



Collaborative Applicant Identification: Key Indicators with Intended Outcomes and Checklist

Introduction and Purpose

The Continuum of Care (CoC) Collaborative Applicant Checklist is a tool to help guide the CoC Board in identifying and evaluating an effective Collaborative Applicant. You may have additional and/or expanded criteria for your Continuum. Below are general key indicators and the intended outcomes for each indicator. The indicators and outcomes can first be used during the identification and selection process of a Collaborative Applicant. They may also be added to the Memorandum of Understanding (MOU) created and signed by the CoC Board and Collaborative Applicant and utilized during the on-going monitoring process of the Collaborative Applicant's performance.

Key Indicators

Key Indicator #1: Demonstrated commitment to ending homelessness. The Collaborative Applicant demonstrates success in preventing and ending homelessness in collaboration with persons with lived experience and expertise, service providers, community organizations, faith-based communities, policy makers, and other partners.

Intended Outcomes:

- Examples of successful partnerships with persons with lived experience and expertise, service providers, community organizations, faith-based communities, policy makers, and other partners.
- Evidence of effective and timely coordination of services and housing resources for people experiencing homelessness.

Key Indicator #2: Ability to manage and administer grant funds. The Collaborative Applicant has a strong fiscal management system in place, with experience in managing and administering grant funds from federal, state, and local sources.

Intended Outcomes:

- Demonstrated capacity to manage large grants and budgets.
- Evidence of timely and accurate financial reporting.

Key Indicator #3: Capacity to lead and engage partners. The Collaborative Applicant demonstrates the ability to coordinate, guide, and engage a diverse range of community partners, including persons with lived experience and expertise, service providers, faith-based communities, policy makers, and community members, in the development and implementation of the CoC plan.

Intended Outcomes:

- Evidence of successful engagement and collaboration with key partners in the community.
- Demonstrated ability to facilitate meetings, coordinate planning efforts, and lead working groups.

Key Indicator #4: Commitment to equity and inclusion. The Collaborative Applicant demonstrates understanding and commitment to equity and inclusion, with an understanding of how systemic racism and other forms of oppression contribute to experiences of homelessness and a willingness to address these issues.

Intended Outcomes:

- Evidence of a commitment to implementing strategies to address disparities in homelessness and housing instability among communities that have been marginalized.
- Evidence of cultural humility and competency, and sensitivity in working with diverse populations.

Key Indicator #5: Capacity to oversee implementation of an effective coordinated entry system. The Collaborative Applicant demonstrates successful experience in coordinating resources for people experiencing homelessness in a timely manner, and implementation of a coordinated entry system that is accessible, transformational, inclusive, person-centered, and equitable.

Intended Outcomes:

- Evidence of experience in coordinating access to homeless services and housing resources.
- Evidence of a commitment to implementing a coordinated entry system that prioritizes the most vulnerable populations and addresses the needs of special populations.
- Evidence of performance monitoring and fidelity to the project model.

Key Indicator #6: Capacity to collect and analyze qualitative and quantitative data. The Collaborative Applicant demonstrates the capacity to collect and analyze data on experiences of homelessness and housing instability in the community to inform the development, improvement, and implementation of the CoC plan.

Intended Outcomes:

- Evidence of experience in collecting and analyzing data on homelessness and housing instability, including listening sessions with persons with lived experience and expertise, service providers, faith-based communities, and policy makers to identify challenges, barriers, and successes, and to make appropriate changes as needed.
- Evidence of the ability to utilize data to inform decision-making and evaluate intervention effectiveness.

Collaborative Applicant Checklist

By using this checklist, the CoC Board can review a Collaborative Applicant and assess their strengths and weaknesses in relation to the qualities of an effective Collaborative Applicant. This will help ensure that the CoC plan is developed and implemented in a way that maximizes the impact of federal funding and effectively addresses the needs of people experiencing homelessness in the community. This should be included in the MOU and/or as an attachment to the MOU for transparency purposes in the selection process, and in on-going monitoring of performance. This Checklist is intended as a template for you to modify/expand to meet the specific needs of your Continuum.

Leadership and Management

- Demonstrates a commitment to equity and inclusion.
- Demonstrates strong leadership and management capabilities.
- Has a clear vision and mission for the CoC program.
- Develops and maintains relationships with key partners.
- Has experience managing grants and overseeing program budgets.

NOTES:

Continuum of Care System Performance

- Coordinating CoC programs and services.
- Compliance with CoC program requirements and regulations.
- Achieves positive outcomes for clients served.
- Demonstrates a commitment to continuous quality improvement.
- Maintains accurate and up-to-date data for reporting purposes.

NOTES:

Collaboration and Partnership

- Engages with partners who have lived experience and expertise in homelessness.
- Works collaboratively with partners and the community.
- Communicates effectively and transparently with partners and community.
- Facilitates effective partnerships among CoC members.
- Builds and maintains strong relationships with funders and other partners.
- Demonstrates a commitment to collaboration and partnership building.

NOTES:

Program Development and Implementation

- Develops and implements effective CoC programs and services.
- Demonstrates a commitment to evidence-based and best practices.

- Develops and implements strategies to address housing and service gaps.
- Experience leveraging additional funding sources to support CoC programs.
- Develops and implements effective program evaluation and performance metrics.

NOTES:

Compliance and Accountability

- Demonstrates a commitment to program compliance and accountability.
- Maintains accurate and complete records.
- Complies with all reporting requirements.
- Resolves any compliance issues promptly and effectively.
- Experience successfully managing program audits and reviews.

NOTES:

Sustainability

- Demonstrates a commitment to program sustainability.
- Develops and implements strategies to ensure ongoing program funding.
- Develops and implements effective resource development strategies.
- Experience building and maintaining effective fundraising partnerships.
- Develops and implements effective program marketing and outreach strategies.

NOTES:

Evaluation and Performance Metrics

- Implements effective program evaluation and performance metrics.
- Regularly reviews program performance and adjusts as needed.
- Uses data to inform decision-making and program improvement.
- Demonstrates a commitment to continuous quality improvement.
- Ensures that program evaluation and performance metrics are aligned with CoC goals and objectives.

NOTES:

Disclaimer:

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