2015 Scorecard for CoC Funds: Renewal Projects

This scorecard will be used by the Balance of State Project Review Committee to score applications for renewal projects.

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)
- Ensure that funded projects are being good stewards of BoS CoC funding and performing to BoS CoC standards

[References in brackets indicate the section of the application that will be used to score each question. These references will be updated as needed after HUD has released the 2015 application.]

Reviewer:	
Applicant:	
Project Name:	
Project Type (circle one)	PH:PSH PH:RRH TH
Reviewer Signature:	Date:

PROJECT QUALITY REQUIREMENTS		
Renewal projects must receive at least the minimum score in each section. If a minimum is not met, further review will be triggered. After further review, the Project Review Committee will determine potential consequences, including whether the project is ineligible for inclusion in the final BoS CoC application or will receive reduced funding.	**Maximum Score Possible:**	**PSH: 199 RRH: 184 TH: 179**
	Project Score:	

Combined Scoring

This section is scored by two reviewers, a member of the NC BoS Project Review Committee and an NCCEH staff person, and these two scores are averaged for each question. Find more information on the Project Review Committee in the NC BoS CoC Governance Charter: www.ncceh.org/bos

Section I: General Application

Possible Points	Minimum	Project Score	
15	10		
Accuracy and Appropriateness of Responses		**Possible Score**	**Project Score**
Is the project description completed and accurate? [Proj. App: 3B]		3	
Are questions regarding services completed and accurate? [Proj. App: 4A]		3	
Are questions regarding outreach completed and accurate? [Proj. App: 5C]		3	
Are the standard performance measures completed? Are the goals appropriate for the project and are the descriptions complete? (Score includes both required Standard Performance Measures and any optional Additional Performance Measures) [Proj. App: 6A & 6B]		4	
Is the overall application complete, accurate, and error-free?		2	

Section II: HUD and BoS Priorities

Possible Points	Minimum	Project Score	
PSH: 10 RRH: 5 TH: 0	0		
Permanent Housing		**Possible Score**	**Project Score**
Is this a permanent supportive housing (PSH) project that is requesting any funds for housing? *[Proj. App: 3A, question 5 (should say PH); 3B, question 5 (should say PSH); 7I (should have leasing or rental assistance funds)]*			
	Yes	10	
	No	0	
Is this a rapid re-housing (RRH) project that is requesting any funds for housing?			

[Proj. App: 3A, question 5 (should say PH); 3B, question 5 (should say RRH); 7I (should have leasing or rental assistance funds)]			
	Yes	5	
	No	0	

Key Elements of Permanent Supportive Housing	Possible Score	Project Score
If this project is a permanent supportive housing (PSH) project, does it include the following key elements of permanent supportive housing as defined by the Substance Abuse and Mental Health Services Administration (SAMHSA)[1]? *[Program eligibility requirements, sample lease, program rules, house rules (if any). NCCEH will provide a form for applicants to list services and indicate if they are required or optional.] If the standards are not met, the applicant will have six months from the date of the CoC application submission to comply with the all of the standards to the satisfaction of the BoS Steering Committee or its appointed subcommittee.*		
Leases or rental agreements do not have any provisions that would not be found in leases held by someone who does not have a disability.	Standard (met, unmet, N/A)	
Participation in services is voluntary and tenants cannot be evicted for rejecting services.	Standard (met, unmet, N/A)	
House rules, if any, are similar to those found in housing for people who do not have disabilities and do not restrict visitors or otherwise interfere with a life in the community.	Standard (met, unmet, N/A)	
Housing is not time-limited, and the lease is renewable at tenants' and owners' option.	Standard (met, unmet, N/A)	
Tenants have choices in the support services that they receive. They are asked about their choices and can choose from a range of services, and different tenants receive different types of services based on their needs and preferences.	Standard (met, unmet, N/A)	
As needs change over time, tenants can receive more intensive or less intensive support services without losing their homes.	Standard (met, unmet, N/A)	

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[1] US Department of Health and Human Services, Substance Abuse and Mental Health Services Administration Center for Mental Health Services. (2010) Permanent Supportive Housing: Building Your Program (Evidence-Based Practices KIT). Retrieved from http://store.samhsa.gov/shin/content//SMA10-4510/SMA10-4510-06-BuildingYourProgram-PSH.pdf

Services Funding Plan		
While services are an important component of supporting households in maintaining their housing, HUD prioritizes using CoC program funds for housing and using other sources of available funding to provide services. Projects requesting HUD funding to provide supportive services must provide a plan on how these services will be funded in the future from alternate sources. Please include these elements: • All funding sources that the project is currently using to provide supportive services and if these resources will be expanded. • Other potential sources of funding that the project is working to secure to fund supportive services. • A plan for when the project will reduce its use of CoC funds for services.	Standard (met, unmet, N/A)	

Staff Scoring

The following section is scored by NCCEH. Staff use standardized scoring methods to ensure fairness.

Section III: CoC Priorities

Possible Points	Minimum	Project Score
21	11	
Energy Star	Possible Score	Project Score
Does the project use Energy Star appliances? *[This question is not included on the 2015 Project Application]*	1	
Housing Over Services	Possible Score	Project Score
Total $ request for housing activities (leased units, leased structures, and/or rental assistance): *[Proj. App.: 7I]*		
Total Assistance Plus Admin requested (**not** including match): *[Proj. App.: 7I, line 8 or 9]*		
Percentage of total budget devoted to housing activities (housing activities request ÷ total assistance request x 100):		
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	
Permanent Supportive Housing: Prioritizing Beds for Chronically Homeless Participants		**Possible Score**	**Project Score**
What percentage of the project's beds are prioritized for chronically homeless participants? *[Proj. App: 4B]*			
	90% or above	Standard (met, unmet, N/A)	

Section IV: Match & Leverage

Match and leverage amounts are based on documentation submitted by the applicant by the submission deadline. Information submitted after the deadline will not be included in the scoring of these sections.

Possible Points	Minimum	Project Score	
8	Standards met		
Documentation of Match		**Possible Score**	**Project Score**
Do match letters sufficiently document the required match for the project type?		Standard (met, unmet)	
Leverage		**Possible Score**	**Project Score**
Total leverage: *[Proj. App: 7H]*			
Total $ request from HUD: *[Proj. App: 7I, line 8 or 9]*			
Ratio of leverage to request (leverage ÷ request):			
	Ratio at least 1.5:1	Standard	
	Ratio 1.5 to 1.99:1	4	
	Ratio 2:1 or more	8	

Section V: Project Performance

Possible Points +	Possible Points -	Minimum	Project Score
PSH: 145 RRH: 135 TH: 135	-40	PSH: 48 RRH: 30 TH: 30	

Unless otherwise noted, he following project performance scores are based on Annual Performance Reports (APRs) submitted to HUD through Esnaps. If projects did not submit the required APR for the previous year, the projects will receive either no points or the most negative points available for each question below.

Populations Served		Possible Score	Project Score
What percentage of the **households** served by the project were comprised of at least one person with a disability? *[Proj. App: 5B]*			
	Less than 100%	0	
	100%	8	
What percentage of the **adults** served by the project were veterans? *[APR]*			
	Less than 25%	0	
	Between 25% and 49%	4	
	Between 50% and 74%	8	
	Between 75% and 99%	12	
	100%	16	
What percentage of the people **(adults and children)** served by the project were chronically homeless? *[Proj. App: 5B]*			
	Less than 25%	0	
	Between 25% and 49%	4	
	Between 50% and 74%	8	
	Between 75% and 99%	12	
	100%	16	

Performance Data	Possible Score	Project Score
What is the program's unit utilization rate?		
95% or higher	5	
80-94%	0	
0-79%	-5	
Did 100% of program participants enter the program from an eligible homeless situation?		
Yes	0	
No	-5	
Transitional Housing and Rapid Re-Housing Applicants: What percentage of program participants exited to a permanent housing destination? (Note: First-time RRH applicants will be scored on their most recent APR, which reflects TH program performance)		
Performance met HUD Goal: At least 65%	5	
Performance met BoS Goal: At least 82%	15	
Permanent Supportive Housing Programs: what percentage of program participants exited to a permanent housing destination? (If no exits, 10 points is automatically awarded)		
80% or higher	10	
What percentage of program participants exited to a known destination?		
95% or higher	5	
80-94%	0	
0-79%	-5	
What percentage of program participants were employed at program exit?		
Performance met HUD Goal: At least 20%	5	
Performance met BoS Goal: At least 28%	15	
What percentage of program participants were receiving mainstream benefits at program exit?		
Performance met HUD Goal: At least 20%	5	
Performance met BoS Goal: At least 75%	15	
Permanent Supportive Housing programs: what percentage of program participants remained in the program for 6 months or longer?		
Performance met HUD Goal: At least 80%	5	
Performance met BoS Goal: At least 94%	15	
HMIS Participation **(Per federal law, domestic violence programs are prohibited from using HMIS and are exempted from this section.)**	**Possible Score**	**Project Score**
HMIS Data Completeness *[NC HMIS report]*		
81-100%	15	
80%	10	
Below 80%	0	

If the agency has additional beds (not a part of this project application), are those beds also being entered into the system? *[NC HMIS report; HIC]*			
	Yes	5	
	No	0	

Does the APR that has been submitted to HUD match the APR as pulled from NC HMIS?			
	Yes	5	
	No	0	

HUD Monitoring Findings	**Possible Score**	**Project Score**
Is the recipient free of HUD monitoring findings for any agency projects? If no, findings must be resolved or explained to the satisfaction of the Project Review Committee for the application to meet standards. *[Interview with agency]*	Standard (met, unmet)	

Previous Project Spending Rates These questions are for projects that have been operating for at least one year at the time of the NOFA release. (percentage rounded to the nearest whole number)		**Possible Score**	**Project Score**
Amount awarded *[LOCCS portfolio]*			
Amount spent *[LOCCS portfolio]*			
	Percentage 90+%	0	
	70-89%	-10	
	69% or less	-25	
How many grant extensions from HUD were given in for a reason other than merging grants? *[Interview with agency or information from HUD]*			
	0	15	
	1	0	
	2+	further review	

Section VI: Deductions

Possible Points -	**Minimum**	**Project Score**
-25	No more than loss of -15	

Budget	**Possible Score**	**Project Score**
If questions regarding the budget are not complete and accurate, subtract up to 5 points.	-5	

Deadlines	Possible Score	Project Score
If the online application was NOT completed correctly, subtract up to 10 points. (Specific dates for deadlines will be clarified as the NOFA timeline is discerned or published.)	-10	
If required accompanying documents are NOT turned in on time, subtract up to 10 points.	-10	
If the online application was not submitted by the deadline, the Project Review Committee will determine potential consequences, including whether the project is ineligible for inclusion in final BoS CoC application or will receive reduced funding.	Standard (met, not met)	