

# Chapel Hill/Orange County Continuum of Care, NC-513

## 2015 Scorecard for CoC Funds: NEW Projects

This scorecard will be used by the 2015 Unbiased Review Panel – Bebe Smith (School of Social Work, UNC-CH), Marc Strange (UNC Horizons), Matt Kauffman (Community Empowerment Fund) and Jamie Rohe (Homeless Programs Coordinator) to score applications for new projects. The scorecard has four main goals:

1. 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);
2. Fund projects that reflect the Orange County Continuum of Care & HUD’s priorities: permanent supportive housing and serving the chronically homeless, veterans, and families with children;
3. Incentivize agencies to be good partners (participating in community efforts to end homelessness and on HMIS);
4. Ensure that funded projects are being good stewards of Orange County CoC funding and performing to its standards.

The CoC Unbiased Review Panel may ask applicant agencies to provide additional information to determine agency capacity to: implement projects in a timely manner with successful outcomes, score well on the HUD Annual Performance Report (APR), and avoid jeopardizing overall agency stability or future funding for the NC-513 CoC.

Reviewer:		
Applicant:		
Project Name:		
Project Type (circle one)	PH: PSH	PH: RRH
Reviewer Signature:		Date:

### Project Quality Requirements

New projects must receive at least the minimum score in each section. If a minimum is not met, further review will be triggered. After further review, the Unbiased Review Panel will determine potential consequences, including whether the project is ineligible for inclusion in the final CoC application or will receive reduced funding.	Maximum Scores Possible:	PSH: 186 RRH: 171
	Total Project Score:	

### Combined Scoring

This section is scored by two reviewers, the Homeless Programs Coordinator and one other Unbiased Review Panel member; these two scores are averaged for each question.

*[Note: References in brackets indicate the section of the application that will be used to score each question.]*

Section I: Organizational Capacity	Possible Points:	Minimum:
	0	Standard Met
Consistency with Mission	Possible Score	Project Score
Does the project fit within the mission of the agency? Does the agency currently serve homeless households in their community? <i>[Project Application: 3B]</i>	Standard: met, unmet	

<b>Section II: Accuracy</b>		Possible Points: 15 Minimum: 10	Total Score:
<b>Accuracy and Appropriateness of Response</b>		Possible Score	Project Score
Is the project description completed and accurate? <i>[Project Application: 3B]</i>		2	
Does the application describe prior experience serving homeless persons that has prepared the agency for administering this grant? <i>[Project Application: 3B]</i>		2	
Are questions regarding services completed and accurate? <i>[Project Application: 4A]</i>		2	
Are questions regarding outreach completed and accurate? <i>[Project Application: 5C]</i>		2	
Are questions regarding housing for participants completed and accurate? <i>[Project Application: 4B]</i>		2	
Are the standard performance measures completed? Are the goals appropriate for the project and are the descriptions complete? (Score includes both required Standard Performance Measures and any optional Additional Performance Measures) <i>[Project Application: 6A &amp; 6B]</i>		4	
Is the overall application complete, accurate, and error-free?		1	
<b>Section III: CoC &amp; HUD Priorities</b>		Possible Points: PSH: 110; RRH: 95 Minimum: PSH: 38; RRH: 15	Total Score:
<b>Targeting People with Disabilities</b>		Possible Score	Project Score
What percentage of the <b>adults</b> served by the project are expected to be people with disabilities?			
Less than 100%		0	
100%		8	
<b>Targeting Veterans</b>		Possible Score	Project Score
What percentage of the <b>adults</b> served by the project are expected to be veterans?			
Less than 25%		0	
25% - 49%		4	
50% - 74%		8	
75% - 99%		12	
100%		16	
<b>Targeting People who are Chronically Homeless</b>		Possible Score	Project Score
What percentage of the people ( <b>adults and children</b> ) served by the project are expected to be chronically homeless? <i>[Project Application: 5B]</i>			
Less than 25%		0	
25% - 49%		4	
50% - 74%		8	
75% - 99%		12	
100%		16	

<b>Permanent Housing (PSH and RRH)</b>	Possible Score	Project Score
Is this a permanent supportive housing (PSH) project that is requesting any funds for housing? <i>[Project Application: 3A, question 4 (should say PH); 3B, question 7 (should say PSH); 7J (should have leasing or rental assistance funds)]</i>		
Yes	20	
No	0	
Is this a rapid re-housing (RRH) project that is requesting any funds for housing? <i>[Project Application: 3A, question 4 (should say PH); 3B, question 6 (should say RRH); 7J (should have leasing or rental assistance funds)]</i>		
Yes	5	
No	0	
Rental assistance projects are preferred to leasing projects as rental assistance projects adjust to FMR and provide tenants with a lease in their name. Projects that wish to provide leasing must submit a written statement that explains why the project is not applying as a rental assistance project.	Standard: met, unmet, NA	
For Rapid Re-Housing projects: applicants must be currently receiving Emergency Solutions Grant (ESG) RRH funds and in good standing with the ESG office.	Standard: met, unmet, NA	
<b>Housing Over Services</b>	Possible Score	Project Score
Total \$ request for housing activities (acquisition, rehab, construction, rental assistance and/or leasing): <i>[Project Application: 7J]</i>		
Total \$ budget request: <i>[Project Application: 7J, line 8 or 9]</i>		
Percentage of total budget devoted to housing activities (housing activities request ÷ total request x 100):		
Less than 35%	0	
Between 35% and 54.9%	5	
Between 55% and 74.9%	10	
Between 75% and 84.9%	20	
Between 85% and 100%	30	
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: <ul style="list-style-type: none"> <li>• Other potential sources of funding that the project is working to secure to fund supportive services.</li> <li>• A plan for when the project will reduce its use of CoC funds for services.</li> </ul>	Standard: met, unmet, N/A	
<b>Housing First</b>	Possible Score	Project Score
Is this a Housing First project? <i>[Project Application: 3B, 5d]</i>	20	
<b>Key Elements of Permanent Supportive Housing</b>	Possible Score	Project Score
If this 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)? <i>[Eligibility requirements, sample lease, program rules, house rules (if any); NC-513 will make a form for applicants to list services</i>		

<i>and indicate if they are required, optional, etc.] If the standards are unmet, the applicant will have six months from the date of the CoC Application submission to comply with the standards to the satisfaction of the Data and Grants Workgroup or its appointed subcommittee.</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, N/A	
Participation in services is voluntary and tenants cannot be evicted for rejecting services.	Standard: met, unmet, 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, N/A	
Housing is not time-limited, and the lease is renewable at tenants' and owners' option.	Standard: met, unmet, N/A	
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, N/A	
As needs change over time, tenants can receive more or less intensive support services without losing their homes.	Standard: met, unmet, N/A	
<b>Section IV: Scope of Services</b>	Possible Points: 8 Minimum: 6	Total Score:
<b>Service Needs</b>	Possible Score	Project Score
Do services adequately and appropriately meet anticipated service needs? <i>[Project Application: 4A]</i>	4	
<b>Employment Services</b>	Possible Score	Project Score
Does the project provide or link participants to employment services? Does the program have employment goals? <i>[Project Application: 4A]</i>	2	
<b>Access to Mainstream Benefits</b>	Possible Score	Project Score
Does the project include services to help participants access mainstream benefits, including but not limited to using SOAR trained caseworkers? <i>[Project Application: 4A]</i>	2	

## Staff Scoring

The following section is scored by the Homeless Programs Coordinator using standardized scoring methods to ensure fairness.

<b>Section V: Organizational Capacity</b>		Possible Points: 17 Minimum: 8	Total Score:
<b>Completed Similar Projects</b>		Possible Score	Project Score
Has the agency successfully implemented a CoC-funded project of the same project type (PSH or RRH)? <i>[Project Application: 3B; interview with agency]</i>			
Yes		8	
No		0	
<b>If not</b> , has the agency successfully implemented this same type of project (PSH or RRH) using another funding source? <i>[Project Application: 3B; interview with agency]</i>		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? <i>[Project Application: 3B; interview with agency]</i>		2	
If none of the above, has the agency successfully implemented a different HUD-funded project (ESG, Section 8, HPRP, etc.)? <i>[Project Application: 3B; interview with agency]</i>		2	
<b>Agency Stability</b>		Possible Score	Project Score
Has the agency been in operation for at least 3 years? <i>[Project Application: 3B; interview with agency]</i>		Standard: met, unmet,	
<b>Non-profits only:</b> 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 requirements.) <i>[Audit letter and budget]</i>		Standard: met, unmet, N/A	
<b>Non-profits only:</b> does the agency have the financial capacity to operate this project on a reimbursement basis? <i>[Budget]</i>		Standard: met, unmet, N/A	
<b>Non-profits only:</b> Has the agency submitted a list of their board of directors and a copy of the minutes from their three most recent board meetings? Does the agency have an active and engaged board of directors? <i>[Board list and minutes]</i>		Standard: met, unmet, N/A	
<b>Capacity to Provide Needed Services</b>		Possible Score	Project Score
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? Do program staff have sufficient experience and knowledge to effectively run the type of program being applied for? <i>[Project Application: 3B and 4A; organizational chart]</i>		Standard: met, unmet, NA	

<b>Administrative Capacity</b>	Possible Score	Project Score
Is the administrative staff separate from the services staff? <i>[Organizational chart]</i>	3	
Is funding for the administrative staff stable? Is there adequate administrative staff to ensure agency stability throughout program implementation? <i>[Budget]</i>	3	
<b>Energy Star</b>	Possible Score	Project Score
Does the project use Energy Star appliances? <i>[Project Application: 3A, question 5]</i>	1	
<b>Section VI: Match &amp; Leverage</b>	Possible Points: 8 Minimum: standards met	Total Score:
<b>Documentation of Match</b>	Possible Score	Project Score
Do match letters sufficiently document the required match for the project type?	Standard: met/unmet	
<b>Leverage</b>	Possible Score	Project Score
Total leverage: <i>[Project Application: 7I]</i>		
Total \$ request from HUD: <i>[Project Application: 7J]</i>		
Ratio of leverage to request (leverage ÷ request):	Possible Score	Project Score
Ratio at least 1.5:1	Standard: met, unmet, NA	
Ratio 1.5 to 1.99:1	4	
Ratio 2:1 or more	8	
<b>Section VII: Performance</b>	Possible Points: 28 Minimum: Standards met	Total Score:
<b>APR Scores</b>	Possible Score	Project Score
Does the agency have any additional projects that are meeting HUD's APR goals? <i>[APRs of other CoC-funded projects]</i>	8	
<b>HMIS Participation</b> (per federal law, domestic violence programs are prohibited from using HMIS. Use of a comparable database may be substituted.)	Possible Score	Project Score
If the agency has additional beds (not a part of this project application), are those beds also being entered into the system? <i>[HMIS report; HIC]</i>		
Yes	5	
No	0	
Does the agency commit to enter 100% of the beds into HMIS (with client consent)? <i>[interview with agency]</i>	Standard: met, unmet, NA	
<b>HUD Monitoring Findings</b>	Possible Score	Project Score
If the agency has other existing projects, are there any HUD monitoring findings	Standard: met,	

currently associated with any of these projects? If so, findings must be resolved or explained to the satisfaction of the Unbiased Review Panel for the application to meet the standard. <i>[Interview with agency]</i>	unmet, NA	
<b>Previous Project Spending Rates:</b> these questions are for projects that have been operating for at least one year at the time of the NOFA.	Possible Score	Score
Amount Awarded <i>[LOCCS portfolio]</i>		
Amount spent (rounded to the nearest percent)		
Percentage 90+%	0	
70-89%	-10	
69% and less	-25	
How many grant extensions from HUD were given for a reason other than merging grants? <i>[Interview with agency or information from HUD]</i>		
0	15	
1	0	
2+	Further review	
<b>Section VIII: Agency's Relationship to Community</b>	Possible Points: 0 Minimum: Standards met	Total Score:
Does the applicant actively participate in OCPEH committee(s) and meetings (75% of meetings July 2014 – June 2015)?	Standard: met/unmet	
Applicant agrees to participate in the local Coordinated Assessment process as designed by the OCPEH	Standard: met/unmet	
<b>Section IX: Deductions</b>	Possible Points deducted: -25 Minimum: not more than loss of -15	Total Score
<b>Budget</b>	<b>Possible Score</b>	<b>Project Score</b>
If questions regarding budget are not complete and accurate subtract up to 5 points.	-5	
<b>Deadlines</b>	<b>Possible Score</b>	<b>Project Score</b>
If the on-line application was NOT completed correctly, subtract up to 10 points (specific dates for deadlines will be clarified as the NOFA timeline is discerned or published).	-10	
If required accompanying documents are NOT turned in on time subtract up to 10 points	-10	
If the online application was not submitted by the deadline, the Unbiased Review Panel will determine potential consequences, including whether the project is ineligible for inclusion in the final CoC application or will receive reduced funding.	Standard: met/unmet	