

## **Detailed Instructions for New Projects Scorecard**

### **A. Project Overview**

1. Project Serves the Highest Community Need
  - i. Materials used for scoring: Longitudinal System Analysis (LSA) Report and/or contracted evaluation research
  - ii. Scores will be calculated based on information gathered through the LSA report which will determine the need order of the highest need populations. From there, the primary population you serve will determine the number of points you receive based on the priority listing for the community.
    - Projects Serving Highest Need Population = 5 pts.
    - Projects Serving 2<sup>nd</sup> Highest Need Population = 4 pts.
    - Projects Serving 3<sup>rd</sup> Highest Need Population = 3 pts.
    - Projects Serving 4<sup>th</sup> Highest Need Populations = 2 pts.
    - Projects Serving 5<sup>th</sup> Highest Need Populations = 1 pt.
    - Projects Serving Any Other Populations = 0 pts.
2. Aligns with Housing First/Low Demand Threshold
  - i. Materials used for scoring: New Project Application Housing First section
  - ii. Scores will be calculated based on the answers provided in the New Project Application under the Low Demand Model and Housing First sections. There will be two different sections that will be looked at for scoring: the checkmark answers for Low Demand Model, and the narratives provided for how the agency does/will align with Housing First principles.
    - Housing First Boxes Checked, Narrative Attached = 20 pts.
    - Housing First Boxes Checked, No Narrative = 10 pts.
    - Housing First Boxes Not Checked, No Narratives = 0 pts.

### **B. Agency Experience**

1. Amount of Time Agency Has Been Serving Persons Experiencing Homelessness
  - i. Materials used for scoring: New Project Application
  - ii. Scores will be determined based on the indicated amount of time the agency has been serving persons experiencing homelessness for.
    - 5+ Years = 15 pts.
    - 3-4 Years = 10 pts.
    - 1-2 Years = 5 pts.
    - Less Than 1 Year = 0 pts.
2. Experience Managing a Federal Grant
  - i. Materials used for scoring: New Project Application
  - ii. Scoring for this section will be determined by the New Project Application answer regarding if the agency applying has experience managing a federal grant, and any narrative answers included to support experience.
    - Experience Indicated, Narrative Included = 10 pts.
    - Experience Indicated, No Narratives Included = 5 pts.
    - No Experience Indicated, With or Without Narrative Submitted = 0 pts.
3. Experience in Leveraging Other Federal, State, Local, or Private Sector Funding
  - i. Materials used for scoring: New Project Application
  - ii. Scoring for this section will be determined by the New Project Application

answer regarding if the agency applying has experience leveraging other funding sources, and any narrative answers included to support experience.

- Experience Indicated, Narrative Included = 10 pts.
- Experience Indicated, No Narratives Included = 5 pts.
- No Experience Indicated, but Narrative on Other Grant Experience Included = 5 pts.
- No Experience Indicated, With or Without Narrative Submitted = 0 pts.

**C. Additional Information and Local Criteria**

1. Application Accuracy
  - i. Materials used for scoring: agency project application
  - ii. Scores will be determined based on how accurate the application is for each project, including but not limited to entering correct geographic information, budget and financials, completeness of narratives, and project type.
    - Complete, 0 Errors = 5 pts.
    - Complete, 1-3 Errors = 2 pts.
    - Complete, 4+ Errors = 0 pts.
    - Incomplete = Disqualified
2. Budget Reflects Reasonable and Allowable Costs
  - i. Materials used for scoring: New Project Application
  - ii. Scores for this category will be determined by dividing the total project be compared to the local average, and the difference in the amount to the local average cost will determine the score. Additionally, the budget and financials will also be reviewed for accuracy regarding geographic location information, match and leverage amounts, and completion of the estimated cost by the number of projected participants to be served. This number will then budget section.
    - Yes = 10 pts.
    - No = 0 pts.
3. Membership With Consortium
  - i. Materials used for scoring: roster of active Consortium agencies
  - ii. Score will be awarded based on if the agency apply is a current and active member of the Memphis/Shelby County Homeless Consortium
    - Yes = 5 pts.
    - No = 0 pts.