

FY 2026 Prince William Area Continuum of Care Competition

New Project, Expansion Project & Transition (New) Project Application

Application Instructions & Scoring Point Breakdown

How to Use This Guide

This guide accompanies the FY26 PWA CoC New Project, Expansion Project & Transition Application. It explains how the application is organized, which sections every applicant must complete, and exactly how many points each question is worth for your project type. Use it alongside the application itself: complete the sections it tells you to and use the point breakdown to gauge how much detail and evidence to provide for each question.

Application Instructions

Step 1: Complete Sections 1–6 (Every Applicant)

These front-matter sections apply to all applicants regardless of project type:

Section 1 – Applicant Information: agency identification, contacts, and certification signature.

Section 2 – Project Information: project identification and Project Component Type selection. The type you select here determines which Section 8 subsection you will complete in Step 4.

Section 3 – Eligibility Information: organizational eligibility questions, special application/project types, and geography.

Section 4 – Target Populations: populations served and targeting priorities.

Project Component Type — Unit & Bed Detail: complete only if your project type is PSH, RRH, or TH. SSO and HMIS applicants skip this section.

Section 5 – Transition Grants Only: complete only if you checked “Transition Grant” in Section 3.

Section 6 – Expansion Grants Only: complete only if you checked “Expansion Grant” in Section 3.

Step 2: Complete Section 7 — General Questions (Every Applicant)

Section 7 applies to every applicant regardless of project type, and is broken into six subsections:

7.1 Experience – organizational track record, accreditations, staffing, fiscal management, and audit history.

7.2 Design of Housing & Supportive Services – project scope, housing/services design, and the Eligible Support Services table. HMIS applicants skip this subsection.

7.3 Mainstream Resources, Coordinated Entry & Cost Reasonableness –Mainstream resources and Coordinated Entry participation apply to PSH, RRH, TH, SSO-Standalone, and SSO-Street Outreach. Average cost and on-site SUD apply only to PSH, RRH, and TH. The Prohibiting Illicit Drug Enablement question applies to all of those plus SSO-Coordinated Entry. HMIS applicants skip this subsection entirely; SSO-Coordinated Entry applicants answer only the Prohibiting Illicit Drug Enablement question.

7.4 Implementation – readiness activities, milestone schedule, and outcome-tracking metrics.

7.5 Project Staffing – staffing plan table(s).

7.6 Financials – indirect cost rate, summary budget table, and Match Funds. Match Funds applies to every applicant, including HMIS — there is no separate HMIS-only match section.

Step 3: Identify Your Project Type

Locate the Project Component Type you selected in Section 2. This tells you which single subsection of Section 8 to complete next: 8.1 PSH, 8.2 RRH, 8.3 TH, 8.4 SSO-Standalone, 8.5 SSO-Street Outreach, 8.6 SSO-Coordinated Entry, or 8.7 HMIS.

Step 4: Complete ONLY Your Matching Subsection of Section 8

Section 8 contains seven project-type-specific question sets. Complete only the one subsection matching your Project Component Type — do not complete the others. Each subsection contains the unique HUD threshold and program-design questions for that project type. Items marked with an asterisk (*) are HUD threshold criteria: HUD may reject the project if these are not met, and they will become binding requirements if the project is awarded.

Step 5: Attach Required Documents

Required Attachments:

- New Project Threshold
- New Project Application
- Project Budget Form
- Match Commitment Letter
- Recent Financial/Audit Statement

Step 6: Submit

Fully completed applications, including all required attachments, must be uploaded by Friday, **July 24th, 2026, at 11:59 PM** to the link provided on the application cover page.

Scoring Overview

Project Component Type	Section	Total Possible Points
Permanent Supportive Housing (PSH)	8.1	104
Rapid Re-Housing (RRH)	8.2	102
Transitional Housing (TH)	8.3	124
Supportive Services Only – Standalone	8.4	98
Supportive Services Only – Street Outreach	8.5	98
Supportive Services Only – Coordinated Entry	8.6	92
HMIS Expansion	8.7	118

Point Breakdown — Section 7 (General Questions, Every Applicant)

7.1 Experience

Question	Points
Agency experience with this program type	3
Outcome data (employment income, returns to homelessness)	3 (+5 if TH — see Section 8.3)
Accreditations and licensures	2
Staff training requirements	2
Lived-experience inclusion in decision-making	2
Manages federal funding (Yes/No)	1
Internal fiscal management systems	2
Audit history / findings (combined across 3 questions)	3

Subsection 7.1 subtotal: 18 points (23 for TH)

7.2 Design of Housing & Supportive Services

Applies to all types except HMIS.

Question	Points
Project scope summary	2
Scattered-site/project-based design rationale	2
Eligible Support Services table	2

Subsection 7.2 subtotal: 6 points (N/A for HMIS)

7.3 Mainstream Resources, Coordinated Entry & Cost Reasonableness

Mainstream resources and Coordinated Entry participation apply to PSH, RRH, TH, SSO-Standalone, and SSO-Street Outreach. Average cost and on-site SUD apply only to PSH, RRH, and TH. Prohibiting Illicit Drug Enablement applies to all of those plus SSO-Coordinated Entry. No item in this subsection applies to HMIS.

Question	Points
Mainstream resources — HUD Threshold (PSH, RRH, TH, SSO-Standalone, SSO-Street Outreach)	15
Coordinated Entry System participation — HUD Threshold (PSH, RRH, TH, SSO-Standalone, SSO-Street Outreach; SSO-Coordinated Entry satisfies this inherently via Section 8.6)	6
Average cost per household — calculation (PSH only)	1
On-site substance use disorder treatment plan, including unit participation-ratio fields (TH, RRH, PSH only)	6

Verbatim service-agreement participation language (TH, RRH, PSH — supports HUD threshold; not separately scored)	0
Prohibiting Illicit Drug Enablement — HUD Threshold (PSH, RRH, TH, SSO-Standalone, SSO-Street Outreach, SSO-Coordinated Entry)	2

7.4 Implementation

Question	Points
Pre-grant readiness / 60-120-180 day plan	3
Milestone schedule	2
Outcome-tracking metrics	2
Program-change examples	2

Subsection 7.4 subtotal: 9 points

7.5 Project Staffing

Staffing plan table(s) — not separately point-scored; reviewed for completeness.

7.6 Financials

Question	Points
Summary budget table	7
Match Funds (applies to all project types, including HMIS)	5

Subsection 7.6 subtotal: 12 points — identical for every applicant, including HMIS

Point Breakdown — Section 8 (Project-Type-Specific Questions)

Complete only the subsection matching your Project Component Type. Items marked with an asterisk (*) are HUD threshold criteria.

8.1 Permanent Supportive Housing (PSH)

Question	Points
*Housing fit (units/configuration)	7
*Supportive services ensure obtain/retain housing	10
Disability-accessible design	7
*Average cost reasonableness narrative	5

Section 8.1 subtotal: 29 points

PSH total = 7.1 (18) + 7.2 (6) + 7.3 mainstream/CES/avg-cost-calc/on-site SUD/drug policy (30) + 7.4 (9) + 7.6 (12) + 8.1 (29) = 104 points

8.2 Rapid Re-Housing (RRH)

Question	Points
*Tenant-based rental assistance helps self-sufficiency in 24 months	7
*Supportive services ensure self-sufficiency / exit homelessness	10
*Outcome history / 50% positive exits with employment income	7
Average cost reasonableness	4

Section 8.2 subtotal: 28 points

RRH total = 7.1 (18) + 7.2 (6) + 7.3 mainstream/CES/on-site SUD/drug policy (29) + 7.4 (9) + 7.6 (12) + 8.2 (28) = 102 points

8.3 Transitional Housing (TH)

Question	Points
*Eligible supportive services partnership	10
*Prior experience / 24-month exit plan	7
*50% positive exit / employment income	7
*Service needs assessment plan	5
*20 hr/week engagement plan — HUD Threshold	5
*Service agreement attachment — HUD Threshold (attachment, not separately scored)	5
Combined service plans (who/when/how + goals/strategies)	8
Average cost reasonableness	3

Section 8.3 subtotal: 45 points (50 including the attachment item)

TH also receives a +5 point threshold add-on on the Section 7.1 outcome-data question (3 base + 5 TH-specific = 8 points for that question).

TH total = 7.1 (18 + 5 TH add-on) + 7.2 (6) + 7.3 mainstream/CES/on-site SUD/drug policy (29) + 7.4 (9) + 7.6 (12) + 8.3 (45) = 124 points

8.4 Supportive Services Only — Standalone

Question	Points
*Service agreement attachment — HUD Threshold (attachment, not separately scored)	7
*Necessity / annual needs assessment	10
*Service delivery strategy	14
Average cost reasonableness	6

Section 8.4 subtotal: 30 points (37 including the attachment item)

SSO-Standalone total = 7.1 (18) + 7.2 (6) + 7.3 mainstream/CES/drug policy (23) + 7.4 (9) + 7.6 (12) + 8.4 (30) = 98 points

8.5 Supportive Services Only — Street Outreach

Question	Points
*Service strategy for unsheltered/hard-to-engage participants	7
*Law enforcement/first responder partnership history	10
*Outreach experience/effectiveness	7
Outreach conduct description (frequency, location, staffing)	6

Section 8.5 subtotal: 30 points

SSO-Street Outreach total = 7.1 (18) + 7.2 (6) + 7.3 mainstream/CES/drug policy (23) + 7.4 (9) + 7.6 (12)
+ 8.5 (30) = 98 points

8.6 Supportive Services Only — Coordinated Entry

Does not use most of Section 7.3 — mainstream resources, CES participation (satisfied inherently via this section), average cost, and on-site SUD do not apply. The Prohibiting Illicit Drug Enablement question (2 pts) does apply.

Question	Points
*CES accessibility for all persons, including persons with disabilities	9
*Advertising strategy targeting highest-need households	9
*Standardized assessment process	9
*Appropriate referral to housing/services	9
System improvement plan	9

Section 8.6 subtotal: 45 points

SSO-Coordinated Entry total = 7.1 (18) + 7.2 (6) + 7.3 drug policy only (2) + 7.4 (9) + 7.6 (12) + 8.6 (45) = 92 points

8.7 HMIS Expansion

HMIS skips Section 7.2 (Design) and Section 7.3 (cross-cutting items) entirely. Match Funds for HMIS is completed in Section 7.6 along with every other project type — there is no separate HMIS-only match item.

Question	Points
HMIS administration experience and prior successes	8
Fund allocation and rationale	9
Alignment with CoC HMIS implementation priorities	9
Universal Data Elements collection processes	9
Data quality and consistency monitoring	9
Client record un-duplication ability	9
Core HUD-required reports (e.g., APR, quarterly)	9
Other federal partner reporting (e.g., CAPER, ESG)	8
HMIS Expansion Budget Narrative	9

Section 8.7 subtotal: 79 points

HMIS total = 7.1 (18) + 7.4 (9) + 7.6 budget and Match Funds (12) + 8.7 (79) = 118 points