



## Missouri Balance of State Continuum of Care 2019 New Project Scorecard and Attachment Checklist

This checklist and scorecard will be used for all new project applications.

Applicants with disabilities may contact the Missouri Housing Development Commission by telephone, fax, email, or mail to request and arrange accommodations. Requests for accommodations should be made as soon as possible to ensure adequate time to make accommodations before the application deadline. Please contact Ken Wright or Cassie Sipos-Haas at

Ken Wright  
[ken.wright@mhdc.com](mailto:ken.wright@mhdc.com)  
Phone: (816) 759-6614  
Fax: (816) 301-7000  
920 Main Street, Suite 1400  
Kansas City, MO 64105

Cassie Sipos-Haas  
[cassie.sipos-haas@mhdc.com](mailto:cassie.sipos-haas@mhdc.com)  
Phone: (816) 759-6630  
Fax: (816) 301-7000  
920 Main Street, Suite 1400  
Kansas City, MO 64105

### Attachment Checklist

Certifications and attachments should be completed via <http://www.123formbuilder.com/form-4954925/2019-new-project-certifications>. This link is for new projects only. Review the 2019 Renewal Project Scoring Guide and Attachment Checklist to access the renewal project certification form. If your organization is submitting more than one project application, please complete a certification form for each project. Contact [moboscoc@outlook.com](mailto:moboscoc@outlook.com) if you encounter any issues or need assistance.

### Required attachments

- Certifications
  - Project eligibility and threshold requirements.
  - Data Universal Numbering System (DUNS).
  - System for Award Management (SAM).
  - Financial audit.
  - Board of directors representation.
  - HUD monitoring.
  - Coordinated entry and HMIS participation.
  - Match amount.
  - Point-in-Time Count.
  - CoC Planning and Operations.
- Housing First Assessment Tool – required for all renewals except for HMIS
- E-snaps application

Mo BoS CoC  
 2019 New Project Scoring Guide and Attachment Checklist

<b>MAX POINTS</b>	<b>SCORING SECTIONS</b>
<b>HUD Standards</b>	
Pass/Fail	1. HUD Eligibility and Threshold Requirements
Pass/Fail	2. Financial Audit
Pass/Fail	3. Board of Directors – Lived Experience of Homelessness
Pass/Fail	4. HUD Monitoring
<b>Mo BoS CoC Standards</b>	
10	5. Participation in Coordinated Entry
10	6. Participation in HMIS
Pass/Fail	7. Documentation of Minimum Match
10	8. Housing First Assessment Tool
<b>Mo BoS CoC Participation</b>	
10	9. CoC Meeting Attendance
10	10. Point in Time Count (PIT) Participation
10	11. CoC Planning and Operations Activities
<b>Project Description and Performance</b>	
10	12. Project Description Narrative: Clarity
10	13. Project Description Narrative: Completeness
10	14. Performance Improvement
10	15. Experience of Applicant
<b>100</b>	<b>TOTAL SCORE</b>

<b>HUD Standards</b>	
<p><b>1. HUD Eligibility and Threshold Requirements</b>            HUD establishes eligibility threshold requirements for applicants and projects. Renewal projects may be considered as having met eligibility threshold requirements through the previously approved grant application unless information to the contrary is received.</p> <p>Attachments:</p> <ul style="list-style-type: none"> <li>- Certification that organization and project meet HUD eligibility and threshold requirements.</li> <li>- DUNS Number and certification that the number is active.</li> <li>- Certification of active registration in the System for Award Management (SAM).</li> </ul> <p>Criteria for Rank and Review Committee to consider:</p> <ul style="list-style-type: none"> <li>- Information that may indicate the project is not eligible or does not meet threshold requirements, including but not limited to               <ul style="list-style-type: none"> <li>o Information about any internal or external investigations or legal actions and outcomes.</li> <li>o Organization status (e.g. 501(c)3 incorporation).</li> <li>o Active status of DUNS Number.</li> <li>o Registration status in the SAM.</li> </ul> </li> </ul>	<p><b>PASS</b> – Meets all criteria established in CoC Program NOFA.</p> <p><b>PASS WITH FINDINGS</b> – Information provided that may affect project eligibility, including but not limited to applicant eligibility (e.g. 501(c)3 organizations and states or local governments), evidence of ongoing investigation, investigation results, failure to consistently draw down funding at least once per quarter, late Annual Performance Report submission, DUNS Number or SAM registration is not active.</p> <p><b>FAIL</b> - Information provided confirms that project is not eligible for HUD funding.</p>
<p><b>2. Financial Audit</b></p> <p>Attachments:</p> <ul style="list-style-type: none"> <li>- Certification that an independent financial audit has occurred within the past two years OR certification that no financial audit occurred during the past two years.</li> <li>- When an audit has occurred, certification that the independent financial audit issued an unqualified or "clean" opinion in which the organization's financial statements and practices were prepared and conducted using Generally Accepted Accounting Principles.</li> <li>- A description of the audit's findings in instances when an unqualified opinion was not issued, including the auditor's report.</li> </ul> <p>Criteria for Rank and Review Committee to consider:</p> <ul style="list-style-type: none"> <li>- Opinion of the independent auditor.</li> <li>- Content of the independent auditor's report.</li> <li>- Audit findings for which a response is overdue or unsatisfactory.</li> </ul>	<p><b>PASS</b> – No concerns about project or organizational solvency or capacity.</p> <p><b>PASS W/ FINDINGS</b> – Information provided causes concern that the project lacks capacity to financially administer HUD funds and/or is not eligible for HUD funding.</p> <p><b>FAIL</b> – Information provided confirms that project lacks capacity to financially administer HUD funds and/or is not eligible for HUD funding.</p>

<p><b>3. Organization’s board of directors includes at least one homeless or formerly homeless individual.</b></p> <p>Attachments:</p> <ul style="list-style-type: none"> <li>- Certification of representation of persons with lived experience of homelessness on applicant’s board of directors or equivalent decision-making entity.</li> </ul> <p>Criteria for Rank and Review Committee to consider:</p> <ul style="list-style-type: none"> <li>- The CoC Program Interim Rule (24 CFR Part 578) requires all recipients and subrecipients to provide for the participation of one homeless or formerly homeless individual on the board of directors or other equivalent policy making entity, to the extent that each entity considers and makes policies and decisions regarding any project, supportive services, or assistance provided with CoC Program funding.</li> <li>- Certification response.</li> </ul>	<p><b>PASS</b> – Provides certification of at least one homeless or formerly homeless individual on the organization’s board of directors or equivalent entity.</p> <p><b>PASS WITH FINDINGS</b> – Provides information causing concern that the organization does not include at least one homeless or formerly homeless individual on the organization’s board of directors or equivalent entity</p> <p><b>FAIL</b> – Provides information that confirms the organization does not include at least one homeless or formerly homeless individual on the organization’s board of directors or equivalent entity.</p>
<p><b>4. HUD Monitoring Visit (for other projects operated by the same organization)</b></p> <p>Attachments:</p> <ul style="list-style-type: none"> <li>- Certification that a HUD monitoring visit has not occurred within the previous two years; OR</li> <li>- Certification that HUD monitoring occurred within the previous two year and the monitoring included no findings that resulted in sanctions or required corrective action; OR</li> <li>- Description of the HUD monitoring findings that resulted in sanctions or required corrective action AND documentation indicating resolution of findings.</li> </ul> <p>Criteria for Rank and Review Committee to consider:</p> <ul style="list-style-type: none"> <li>- No monitoring or findings</li> <li>- Findings that were resolved.</li> <li>- Findings that were not resolved within timeframe established by the HUD monitoring letter.</li> <li>- Organization does not provide documentation of resolution through official HUD letter or other notice.</li> <li>- Project did not provide complete attachments.</li> </ul>	<p><b>PASS</b> – Applicant organization did not receive a monitoring visit in the prior two years or received a monitoring visit in the prior two years that did not result in any findings or the findings were resolved in compliance with HUD requirements.</p> <p><b>PASS WITH FINDINGS</b> – Applicant organization received findings through a HUD monitoring visit in the prior two years and organization states findings were resolved but provides no documentation of resolution from HUD.</p> <p><b>FAIL</b> – Applicant organization received findings through a HUD monitoring visit in the prior two years but provides no documentation of resolution.</p>
<p><b>Mo BoS CoC Standards</b></p>	
<p><b>5. Participation in Coordinated Entry</b></p> <p>Attachments:</p> <ul style="list-style-type: none"> <li>- Certification that the organization currently participates in Mo BoS CoC regional coordinated entry system meetings and their access point level; or</li> <li>- Certification that the organization will to use the Mo BoS CoC coordinated entry system if the CoC project is funded.</li> <li>- Description of any reasons the project will not use the coordinated entry system or HMIS.</li> </ul> <p>Criteria for Rank and Review Committee to consider:</p> <ul style="list-style-type: none"> <li>- Certification of use of the coordinated entry system</li> <li>- Organization access point level.</li> </ul>	<p><b>10 Points</b> – Applicant organization currently participates in the Mo BoS CoC coordinated entry system as a level 4 access point.</p> <p><b>8 Points</b> – Applicant organization currently participates in the Mo BoS CoC coordinated entry system as a level 2 or 3 access point.</p> <p><b>5 Points</b> – Applicant organization currently participates in the Mo BoS CoC coordinated entry system as a level 1 access point.</p> <p><b>2 Points</b> – Applicant organization does not currently participate in the Mo BoS CoC coordinated entry system but plans to participate if funded.</p>

	<p><b>0 Points</b> – Applicant organization did not select a response to the coordinated entry participation questions.</p> <p><b>Project fails eligibility</b> – Applicant organization does not plan to participate in the Mo BoS CoC coordinated entry system.</p>
<p><b>6. Participation in HMIS</b></p> <p>Attachments:</p> <ul style="list-style-type: none"> <li>- Certification that the organization currently participates in Mo BoS CoC HMIS or, for victim services providers, a comparable database; or</li> <li>- Certification that the project will use the HMIS selected by the Mo BoS CoC, or, for victim services providers, a comparable database, and will follow all HMIS policies and procedures established by HUD, the Mo BoS CoC or HMIS Lead Agency.</li> <li>- Description of any reasons the project will not use the HMIS.</li> </ul> <p>Criteria for Rank and Review Committee to consider:</p> <ul style="list-style-type: none"> <li>- Certification of current use of the Mo BoS CoC HMIS or comparable database.</li> <li>- Certification of intent to use the Mo BoS CoC HMIS or comparable database.</li> </ul>	<p><b>10 Points</b> – Applicant organization currently participates in the Mo BoS CoC HMIS or comparable database.</p> <p><b>5 Points</b> – Applicant organization does not currently participate in the Mo BoS CoC HMIS or comparable database but plans to participate if funded.</p> <p><b>0 Points</b> – Applicant organization did not select a response to the HMIS participation questions.</p> <p><b>Project fails eligibility</b> – Applicant organization does not plan to participate in the Mo BoS CoC HMIS or a comparable database.</p>
<p><b>7. Minimum Match</b></p> <p>Attachments:</p> <ul style="list-style-type: none"> <li>- Certification of minimum match requirements.</li> </ul> <p>Criteria for Rank and Review Committee to consider:</p> <ul style="list-style-type: none"> <li>- Match certification.</li> <li>- Description of match source(s) and amount.</li> </ul>	<p><b>PASS</b> – Project certified it meets minimum match requirements for all grant funds except leasing funds.</p> <p><b>PASS WITH FINDINGS</b> – Project provided incorrect match certification or match description explains lack of match.</p> <p><b>FAIL</b> – Project did not provide certification or description does not explain lack of match.</p>
<p><b>8. Housing First Assessment</b></p> <p>Attachments:</p> <ul style="list-style-type: none"> <li>- Completed Housing First Assessment Tool based on the plans for this project and current organization activities and procedures.</li> </ul> <p>Criteria for Rank and Review Committee to consider:</p> <ul style="list-style-type: none"> <li>- Degree of tool completion including additional notes and responses to all questions and fields.</li> <li>- Tool score.</li> </ul>	<p><b>Completeness of Tool: Up to 5 Points</b></p> <p><b>5 Points</b> – Project selected a response for every item.</p> <p><b>2.5 Points</b> – Project selected a response for some but not all items.</p> <p><b>0 Points</b> – Project did not select a response for any item or did not attach tool.</p> <hr/> <p><b>Tool Score:</b></p> <p><b>5 Points</b> – 200 points or more.</p> <p><b>3.5 Points</b> – 92 to 199 points.</p> <p><b>2 Points</b> – 45 to 91 points.</p> <p><b>1 Point</b> – 18 to 44 points.</p> <p><b>0 Points</b> – 17 points or less.</p>

<b>Mo BoS CoC Participation</b>	
<p><b>9. CoC Meeting Attendance</b></p> <p>Attachments:</p> <ul style="list-style-type: none"> <li>- None.</li> </ul> <p>Criteria for Rank and Review Committee to consider:</p> <ul style="list-style-type: none"> <li>- Attendance at the two meetings of the full Mo BoS CoC membership directly prior to submission of the project application as reflected by CoC attendance records.</li> </ul>	<p><b>10 Points</b> – Attended both meetings of the full Mo BoS CoC membership.</p> <p><b>5 Points</b> – Attended one meeting of the full Mo BoS CoC membership.</p> <p><b>0 Points</b> – Attended neither meeting of the full Mo BoS CoC membership.</p>
<p><b>10. Point-in-Time (PIT) Count Participation</b></p> <p>Attachments:</p> <ul style="list-style-type: none"> <li>- Certification of participation in the most recent Mo BoS CoC PIT Count.</li> <li>- Description of PIT Count role.</li> </ul> <p>Criteria for Rank and Review Committee to consider:</p> <ul style="list-style-type: none"> <li>- Degree of participation in the PIT Count.</li> </ul>	<p><b>10 Points</b> – Organization staff participated as a leader of one or more counties or in an equivalent leadership and planning role.</p> <p><b>5 Points</b> – Organization staff participated in a planning or leadership role other than as a county leader OR participated as a volunteer on the day of the count.</p> <p><b>0 Points</b> – Organization staff did not participate in the PIT Count.</p>
<p><b>11. CoC Planning and Operations Activities</b></p> <p>Attachments:</p> <ul style="list-style-type: none"> <li>- Certification of participation in one or more Mo BoS CoC board, committee, workgroup, regional meeting, or other entity.</li> <li>- Description of role and activities in relevant committee(s), workgroup(s), or meetings, including tasks or projects to which organization staff contributed directly.</li> </ul> <p>Criteria for Rank and Review Committee to consider:</p> <ul style="list-style-type: none"> <li>- Leadership positions and degree of participation in Mo BoS CoC committees or workgroups.</li> </ul>	<p><b>10 Points</b> – Organization staff held a leadership role (e.g. chair, co-chair/vice chair, secretary, regional lead) in one or more committee, workgroup, or region.</p> <p><b>5 Points</b> – Organization staff participated in the majority of meetings of one or more committee or workgroup.</p> <p><b>0 Points</b> – Organization staff did not participate in the majority of meetings for any committees or workgroups.</p> <p>Participation in regional meetings as a regular member will not be considered for scoring purposes. Regional meetings often occur for coordinated entry purposes, and coordinated entry participation is a requirement of the CoC Program.</p>
<b>Project Description and Performance</b>	
<p><b>12. Project Description Narrative – Clarity and Consistency</b></p> <p>Criteria for meeting expectations:</p> <ul style="list-style-type: none"> <li>- Description matches other details in project application, including: <ul style="list-style-type: none"> <li>o Budget;</li> <li>o Project Type;</li> <li>o Housing First Assessment Tool.</li> </ul> </li> <li>- Rationale for funding and service design explain program strengths.</li> <li>- Use of current data (e.g. PIT Count, system performance measures) for community need.</li> <li>- Project outcomes are measurable.</li> </ul>	<p><b>5 to 10 Points</b> – Project descriptions with good or exceptional clarity and consistency will be awarded up to 10 points. Exceptionally clear descriptions use direct, specific, and concise language.</p> <p><b>Up to 5 Points</b> – Project descriptions with adequate clarity and consistency will be awarded up to 5 points. Adequately clear descriptions lack detail and specificity or may be overly repetitive.</p> <p><b>0 Points</b> – Project descriptions that are confusing or incomprehensible may be awarded 0 points.</p>

<ul style="list-style-type: none"> <li>- Clear explanation of all activities with specific details.</li> </ul>	
<p><b>13. Project Description Narrative – Completeness</b></p> <p>Criteria addresses all required items.</p> <p>For PSH, RRH, and TH-RRH projects:</p> <ul style="list-style-type: none"> <li>- Target populations to be served.</li> <li>- Plan for addressing the identified housing and supportive services needs.</li> <li>- Anticipated project outcomes.</li> <li>- Coordination with other organizations.</li> <li>- The reason CoC Program funding is required.</li> </ul> <p>For SSO-CE projects:</p> <ul style="list-style-type: none"> <li>- Plan for addressing coordinated entry needs.</li> <li>- Anticipated project outcomes.</li> <li>- Coordination with other organizations.</li> <li>- The reason CoC Program funding is required.</li> </ul> <p><b>Requirement for DV Bonus Projects:</b> DV Bonus funds must tailor the description that includes:</p> <ul style="list-style-type: none"> <li>- how survivors of domestic violence, dating violence, sexual assault, those being trafficked, or stalking as defined in paragraph 4 at 24 CFR 578.3 will be assisted to obtain and remain in permanent housing that addresses their particular need; and</li> <li>- trauma-informed, victim-centered approaches.</li> </ul>	<p><b>10 Points</b> – Project description completely addresses all required items.</p> <p><b>5 Points</b> – Project description addresses some but not all required items.</p> <p><b>0 Points</b> – Project description does not address any required items.</p>
<p><b>14. Performance Improvement</b></p> <p>Describe</p> <ul style="list-style-type: none"> <li>- how participants will be assisted to obtain and remain in permanent housing;</li> <li>- how the project will help program participants obtain income;</li> <li>- how the supportive services provided will lead directly to program participants gaining employment, accessing SSI, SSDI, or other mainstream income streams; and</li> <li>- how the requested CoC Program funds will contribute to program participants becoming more independent (e.g. accessing Medicare, Medicaid, early childhood education).</li> </ul> <p>An acceptable response will acknowledge the needs of the target population, include plans to address those needs through current and proposed case management activities, and describe the availability and accessibility of supportive services such as–housing search, primary health services, mental health services, educational services, employment services, life skills, child care services, etc. Example: A project that targets its housing and services to serving young parents might provide a specific service array of supportive services including parenting classes, education programing, and childcare services.</p>	<p><b>10 Points</b> – Description completely addresses all items.</p> <p><b>5 Points</b> – Project description addresses some but not all required items.</p> <p><b>0 Points</b> – Project description does not address any required items.</p>

<p><b>15. Experience of Applicant</b></p> <p>Describe the organization's experience:</p> <ul style="list-style-type: none"><li>- working with and addressing the target population's housing and supportive services needs;</li><li>- developing and implementing relevant program systems and services;</li><li>- identifying and securing matching funds;</li><li>- managing basic organization operations including financial accounting systems;</li><li>- leveraging federal, state, local, and private sector funds.</li></ul>	<p><b>10 Points</b> – Organization has experience with all items.</p> <p><b>5 Points</b> – Organization has experience with some but not all required items.</p> <p><b>0 Points</b> – Organization does not have experience with any required items.</p>
--	--