Lake County Continuum of Care Grant Working Group
Scoring Process

Governing Duties
      a) Meet regularly to review the annual gaps analysis and strategic plan for project guidance: to align projects with the Coordinated Entry System in what is needed in the Lake County community.
      b) Make recommendations to the Administrative Applicant for community-based projects with future Notice of Funding Available (NOFA) applications to the state or HUD.
      c) Follow the grant model protocols review the NOFA from the state,
help write the local Request for Proposal (RFP), add the grant selection process timelines, vet and train the scoring members, score the grant application proposals, interview each applicant, and send the scores and recommendations to the Executive Committee, for final approval.

Grant Working Group
The LCCoC Performance Review Committee will identify the Grant Working Group. The Grant Working Group will ensure projects are rated and scored using data-driven processes and objective measures. The Grant Working Group will work with the Lead Agency to make recommendations for the Notice of Funding Available (NOFA/RFP) to the Executive Committee, set the grant process timetable, review the Scoring Criteria, host the Question-and-Answer Session, score the project application, review the Interview Questions, interview the grant applicants, and recommend the highest scoring project(s) to the Executive Committee for funding.

Grant Review Principles
The LCCoC Grant Working Group will uphold the following principles to ensure each applicant receives a thorough and fair review:
▪ The Grant Working Group member will be a Continuum of Care Member and shall have experience with people experiencing homelessness.
▪ The Grant Working Group member will work congenially and collegially in the group setting.
▪ The Grant Working Group will ask members to be part of the Grant Scoring Team.
▪ The Grant Scoring Team will not have any conflicts of interest.
▪ The Grant Scoring Team will have a minimum of three members.
▪ The Grant Scoring Team will be free of bias in the project application review process.
▪ The Grant Scoring Team will maintain confidentiality for both applicants and between other Grant Scoring Team members.
▪ Each Grant Scoring Team member will evaluate and score each application according to the grant requirements and the LCCoC scoring criteria.
▪ The Grant Scoring Team will consider what is written (and only written) in the application when scoring the application questions in Good Grants, independent of the interviews. The interview questions will be scored separately; the scores will be combined to make a total score for the applicant. The Scoring Team member will not make assumptions or use personal knowledge other than written information (such as LCCoC minutes) when scoring.
▪ Information related from the NOFA/ RFP will provide the guidance and clarification for the Scoring Team members.

Scoring Rubric
Each LCCoC Request for Proposal will have a separate scoring rubric.
Each RFP will be scored in two parts, the first is the application question's in Good Grant's
    (Computer Generated Application) and the second is a panel interview.
The Grant Working Group members, with no conflict of interest, will create the application
    questions and determine the interview questions.
The scoring point range will be decided by the members on complexity of the questions.
The Scoring Rubric for the application questions will be posted at the same time as the RFP
    on the LCCoC website. A link will be provided in the FRP.
The Interview will be up to 10 questions and the scoring range will be determined by the
    Grant Scoring Team. The point range in the past has been either 0 to 3 points or
    0 to 5 points.

Scoring Range Table

0 to 1 Point	0 to 3 Points	0 to 5 Points
Simple Question - **No answer 0 points** **Answer given 1 point**	**Direct Inquiry -** **No answer 0 points** **Simple answer 1 to 2 points** **Good solid answer 3 points**	**Complex Question -** **No answer 0 points** **Poor answer 1 to 2 points** **Average answer 3 points** **Good answer 4 points** **Excellent answer 5 points**