**NC Balance of State CoC**

**Local Planning Area**

**ESG Funding Priorities Worksheet**

How to use this worksheet:

1. Convene an ESG Funding Process Committee to help complete this worksheet. This committee may be the same as the committee that reviews applications. If it is, members cannot have a conflict of interest (their agencies cannot be submitting ESG applications).
2. Complete Part 1 of this worksheet. Refer to Appendix 1 for Point-in-Time Count data and Appendix 2 for Housing First principles to complete the worksheet.
3. Complete Part 2 of this worksheet to set your LPA’s 2018 ESG funding priorities, using your answers from Part 1. Note: These priorities will not cover every decision the LPA will need to make in the ESG funding process. This worksheet should guide decision making, but the LPA has flexibility to make decisions outside of the scope of these priorities.
4. Present the LPA’s ESG Funding Priorities to and get an official approval from the whole LPA (Regional Committee).
5. Submit this worksheet and the LPA’s scorecard (if not using NCCEH’s) to the NC BoS CoC by August 1, 2018 [here.](https://app.smartsheet.com/b/form/e05c8f866e664cc3a1789b12924e704c)

# LPA Information

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| ESG Funding Process Lead:       |
| ESG Funding Process Lead email and phone:       |
| ESG Funding Process Committee Members:       |
| Organizations and people responsible for completing the regional ESG application:       |
| Is the LPA using NCCEH’s scorecard or developing its own?      *If the LPA is using its own scorecard, please submit your scorecard with this worksheet.*  |

# Part 1: Worksheet

Follow each step below to determine local priorities based on the NC BoS CoC’s ESG funding priorities.

## **Priority**

## Ensure everyone in the CoC has access to low-barrier shelter and rapid re-housing financial assistance and services. Homelessness prevention should be funded only in limited circumstances.

* LPAs should only fund additional low-barrier shelter beds in counties where significant numbers of people live unsheltered. All newly funded shelter beds should be low-barrier.
* LPAs should only fund street outreach in counties that currently lack low-barrier shelter and have people living unsheltered.
* LPAs should prioritize funding for currently funded emergency shelters that agree to reduce barriers to entry.
* LPAs should aim to fund rapid re-housing (RRH) programs that cover every county in the LPA.
* LPAs should only fund homelessness prevention programs if low-barrier emergency shelter and rapid re-housing are available in every county. If these goals are met, the LPA may only fund homelessness prevention programs to prevent returns to homelessness among former clients of rapid re-housing or permanent supportive housing programs.

## **LPA Steps**

**LPA Step 1**: Determine need for shelter and street outreach

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| **Step 1A:** Complete the table below. The 2018 Point-in-Time Unsheltered Counts by county are in Appendix 1. |

|  |  |  |  |
| --- | --- | --- | --- |
| County | 2018 Point-in-Time Unsheltered Count | Is there an ESG-funded shelter in this county? | Is there a shelter in this county that does not receive ESG funding? |
|       |       |       |       |
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| **Step 1B.** *List counties which lack shelter and have people living unsheltered. These counties are priorities for additional low-barrier emergency shelter beds. The LPA may choose the mix of shelter operations and shelter services funding, as long as the funding increases the bed capacity and aligns with the ESG office’s established priorities.*Counties that lack shelter and have people living unsheltered:      |
| **Step 1C.** *List counties which have a shelter but have a high unsheltered count. These counties are priorities to lower current shelter barriers. Shelters that refuse to lower shelter barriers should not be funded.* Counties that need shelters to lower barriers:      |
| **Step 1D.** *List counties that are priorities for street outreach funding. These should be counties that a) have high unsheltered counts despite low-barrier shelter or b) have high unsheltered counts and existing shelters refuse to lower barriers or do not receive ESG funding.*Counties that are priorities for street outreach funding:      |

**LPA Step 2:** Determine need for rapid re-housing

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| **Step 2A.** *List counties in the LPA without RRH coverage. LPAs should use any remaining available funding to expand access to RRH by funding programs that cover every county in the LPA.* Counties without RRH coverage:      |
| **Step 2B.** *Describe the LPA’s plan to expand access to RRH in every county in the LPA. The LPA may determine the mix of RRH financial assistance and services, as long as the plan increases access to RRH and is aligned with the ESG Office’s established priorities:*      |

**LPA Step 3:** Determine whether the LPA will fund homelessness prevention.

*LPAs should only fund homelessness prevention if emergency shelter and rapid re-housing are available in every county. Only agencies with experience with rapid re-housing should receive HP, and HP should only be used to prevent returns to homelessness among former clients of RRH or permanent supportive housing.*

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| **Step 3A.** If the LPA plans to fund homelessness prevention, justify below that the LPA has met the goals for access to emergency shelter and rapid re-housing. Mark “not a priority” if the LPA will not fund homelessness prevention in 2018.      |

## **Priority**

## LPAs should apply for all available funding and recruit applicants most likely to receive funding.

* LPAs should advertise ESG funding widely and actively recruit new agencies to apply so there are enough agencies to apply for all available funding. LPAs should recruit new applicants that would help to fill gaps and improve the LPA’s response to homelessness.
* LPAs should work with potential new applicants to understand ESG requirements and best practices.
* LPAs should not put agencies forward to the NC ESG Office for funding if they have significant compliance problems or other issues that may prevent them from receiving ESG grants. LPAs must use a scorecard that evaluates applicants for compliance and good standing with the ESG office.

## **LPA Steps**

**LPA Step 4:** Determine a plan to recruit new agencies to apply.

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| *Advertise the availability of ESG funding widely and reach out to individual agencies. Direct outreach should target agencies that would fill gaps in the LPA’s homeless service system and would be able to run a high quality ESG program.* |

**LPA Step 5:** Use a scorecard that will help to identify high performing grantees most likely to receive funding from the NC ESG Office. LPAs may use NCCEH’s scorecard or create their own.

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| **Step 5A.** *If the LPA is creating its own scorecard it should include questions that ensure the LPA only funds agencies that comply with all ESG requirements and priorities in the NC ESG Office’s RFA. Scorecards should also identify agencies with significant compliance problems,**including uncorrected monitoring findings or a history of low spending. Agencies with uncorrected monitoring findings or histories of low spending should not be funded.* |
| **Step 5B.** *Submit the LPA’s scorecard (if LPA is not using NCCEH’s) with this worksheet to NCCEH by August 1, 2018.* |

## **Priority**

## Only applicants with high rates of spending should be funded.

* Agencies with a history of poor spending – those that were in Tier 3 in 2017 and 2018 – should not be funded in the 2018 ESG competition.
* LPAs should consider reducing funding for agencies that have struggled to spend all their funding but have not fallen into Tier 3 in 2017 and 2018.

## **LPA Steps**

**LPA Step 6:** LPAs should not fund any agencies that were in Tier 3 for spending in 2017 and continue to be in Tier 3 in 2018.

**LPA Step 7:** Determine how the LPA will evaluate agencies that have struggled to spend all their funding but have not fallen into Tier 3 in 2017 and 2018.

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| *Agencies that have struggled to spend all their funding but have not fallen into Tier 3 in 2017 and 2018 should receive additional scrutiny in the competition and should be required to submit a detailed spending plan. LPAs should consider reducing the funding these agencies receive.* Spending t*ier information will be sent to ESG Funding Process leads during the competition.* |

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| **Step 7A.** *What will agencies that have struggled to spend all their funding need to demonstrate to continue to receive ESG funding?*      |
| **Step 7B.** *What criteria will the LPA use to decide whether to reduce funding for low spending agencies?*       |

## **Priority**

## LPAs should give priority to programs that have integrated best practices, including low-barriers to entry, Housing First, and the NC BoS CoC’s Written Standards.

* Only agencies that are working to lower barriers, implement Housing First principles, and follow the NC BoS CoC’s Written Standards should be funded in 2018. Agencies should be integrating these principles and practices into their policies and procedures.
* LPAs should use the guide in Appendix 2 below to help make decisions about which agencies to fund. LPAs should use a scorecard that evaluates agencies’ adherence to best practices.

## **LPA Steps**

**LPA Step 8:** Use a scorecard to fund agencies that are integrating best practices into their programs.

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| *The scorecard should evaluate each applicant’s policies and procedures for adherence to best practices. Refer to the guide in Appendix 2 and* [*NC BoS CoC’s Written Standards*](http://www.ncceh.org/bos/) *for examples of best practice principles by component type.*[*Read NC Bos CoC’s Written Standards for Street Outreach*](http://www.ncceh.org/files/9228/)[*Read NC BoS CoC’s Written Standards for Emergency Shelter*](http://www.ncceh.org/files/7518/)[*Read NC BoS CoC’s Written Standards for Homelessness Prevention and Rapid Rehousing*](http://www.ncceh.org/files/7520/) |

**LPA Step 9:** Plan to lower barriers.

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| --- |
| **LPA Step 9A**. If agencies have barriers to entry or are not fully implementing Housing First, identify the steps they must take to be funded in 2019:       |

# Part 2: 2018 ESG Funding Priorities for [insert LPA name here]

Directions: Use your answers from the Part 1 Worksheet above to complete your LPA’s 2018 ESG Funding Priorities.

**Priority: To ensure everyone in the CoC has access to low-barrier shelter and rapid re-housing financial assistance and services. Homelessness prevention should be funded only in limited circumstances.**

* Additional emergency shelter funding is a priority in the following counties (from LPA Step 1B):
* All newly funded shelter beds must be low-barrier.
* Lowering shelter barriers is a priority in the following counties (from LPA Step 1C):
* Additional street outreach funding is a priority in the following counties (from LPA step 1D):
* Additional rapid re-housing funding is a priority in the following counties (from LPA step 2A):
* Homelessness Prevention [Choose one, from LPA Step 3A : Is/Is Not] a priority in 2018. Any homelessness prevention programs should focus on preventing returns to homelessness among former clients of rapid re-housing or permanent supportive housing programs only.

**Priority: To apply for all available funding with applicants most likely to receive funding.**

* Agencies that are not currently ESG grantees are encouraged to apply.
* New applicants can contact [Insert Regional Lead’s name] or [Insert ESG Funding Process Lead’s name] to learn more about ESG requirements and best practices.
* Agencies with significant compliance problems or other issues that may prevent them from receiving ESG grants will not be put forward to the NC ESG Office for funding.

**Priority: To only fund applicants with high rates of spending.**

* Agencies with a history of poor spending – those that were in Tier 3 in 2017 and 2018 – should not be funded in the 2018 ESG competition.
* Agencies that are in Tier 3 in 2018 must demonstrate the following to be funded (from LPA Step 7A):
* The LPA will reduce funding for agencies in Tier 3 in 2018 in the following circumstances (from LPA Step 7B):

**Priority: To give priority to programs that have integrated best practices, including low-barriers to entry, Housing First, and the NC BoS CoC’s Written Standards.**

* Only agencies that are working to lower barriers, implement Housing First principles, and follow the NC BoS CoC’s Written Standards should be funded in 2018. Agencies should be integrating these principles and practices into their policies and procedures.
* Agencies that have barriers to entry or are not fully Housing First must take the following steps to be funded in 2019 (from LPA Step 9A):

# Appendix 1: 2018 Unsheltered Point-in-Time Data

**Unsheltered Counts by Regional Committee and County**

Region 1

Total 2018 Point-in-Time Unsheltered Count: 93

2018 Point-in-Time Unsheltered Count by County

|  |  |
| --- | --- |
| County | Unsheltered Count |
| Cherokee | 7 |
| Clay | 5 |
| Graham | 3 |
| Haywood | 34 |
| Macon | 41 |
| Madison | 0 |
| Swain | 3 |

Region 2

Total 2018 Point-in-Time Unsheltered Count: 55

2018 Point-in-Time Unsheltered Count by County

|  |  |
| --- | --- |
| County | Unsheltered Count |
| Henderson | 16 |
| Polk | 14 |
| Rutherford | 13 |
| Transylvania | 12 |

Region 3

Total 2018 Point-in-Time Unsheltered Count: 116

2018 Point-in-Time Unsheltered Count by County

|  |  |
| --- | --- |
| County | Unsheltered Count |
| Alexander | 13 |
| Burke | 38 |
| Caldwell | 1 |
| Catawba | 50 |
| McDowell | 14 |

Region 4

Total 2018 Point-in-Time Unsheltered Count: 96

2018 Point-in-Time Unsheltered Count by County

|  |  |
| --- | --- |
| County | Unsheltered Count |
| Davie | 9 |
| Iredell | 52 |
| Stokes | 0 |
| Surry | 28 |
| Yadkin | 7 |

Region 5

Total 2018 Point-in-Time Unsheltered Count: 123

2018 Point-in-Time Unsheltered Count by County

|  |  |
| --- | --- |
| County | Unsheltered Count |
| Cabarrus | 39 |
| Davidson | 0 |
| Rowan | 30 |
| Stanly | 28 |
| Union | 26 |

Region 6

Total 2018 Point-in-Time Unsheltered Count: 56

2018 Point-in-Time Unsheltered Count by County

|  |  |
| --- | --- |
| County | Unsheltered Count |
| Alamance | 15 |
| Caswell | 8 |
| Chatham | 15 |
| Person | 5 |
| Rockingham | 13 |

Region 7

Total 2018 Point-in-Time Unsheltered Count: 70

2018 Point-in-Time Unsheltered Count by County

|  |  |
| --- | --- |
| County | Unsheltered Count |
| Anson | 0 |
| Harnett | 15 |
| Hoke | 0 |
| Johnston | 0 |
| Lee | 51 |
| Montgomery | 3 |
| Moore | 0 |
| Randolph | 1 |
| Richmond | 0 |

Region 8

Total 2018 Point-in-Time Unsheltered Count: 91

2018 Point-in-Time Unsheltered Count by County

|  |  |
| --- | --- |
| County | Unsheltered Count |
| Bladen | 2 |
| Columbus | 53 |
| Robeson | 36 |
| Scotland | 0 |

Region 9

Total 2018 Point-in-Time Unsheltered Count: 1

2018 Point-in-Time Unsheltered Count by County

|  |  |
| --- | --- |
| County | Unsheltered Count |
| Edgecombe | 0 |
| Franklin | 0 |
| Granville | 0 |
| Halifax | 0 |
| Nash | 1 |
| Northampton | 0 |
| Vance | 0 |
| Warren | 0 |

Region 10

Total 2018 Point-in-Time Unsheltered Count: 82

2018 Point-in-Time Unsheltered Count by County

|  |  |
| --- | --- |
| County | Unsheltered Count |
| Duplin | 11 |
| Greene | 0 |
| Lenoir | 9 |
| Sampson | 1 |
| Wayne | 47 |
| Wilson | 14 |

Region 11

Total 2018 Point-in-Time Unsheltered Count: 50

2018 Point-in-Time Unsheltered Count by County

|  |  |
| --- | --- |
| County | Unsheltered Count |
| Camden | 0 |
| Chowan | 1 |
| Currituck | 0 |
| Dare | 9 |
| Gates | 1 |
| Hertford | 6 |
| Hyde | 0 |
| Pasquotank | 33 |
| Perquimans | 0 |
| Tyrell | 0 |

Region 12

Total 2018 Point-in-Time Unsheltered Count: 29

2018 Point-in-Time Unsheltered Count by County

|  |  |
| --- | --- |
| County | Unsheltered Count |
| Bertie | 0 |
| Beaufort | 8 |
| Martin | 7 |
| Pitt | 14 |
| Washington | 0 |

Region 13

Total 2018 Point-in-Time Unsheltered Count: 77

2018 Point-in-Time Unsheltered Count by County

|  |  |
| --- | --- |
| County | Unsheltered Count |
| Carteret | 43 |
| Craven | 4 |
| Jones | 5 |
| Onslow | 25 |
| Pamlico | 0 |

# Appendix 2: Best practices by activity type

**Appendix: Best practices by activity type**

**Priority for Low-Barrier, Housing First Emergency Shelters**

All emergency shelters must follow the [NC BoS CoC’s Emergency Shelter Written Standards](http://www.ncceh.org/files/7518/).

Emergency shelters should have low-barriers to entry, voluntary and housing-focused services, and facilitate rapid exits to permanent housing.

Principle 1: Low-Barriers to Entry

Anyone experiencing homelessness should be able to access emergency shelter without prerequisites.

* Shelters should provide immediate and easy access by staying open 24/7.
* Shelters should NOT require sobriety, income, proof of identification, or put in place other barriers to entry.
* Shelters should NOT conduct criminal background checks and prevent people from entering the shelter with histories of incarceration or arrest. Shelters may be made to check the sex offender registry, if the shelter facility also houses children.
* Shelters should not prevent people from re-entering shelter after leaving. There should be no time limit on the total amount of time someone may stay in the shelter.
* Shelters should not ban people for reasons other than egregious threats to safety of other shelter residents or shelter staff.
* Program rules and expectations should focus only on health and safety. Participation in chores, groups, religious services, or paying rent, for example, should not be requirements to stay in the shelter.

Principle 2: Voluntary, housing-focused services

Services should focus on moving people quickly into permanent housing and reducing exits to homelessness.

* Services should be voluntary. Failure to participate in services should not be a reason to exit a person from the shelter.
* Services should focus on helping people identify safe, accessible, permanent housing solutions from their first day in shelter. Every case management conversation should relate to permanent housing.
* Housing-focused services should include helping residents make connections to mainstream housing and income resources and working with the coordinated entry system.
* Services should not require residents to participate in certain services or meet prerequisites prior to moving into permanent housing.
* Shelters should track lengths of time homeless and returns to homelessness to help evaluate the effectiveness of their program.

**Priority for Low-Barrier, Housing First Rapid Re-housing Programs**

All rapid re-housing programs must follow the [NC BoS CoC’s Rapid Re-housing Written Standards](http://www.ncceh.org/files/7520/).

Rapid re-housing programs should have low barriers to entry, provide hands-on housing identification services, flexible financial assistance, and housing stability services.

Principle 1: Low-barriers to entry

Anyone experiencing homelessness should be able to access rapid re-housing financial assistance and services.

* Rapid re-housing programs should not refuse to serve anyone due to criminal background, substance use history, disability, income, or other real or perceived barriers to finding or maintaining stable housing.
* Rapid re-housing programs should assume all clients are ready for housing and should not withhold financial assistance or services if clients do not meet pre-requisites.

Principle 2: Active Housing Search Assistance

All programs should have dedicated staff whose responsibility is to actively assist tenants with housing search and assertively recruit landlords.

* Housing staff should call landlords, visit properties with clients, and advocate for their clients during the housing search.
* Housing staff should assist clients to overcome barriers to housing by helping them acquire identification, background checks, and other necessary documents.
* Housing staff should assist clients to find housing that they find desirable in neighborhoods they want to live in.
* Rapid re-housing programs should not expect clients to find suitable housing with minimal assistance, such as only providing clients a list of landlords to call themselves.

Principle 3: Flexible Financial Assistance and Services Package

Financial assistance and services should adjust based on the tenant’s needs. Programs should provide only the assistance necessary to stabilize in permanent housing.

* Rapid re-housing programs should only provide the assistance necessary to help the household quickly move out of homelessness and stabilize in permanent housing. Services and financial assistance should be adjusted to meet households’ changing needs.
* Rapid re-housing programs should regularly evaluate the assistance provided and exit households quickly from assistance if they are stable in housing.
* Rapid re-housing programs should NOT provide a set number of months of assistance or other restricted, one-size-fits-all, services or financial assistance packages.

Principle 4: Client-Driven Housing Stability Services

Services should focus on helping clients achieve housing stability, be voluntary, and allow the client to choose the services they need.

* Services provided by rapid re-housing programs should focus on housing stability. If a client desires other assistance, like long-term mental health treatment, the rapid re-housing program should connect them to mainstream services.
* Services should be voluntary. Clients should not be exited from the program for not engaging in services. Rapid re-housing programs should not put additional requirements on clients that are not required of other tenants.
* Services should be client-driven. Clients’ choice should drive the type of services they receive.
* Services should be assertive and provided in tenants’ homes. Case managers should help identify and address challenges that may put a client’s housing at risk. Case managers should continue to provide services and motivate clients even when they seem resistant.

**Priority for Effective Street Outreach Programs**

All street outreach programs must follow the [NC BoS CoC’s Street Outreach Written Standards](http://www.ncceh.org/files/9164/).

Street outreach programs should fill gaps in services, serve unsheltered people with high barriers to receiving services and housing, and rapidly connect clients to emergency services and permanent housing.

Principle 1: Filling Gaps

* The LPA should aim to fund street outreach in counties with unsheltered counts and without shelter options.
* Street outreach programs may be funded instead of shelter in a county where the existing shelter has high barriers.

Principle 2: Targeting People with High Barriers

* Effective street outreach programs should target people with the most barriers to receiving services.
* Street outreach programs should engage anyone living unsheltered, even if they seem resistant to receiving services.

Principle 3: Rapid Connection to Emergency Services and Permanent Housing

* Street outreach programs should focus on meeting emergency needs, such as connecting people living unsheltered with health, mental health, shelter, and other needed services.
* Street outreach programs should facilitate rapid connections to permanent housing through coordinated entry.
* Street outreach programs should not put barriers (such as required services or sobriety requirements) in place before referring and connecting clients to emergency services or permanent housing.

Principle 4: Agency Experience

* Agencies running street outreach programs should have experience working with people living unsheltered, especially people with significant barriers to permanent housing, including people with severe mental illness and substance use disorders.

**Priority for Homelessness Prevention Programs That Reduce Returns to Homelessness**

All homelessness prevention programs must follow the [NC BoS CoC’s Homelessness Prevention Written Standards](http://www.ncceh.org/files/7520/)

LPAs should only fund homeless prevention programs that focus on preventing returns to homelessness and target funding on those at the most-imminent risk of homelessness.

Principle 1: Preventing Returns to Homelessness

* In 2018, LPAs should only fund homelessness prevention if the agency plans to use the funding to prevent returns to homelessness among people who formerly received rapid re-housing or permanent supportive housing assistance.
* Targeting HP on return prevention ensures people who have previously experienced homelessness are not re-traumatized by experiencing subsequent periods of homelessness. It also helps programs serve more people by helping agencies feel comfortable exiting households from programs earlier, knowing they can prevent subsequent returns to homelessness, if necessary.

Principle 2: Targeting

* All HP programs should only provide prevention funding to people who are at imminent risk of homelessness. Case managers should assess the risk of homelessness before providing financial assistance. People with other permanent housing options, other income, or other options to resolve their housing crisis should be served with mediation only.
* HP programs should focus on tenants who need financial assistance and services to maintain stable housing.