



North Carolina Balance of State Continuum of Care

bos@ncceh.org

919.755.4393

www.ncceh.org/BoS

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 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

[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 | |
| 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 | <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;">Maximum Score Possible:</td> <td style="width: 50%; vertical-align: top;"> PSH: 208 RRH: 197 </td> </tr> </table> | Maximum Score Possible: | PSH: 208 RRH: 197 |
| Maximum Score Possible: | PSH: 208 RRH: 197 | | |

| | | |
|--|-----------------------|--|
| ineligible for inclusion in final BoS CoC application or will receive reduced funding. | 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 | |
|---|---------|----------------|---------------|
| 11 | 6 | | |
| 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 | n/a |
| Is the overall application complete, accurate, and error-free? | | 2 | |

Section II: HUD and BoS Priorities

| Possible Points | Minimum | Project Score | |
|--|-------------------|----------------|---------------|
| PSH: 20 RRH: 19 | PSH: 10 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 4 (should say PSH); 6I (has 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 4 (should say RRH); 6I (has leasing or rental assistance funds)]</i> | | | |
| | Yes | 5 | |
| | No | 0 | |
| Is this a Housing First project? <i>[Proj. App: 3B, question 3d]</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>[Key Elements of PSH form, program eligibility requirements, sample lease, program rules/house rules (if any)]</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 |
| 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 ? All standards must be met to be awarded points for each section. In 2017, these questions will be standard questions for RRH projects. <i>[RRH Program Standards Form, program eligibility requirements, sample lease, program policies and procedures]</i> | | |
| 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 Program Standards 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.: 6]</i> | | | |
| Total Assistance Plus Admin requested (not including match): <i>[Proj. App.: 6, 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 | |

