

Project Name &amp; Type:

# North Carolina Balance of State Continuum of Care

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## 2010 Scorecard: New Projects

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.

<b>ORGANIZATIONAL CAPACITY: 14 Points</b>		
<b>Audit</b>	<b>Possible Score</b>	<b>Project Score</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 threshold requirements.) <i>[Ranking Comm. webpage]</i>	Threshold (yes, no)	
<b>Project Viability</b>	<b>Possible Score</b>	<b>Project Score</b>
<b>For projects that are requesting funding for construction:</b> Does the agency have site control? Is site properly zoned? 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?	Threshold (yes, no, n/a)	n/a (none applying)
<b>Consistency with Mission</b>	<b>Possible Score</b>	<b>Project Score</b>
Does the project logically fit within the mission of the agency? <i>[Ex. 2: Project Information]</i>	1	
<b>Completed Similar Projects</b>	<b>Possible Score</b>	<b>Project Score</b>
Has the agency successfully completed a <b>HUD-funded</b> project of the same project type (S+C, SHP-PH, SHP-TH, SHP-SSO)? <i>[Ex. 2: Experience of Applicant]</i>		
Has completed the same project type	8	

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Has not completed the same project type	0	
<b>If not</b> , has the agency successfully completed this same type of project (permanent or transitional housing) using a <b>non-HUD funding</b> source? <i>[Ex. 2: Experience of Applicant]</i>	2	
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>[Ex. 2: Experience of Applicant]</i>	2	
<b>Agency Stability</b>	<b>Possible Score</b>	<b>Project Score</b>
Has the agency been in operation for at least 3 years? <i>[Ex. 2: Project Information]</i>	Threshold (yes, no)	
<b>Non-profits only:</b> Are administrative/executive staff needed for agency stability experienced and skilled in agency administration and fundraising? <b>(All agencies that are not non-profits automatically receive these 2 points.)</b> <i>[Ranking Comm. webpage: Organizational Chart]</i>	2	
<b>Non-profits only:</b> 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? <b>(All agencies that are not non-profits automatically receive this 1 point.)</b> <i>[Ranking Comm. webpage: Board Documents]</i>	1	
<b>CORRECTNESS OF APPLICATION: 15 Points</b>		
<b>Accuracy and Appropriateness of Responses</b>	<b>Possible Score</b>	<b>Project Score</b>
Is the Project Information completed and accurate? <i>[Ex. 2: Project Information]</i>	2	
Does the application describe sufficient experience serving homeless persons? <i>[Ex. 2: Experience of Project Applicant, Sponsor, and Partners]</i>	2	
Are questions regarding services completed and accurate? <i>[Ex. 2: Supportive Services for Participants]</i>	2	
Are questions regarding outreach completed and accurate? <i>[Ex. 2: Outreach for Participants]</i>	2	
Are questions regarding housing for participants completed and accurate? <i>[Ex. 2: Housing for Participants]</i>	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? <i>[Ex. 2: Standard Performance Measures &amp; Additional Performance Measures]</i>	4	
Is the overall application complete, accurate, and error-free?	1	

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<b>BUDGET, LEVERAGE &amp; MATCH: 18 Points</b>			
<b>Budget</b>		<b>Possible Score</b>	<b>Project Score</b>
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: Budget Details]</i>	2.5	
	Operating and supportive services budgets are complete and accurate and leasing budget reflects correct FMRs for the area <i>[Ex. 2: Budget Details; Ranking Comm. webpage]</i>	2.5	
	Budget met minimum cash match requirements for all components (supportive services: 80/20, operating: 75/25, acquisition, rehab, construction: 1/1) <i>[Ex. 2: SHP Summary Budget]</i>	5	
<b>Match &amp; Leverage</b>			
Total Match & Leverage: <i>[S+C – Ex. 2: Project Leveraging; SHP – Ex. 2: Project Leveraging + cash match from SHP Summary Budget]</i>			
Total SHP/S+C Request from HUD: <i>[S+C – Ex. 2: Rental Assistance Budget; SHP – Ex. 2: SHP Summary Budget]</i>			
Ratio of match & leverage to request (match + leverage/request):		<b>Possible Score</b>	<b>Project Score</b>
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	
<b>HUD PRIORITIES: 39 Points</b>			
<b>Chronically Homeless Persons</b>			
What percentage of the project’s beds are expected to be filled with persons who meet HUD’s definition of chronically homeless individuals? <i>[Ex. 2: Project Participants]</i>		<b>Possible Score</b>	<b>Project Score</b>
Less than 25%		0	
Between 25% and 49%		2	
Between 49 % and 75%		4	

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Between 75% and 99%	6	
100%	8	
<b>Permanent Housing</b>		
Is this a Permanent Supportive Housing Project (project type is SHP-PH or S+C)? <i>[Ex. 2: Project Information]</i>	<b>Possible Score</b>	<b>Project Score</b>
Yes	10	
No	0	
<b>For new transitional housing projects:</b> 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. <i>[Ranking Comm. webpage]</i>	Threshold (yes, no, n/a)	
<b>HMIS Project</b>		
Is this an HMIS project (the project type is SHP-HMIS)?	<b>Possible Score</b>	<b>Project Score</b>
Yes	8	n/a
No	0	0
<b>Housing Over Services</b>		
Total housing activities budget (acquisition, rehab, construction, & leasing): <i>[S+C – Rental Assistance Budget; SHP – Ex. 2: SHP Summary Budget]</i>		
Total supportive services budget: <i>[S+C – n/a; SHP – Ex. 2: SHP Summary Budget]</i>		
Total budget request: <i>[S+C – Rental Assistance Budget; SHP – Ex. 2: SHP Summary Budget]</i>		
Percentage of total budget devoted to housing activities (housing activities/total request x 100):	<b>Possible Score</b>	<b>Project Score</b>
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% ( <b>all S+C projects receive 15 points</b> )	15	
<b>Energy Star</b>		
Does/will the project use Energy Star appliances? <i>[Ex. 2: Project Information]</i>	<b>Possible Score</b>	<b>Project Score</b>
	1	

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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?	5	
<b>SCOPE OF SERVICES: 8 Points</b>		
Service Needs	Possible Score	Project Score
Do services adequately and appropriately meet anticipated service needs? <i>[Ex. 2: Supportive Services for Participants]</i>	4	
Employment Services	Possible Score	Project Score
Does the project have adequate activities related to employment services? Are there known employment outcomes? <i>[Ex. 2: Supportive Services for Participants]</i>	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? <i>[Ex. 2: Supportive Services for Participants]</i>	2	

### **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: 10 Points**

Agency Stability	Possible Score	Project Score
<b>Non-profits only:</b> Does the agency have the financial capacity to operate this project on a reimbursement basis? <i>[Agency budget and reimbursement statement]</i>	Threshold (yes, no)	
Capacity to Provide Needed Services	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? <i>[Ex. 2: Supportive Services for Participants; interview with agency]</i>	5	

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<b>Administrative Capacity</b>	<b>Possible Score</b>	<b>Project Score</b>
Is the administrative staff separate from the services staff? <i>[interview with agency]</i>	2.5	
Is funding for the administrative staff stable? Is there adequate administrative staff to ensure agency stability throughout program implementation? <i>[Agency budget and interview with agency]</i>	2.5	
<b>CORRECTNESS OF APPLICATION: +5 or loss of 30 Points</b>		
<b>Logic Model</b>	<b>Possible Score</b>	<b>Project Score</b>
Is the logic model correctly filled out? Does it meet the standards set out in HUD's assessment matrix?	5	
<b>Meeting of Deadlines</b>	<b>Possible Score</b>	<b>Project Score</b>
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 points.	-10	
<b>BUDGET &amp; MATCH:</b>		
<b>Documentation of Match</b>	<b>Possible Score</b>	<b>Project Score</b>
Do match letters sufficiently document the required match for the project type?	Threshold (yes, no)	
<b>ANNUAL PERFORMANCE REPORT DATA: 13 Points</b>		
<b>APR Scores</b>	<b>Possible Score</b>	<b>Project Score</b>
Does the agency have any additional projects that are meeting HUD's APR goals?	8	
<b>HMIS Participation (Per federal law - does not apply to domestic violence programs.)</b>		
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>	<b>Possible Score</b>	<b>Project Score</b>
Yes	5	
No	0	

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Does the agency commit to enter 100% of the beds into HMIS (with client consent)? <i>[Interview with agency]</i>	Threshold (yes, no)	
<b>HUD Monitoring Findings</b>		<b>Possible Score</b>
<b>Project Score</b>		
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: Experience of Applicant]</i>	Yes/No	
<b>REGIONAL PRO-RATA: 20 Points</b>		
<b>Completely Covered by Regional Pro-Rata</b>		<b>Possible Score</b>
<b>Project Score</b>		
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.) <i>[Regional Committee Project Approval Form]</i>	20	
<b>For S+C and SHP-PH projects:</b> 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)	
<b>AGENCY'S RELATIONSHIP TO COMMUNITY: 12 Points</b>		
<b>Participation in Regional Committee Activities</b>		
Does the agency submitting the project application actively participate in local Regional Committee activities? <i>[Conversation with RC lead; RC minutes]</i>	<b>Possible Score</b>	<b>Project Score</b>
Participate in Regional Committee meetings	2	
Presented application to Regional Committee to be reviewed	2	
<b>Participation in Balance of State Activities</b>		
Does the agency actively participate in the following BoS activities?	<b>Possible Score</b>	<b>Project Score</b>
Participate in BoS Steering Committee	1	
Participate in Permanent Housing, Transitional Housing, or Families Committee	1	
Submit Point-in-Time and Housing Inventory data by deadline	1	
<b>Participation in other Community Coordination Activities</b>		
Are there other housing/homeless related coalitions or partnerships within the region in which the agency participates?	<b>Possible Score</b>	<b>Project Score</b>
Consolidated Plan	1	

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Ten-Year Plan to End Homelessness	1	
HPRP	1	
Other Recovery Programs	1	
Other	1	
<b>REGIONAL PERFORMANCE: 8 Points</b>		
<b>Regional Committee Participation in BoS Activities</b>	<b>Possible Score</b>	<b>Project Score</b>
Does the agency's Regional Committee regularly submit minutes from their meetings?	2	
Does the Regional Committee Lead participate in Steering Committee meetings?	2	
Percentage of regions' beds covered and reported in HMIS:	<b>Possible Score</b>	<b>Project Score</b>
0-74%	0	
75-100%	4	

<b>PROJECT QUALITY THRESHOLD</b>		<i>Max Total Possible: 162</i>	
Minimum Threshold Requirement  (This score reflects the quality of the project in and of itself.)	New projects must receive a minimum score of xx in the above categories to be eligible for further consideration.	<b>Minimum:</b>	<b>Project Score:</b>