

North Carolina Balance of State Continuum of Care

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2012 Scorecard for CoC Funds: New Projects

This scorecard will be used by the Balance of State Project Review Committee to score and rank applications for new projects. In order to be eligible for funding in 2012, applicants were required to submit a new project pre-application no later than October 15, 2012.

This scorecard has four goals:

- Fund organizations that have the capacity to run effective programs (can manage and administer the program, can operate on reimbursement basis, have experience serving this population or a similar one)
- Fund projects that reflect the Balance of State Continuum of Care & HUD's priorities: permanent supportive housing and serving the chronically homeless and veterans
- Incentivize agencies to be good partners (participating in community efforts to end homelessness, on HMIS, helping create infrastructure for their community's homeless service system to operate effectively throughout the year)
- Incentivize regional committees to strengthen their performance and capacity
- Ensure that funded projects are being good stewards of BoS CoC funding and performing to BoS CoC standards

New projects, especially but not exclusively first-time applicants, may be asked to provide additional information, including (but not limited to) information that will assist the Ranking Committee in determining the agency's capacity to implement the proposed project a) in a timely manner b) in a way that ensures successful outcomes c) so that the project is likely to score well on the HUD APR d) so that the project will not jeopardize the overall agency's stability e) so that the project will not jeopardize future funding for the BoS CoC.

[References in brackets indicate the section of the application that will be used to score each question.]

ORGANIZATIONAL CAPACITY: 1 Point		
Minimum: 1 Point		
Consistency with Mission	Possible Score	Project Score
Does the project logically fit within the mission of the agency? <i>[Proj. App: 2B & 3B]</i>	1	

Applicant Agency:

Reviewer's Name:

Project Name & Type:

CORRECTNESS OF APPLICATION: 15 Points		
Minimum: 10 Points		
Accuracy and Appropriateness of Responses	Possible Score	Project Score
Is the project description completed and accurate? <i>[Proj. App: 3B]</i>	2	
Does the application describe sufficient experience serving homeless persons? <i>[Proj. App: 2B]</i>	2	
Are questions regarding services completed and accurate? <i>[Proj. App: 4A]</i>	2	
Are questions regarding outreach completed and accurate? <i>[Proj. App: 5C]</i>	2	
Are questions regarding housing for participants completed and accurate? <i>[Proj. App: 4B]</i>	2	
Are the standard performance measures completed? Are the goals appropriate for the project? If the applicant chose to complete additional performance measures, are they appropriate for the project? Are the descriptions complete? <i>[Proj. App: 6A & 6B]</i>	4	
Is the overall application complete, accurate, and error-free?	1	
HUD PRIORITIES: 71 Points		
Minimum: 42 Points		
Targeting People with Disabilities		
What percentage of the households served by the project are expected to be households that include at least one adult with a disability? <i>[Proj. App: 5A]</i>	Possible Score	Project Score
Less than 100%	0	
100%	8	
Targeting Veterans		
What percentage of the adults served by the project are expected to be veterans? <i>[Proj. App: 5B]</i>	Possible Score	Project Score
Less than 25%	0	
Between 25% and 49%	4	
Between 50% and 74%	8	
Between 75% and 99%	12	
100%	16	

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Targeting People Who Are Chronically Homeless		
What percentage of the people (adults and children) served by the project are expected to be chronically homeless? <i>[Proj. App: 5B]</i>	Possible Score	Project Score
Less than 25%	0	
Between 25% and 49%	4	
Between 50% and 74%	8	
Between 75% and 99%	12	
100%	16	
Permanent Housing		
Is this a permanent supportive housing (PSH) project requesting any funds for housing? <i>[Proj. App: 3A, question 5; 7J]</i>	Possible Score	Project Score
Yes	10	
No	0	
Rental assistance projects are preferred to leasing projects as rental assistance projects adjust to FMR and provide tenants with a lease in their name. Projects that wish to provide leasing must submit a justification statement that explains why the project is not applying as a rental assistance project.	Threshold (yes, no, n/a)	
Non-Permanent Supportive Housing Projects		
For non-permanent supportive housing projects: Applicants must submit a justification statement that shows that the region has developed sufficient permanent supportive housing and clarifies what about the project would make it preferable to a permanent supportive housing project.	Threshold (yes, no, n/a)	
For new transitional housing projects: Research shows that transitional housing does not improve housing outcomes over permanent housing programs for the majority of homeless people. If your agency is proposing a transitional housing project, you must submit a justification statement clarifying what about the transitional project would make it preferable to a permanent supportive housing project.	Threshold (yes, no, n/a)	
HMIS Project		
Is this an HMIS project (Component Type is "HMIS")? <i>[Proj. App: 3A]</i>	Possible Score	Project Score
Yes	8	
No	0	

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Housing Over Services			
Total \$ request for housing activities (acquisition, rehab, construction, leasing, rental assistance): <i>[Proj. App.: 7J]</i>			
Total \$ assistance request: <i>[Proj. App.: 7J, line 11]</i>			
Percentage of total budget devoted to housing activities (housing activities request/total request x 100):		Possible Score	Project Score
Less than 35%		0	
Between 35% and 54.9%		5	
Between 55% and 74.9%		10	
Between 75% and 84.9%		15	
Between 85% and 100%		20	
Projects requesting supportive services funding must submit a justification statement that explains why the project is asking for CoC services funding. The statement should include what other funding sources the project utilizes or has worked to secure. The statement should also include a plan for when the project will reduce its use of CoC funds for services.		Threshold (yes, no, n/a)	
Energy Star		Possible Score	Project Score
Does the project use Energy Star appliances? <i>[Proj. App: 3A, question 6]</i>		1	
SCOPE OF SERVICES: 8 Points			
Minimum: 6 Points			
Service Needs		Possible Score	Project Score
Do services adequately and appropriately meet anticipated service needs? <i>[Proj. App.: 4A]</i>		4	
Employment Services		Possible Score	Project Score
Does the project have adequate activities related to employment services? Are there known employment outcomes? <i>[Proj. App.: 4A, question 5]</i>		2	
Access to Mainstream Benefits		Possible Score	Project Score
Does the project have adequate services to support access to mainstream benefits, including but not limited to implementation of the SOAR initiative? <i>[Proj. App.: 4A]</i>		2	

Project Name & Type:

STAFF SECTION ONLY

Because Project Review Committee members from the community do not have access to documents needed to score the criteria below, the following sections will be scored only by staff of the BoS lead agency.

ORGANIZATIONAL CAPACITY: 18 Points

Minimum: 10 Points

Project Viability	Possible Score	Project Score
<p>For projects that are requesting funding for rehabilitation or construction: Does the agency have site control? Is site properly zoned or in the process of being rezoned? Does agency have documented working relationship with a qualified developer/architect/construction firm as needed? Is the construction timeline reasonable to ensure the timely spending of HUD funds? <i>[Interview with agency]</i></p>	Threshold (yes, no, n/a)	
Completed Similar Projects	Possible Score	Project Score
<p>Has the agency successfully implemented a CoC-funded project of the same project type (S+C, SHP-PH, SHP-TH, SHP-SSO)? <i>[Proj. App, interview with agency]</i></p>		
Has successfully implemented the same project type	8	
Has not implemented the same project type	0	
<p>If not, has the agency successfully implemented this same type of project (permanent or transitional housing) using another funding source? <i>[Proj. App, interview with agency]</i></p>	4	
<p>If the answer to either above question is yes, are the same staff that were operating the program at that time going to be operating the proposed project? <i>[Proj. App, interview with agency]</i></p>	2	
<p>If none of the above, has the agency successfully implemented a different HUD-funded project (ESG, Section 8, HPRP, etc)? <i>[Proj. App, interview with agency]</i></p>	2	
Agency Stability	Possible Score	Project Score
<p>Has the agency been in operation for at least 3 years? <i>[Proj. App, interview with agency]</i></p>	Threshold (yes, no)	
<p>Are administrative/executive staff needed for agency stability experienced and skilled in agency administration and fundraising? <i>[Proj. App, interview with agency]</i></p>	2	

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Non-profits only: Did the applicant submit a signed audit letter and a copy of their budget from the most recent fiscal year? (Financial statements will be used to assess fiscal stability of the applicant agency. Financial statements that demonstrate instability may result in the agency not meeting threshold requirements.) <i>[Audit/financial documents]</i>	Threshold (yes, no)	
Non-profits only: Does the agency have the financial capacity to operate this project on a reimbursement basis? <i>[Budget/financial documents, reimbursement statement]</i>	Threshold (yes, no)	
Non-profits only: Has the agency submitted a list of their board of directors and a copy of the minutes from their most recent board meeting? Does the agency have an active and engaged board of directors? (All agencies that are not non-profits automatically receive this 1 point.) <i>[Board list and minutes]</i>	1	
Capacity to Provide Needed Services	Possible Score	Project Score
Does the agency have the capacity to provide the services that will be needed? a) Do the services described seem adequate and appropriate and b) is the staffing pattern or subcontract plan adequate and appropriate? Do program staff have sufficient experience and knowledge to effectively run the type of program being applied for? <i>[Proj. App, interview with agency]</i>	Threshold (yes, no)	
Administrative Capacity	Possible Score	Project Score
Is the administrative staff separate from the services staff? <i>[Org. chart]</i>	2.5	
Is funding for the administrative staff stable? Is there adequate administrative staff to ensure agency stability throughout program implementation? <i>[Org. chart, budget/financial documents]</i>	2.5	
CORRECTNESS OF APPLICATION: Loss of 25 Points		
Minimum: Must not lose more than 10 points		
Application Budget	Possible Score	Project Score
If questions regarding the budget are not complete and accurate, subtract up to 5 points. <i>[Proj. App: Budget]</i>	-5	
Meeting of Deadlines	Possible Score	Project Score
If the on-line application via esnaps was NOT completed correctly and in a timely manner, subtract up to 10 points. (Specific dates for deadlines will be clarified as the NOFA timeline is discerned or published. Late applications may be held until the	-10	

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following year.)		
If required accompanying documents are NOT turned in on time, subtract up to 10 points.	-10	
MATCH & LEVERAGE: 8 Points		
Minimum: Threshold		
Documentation of Match	Possible Score	Project Score
Do match letters sufficiently document the required match for the project type?	Threshold (yes, no)	
Leverage		
Total leverage: <i>[Proj. App: 7K]</i>		
Total \$ request from HUD: <i>[Proj. App: 7J]</i>		
Ratio of leverage to request (leverage/request):	Possible Score	Project Score
Ratio at least 1.5:1	Threshold (yes, no)	
Ratio 1.5 to 1.99:1	4	
Ratio 2:1 or more	8	
ANNUAL PERFORMANCE REPORT DATA: 13 or Loss of 5 Points		
Minimum: 5 Points		
APR Scores	Possible Score	Project Score
Does the agency have any additional projects that are meeting HUD's APR goals?	8	
HMIS Participation (Per federal law - does not apply to domestic violence programs.)		
HMIS Participation (Per federal law - does not apply to domestic violence programs.)		
If the agency has additional beds (not a part of this project application), are those beds also being entered into the system? <i>[CHIN report; HIC]</i>	Possible Score	Project Score
Yes	5	
No	-5	
Does the agency commit to enter 100% of the beds into HMIS (with client consent)? <i>[Interview with agency]</i>	Threshold (yes, no)	
HUD Monitoring Findings		
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If the agency has other existing projects, are there any HUD monitoring findings currently associated with any of these projects? If so, findings must be resolved or	Yes/No	

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explained to the satisfaction of the Review Committee for the application to meet threshold. <i>[Interview with agency]</i>		
Previous Project Spending Rates	Possible Score	Project Score
Does this applicant have other projects that have requested extensions or have not spent all of their funding? If yes, the applicant must submit an explanation of spending and a plan for improving spending and show a good faith effort to maximize use of current funds. <i>[Interview with agency]</i>	Threshold (yes, no)	
AGENCY'S RELATIONSHIP TO COMMUNITY: 8 or Loss of 8 Points Minimum: Must not lose more than 3 points		
Participation in Regional Committee Activities		
Does the agency submitting the project application actively participate in local Regional Committee activities? <i>[Conversation with RC lead; RC minutes]</i>	Possible Score	Project Score
Actively participate in Regional Committee meetings (75% of meeting in past 6 months)	Threshold (yes, no)	
Presented application to Regional Committee to be reviewed	Threshold (yes, no)	
Participated in regional ESG application process (*note: this will be a threshold question in 2013)	2	
The agency has an existing project and does not present a project update to RC on quarterly basis	-2	
Agency does not have open community referral process for existing project	-2	
Participation in Balance of State Activities		
Does the agency actively participate in the following BoS activities?	Possible Score	Project Score
Participate in BoS Steering Committee	1	
Participate in quarterly subcommittee meetings (Permanent Supportive Housing, Transitional Housing/Rapid Re-Housing, Families, Data Quality)	2	
Current Grantees Only: participated in at least ½ of one subcommittee's meetings	Threshold	
Did not submit Point-in-Time and Housing Inventory data by deadline	-2	
Does not submit reports for existing projects in a timely manner	-2	
Participation in Other Community Coordination Activities		
Are there other housing/homeless related coalitions or partnerships within the region in which the agency participates?	Possible Score	Project Score

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<i>[Interview with agency]</i>		
Consolidated Plan	1	
HPRP	1	
Other	1	
REGIONAL PERFORMANCE: 14 or loss of 2 Points		
Minimum: Threshold		
Regional Committee Participation in BoS Activities	Possible Score	Project Score
Does the agency's Regional Committee regularly submit minutes from their meetings?	2	
What percentage of Steering Committee meetings has the Regional Committee Lead participated in in 2012?	Possible Score	Project Score
50% (note: threshold will be at least 75% in 2013)	Threshold	
75-99%	2	
100%	4	
Percentage of regions' existing beds covered and reported in HMIS: <i>[HIC]</i>	Possible Score	Project Score
0-49%	-2	
50-74%	0	
75-100%	8	

PROJECT QUALITY THRESHOLD		
Minimum Threshold Requirement	Projects must receive a minimum score in each section in the above categories. If the minimum is not met, further review will be triggered. After further review, project may be ineligible for inclusion in final BoS CoC application.	Maximum Score Possible: 156 Project Score: