

BENCHMARK FACTORS

Projects whose official start date was less than twelve months prior to the beginning of the competition measurement period are not scored using the typical renewal criteria because there is not enough data to evaluate them in that manner. Instead, the Review & Rank Panel will consider whether each project has met the benchmark criteria below.

The number of benchmark criteria that must be met depends on the length of time between when a project receives its conditional award letter from HUD and the release of the HUD CoC NOFO.

If a project has not yet received its conditional award letter, or if the project received its conditional award letter less than 6 months before the NOFO was released, then the project must pass **at least 3** of the factors below in order to be ranked at the bottom of Tier 1 (ie: create a hiring plan, draft program policies, etc.). If the project received its conditional award letter between 6 and 12 months before the NOFA was released, then the project must pass **at least 5** of the factors below in order to be ranked at the bottom of Tier 1. If the project received its conditional award letter more than 12 months before the NOFA was released, then the project must pass **at least 7** of the factors below in order to be ranked at the bottom of Tier 1.

Projects that pass fewer than the required number of benchmarks will be ranked at the bottom of Tier 2 and will only receive renewal funding if the CoC receives its maximum possible award from HUD.

All projects applying as “a project with less than 12 months of operating data” renewal projects are required to submit supporting documentation for all of the benchmarks that they are attempting to satisfy.

Name	Description	Status
Environmental Review	The project has completed and submitted appropriate environmental review forms to HUD for the project. If the project is based on the use of any particular locations, then an appropriate environmental review form has also been filled out for each location.	Pass / Fail
Program Policies Complete	The program has drafted a complete set of internal policies and procedures that are compatible with the CoC program. These policies include instructions on how to prepare case files, how to confirm the eligibility of clients, how to develop and execute appropriate case management plans, and how to track and document staff time and expenses so that they will be eligible for CoC reimbursement. The policies must be specific to this agency and this project, rather than merely generic ‘template’ policies.	Pass / Fail

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DRAFT 2023 PROJECTS WITH LESS THAN 12 MONTHS OF OPERATING DATA PROJECT BENCHMARKS

Sample Case File	The program has developed a sample client case file, including all relevant checklists, forms, and folders, that it will use to keep documentation on client case management.	Pass / Fail
e-LOCCs Registration	The project has registered an account with e-LOCCs and has at least one person currently on staff who is able to access e-LOCCs.	Pass / Fail
e-LOCCs Drawdown	The project has made at least one successful drawdown from e-LOCCs funds, and the drawdown is based on valid, eligible costs.	Pass / Fail
Hiring Plan	The program has completed job descriptions for all positions that will be funded through the CoC (including match) and has a detailed written plan for how it will advertise and recruit for these positions.	Pass / Fail
First Hire	The agency has hired the program manager, program director, or other person who is primarily responsible for the success of this project, and that person has already begun working on this project.	Pass / Fail
Housing Plan	The program has identified specific units at specific addresses where it will be able to house at least 25% of its clients (rounded up), and can support this plan based on agreements with owners, landlords, or property managers.	Pass / Fail
First Client Housed	At least one client has been successfully placed in permanent housing as a result of this project. The client must be currently living in a habitable unit, rather than merely in receipt of a voucher that could be used for rental assistance.	Pass / Fail
Executed Contract	The project has executed its first contract with HUD for this project, or HUD has provided written confirmation that the contract has been unavoidably delayed due to factors that are not related to any of the project's shortcomings.	Pass / Fail