2016 Scorecard for CoC Funds: New Projects

This scorecard will be used by the Balance of State Project Review Committee to score applications for new projects. The CoC prioritizes projects that 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

The BoS Project Review Committee may ask applicant agencies to provide additional information to determine agency capacity to: implement projects in a timely manner with successful outcomes, score well on the HUD Annual Performance Report (APR), and avoid jeopardizing overall agency stability or future funding for the NC BoS CoC.

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

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

PROJECT QUALITY REQUIREMENTS		
New 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	**Maximum Score Possible:**	**PSH: 172** **RRH: 156** SSO: 108

determine potential consequences, including whether the project is ineligible for inclusion in final BoS CoC application or will receive reduced funding. **Thresholds are a requirement** for new grantees. Grantees that do not meet thresholds will not be put through the funding process.		
	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: Organizational Capacity

Possible Points	Minimum	Project Score	
0	Standard Met		
Consistency with Mission		**Possible Score**	**Project Score**
Does the project fit within the mission of the agency? Does the agency currently serve homeless households in their community? *[New Project Form]*		Standard (met, unmet, unmet-documentation not provided)	

Section II: Accuracy

Possible Points	Minimum	Project Score	
11	6		
Accuracy and Appropriateness of Response		**Possible Score**	**Project Score**
Is the project description completed and accurate? *[Proj. App: 3B]*		2	
Does the agency describe prior experience serving homeless persons that has prepared the agency for administering this grant?		2	

[New Project Form]		
Are questions regarding services completed and accurate? [Proj. App: 4A]	2	
Are questions regarding outreach completed and accurate? [Proj. App: 5C]	2	
Are questions regarding housing for participants completed and accurate? [Proj. App: 4B]	2	
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.) [Proj. App: 6A & 6B]	4	n/a
Is the overall application complete, accurate, and error-free?	1	

Section III: BoS & HUD Priorities

Possible Points	Minimum	Project Score	
PSH: 90 RRH: 75 SSO: 40	PSH: 38 RRH: 15 SSO: Standards Met		
Community Need Statement		**Possible Score**	**Project Score**
New CoC projects must demonstrate that they are meeting an existing need in their community. Projects must describe: • What community need the new project will address including local data (PIT count, coordinated assessment outcomes, etc.) that demonstrates the need • How the community has used other resources to address this need *[New Project Form]*		Standard (met, unmet, unmet-documentation not provided, N/A)	

Targeting People with Disabilities		
What percentage of the **adults** served by the project are expected to be people with disabilities? *[Proj. App: 5B]*	**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? *[Proj. App: 5B]*	**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	

Targeting People Who Are Chronically Homeless		
What percentage of the people **(adults and children)** served by the project are expected to be chronically homeless? *[Proj. App: 5B]*	**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 Projects (PSH and RRH)		
Is this a permanent supportive housing (PSH) project requesting any funds for housing? *[Proj. App: 3A, question 4 (should say PH); 3B, question 7 (should say PSH); 6I (should have leasing or rental assistance funds)]*	**Possible Score**	**Project Score**

	Yes	20	
	No	0	
Is this a rapid re-housing (RRH) project that is requesting any funds for housing? *[Proj. App: 3A, question 4 (should say PH); 3B, question 7 (should say RRH); 6I (should have leasing or rental assistance funds)]*			
	Yes	5	
	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 written statement that explains why the project is not applying as a rental assistance project.	Standard (met, unmet, unmet-documentation not provided, N/A)		
For rapid re-housing projects: Applicants must be currently receiving Emergency Solutions Grant (ESG) RRH funds and be in good standing with the ESG office or operating a RRH program with other funding sources that adheres to the RRH program standards. Exceptions may be made for public housing authorities (note: PHAs are not eligible to apply for ESG funds but are eligible for CoC funding).	Threshold (met, unmet, unmet-documentation not provided, N/A)		
Supportive Services Only (SSO) Projects	**Possible Score**		**Project Score**
For SSO projects: Applicants must submit a statement demonstrating that the region has developed sufficient permanent supportive housing resources. The statement must clarify what elements of the SSO project make it preferable to a permanent supportive housing project.	N/A for the 2016 Competition		
Housing Over Services			
Total $ request for housing activities (acquisition, rehab, construction, rental assistance, leased units, and/or leased structures): *[Proj. App: 6I]*			
Total Assistance Plus Admin Requested (**not** including match): *[Proj. App.: 6I, line 8 or 9]*			

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%	20	
Between 85% and 100%	30	
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: • 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)	
Housing First	**Possible Score**	**Project Score**
Is this a Housing First project? *[Proj. App: 3B, 5d]*	Threshold (met, unmet)	
Key Elements of Permanent Supportive Housing		
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]? If project does not meet all standards, the Project Review Committee will determine if the project is ineligible for inclusion in the BoS CoC application. *[Key*		

[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

Elements of PSH form, program eligibility requirements, sample lease, program/house rules (if any).]		
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)	
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		
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]? If project does not meet all standards, the Project Review Committee will determine if the project is ineligible for inclusion in the BoS CoC application. *[RRH Program Standards Form, program eligibility requirements, sample lease, program policies and procedures]*		
Core Program Standard: Housing Identification		
Program designates staff whose responsibility is to identify and recruit landlords and encourage them to rent to homeless	Standard (met, unmet, unmet-	

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

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. (*Note: This answer will be scored based on information provided on the RRH Program Standards Form*.)	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.	Standard (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 written policy distributed to landlords. Program can negotiate additional supports, as needed, on a case-by-case basis	Standard (met, unmet, unmet-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.	Standard (met, unmet, unmet-documentation not provided, N/A)	
Core Program Standard: Rent and Move-In Assistance		
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.	Standard (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.	Standard (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.	Standard (met, unmet, unmet-documentation not provided, N/A)
Core Program Standard: Rapid Re-Housing Case Management and Services	
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. (*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 the case manager.*)	Standard (met, unmet, unmet-documentation not provided, N/A)
When case management and service compliance is not mandated by federal or state regulation, services offered by a program have voluntary participation.	Standard (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.	Standard (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.	Standard (met, unmet, unmet-documentation not provided, N/A)
Core Program Standard: Program Philosophy and Design	
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.	Standard (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	Standard (met, unmet, unmet-

include screening possible participants out for income or lack thereof.	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	Standard (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.	Standard (met, unmet, unmet-documentation not provided, N/A)	

Section IV: Scope of Services

Possible Points	Minimum	Project Score	
8	**6**		
Service Needs		**Possible Score**	**Project Score**
Do services adequately and appropriately meet anticipated service needs? *[Proj. App: 4A]*		4	
Employment Services		**Possible Score**	**Project Score**
Does the project provide or link participants to employment services? Does the program have employment goals? *[Proj. App: 4A]*		2	
Access to Mainstream Benefits		**Possible Score**	**Project Score**
Does the project include services to help participants access mainstream benefits, including but not limited to using SOAR trained caseworkers? *[Proj. App: 4A]*		2	