Applicant Agency:                                          Reviewer's Name:

Project Name & Type:

## North Carolina
## Balance of State Continuum of Care

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# 2012 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.

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)
- Incentivize regional committees to strengthen their performance and capacity
- 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.]*

| CORRECTNESS OF APPLICATION: 15 Points<br>Minimum: 10 Points | | |
|---|---|---|
| **Accuracy and Appropriateness of Responses** | **Possible Score** | **Project Score** |
| Is the project description completed and accurate?<br>*[Proj. App: 3B]* | 3 | |
| Are questions regarding services completed and accurate?<br>*[Proj. App: 4A]* | 3 | |
| Are questions regarding outreach completed and accurate?<br>*[Proj. App: 5C]* | 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?<br>*[Proj. App: 6A & 6B]* | 4 | |
| Is the overall application complete, accurate, and error-free? | 2 | |

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## HUD PRIORITIES: 71 Points

### Minimum: 42 Points

| Targeting People with Disabilities | | |
|---|---|---|
| What percentage of the **households** served by the project are expected to be households that include at least one adult with a disability?<br>[Proj. App: 5A] | **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?<br>[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?<br>[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** | | |
| Is this a permanent supportive housing (PSH) project requesting any funds for housing?<br>[Proj. App: 3A, question 5; 7I] | **Possible Score** | **Project Score** |
| Yes | 10 | |
| No | 0 | |
| Is this a transitional housing (TH) project that operates a transition-in-place model?<br>[Proj. App: 3A, 3B] | **Possible Score** | **Project Score** |
| Yes | 5 | |
| No | 0 | |

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| Energy Star | Possible Score | Project Score |
|---|---|---|
| Does the project use Energy Star appliances? [Proj. App: 3A, question 6] | 1 | |
| **Housing Over Services** | | |
| Total $ request for housing activities (acquisition, rehab, construction, leasing, rental assistance): [Proj. App.: 7I] | | |
| Total $ assistance request: [Proj. App.: 7I, line 11] | | |
| 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% | 15 | |
| Between 85% and 100% | 20 | |
| Projects requesting supportive services funding must submit a justification statement that explains why the project is asking for CoC services funding. The statement should include what other funding sources the project utilizes or has worked to secure. The statement should also include a plan for when the project will reduce its use of CoC funds for services. | Threshold (yes, no, n/a) | |

# 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? [Most recent APR] | 5 | |

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## CORRECTNESS OF APPLICATION: loss of 25 Points

### Minimum: Must not lose more than 10 points

| Application Budget | Possible Score | Project Score |
|---|---|---|
| If questions regarding the budget are not complete and accurate, subtract up to 5 points. | -5 | |
| **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 | |

## MATCH & LEVERAGE : 8 Points

### Minimum: Threshold

| Documentation of Match | Possible Score | Project Score |
|---|---|---|
| Do match letters sufficiently document the required match for the project type? | Threshold (yes, no) | |
| **Leverage** | | |
| Total leverage: <br> *[Proj. App: 7J]* | | |
| Total $ request from HUD: <br> *[Proj. App: 7I]* | | |
| Ratio of leverage to request (leverage/request): | **Possible Score** | **Project Score** |
| Ratio at least 1.5:1 | Threshold (yes, no) | |
| Ratio 1.5 to 1.99:1 | 4 | |
| Ratio 2:1 or more | 8 | |

## 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: *[CHIN report]* | **Possible Score** | **Project Score** |
| 0-74% | 0 | |
| 75-100% | 10 | |
| Null/missing values: *[CHIN report]* | **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? *[CHIN report; HIC]* | **Possible Score** | **Project Score** |
| Yes | 5 | |
| No | 0 | |
| Does the agency commit to enter 100% of the beds into the system (with client consent)? *[Will be yes unless data quality is significantly problematic]* | Threshold (yes, no) | |
| **HUD Monitoring Findings** | **Possible Score** | **Project Score** |
| Are there any HUD monitoring findings currently associated with any of the agency's projects? If so, findings must be resolved or explained to the satisfaction of the Review Committee for the application to meet threshold. *[Interview with agency]* | Yes/No | |
| **Previous Project Spending Rates** | **Possible Score** | **Project Score** |
| Has this grantee requested extensions or not spent all of their funding for this project? If yes, the applicant must submit an explanation of spending and a plan for improving spending and show a good faith effort to maximize use of current funds. *[Interview with agency]* | Threshold (yes, no) | |

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## AGENCY'S RELATIONSHIP TO COMMUNITY:  8 or loss of 8 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? <br> *[Conversation with RC lead; RC minutes]* | **Possible Score** | **Project Score** |
| Actively participate in Regional Committee meetings (75% of meetings in past 6 months) | Threshold | |
| Presented application to Regional Committee to be reviewed | Threshold | |
| Participated in regional ESG application process <br> (*note: this will be a threshold question in 2013) | 2 | |
| 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 quarterly subcommittee meetings (Permanent Supportive Housing, Transitional Housing/Rapid Re-Housing, Families, Data Quality) | 2 | |
| Participated in at least ½ of one subcommittee's meetings | Threshold | |
| 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 | |
| **Participation in Other Community Coordination Activities** | | |
| Are there other housing/homeless related coalitions or partnerships within the region in which the agency participates? <br> *[Interview with agency]* | **Possible Score** | **Project Score** |
| Consolidated Plan | 1 | |
| HPRP | 1 | |
| Other | 1 | |

## REGIONAL PERFORMANCE: 14 or loss of 2 Points

### Minimum: Threshold

| Regional Committee Participation in BoS Activities | **Possible Score** | **Project Score** |
|---|---|---|
| Does the agency's Regional Committee regularly submit minutes from their meetings? | 2 | |
| What percentage of Steering Committee meetings has the Regional Committee Lead participated in in 2012? | **Possible Score** | **Project Score** |
| 50% <br> (note: threshold will be at least 75% in 2013) | Threshold | |

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| | | | |
|---|---|---|---|
| | 75-99% | 2 | |
| | 100% | 4 | |
| Percentage of regions' beds covered and reported in HMIS: *[HIC]* | | **Possible Score** | **Project Score** |
| | 0- 49% | -2 | |
| | 50-75% | 0 | |
| | 75-100% | 8 | |

| PROJECT QUALITY THRESHOLD | | |
|---|---|---|
| Minimum Threshold Requirement | 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. | **Maximum Score Possible: 182**<br><br>**Project Score:** |