the project's performance.			
	Utilization Performance								
4A	8. Scoring Factor 4A: Is bed utilization rate or unit utilization rate a more appropriate way of measuring your project's efficiency? (For example, utilization for projects serving single adults in shared housing may be better captured using bed utilization, while projects serving single adults in non-shared housing and families may be better captured using unit utilization.) [Please limit response to 250 characters]					4A. For Projects Serving Single Adults in Shared Housing: Successes in achieving full utilization for PSH, RRH, and TH-RRH projects that serve single adult households in units that have more than one bed are best measured by looking at the number of beds in use on the last Wednesday of each quarter, divided by the total number of beds promised in e-snaps.	APR Q7b APR Q8b E-Snaps	12	0

						Description	Source	Pts	Score
						For Projects Serving Adults in Non-Shared Housing and/or Families: Successes in achieving full utilization for PSH, RRH, and TH-RRH projects that serve adults in non-shared units or families are best measured by looking at the number of units in use on the last Wednesday of each quarter, divided by the total number of units promised in e-snaps.			
						For projects serving adults and/or families in non-shared housing AND adults shared housing (e.g.,roommate situations with separate leases), SSF will evaluate bed and unit utilization based on the project's individual unit data and will create a blended and proportionate utilization percentage for this measure.			
4B						4B. Successes in Grant Spenddown are measured by dividing the amount of money drawn down from e-LOCCs during the project's most recently completed contract by the amount on the corresponding GIW.	e-LOCCs e-Snaps	8	0
4C						4C. Successes in Grant Spenddown are also measured by the number of drawdowns made by projects, and depend on projects drawing down quarterly (i.e., occurring at least once in each three-month period during the year). Award 0.5 points for each successful quarterly drawdown over the competition period.	RFI	2	0.0
	Severity of Need and Service Quality								
5A						Successes in Chronic Homelessness are measured as follows: Permanent supportive housing that is 100% Dedicated or Dedicated PLUS will be awarded 3 points.	E-snaps	3	
5B	9. Scoring Factor 5B: Please identify which of the following descriptions best aligns your project: (1) permanent supportive housing, (2) housing project with targeted services for youth, (3) housing project with targeted services for seniors, (4) housing project with targeted services for survivors of domestic violence, (5) housing project with targeted services for individuals experiencing health conditions that make them vulnerable to COVID-19 as defined by the CDC, or (6) none of the previous options. Please respond to this question by copy and pasting the description above that best matches your project. If you selected description #6, please describe the quantifiable gap in housing or services this project fills in Sacramento. [Please limit response to 3000 characters]					5B. Full points will be awarded for projects that meet one or more of the following criteria: Permanent supportive housing; or Housing project with targeted services for youth, seniors, those experiencing health conditions that make them vulnerable to COVID- 19 as defined by the CDC, or survivors of domestic violence.	APR Q5a. APR Q13a1. APR Q14a. APR Q27a. RFI	12	
						Full points may also be awarded for projects that do not meet the criteria above and include a compelling explanation about the quantifiable gap their project fills in the community.			

5C	10. Scoring Factor 5C: Please explain how the project provides services that 1) offer ongoing support to participants to stay housed, 2) are comprehensive and well-coordinated, 3) are thoughtfully matched to the needs of the target population and 4) are delivered by an adequate number of appropriately trained staff. In your response, please include the project's (a) current case manager to client ratio, (b) number of additional staff and/or volunteers supporting the work of case managers, (c) a brief description of your rationale for this approach to case management). [Please limit response to 1000 characters]					5C. Successes in Quality of Services are measured based on the project's narrative explaining to extent to which the project provides services that:	RFI	5	
						•Offer ongoing support to stay housed, •Are comprehensive and well-coordinated, •Are thoughtfully matched to the needs of the target population, and •Are delivered by an adequate number of appropriately trained staff (i.e., in your response, please include the project's (1) current case manager to client ratio, (2) number of additional staff and/or volunteers supporting the work of case managers, (3) a brief description of your rationale for this approach to case management).			
						Successes for projects provided by Victim Service Providers are also measured based on the project's narrative explaining the extent to which the project provides services that improve the safety for survivors of domestic violence, dating violence, sexual assault, stalking, and/or human trafficking.			
	Compliance								
6A	11. Scoring Factor 6A: Has this agency been audited or monitored by HUD, Sacramento Steps Forward, any financial institution, or any other funder in the past 2 years? If yes, did this audit or monitoring result in any irregularities? For the purposes of this factor, an irregularity is defined as a concern or finding from HUD, a recommendation or finding from SSF, a significant deficiency or material weakness from a financial audit, or a concern or finding from another funding entity.					6A. The agency must report all irregularities resolved or unresolved (e.g., a concern or finding from HUD, a recommendation or finding from SSF (sub-recipients only), a significant deficiency or material weakness from a financial audit, or any type of finding from another funding entity ex. City or County) revealed by any audits or monitoring for the agency (including shared common spaces for projects co-located with non-CoC-funded units) in Sacramento County.		8	
	a. If this agency has not been audited or monitored, please respond "The project was not audited or monitored."					Upon request, agencies that have irregularities must provide (1) relevant documentation identifying those irregularities (e.g., highlighted sections of a financial report), and (2) the project's plan to rectify program irregularities. If irregularities have been rectified, projects should include any available confirmation letters from relevant oversight entities (e.g. SSF, HUD, Financial entity, Local Jurisdiction);			

b. If this agency has been audited or monitored, but there were no irregularities found, please respond "Audits or monitoring revealed no irregularities."					6A1. Audit (4 points) Award full points (4 points) for the project if: The agency had a federal audit/single audit conducted every calendar year when required and had no findings
c. Please complete the attached Audit and Monitoring form and upload it to this row per the Applicant Instructions.				Download the Audit and Monitoring Form by clicking the paperclip icon to the left of the Scoring Factor Column. Please save the file name customized to your agency and project name: "OrganizationName_AuditMonitoringForm_Project Name". Upload by clicking on the paperclip to the left of the Scoring Factor Column, then click "Attach Files to Row" button in the Attachments box to the right, and select "Upload a File" and select file from your computer. After file is uploaded, check the box in	
d. If this agency has been audited or monitored AND that process resulted in irregularities that are currently being disputed by the agency, the Review and Rank Panel may request the documentation as described in (i) below, but it is not required to be uploaded at this time. Please provide a written response next to (ii) below if necessary.					Award up to full points (4 points) for the project if:
i. Relevant documentation from the entities completing the auditing or monitoring (e.g., a single audit, the findings report from HUD, the findings report from Sacramento Steps Forward); AND					If the agency was not required to have a federal audit/single audit and provided another type of financial audit to demonstrate financial health, or
ii. A written response explaining: (1) the irregularities that were found, and (2) the agency's timeline for disputing the irregularities. [Please limit response to 3000 characters]					If the agency had findings or irregularities in its single audit or other type of financial audit, the agency provides adequate explanation of any irregularities and provides an adequate explanation to show how any irregularities have been or will be addressed. An adequate explanation includes (1) a brief explanation of the steps the project will take to address the irregularities, (2) the timeline these steps will be completed on, and (3) how the project will avoid similar findings in the future AND provides relevant documentation if requested by the review panel.
e. If this project has been audited or monitored AND that process resulted in irregularities that are not being disputed by the agency, the Review and Rank Panel may request documentation as described in (i) below, but it is not required to be uploaded at this time. Please provide a written response next to (ii) below if necessary.					If a project is currently disputing findings from an audit and submits (1) a brief explanation of the irregularities, and (2) the most updated timeline available for disputing the irregularities.
i. Relevant documentation from the entities completing the auditing or monitoring (e.g., a single audit, the findings report from HUD, the findings report from Sacramento Steps Forward); AND					Award up to 2 points if irregularities were found for this agency but the project does not provide an adequate explanation.

	ii. A written response explaining: (1) the steps the project will take to address the irregularities, (2) the timeline these steps will be completed on, and (3) how the project will avoid similar irregularities in the future. [Please limit response to 3000 characters]					Award no points if the project does not provide any information regarding audits conducted OR if the project does not submit relevant documentation of reported audit findings upon request of the review panel.			
						6A2. Monitoring (4 points) Award full points (4 points) for the project if: The agency was not monitored; or If no irregularities have been revealed by any monitoring for this agency's projects in Sacramento County.			
						Award up to full points (4 points) for the project if:			
						If the agency has any monitoring findings or irregularities, the agency provides an adequate explanation to show how these have been or will be addressed. An adequate explanation includes (1) a brief explanation of the steps the project will take to address the irregularities, (2) the timeline these steps will be completed on, and (3) how the project will avoid similar findings in the future AND provides relevant documentation if requested by the review panel.			
						If a project is currently disputing findings from a and submits (1) a brief explanation of the irregularities, and (2) the most updated timeline available for disputing the irregularities.			
						Award up to 2 points if monitoring findings or irregularities were found for this agency but the project does not provide an adequate explanation.			
						Award no points if the project does not provide any information regarding monitoring OR if the project does not submit relevant documentation of reported monitoring findings upon request of the review panel.			
6B						6B. Successes in Accurate Data are measured using the percent of data recorded as either missing, don't know, client refused to answer, and/or unable to calculate, where the lower percentage the better. Projects with less than 5% data inaccuracy should receive full points.	APR Q6	2	
6C						6C. Successes in Timely Data are measured using the average length of time (in days) between when a client enters or exits the project, and when the project records the entry or exit in HMIS. Projects that entered client entries/exits into HMIS in under 5 days received full points	APR Q6e	2	
	Community								

7A	12. Scoring Factor 7A: Please describe how your agency meaningfully participated in at least four voluntary events (e.g., Continuum of Care committee meetings, trainings, Point-in-Time Count) in the past year, OR if your agency led at least one successful event, training, or initiative in the past year. [Please limit response to 1000 characters]					7A. Successes in Participation in CoC Activities are measured based on the agency's attendance, participation, and leadership at CoC events, meetings, committees, forums, and projects, with a focus on activities that took place since the last NOFO. Typically, full points should be awarded if the agency meaningfully participated in at least 4 voluntary events over the course of the year, or if the agency led at least 1 successful event, training, or initiative over the course of the year.	RFI	4	
7B	13. Scoring Factor 7B: Please describe if your agency had regular attendance at least one mandatory Continuum of Care training per quarter in the past year. Please note, responses to this question will be verified by Sacramento Steps Forward staff. [Please limit response to 1000 characters]					7B. Successes in Mandatory Training are based on whether the agency demonstrated regular attendance at mandatory training events by attending at least one such event per quarter.	RFI. SSF Staff Report	2	
7C						7C. Award full points if the project met all local competition deadlines, including deadlines for turning in supporting documents and attachments.	Analysis	5	
						Deduct up to 5 points if project was late in finalizing APRs without valid reason.			
						Deduct 2 points if any portion of the local application was turned in up to 24 hours late.			
						Deduct 5 points if any mandatory portion of the local application was more than 24 hours late.			
						If any mandatory portion of the local application was more than 72 hours late, the project may be disqualified at the discretion of the Panel.			
	Enhancing Capacity								
8A						8A. Success is measured by PSH programs that effectively facilitate successful flow from PSH to other permanent housing (including housing with rental subsidy), evidenced by percent of individuals served that exit to other permanent housing.	APR Q23	3	
	Bonus Factors								
9A	14. Scoring Factor 9A: Did this project filled 100% of vacancies through Coordinated Entry from April 1, 2021 to March 31, 2022? Please respond with either YES or NO in the Yes/No Column to the right. If you respond "NO," please provide an explanation of (1) the barriers (e.g., restrictions from other funders) that prevent the project from being fully integrated into Coordinated Entry, and (2) the steps the project has taken over the competition year towards Coordinated Entry integration. Please note, responses to this question will be verified by Sacramento Steps Forward staff. [Please limit response to 1000 characters]			Select Yes or No in the Yes/No column to the left.		9A. If this project participates in Coordinated Entry: Award full points to projects who reported filling 100% of project vacancies through CE; Award no points to projects who reported filling less than 100% of project vacancies through CE.	RFI SSF Staff Report	3	

						If this project does not currently participate in Coordinated Entry: Award up to two points if this project provides an explanation of (1) the barriers (e.g., restrictions from other funders) that prevent the project from being fully integrated into Coordinated Entry, and (2) the steps the project has taken over the competition year towards Coordinated Entry integration.		
9B	15. Scoring Factor 9B: Does this project leverage a source of one-time or on-going funding that may not be used to serve individuals experiencing homelessness if this project is defunded? Please respond with either YES or NO in the Yes/No Column to the right. Please describe this funding source, including the name of the funding source, the amount of funding being used, and any restrictions associated with this funding.				Select Yes or No in the Yes/No column to the left.	9B. Award full points to housing projects that leverage a source of one-time or on-going funding that may not be used to serve individuals experiencing homelessness if this project is defunded. The funding can be in any amount to meet this criterion.	RFI	3
	One example of a funding meeting these criteria is project-based Housing Choice Vouchers because this resource is not limited to individuals experiencing homelessness. If a project with project-based Housing Choice Vouchers loses CoC funding, the project-based HCVs may not be used to serve individuals experiencing homelessness in the future. [Please limit response to 1000 characters]					One example of funding meeting these criteria is project-based Housing Choice Vouchers because this funding is not limited to individuals experiencing homelessness. If the project loses CoC funding, the project-based vouchers may not be used to serve individuals experiencing homelessness.		
9C	16. Scoring Factor 9C: Please note, this question has two required parts – Identifying and Addressing Barriers (i) and BIPOC Representation in Leadership (ii). [Please limit response to 3000 characters]					9C. Identifying and Addressing Barriers: Based on the degree to which the organization:	RFI	5
	i. Identifying and Addressing Barriers: Please describe how the organization has identified barriers to housing and services that disproportionally impact Black, Indigenous, and people of color (BIPOC). Please also describe the concrete steps the organization has taken to lessen the impacts of those barriers. Please note, steps described should be designed to address the specific experiences of BIPOC individuals.					1) Award up to one point if the organization has identified barriers to housing and services that are specifically faced by BIPOC individuals or that disproportionately affect BIPOC individuals; and		
	ii. BIPOC Representation in Leadership: Please respond to one of the following prompts:					2) Award up to one point if the organization has taken concrete steps to address the identified barriers and lessen their impact on BIPOC individuals. Steps described should be designed to address the specific experiences of BIPOC individuals.		
	a. If the organization has been committed to serving BIPOC since its founding, please include the organization's original mission statement (or equivalent guiding statement) and a description of the racial and ethnic demographics of the organization's original leadership team.					BIPOC Representation in Leadership:		

	b. If the organization has not been committed to serving BIPOC since its founding, please (1) list the percentage of salaried leadership team and board of directors members that identify as BIPOC, and (2) describe concrete steps that have been taken to build commitment to racial equity practices within the organization's approach to serving individuals experiencing homelessness. This can include, but is not limited to, opportunities for cultural competency and implicit bias trainings; policies related to language accessibilities; and strategies to ensure that the salaried leadership team is representative of the racial and ethnic population that the organization serves. Please describe the impact or results of these strategies.					Award up to three points for the organization's explanation of its commitment to serving Black, Indigenous, and other People of Color (BIPOC) since its founding, as indicated by its original mission statement (or equivalent guiding statement) and the racial and ethnic demographics of its original leadership team.		
						Absent a commitment to serving BIPOC individuals since the organization's start, awards points based on the extent to which the agency demonstrates a commitment to measuring and improving its response to racial disparities and biases. Specifically:		
						Award up to one point if at least 25% of salaried leadership team and board of directors members identify as Black, Indigenous, or other people of color.		
						Award up to two points to the extent that the organization describes concrete steps that have been taken to build commitment to racial equity practices within the organization's approach serving individuals experiencing homelessness. These may include but are not limited to: Opportunities for cultural competency and implicit bias trainings; Policies related to language accessibility; Strategies to ensure that the salaried leadership team is representative of the racial and ethnic populations that the organization serves. The applicant must also describe the impact or results of their strategies.		
	17. To confirm that all responses to the 2023 Sacramento Renewal Project Supplemental Questionnaire are true and complete, please respond YES in the Yes/No Column to the right.				**Complete this row after all other sections of the application are complete. When Yes is selected in the Yes/No Column to the left, Housing Tools will be notified that your application is complete and the Review & Ranking Committee will begin scoring the application. Click save (upper lefthand corner disk icon) after selecting Yes to submit application**			
Total							111	0