FY 2022 New Project
Local Rank Tool
Adopted 8-3-2022

PROJECT NAME and COMPONENT TYPE:_____

SCORING INSTRUCTIONS

For full instructions, please consult the Local Rank Tool Instructions sheet that accompanies the Local Rank Tool. For additional technical assistance, please consult the Collaborative Applicant through contact Adam Cheshire at acheshire@sjgov.org or 209-468-3399.

THRESHOLD (all projects)	Pass/Fail
Applicant has valid 501(c)3 status or proof of government entity	
Applicant attended informational session (new projects only)	
Applicant submitted Letter of Intent	
Project application material received by deadline	
Application is consistent with the Consolidated Plan	
Applicant has no County, HUD, or OIG findings	
Project complies with 24 CFR part 578	
Application demonstrates required 25% match	
Project participants will sign a standard lease or rental agreement giving them permanent rights to tenancy in the units supported by/underwritten by CoC Program funds (For Permanent Supportive Housing and Rapid Re-Housing projects only)	

APPLICANT AND PROJECT CAPACITY (41%, 18 points)	Source	Points	Rubric	
1: Active participant in San Joaquin Continuum of Care *(Experience and capacity)*	Collaborative Applicant	2 points	Attended at least 50% of SJCoC general membership meetings in past 12-month period	2
			No	0
2: Annual audit or independent financial review *(Experience and capacity)*	LOI	2 points	Yes	2
			No	0
3: HMIS participation with active entry of data in past 3 months, or written pledge to participate *(Experience and capacity)*	HMIS Lead Agency	4 points	HMIS with active data entry	4
			Not HMIS member with written pledge to participate	2
			No pledge, or HMIS member with no active data entry	0

	Source	Points	Rubric	
4: Agency has operated any CoC-funded program in past 3 years *(Experience and capacity)*	LOI	2 points	Yes	2
			No	0
5: Agency has operated any ESG-funded, HEAP-funded, CESH-funded, or HHAP-funded program in past 3 years *(Experience and capacity)*	LOI	2 points	Yes	2
			No	0
6: Project has been in operation prior to request for CoC funds *(Experience and capacity)*	LOI	2 points	Yes	2
			No	0
7: Applicant has operated a Permanent Supportive Housing or Rapid Re-Housing project (as defined by HUD CoC Program Interim Rule § 578.3) in the past 3 years using any funding source *(Experience and capacity)*	LOI	2 points	Yes	2
			No	0
8: Data error rate for all Personally Identifying Information meets HMIS Data Quality Standards *(Experience and capacity)*	HMIS Lead Agency	1 points	Yes - meets all 6 standards	1
			No - does not meet all 6 standards	0
			No - no use of HMIS previously required	0
9: Data error rate for all Universal Data Elements meets HMIS Data Quality Standards *(Experience and capacity)*	HMIS Lead Agency	1 points	Yes - meets all 5 standards	1
			No - does not meet all 5 standards	0
			No - no use of HMIS previously required	0

Subtotal: _____

HOUSING FIRST (18%, 8 POINTS)

	Source	Points	Rubric	
1: Does this project require sobriety or a clean drug/alcohol test for program acceptance? (Housing First)	Application / Supplemental Questionnaire	1 point	No	1
			Yes	0
2: Does this project require a client have income for program acceptance? (Housing First)	Application / Supplemental Questionnaire	1 point	No	1
			Yes	0
3: Does this project require a client to participate in services for program acceptance or continued program enrollment? (Housing First)	Application / Supplemental Questionnaire	1 point	No	1
			Yes	0
4: Does this project require an applicant to be "housing ready" or to be "ready for housing"? (Housing First)	Application / Supplemental Questionnaire	1 point	No	1
			Yes	0
5: Does this project terminate clients for reasons other than violation of a client's lease agreement — for instance, for not participating in services, not contacting case managers, etc.? (Housing First)	Application / Supplemental Questionnaire	1 point	No	1
			Yes	0

	Source	Points	Rubric	
6: Does this project accept applicants directly from the streets? (Target population)	Application / Supplemental Questionnaire	1 point	No	1
			Yes	0
7: Does this project accept applicants directly from emergency shelters? (Housing First)	Application / Supplemental Questionnaire	1 point	No	1
			Yes	0
8: Does this project prioritize clients that demonstrate high vulnerability as determined by the VI-SPDAT or similar tool? (Target population)	Application / Supplemental Questionnaire	1 point	No	1
			Yes	0

Subtotal: _____

PROJECT DESIGN (41%, 18 points)

	Source	Points	Rubric	
1: Project type reflects local priorities	Application	3 points	HMIS or CES expansion	3
			PSH	2
			RRH	1
			Other project type	0
4: Project description provides entire scope of the proposed project. Narrative clearly demonstrates: • an understanding of the clients to be served and their needs • the type, scale, and location of the housing fit the needs of clients to be served	Application - 3.B-1 / Supplemental Questionnaire	6 points	3 possible points per bullet	
			Thoroughly demonstrated	3
			Minimally demonstrated	1
			Not demonstrated	0
5: Project application demonstrates support services that will assist households to obtain permanent housing Applicant should clearly mark and demonstrate that the type, scale, and delivery method of supportive services meets the needs of clients to be served	Application - 4.A-1 (Supportive Services for Program	3 points	Thoroughly demonstrated	3
			Minimally demonstrated	1
			Not demonstrated	0
6: Project LOI describes how project aligns with SJCoC Strategic Plan on Homelessness Applicant should clearly describe: • the need gap the program addresses • how it aligns with action priorities of the SJCoC Strategic Plan on Homelessness	LOI	6 points	3 possible points per bullet	
			Thoroughly demonstrated	3
			Minimally demonstrated	1
			Not demonstrated	0

Subtotal: _____

PROJECT NAME and COMPONENT TYPE:_____

TOTAL SCORES for New Projects

THRESHOLD		All pass (Y/N?)	
APPLICANT AND PROJECT CAPACITY	41%	Score:	
HOUSING FIRST	18%	Score:	
PROJECT DESIGN	41%	Score:	
Total out of 44 possible points	100%	**TOTAL:**	**0**

Notes to System Performance and Evaluation Committee

— End of Local Rank Tool for New Projects —