

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: 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 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

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

| ORGANIZATIONAL CAPACITY: Threshold | | |
|--|------------------------|----------------------|
| Audit | Possible Score | Project Score |
| 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.) <i>[Project Review Comm. webpage: Audit]</i> | Threshold (yes, no) | |
| CORRECTNESS OF APPLICATION: 15 Points | | |
| Minimum: 10 Points | | |
| Accuracy and Appropriateness of Responses | Possible Score | Project Score |
| Is the project description completed and accurate? <i>[Ex. 2: 3A and 3B]</i> | 3 | |

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| Are questions regarding services completed and accurate? <i>[Ex. 2: 4A]</i> | 3 | |
| Are questions regarding outreach completed and accurate? <i>[Ex. 2: 5C]</i> | 3 | |
| 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? <i>[Ex. 2: 6A (Standard Performance Measures) & 6B (Additional Performance Measures)]</i> | 4 | |
| Is the overall application complete, accurate, and error-free? | 2 | |

BUDGET, LEVERAGE & MATCH: 10 Points

Minimum: 7.5 Points

| Budget | | Possible Score | Project Score |
|--|--|----------------|---------------|
| Shelter+Care Projects (n/a for SHP) | Rental Assistance Budget Detail is complete and accurate <i>[Ex. 2: Rental Assistance Budget Detail]</i> | 10 | |
| SHP Projects (n/a for S+C) | Operating and/or supportive services budgets contain accurate quantity descriptions <i>[Ex. 2: Operating & Supportive Services Budgets]</i> | 2.5 | |
| | Operating and supportive services budgets are complete and accurate and leasing budget reflects correct FMRs for the area <i>[Ex. 2: Operating, Supportive Services, Leasing Budgets; Project Review Comm. webpage]</i> | 2.5 | |
| | Budget met minimum cash match requirements for all components (supportive services, HMIS: 80/20, operating: 75/25, acquisition, rehab, construction: 1/1) <i>[Ex. 2: SHP Summary Budget]</i> | 5 | |

HUD PRIORITIES: 24 Points

Chronically Homeless Persons & Veterans

| What percentage of the project's beds are expected to be filled with persons who are veterans or meet HUD's definition of chronically homeless individuals? <i>[Ex. 2: 5A and 5B]</i> | Possible Score | Project Score |
|--|----------------|---------------|
| Less than 25% | 0 | |
| Between 25% and 49% | 2 | |
| Between 49 % and 75% | 4 | |
| Between 75% and 99% | 6 | |
| 100% | 8 | |

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| Permanent Housing | | |
|---|-----------------------|----------------------|
| | Possible Score | Project Score |
| Is this a Permanent Supportive Housing Project (Program Type is "S+C" OR Component Type is "PH")? <i>[Ex. 2: 3A, questions 5 & 6]</i> | | |
| Yes | 10 | |
| No | 0 | |
| Energy Star | | |
| | Possible Score | Project Score |
| Does the project use Energy Star appliances? <i>[Ex. 2: 3A, question 7]</i> | 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? <i>[Ex. 2: 3B, question 1; 5A; 5B]</i> | 5 | |

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.

ORGANIZATIONAL CAPACITY: 5 Points

Minimum: 3 points

| Capacity to Provide Needed Services | Possible Score | Project Score |
|--|-----------------------|----------------------|
| What does the APR tell us about how well the agency is providing services needed to ensure program participants are meeting established goals? <i>[Most recent APR]</i> | 5 | |

CORRECTNESS OF APPLICATION: loss of 30 Points

Minimum: Must not lose more than 15 points

| Meeting of Deadlines | Possible Score | Project Score |
|--|-----------------------|----------------------|
| If the pre-application was NOT submitted in a timely manner, subtract up to 10 points. (Late applications may be held until the following year.) | -10 | |
| 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 | -10 | |

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| points. | | |
| BUDGET & MATCH: Threshold | | |
| 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: 60 Points | | |
| Minimum: 50 | | |
| APR Scores | Possible Score | Project Score |
| Does the project meet the strategic planning goals established by HUD, as shown in quarterly QPRs submitted to the BoS and the annual APR submitted to HUD? | 20 | |
| Does the project meet the strategic planning goals established by the BoS, as shown in quarterly QPRs submitted to the BoS and the annual APR? | 10 | |
| Has the grantee been submitting quarterly APRs and quarterly spending data to BoS on a timely basis? | 10 | |
| HMIS Participation (Per federal law - does not apply to domestic violence programs.) | | |
| Number of clients served and reported in HMIS: <i>[Ex. 2: 4C]</i> | Possible Score | Project Score |
| 0-74% | 0 | |
| 75-100% | 10 | |
| Null/missing values: <i>[Ex. 2: 4C]</i> | Possible Score | Project Score |
| 0-4% | 5 | |
| 5% | 0 | |
| 6-10% | -5 | |
| 11-25% | -10 | |
| >26% | -20 | |
| If the agency has additional beds (not a part of this project application), are those beds also being entered into the system? <i>[CHIN report on Oct. 1; EHIC]</i> | Possible Score | Project Score |
| Yes | 5 | |
| No | 0 | |
| Does the agency commit to enter 100% of the beds into the system (with client consent)? <i>[Will be yes unless data quality is significantly problematic]</i> | 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. <i>[Interview with agency; Ex. 2: 1E, question 20]</i> | Yes/No | |
| REGIONAL PRO-RATA: 20 Points Minimum: 10 | | |
| Regional Committee Project Approval | Possible Score | Project Score |
| According to the RC Project Approval Form, does the project fit into the Regional Committee's Pro-Rata? <i>[Regional Committee Project Approval Form; S+C renewals automatically receive 20 pts.]</i> | 20 | |
| AGENCY'S RELATIONSHIP TO COMMUNITY: 9 or loss of 6 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? <i>[Conversation with RC lead; RC minutes]</i> | Possible Score | Project Score |
| Actively participate in Regional Committee meetings (50% of meetings 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 a 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 | |
| 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 | |

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| REGIONAL PERFORMANCE: 8 or loss of 2 Points | | |
|--|-----------------------|----------------------|
| Minimum: 0 | | |
| 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 meetings in past 6 months) | Threshold | |
| Percentage of regions' beds covered and reported in HMIS: | Possible Score | Project Score |
| 0- 49% | -2 | |
| 50-75% | 0 | |
| 75-100% | 8 | |

| PROJECT QUALITY THRESHOLD | | <i>Max Total Possible: 131</i> |
|--|---|--------------------------------|
| 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: |