

23/24 Homeless Case Management Services Grant		Applicant	
Application Scorecard		Reviewer	
Topics & Questions	Max. Points	Score	Rationale & Notes
Application Eligibility		n/a	n/a
n/a Did the applicant submit the application on time? Yes = Eligible No = Ineligible; stop reviewing	Eligible/ Ineligible		
1 Applicant runs a shelter facility or a motel voucher program. Yes = Eligible No = Ineligible; stop reviewing	Eligible/ Ineligible		
2 Applicant serves one of the population groups listed. If other is used, it is reasonable to assume one or more of the 4 TANF family definitions makes up part of that population. Yes = Eligible No = Review the "Estimating Client Served & Ensuring Eligibility" Section and decide if part of the population meets the TANF definitions of family. Yes = Eligible No = Ineligible; stop reviewing	Eligible/ Ineligible		
3 Applicant is a subscriber of HMIS or a comparable database. Yes = Eligible No = Ineligible; stop reviewing	Eligible/ Ineligible		
4 Applicant has attached proof from Sam.gov of non-debarment, not being in a period of suspension or ineligibility. Yes = Eligible No = Ineligible; stop reviewing	Eligible/ Ineligible		
Project Needs Statement		8	0
5 Applicant has selected how many of the core focus areas: 4 = 4 Points (Eligible) 3 = 3 Points (Eligible) 2 = 2 Points (Eligible & Follow Up Required (FUR)) 1 = 1 Point (Eligible & FUR) 0 = Ineligible; stop reviewing	Eligible/ Ineligible		
	4		
	n/a/ FUR		
6 Applicant describes supportive services (beyond core focus areas) that are: Comprehensive = 4 Points Middle of the Road = 2 Points Minimal = 1 Point (FUR) No Supportive Services = (-2) Points (FUR)	4		
	n/a/ FUR		

Estimating Clients Served & Ensuring Eligibility		8	0
7a Applicant provided both estimated numbers, or put n/a. Yes = 0 Points No = (-1) Point Def #1 Individuals (#): <input type="text"/> Def #1 Households (#): <input type="text"/> <i>**If n/a or left blank put 0.</i>	0		
7b Applicant's process of client eligibility assurance meets Def #1 guidelines. Minimum is self-certification by the client they meet the guidelines. Yes = 1 Point No = (-1) Point (FUR) n/a = 0 Points	1		
	n/a/ FUR		
8a Applicant provided both estimated numbers, or put n/a. Yes = 0 Points No = (-1) Point Def #2 Individuals (#): <input type="text"/> Def #2 Households (#): <input type="text"/> <i>**If n/a or left blank put 0.</i>	0		
8b Applicant's process of client eligibility assurance meets Def #2 guidelines. Minimum is self-certification by the client they meet the guidelines. Yes = 1 Point No = (-1) Point (FUR) n/a = 0 Points	1		
	n/a/ FUR		
9a Applicant provided both estimated numbers, or put n/a. Yes = 0 Points No = (-1) Point Def #3 Individuals (#): <input type="text"/> Def #3 Households (#): <input type="text"/> <i>**If n/a or left blank put 0.</i>	0		
9b Applicant's process of client eligibility assurance meets Def #3 guidelines. Minimum is self-certification by the client they meet the guidelines. Yes = 1 Point No = (-1) Point (FUR) n/a = 0 Points	1		
	n/a/ FUR		

<p>10a Applicant provided both estimated numbers, or put n/a. Yes = 0 Points No = (-1) Point</p> <p>Def #4 Individuals (#): <input type="text"/></p> <p>Def #4 Households (#): <input type="text"/></p> <p><i>**If n/a or left blank put 0.</i></p>	0		
<p>10b Applicant's process of client eligibility assurance meets Def #4 guidelines. Minimum is self-certification by the client they meet the guidelines. Yes = 1 Point No = (-1) Point (FUR) n/a = 0 Points</p>	1		
<p>11a Applicant provided both estimated numbers, or put n/a. Yes = 0 Points No = (-1) Point</p> <p>Total Individuals (#): <input type="text"/></p> <p>Total Households (#): <input type="text"/></p> <p><i>**If n/a or left blank put 0.</i></p> <p>Calculated Total Individuals (#): <i>Will Auto Calculate</i></p> <p>Calculated Total Households (#): <i>Will Auto Calculate</i></p>	0		
<p>11b Applicant's estimated number of individuals/households match the calculated total. Yes = 1 Point No = 0 Points</p>	1		
<p>11c If 11b's answer is no, rationale provided is: Strong =1 Point Unclear = (-1) Points n/a (answered yes to 11b) = 0 Points</p>	1		
<p>n/a Applicant's expected HCMS population is weighted towards Def #1 and Def #2 (combined percentage). Yes (75% and above) = 2 Points Yes (55%-74%) = 1 Point Yes (Below 49%) = 0 Points</p> <p>Calculated % of Def #1/Total HHs: <i>Will Auto Calculate</i></p> <p>Calculated % of Def #2/Total HHs: <i>Will Auto Calculate</i></p> <p>Cal % of (Def #1 + #2)/Total HHs: <i>Will Auto Calculate</i></p> <p>Calculated % of Def #3/Total HHs: <i>Will Auto Calculate</i></p> <p>Calculated % of Def #4/Total HHs: <i>Will Auto Calculate</i></p> <p>Cal % of (Def #3 + #4)/Total HHs: <i>Will Auto Calculate</i></p> <p><i>**Calculations based off Calculated Totals. If provided totals are a better estimate please adjust manually.</i></p>	2		
<p>12 Applicant provided both estimated numbers, or put n/a. Yes = 0 Points No = (-1) Point</p>	0		
<p>13 Applicant provided both estimated numbers, or put n/a. Yes = 0 Points No = (-1) Point</p>	0		

Budget		6	0
14 Budget chart is filled out and program funds are no more than 15% (\$7,500) of the total award Yes = 0 Points No = (-1) Point (FUR)	0		
	n/a/ FUR		
15 Applicant plans to spend case management funds on case management around core focus areas and other allowed costs. Will not bill unallowed costs, including training and supervision. Yes = 3 Points No = (-1) Point (FUR)	3		
	n/a/ FUR		
16 Applicant plans to spend administrative funds on administrative costs such as training, supervision, agency wide functions, office supplies, and other allowed costs. Yes = 3 Points No = (-1) Point (FUR)	3		
	n/a/ FUR		
Financial Management		2	0
17-20 Applicant answered yes or they will if awarded to all questions 17-20. Yes = 2 Points No, answered 1/4 will not do if awarded = 1 Point (FUR) No, answered 2+/4 will not do if awarded = (-1) Point (FUR)	2		
	n/a/ FUR		
Contractual Responsibility & Subcontracting		2	0
21 Applicant will provide all services directly. Yes = 2 Points No = 0 Points	2		
21a If 21's answer is no, the applicant will maintain contractual responsibility, and monitor sub-contractors. Yes = 1 Point No = (-1) Point (FUR)	1		
	n/a/ FUR		
21b If 21's answer is no, applicant's description of what services will be contracted out was: Strong =1 Point Unclear = (-1) Points n/a (answered yes to 21) = 0 Points	1		
Practices, Policies, Procedures & Documentation		6	0
22-29 Applicant responded yes, or will create if awarded to all questions. Yes = 6 Points No, 1/8 answered will not create = 5 Points (FUR) No, 2+/8 answered will not create = 0 (FUR)	6		
	n/a/ FUR		

Racial Equity & Equal Access		8	0	
30-31 Applicant provides answers to both questions. Yes = 1 Point No = (-1) Point		1		
32 Applicant's description of the strategies they employ to ensure services are racially equitable for their region is: Strong = 2 Points Unclear = 1 Point Didn't Answer the Question (DAQ) = 0 Points		2		
33-40 Applicant responded to all questions. Yes = 2 Points No, Missed 1 Answer = 1 Point No, Missed 2+ Answers = (-1) Point		2		
41 Applicant described how the program and its practices will be culturally responsive. Strong = 2 Points Middle of the Road = 1 Points DAQ = 0 Points		2		
42 Applicant commits to completing HUD's Equal Access Agency Assessment Tool within the first 6-months if awarded. Yes = 1 Point No = 0 Points (FUR)		1		
		n/a/ FUR		
Summary		Notes		
Applicant's	Eligibility Status	<i>Will Auto Populate</i>		
	Total Score	<i>Will Auto Calculate</i>		
	Follow Up Needed	<i>Will Auto Populate</i>		