Applicant Agency: Reviewer's Name:

Project Name & Type:

North Carolina
Balance of State Continuum of Care

bos@ncceh.org   919.755.4393   www.ncceh.org/BoS

2011 Scorecard: 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 2011, applicants were required to submit a new project pre-application no later than August 1, 2011.

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 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

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.

[The reference in brackets is used by the Project Review Committee in order to locate the necessary application information.]

ORGANIZATIONAL CAPACITY: 12 Points		
Minimum: 6 Points		
Consistency with Mission	**Possible Score**	**Project Score**
Does the project logically fit within the mission of the agency? *[Ex. 2: 2B; 3B, question 1]*	1	

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Completed Similar Projects		
Has the agency successfully implemented a **CoC-funded** project of the same project type (S+C, SHP-PH, SHP-TH, SHP-SSO)? *[Ex. 2: 2B]*	**Possible Score**	**Project Score**
Has successfully implemented the same project type	8	
Has not implemented the same project type	0	
If not, has the agency successfully implemented this same type of project (permanent or transitional housing) using another funding source? *[Ex. 2: 2B]*	4	
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? *[Ex. 2: 2B]*	2	
If none of the above, has the agency successfully implemented a different HUD-funded project (ESG, Section 8, HPRP, etc)?	2	
Agency Stability	**Possible Score**	**Project Score**
Has the agency been in operation for at least 3 years? *[Ex. 2: 2B]*	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.)** *[Project Review Comm. webpage: Board Documents]*	1	

CORRECTNESS OF APPLICATION: 15 Points

Minimum: 10 Points

Accuracy and Appropriateness of Responses	**Possible Score**	**Project Score**
Is the project description completed and accurate? *[Ex. 2: 3A and 3B]*	2	
Does the application describe sufficient experience serving homeless persons? *[Ex. 2: 2B]*	2	
Are questions regarding services completed and accurate? *[Ex. 2: 4A]*	2	
Are questions regarding outreach completed and accurate? *[Ex. 2: 5C]*	2	

Are questions regarding housing for participants completed and accurate? *[Ex. 2: 4B]*		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? *[Ex. 2: 6A (Standard Performance Measures) & 6B (Additional Performance Measures)]*		4	
Is the overall application complete, accurate, and error-free?		1	

BUDGET, LEVERAGE & MATCH: 18 or loss of 2 Points
Minimum: 14 Points

Budget		Possible Score	Project Score
Shelter+Care Projects (n/a for SHP)	Rental Assistance Budget Detail is complete and accurate *[Ex. 2: Rental Assistance Budget Detail]*	10	
SHP Projects (n/a for S+C)	Operating and/or supportive services budgets contain accurate quantity descriptions *[Ex. 2: Operating & Supportive Services Budgets]*	2.5	
	Operating and supportive services budgets are complete and accurate and leasing budget reflects correct FMRs for the area *[Ex. 2: Operating, Supportive Services, Leasing Budgets; Project Review Comm. webpage]*	2.5	
	Budget met minimum cash match requirements for all components (supportive services, HMIS: 80/20, operating: 75/25, acquisition, rehab, construction: 1/1) *[Ex. 2: SHP Summary Budget]*	5	
Match & Leverage			
Total Match & Leverage: *[Project Review Comm. webpage]*			
Total SHP/S+C Request from HUD: *[S+C – Ex. 2: Rental Assistance Budget; SHP – Ex. 2: SHP Summary Budget]*			
Ratio of match & leverage to request (match + leverage/request):		**Possible Score**	**Project Score**
	Ratio less than 1 to 1	-2	
	Ratio 1.0 – 1.3 to 1	0	
	Ratio 1.4 – 1.6 to 1	2	
	Ratio 1.6 – 1.9 to 1	4	
	Ratio 2 to 1 or more	8	

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<table>
<tr><td colspan="3" align="center">**HUD PRIORITIES: 39 Points**

Minimum: 19 Points</td></tr>
<tr><td>**Chronically Homeless Persons & Veterans**</td><td></td><td></td></tr>
<tr><td>What percentage of the project's beds is expected to be filled with veterans or persons who meet HUD's definition of chronically homeless?

[Ex. 2: 5A and 5B]</td><td>**Possible Score**</td><td>**Project Score**</td></tr>
<tr><td align="right">Less than 25%</td><td>0</td><td></td></tr>
<tr><td align="right">Between 25% and 49%</td><td>2</td><td></td></tr>
<tr><td align="right">Between 49 % and 75%</td><td>4</td><td></td></tr>
<tr><td align="right">Between 75% and 99%</td><td>6</td><td></td></tr>
<tr><td align="right">100%</td><td>8</td><td></td></tr>
<tr><td align="center">**Permanent Housing**</td><td></td><td></td></tr>
<tr><td>Is this a Permanent Supportive Housing Project (Program Type is "S+C" OR Component Type is "PH")?

[Ex. 2: 3A, questions 5 & 6]</td><td>**Possible Score**</td><td>**Project Score**</td></tr>
<tr><td align="right">Yes</td><td>10</td><td></td></tr>
<tr><td align="right">No</td><td>0</td><td></td></tr>
<tr><td>**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.

[Pre-application statement]</td><td align="center">Threshold (yes, no, n/a)</td><td></td></tr>
<tr><td align="center">**HMIS Project**</td><td></td><td></td></tr>
<tr><td>Is this an HMIS project (Component Type is "HMIS")?
[Ex. 2: 3A, question 6]</td><td>**Possible Score**</td><td>**Project Score**</td></tr>
<tr><td align="right">Yes</td><td>8</td><td></td></tr>
<tr><td align="right">No</td><td>0</td><td></td></tr>
<tr><td align="center">**Housing Over Services**</td><td></td><td></td></tr>
<tr><td>Total housing activities budget (acquisition, rehab, construction, & leasing):
[S+C – Rental Assistance Budget; SHP – Ex. 2: SHP Summary Budget]</td><td></td><td></td></tr>
<tr><td>Total supportive services budget:
[S+C – n/a; SHP – Ex. 2: SHP Summary Budget]</td><td></td><td></td></tr>
<tr><td>Total budget request:
[S+C – Rental Assistance Budget; SHP – Ex. 2: SHP Summary Budget]</td><td></td><td></td></tr>
<tr><td>Percentage of total budget devoted to housing activities (housing activities/total request x 100):</td><td>**Possible Score**</td><td>**Project Score**</td></tr>
</table>

	Possible Score	Project Score
Less than 35%	0	
Between 35% and 54.9%	4	
Between 55% and 74.9%	8	
Between 75% and 84.5%	12	
Between 85% and 100% **(all S+C projects receive 15 points)**	15	
Energy Star	**Possible Score**	**Project Score**
Does the project use Energy Star appliances? [Ex. 2: 3A, question 7]	1	
Targeting those with Greatest Need	**Possible Score**	**Project Score**
Does the project target homeless persons with greatest need – especially those with disabilities, chronically homeless people, and/or veterans? [Ex. 2: 3B, question 1; 5A; 5B]	5	

SCOPE OF SERVICES: 8 Points
Minimum: 6 Points

	Possible Score	Project Score
Service Needs	**Possible Score**	**Project Score**
Do services adequately and appropriately meet anticipated service needs? [Ex. 2: 4A]	4	
Employment Services	**Possible Score**	**Project Score**
Does the project have adequate activities related to employment services? Are there known employment outcomes? [Ex. 2: 4A, question 5]	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? [Ex. 2: 4A]	2	

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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.
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ORGANIZATIONAL CAPACITY: 7 Points

Minimum: 5 Points
</td></tr>
<tr><td>**Audit**</td><td>**Possible Score**</td><td>**Project Score**</td></tr>
<tr><td>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.)
[Project Review Comm. webpage]</td><td>Threshold (yes, no)</td><td></td></tr>
<tr><td>**Project Viability**</td><td>**Possible Score**</td><td>**Project Score**</td></tr>
<tr><td>**For projects that are requesting funding for 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?</td><td>Threshold (yes, no, n/a)</td><td></td></tr>
<tr><td>**Agency Stability**</td><td>**Possible Score**</td><td>**Project Score**</td></tr>
<tr><td>**Non-profits only:** Does the agency have the financial capacity to operate this project on a reimbursement basis?
[Agency budget and reimbursement statement]</td><td>Threshold (yes, no)</td><td></td></tr>
<tr><td>**Non-profits only:** Are administrative/executive staff needed for agency stability experienced and skilled in agency administration and fundraising? **(All agencies that are not non-profits automatically receive these 2 points.)**
[Project Review Comm. webpage: Organizational Chart]</td><td>2</td><td></td></tr>
<tr><td>**Capacity to Provide Needed Services**</td><td>**Possible Score**</td><td>**Project Score**</td></tr>
<tr><td>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?
[Ex. 2: 4A; interview with agency]

2011 Scorecard: 9.30.11   6</td><td></td><td></td></tr>
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Administrative Capacity	Possible Score	Project Score
Is the administrative staff separate from the services staff? *[Project Review Comm. webpage: Organizational charts; interview with agency]*	2.5	
Is funding for the administrative staff stable? Is there adequate administrative staff to ensure agency stability throughout program implementation? *[Agency budget; interview with agency]*	2.5	

CORRECTNESS OF APPLICATION: loss of 20 Points

Minimum: Must not lose more than 10 Points

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 following year.)	-10	
If required accompanying documents are NOT turned in on time, subtract up to 10 points.	-10	

BUDGET & MATCH:

Documentation of Match	Possible Score	Project Score
Do match letters sufficiently document the required match for the project type?	Threshold (yes, no)	

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.)		
If the agency has additional beds (not a part of this project application), are those beds also being entered into the system? *[CHIN report on Oct. 1; EHIC]*	**Possible Score**	**Project Score**
Yes	5	
No	-5	
Does the agency commit to enter 100% of the beds into HMIS (with client consent)? *[Interview with agency]*	Threshold (yes, no)	

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HUD Monitoring Findings	Possible Score	Project Score
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 explained to the satisfaction of the Review Committee for the application to meet threshold. *[Ex. 2: 2B, question 4; Interview with agency]*	Yes/No	

REGIONAL PRO-RATA: 20 Points
Minimum: 10 Points

Completely Covered by Regional Pro-Rata	Possible Score	Project Score
What part of the project's budget is covered by the region's pro-rata share? (If more than one project is submitted by a region, the Regional Committee will provide the Ranking Committee with the order of the projects for pro-rata consideration.) *[Regional Committee Project Approval Form]*	20	
For S+C : If the project does not get the full 20 points for regional pro-rata, it will receive up to 10 points since it is renewable from outside of the pro-rata and will not limit funding for future projects from the region or the whole BoS CoC.	Up to 10 (max for this section can't exceed 20)	

AGENCY'S RELATIONSHIP TO COMMUNITY: 7 or loss of 13 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? *[Conversation with RC lead; RC minutes]*	**Possible Score**	**Project Score**
Actively participate in Regional Committee meetings (50% of meeting in past 6 months)	Threshold	
Presented application to Regional Committee to be reviewed	Threshold	
The agency has 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 Permanent Housing, Transitional Housing, or Families Committee	2	
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	

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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**
Consolidated Plan	1	
Ten-Year Plan to End Homelessness	1	
HPRP	1	
Other	1	

REGIONAL PERFORMANCE: 10 or loss of 2 Points

Regional Committee Participation in BoS Activities	Possible Score	Project Score
Does the agency's Regional Committee regularly submit minutes from their meetings?	2	
Does the Regional Committee Lead actively participate in Steering Committee meetings? (50% of meeting in the past 6 months)	Threshold	
Percentage of regions' existing beds covered and reported in HMIS:	**Possible Score**	**Project Score**
0-49%	-2	
50-74%	0	
75-100%	8	

PROJECT QUALITY THRESHOLD		*Max Total Possible: 139*
Minimum Threshold Requirement (This score reflects the quality of the project in and of itself.)	Renewal 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.	**Project Score:**