



North Carolina Balance of State Continuum of Care

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2016 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. The CoC prioritizes projects who serve households with severe needs and vulnerabilities, including chronic homelessness.

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.]

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

PROJECT QUALITY REQUIREMENTS		
Renewal projects must receive at least the standard and minimum score in each section. If a standard or 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	Maximum Score Possible:	PSH: 208 RRH: 197

ineligible for inclusion in final BoS CoC application or will receive reduced funding.	Project Score:	
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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? <i>[Proj. App: 3B]</i>		3	
Are questions regarding services completed and accurate? <i>[Proj. App: 4A]</i>		3	
Are questions regarding outreach completed and accurate? <i>[Proj. App: 5C]</i>		3	
Are the standard performance measures completed? Are the goals appropriate for the project and are the descriptions complete? (Score includes required Standard Performance Measures. Additional Performance Measures are not required.) <i>[Proj. App: 6A & 6B]</i>		4	
Is the overall application complete, accurate, and error-free?		2	

Section II: HUD and BoS Priorities

Possible Points	Minimum	Project Score	
PSH: 20	PSH: 10		
RRH: 19	RRH: 5		
Permanent Housing		Possible Score	Project Score
Is this a permanent supportive housing (PSH) project that is requesting any funds for housing? <i>[Proj. App: 3A, question 5 (should say PH); 3B, question 6 (should say PSH); 7J (leasing or rental assistance funds)]</i>			



	Yes	10	
	No	0	
Is this a rapid re-housing (RRH) project that is requesting any funds for housing? <i>[Proj. App: 3A, question 5 (should say PH); 3B, question 6 (should say RRH); 7J (leasing or rental assistance funds)]</i>			
	Yes	5	
	No	0	
Is this a Housing First project? <i>[Proj. App:]</i>			
	Yes	10	
	No	0	
Key Elements of Permanent Supportive Housing	Possible Score	Project Score	
If this project is a Permanent Supportive Housing 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 ? <i>[eligibility requirements, sample lease, program rules, house rules (if any), NCCEH will make a form for applicants to list services and indicate if they are required, optional, etc]</i>			
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, unmet-Documentation not provided, N/A)		
Participation in services is voluntary and tenants cannot be evicted for rejecting services.	Standard (met, unmet, unmet-Documentation not provided, 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, unmet-Documentation not provided, N/A)		
Housing is not time-limited, and the lease is renewable at tenants' and owners' option.	Standard (met, unmet, unmet-Documentation not provided, N/A)		

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>



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, unmet-Documentation not provided, N/A)	
As needs change over time, tenants can receive more intensive or less intensive support services without losing their homes.	Standard (met, unmet, unmet-Documentation not provided, N/A)	
Rapid Re-housing Performance Benchmarks and Program Standards	Possible Score	Project Score
<p>If this project is a Rapid Re-housing project, does it include the following program standards as defined by the National Alliance to End Homelessness, the U.S. Department of Veteran Affairs (VA), the U.S. Department of Housing and Urban Development (HUD), U.S. Interagency Council on Homelessness (USICH) and Abt Associates ²? [<i>eligibility requirements, sample lease, program policies and rules, etc.</i>] All standards must be met to be awarded points for each section. In 2017, these questions will be standard questions for RRH projects.</p>		
Core Program Standard: Housing Identification	Yes: 1 No: 0	
Program designates staff whose responsibility is to identify and recruit landlords and encourage them to rent to homeless households served by the program. Staff have the knowledge, skills, and agency resources to: understand landlords' perspectives, understand landlord and tenant rights and responsibilities, and negotiate landlord supports. A program may have dedicated staff for whom this is the primary responsibility. If a program does not have a dedicated staff person(s) who performs this function, case manager job descriptions must include responsibilities including landlord recruitment and negotiation and at least some of the program's case managers must be trained in this specialized skill set to perform the recruitment function effectively. (<i>Note: This answer will be scored based on information provided on the RRH Provider Form.</i>)	(met, unmet, unmet-Documentation not provided, N/A)	
Program has written policies and procedures for landlord recruitment activities, including screening out potential landlord partners who have a history of poor compliance with their legal responsibilities and fair housing practices.	(met, unmet, unmet-Documentation not provided, N/A)	
Program offers a standard, basic level of support to all landlords who lease to program participants. This support is detailed in a	(met, unmet, unmet-	

² http://www.endhomelessness.org/page/-/files/Rapid%20Re-Housing%20Performance%20Benchmarks%20and%20Program%20Standards_2016.pdf



written policy distributed to landlords. Program can negotiate additional supports, as needed, on a case-by-case basis	Documentation not provided, N/A)	
Program has a written policy requiring staff to explain to participants basic landlord-tenant rights and responsibilities and the requirements of their specific lease.	(met, unmet, unmet- Documentation not provided, N/A)	
Core Program Standard: Rent and Move-In Assistance	Yes: 1 No: 0	
Program staff are trained on regulatory requirements of all rapid re-housing funding streams and on the ethical use and application of a program’s financial assistance policies, including, but not limited to initial and ongoing eligibility criteria, program requirements, and assistance maximums. Program has a routine way to onboard new staff and to keep staff regularly updated on changing regulations and/or program policies.	(met, unmet, unmet- Documentation not provided, N/A)	
Program has clearly defined policies and procedures for determining the amount of financial assistance provided to a participant, as well as defined and objective standards for when case management and financial assistance should continue and end. Guidelines are flexible enough to respond to the varied and changing needs of program participants, including participants with zero income.	(met, unmet, unmet- Documentation not provided, N/A)	
A progressive approach is used to determine the duration and amount of rent assistance. Financial assistance is not a standard “package” and is flexible enough to adjust to households’ unique needs and resources, especially as participants’ financial circumstances or housing costs change. Policies detailing this progressive approach include clear and fair decision guidelines and processes for reassessment for the continuation and amount of financial assistance. Policies and procedures also detail when and how rapid re-housing assistance is used as a bridge to a permanent subsidy or permanent supportive housing placement.	(met, unmet, unmet- Documentation not provided, N/A)	
Core Program Standard: Rapid Re-housing Case Management and Services	Yes: 1 No: 0	
Except where dictated by the funder, program participants direct when, where, and how often case management meetings occur. Meetings occur in a participant’s home and/or in a location of the participant’s choosing whenever possible. <i>(Note: The intent of this standard is that program participants are involved in creating a mutually agreed upon time, place and frequency of meetings with</i>	(met, unmet, unmet- Documentation not provided, N/A)	



<i>the case manager.)</i>		
When case management and service compliance is not mandated by federal or state regulation, services offered by a program have voluntary participation.	(met, unmet, unmet- Documentation not provided, N/A)	
Program has clearly defined relationships with employment and income programs that it can connect program participants to when appropriate.	(met, unmet, unmet- Documentation not provided, N/A)	
Program has clearly defined policies and objective standards for when case management should continue and end. These guidelines are flexible enough to respond to the varied and changing needs of program participants. In instances where cases are continued outside of these defined policies and objective standards, there is a review and approval process.	(met, unmet, unmet- Documentation not provided, N/A)	
Core Program Standard: Program Philosophy and Design	Yes: 1 No: 0	
Program staff are trained on the principles of Housing First and oriented to the basic program philosophy of rapid re-housing. Program has routine way of onboarding new staff that includes training on Housing First and rapid re-housing principles.	(met, unmet, unmet- Documentation not provided, N/A)	
Program has well-defined and written screening processes that use consistent and transparent decision criteria. Criteria do not include screening possible participants out for income or lack thereof.	(met, unmet, unmet- Documentation not provided, N/A)	
Eligibility criteria for the program do not include a period of sobriety, a commitment to participation in treatment, or any other criteria designed to “predict” long-term housing stability other than willingness to engage the program and work on a self-directed housing plan	(met, unmet, unmet- Documentation not provided, N/A)	
Leases for program participants are legally binding, written leases. Leases with additional requirements, such as drug testing or program participation, are not allowed.	(met, unmet, unmet- Documentation not provided, N/A)	



Services Funding Plan		
<p>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:</p> <ul style="list-style-type: none"> • 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, unmet-Documentation not provided, N/A)	

Staff Scoring

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

Section III: CoC Priorities

Possible Points	Minimum	Project Score	
21	11		
Housing Over Services		Possible Score	Project Score
Total \$ request for housing activities (leased units, leased structures, and/or rental assistance): <i>[Proj. App.: 7J]</i>			
Total Assistance Plus Admin requested (not including match): <i>[Proj. App.: 7J, line 8 or 9]</i>			
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?		
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: <i>[Proj. App: 7I]</i>			
Total \$ request from HUD: <i>[Proj. App: 7J, line 8 or 9]</i>			
Ratio of leverage to request (leverage ÷ request):			
		Standard	
Ratio at least 1.5:1		4	
Ratio 1.5 to 1.99:1		8	
Ratio 2:1 or more			



Section V: Project Performance

Possible Points +	Possible Points -	Minimum	Project Score	
PSH: 145 RRH: 135	PSH: -40 RRH: -40	PSH: 48 RRH: 30		
The following project performance scores are based on HMIS Annual Performance Reports (APRs) for January 1, 2015 to December 31, 2015 unless otherwise noted.				
Populations Served			Possible Score	Project Score
What percentage of the households are served by the project were comprised of at least one person with a disability? <i>[APR Detail]</i>				
Less than 100%			0	
100%			8	
What percentage of the adults served by the project were veterans?				
Less than 25%			0	
Between 25% and 49%			4	
Between 50% and 74%			8	
Between 75% and 99%			12	
100%			16	
What percentage of adults served by the project were chronically homeless? <i>[Report: Counts and Demographics]</i>				
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		
Rapid Re-Housing Applicants: what percentage of program participants exited to a permanent housing destination?			
Below 80%	0		
Performance met RRH Performance Benchmark Goal: At least 80%	15		
Permanent Supportive Housing Programs: what percentage of program participants exited to a permanent housing destination? (if no exits, 10 points is automatically awarded)			
Below 80%	0		
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 exempted from this section)		Possible Score	Project Score
HMIS Data Completeness <i>[NC HMIS report]</i>			
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? <i>[NC HMIS report; HIC]</i>		
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. <i>[Interview with agency]</i>	Standard Yes/No	
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) <i>[APR , If APR is not available, agencies will submit a LOCS screenshot of final draw for last completed year. If agencies are spending less than 90% of funding, they must submit a narrative explaining why the agency is underspending their grant.]</i>	Possible Score	Project Score
Amount awarded		
Amount spent		
Percentage 90+%	0	
70-89%	-10	
69% and less	-25	
How many grant extensions from HUD were given in for a reason other than merging grants? <i>[Interview with agency or information from HUD]</i>		
0	15	
1	0	
2+	further review	
Coordinated Assessment and Prioritization	Possible Score	Project Score
Does the program only take referrals through the Coordinated Assessment process? <i>[Interview with Agency]</i>	Standard (met, unmet)	
Permanent Supportive Housing: Does the program follow HUD's prioritization policy as outlined in HUD Notice CPD-14-012? <i>[program policies]</i>	Standard (met, unmet)	

Section VI: Deductions



Possible Points -	Minimum	Project Score	
-25	Not 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 were NOT completed correctly, subtract up to 10 points.		-10	
The online application and accompanying documents must be submitted by the deadline. If not, the Project Review Committee will determine potential consequences, including whether the project is ineligible for inclusion in final NC BoS CoC application or will receive reduced funding.		Standard (met, not met)	

