

**2019 Scorecard for ESG Funds**

This scorecard can be used by North Carolina Balance of State Continuum of Care’s (NC BoS CoC) Regional Funding Process Committees to score applications for Emergency Solutions Grant projects. The CoC prioritizes projects that serve households with severe needs and vulnerabilities, setting them on a course towards permanent housing.   
  
This scorecard has four goals:

* Fund organizations that have the capacity to run effective programs (can manage and administer the program, can operate on a reimbursement basis, have experience serving this population or a similar one).
* Fund projects that reflect the NC BoS CoC’s & HUD’s priorities.
* 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).
* Ensure that funded projects are being good stewards of NC Emergency Solutions Grant funding and performing to NC BoS CoC standards, including descriptions in written standards.

The Regional Funding Process Committee may ask applicant agencies to provide additional information to determine agency capacity to: implement projects in a timely manner with successful outcomes, demonstrate good outcomes in the annual CAPER, and avoid jeopardizing overall agency stability or future funding for the NC BoS CoC.

*[References in brackets indicate the materials that will be used to score each question.]*

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| Reviewer: |  | | |
| Applicant: |  | | |
| Project Name: |  | | |
| Project Type (select all) | Street Outreach  Emergency Shelter  Rapid Re-Housing  Homelessness Prevention  HMIS | | |
| Reviewer Signature: |  | Date: |  |

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| **PROJECT QUALITY REQUIREMENTS** |  |
| New projects **must meet all thresholds to be included in the Regional Committee’s final application to the NC Emergency Solutions Grant office.**  The Regional Committee’s Funding Process Committee will use the final score on the scorecard to determine which projects will be included in the final application. Funding Process Committees may include projects with lower scores when comparing different activity types, if the Regional Committee has prioritized a certain activity or subpopulation. | **Maximum Score Possible:**  **SO: 147**  **ES: 167 RRH: 167**  **HP: 137**  **HMIS: 127** |

**Scorecard Instructions:**

Reviewers should use this scorecard to score each agency’s application. If an agency applies for multiple activity types, reviewers can score all activities on the same scorecard.

To use this scorecard, follow the steps below:

1. Complete Sections I – IV once, even if the agency is applying for multiple activity types. These sections apply to the whole agency, not specific programs.
2. Enter the score from Sections I-IV into the table below next to each activity type the agency is applying for.
3. Complete the Activity Section (Section V) for each activity type for which the agency is applying.
4. Enter the score for each activity type for which the agency is applying into the table below.
5. For each activity type that the agency is applying, add the Section I-IV score and the Activity Section score.

The Regional Committee’s ESG Funding Process Committee should use activity type total scores (Section I-IV + Activity Section) to compare projects of the same activity type.

**Scoring Table**

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| **Activity Type** | **Sections I-IV Score** | **Activity Section Score** | **Total Score**  **(Section I-IV) + (Activity Section Score)** |
| **Street Outreach** |  |  |  |
| **Emergency Shelter** |  |  |  |
| **Homelessness Prevention** |  |  |  |
| **Rapid Re-housing** |  |  |  |
| **HMIS** |  |  |  |

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| **Section I: Organization Information** | | **Section I Score** | | |
| Possible Points: Meet Threshold | |  | | |
| **Consistency with Mission** | | **Possible Score** | | **Project Score** |
| 1.1 | Does the project fit within the mission of the agency? Does the agency currently serve homeless households in their community? *[Project Application: Q2]* | Threshold  met  unmet | | |
| **Section II: Organizational Capacity and Stability Section II Score** | | | | |
| Possible Points: 47 | |  | | |
| **Financial Capacity** | | **Possible Score** | | **Project Score** |
| 2.1 | Does the agency have an adequate financial control system and procedure to monitor its activities and ensure that ESG dollars are spent in a timely manner?  *[Project Application: Q5.2, 5.3]* | Threshold  met  unmet | | |
| 2.2 | Does the agency have any HUD or ESG Office findings in the last 5 years? (Regional Committee should request monitoring letter with findings and corrective actions)  *[Project Application: Q6.1, 6.2]* |  | | |
| Yes | 0 | |  |
| No | 10 | |
| 2.3 | Did the agency show positive or equal income versus expenses in the fiscal year?  *[Project Application: Q5.4 ]* |  | | |
| All 3 years | 7 | |  |
| 2 out 3 years | 4 | |
| 1 out of 3 years | 1 | |
| 0 years | Further review | |
| **Past Awards** | |  | |  |
| 2.4 | Did the agency have a timely expenditure of ESG funds in the 2018 grant year?  *[Spending information provided by the grantee through June 30, 2019]* |  | | |
| 45%+ of total award | 15 | |  |
| 30-44% of total award | 5 | |
| Below 30% of total award | Further review | |
| Not a grantee | NA | |
| 2.5 | The agency sufficiently monitors activities to ensure that NC ESG dollars are spent in a timely manner  *[Project Application: Q5.3]* |  | |  |
| Yes | 15 | |  |
| No | 5 | |  |
| Not a grantee | NA | |  |
| **Section III: Capacity** | | **Section III Score** | | |
| Possible Points: 10 | |  | | |
| **Staff Information** | | **Possible Score** | | **Project Score** |
| 3.1 | Does the program have staff capacity to adequately administer the ESG program without a heavy reliance on volunteers?  *[Project Application: Q 9.1, 9.2]* | Threshold  met  unmet | | |
| **Connection to the Community** | |  | |  |
| 3.2 | Does the agency adequately coordinate with other organizations to provide non-duplication of services and access to mainstream resources such as TANF, Food Stamps, Housing Assistance, etc. *[Project Application: Q10.1]* | Threshold  met  unmet | | |
| **Coordinated Entry** | |  | |  |
| 3.3 | Does the agency fully participate in the CoC’s coordinated entry despite funding source ?*[Project Application: Q11.1, 11.2, 11.3 ]* | Threshold  met  unmet | | |
| 3.4 | Do the agency’s projects currently fully participate in the CoC’s coordinated assessment process and only take referrals from the coordinated assessment wait list?  *[Interview with Regional Committee Coordinated Assessment Lead]* |  | | |
|  | Yes | 10 |  | |
| No | 0 |  | |
| **Written Standards** | |  | |  |
| 3.5 | Does the agency operate its program according to all of the NC BoS CoC’s written standards?  *[Project Application: Q12.1]* | Threshold  met  unmet | | |
| **Section IV: Data** | | **Section IV Score** | | |
| Possible Points: 10 | |  | | |
| **Data Collection** | | | | |
| 4.1 | Does the agency use HMIS software (or a comparable database for victims’ services providers) that is capable of pulling the CAPER?  *[Project Application: Q14.2]* |  | | |
| Yes | 5 | |  |
| No | Further Review | |
| 4.2 | Does the organization have an adequate plan to keep client files confidential?  *[Project Application: Q14.5]* |  | | |
| Yes | 5 | |  |
| No | 0 | |
| **HMIS (For non-DV and non- victims service providers only)** | | | | |
| 4.3 | Does the agency have an HMIS Agency Administrator to enter data, pull reports, and attend user meetings?  *[Project Application: Q14.6]* | Threshold  met  unmet  N/A | | |
| **Section V: Activities** | | **Activity Score** | | |
| Reviewers should only fill out the applicable section for the activity for which the applicant applied. Reviewers should complete a separate scorecard for each activity.  Possible Points:  SO: 80 ES: 100 RRH: 100 HP: 70 HMIS: 60 | | SO: | | |
| ES: | | |
| HP: | | |
| RRH: | | |
| HMIS: | | |

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| **Street Outreach** | | **Possible Score** | **Project Score** |
| **Street Outreach Project Description** | |  |  |
| 5.1 | Does the project fill a gap in the community, by serving an underserved population, providing services that are not provided by other agencies, or serving an under-served area? *[Based on regional data or understanding of regional needs]* | 15 |  |
| **Street Outreach Design and Philosophy** | |  |  |
| 5.2 | Does the project description demonstrate the agency will engage unsheltered households with high barriers and connect them to emergency services and permanent housing?  *[Project Application: Q17.1]* | 15 |  |
| 5.3 | Does the agency screen out participants for any of the reasons in Q17.2?  *[Project Application: Q17.2 AND agency policies and procedures]* |  | |
| Yes | 0 |  |
| No | 10 |
| 5.4 | Does the agency terminate participants for any of the reasons in Q17.4?  *[Project Application: Q17.4 AND agency policies and procedures]* |  | |
| Yes | 0 |  |
| No | 10 |
| 5.5 | Is the project housing-focused? Does the project connect unsheltered individuals and/or families to permanent housing providers in the Regional Committee?  *[Project Application: Q17.6, 17.8]* |  | |
| Yes | 10 |  |
| No | 0 |
| **Street Outreach Performance** | |  |  |
| 5.6 | If the organization received funding in the prior year for SO, the accomplishments listed show significant improvements in service delivery.*[Project Application: Q15.5]* |  | |
|  | 15 |  |
| 5.7 | Does the project budget seem reasonable for the number of people targeted and the cost per household in the operating year?  *[Project Application: Q17.10; Project Budget Spreadsheet]* |  | |
| Yes | 5 |  |
| No | 0 |

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| **Emergency Shelter** | | **Possible Score** | | **Project Score** |
| **Emergency Shelter Project Description** | |  | |  |
| 5.8 | Does the shelter operate 24 hours a day, 7 days a week? *[Project application: Q18.5 ]* |  | |  |
| Yes | 10 | |  |
| No | 0 | |  |
| **Emergency Shelter Program Design and Philosophy: Low Barriers** | |  | |  |
| 5.9 | Does the agency screen out participants for any of the reasons in Q20.3?  *[Project Application: Q20.3 AND agency policies and procedures]* |  | | |
| Yes | 0 | |  |
| No | 10 | |
| 5.10 | Does the project terminate or exit participants for any of the reasons in Q23.4? *[Project Application: Q20.5 AND agency policies and procedures]* |  | | |
| Yes | 0 | |  |
| No | 10 | |
| 5.11 | Does the shelter have strict time limits on the total amount of time someone may stay in the shelter? *[Agency policies and procedures]* |  | | |
| Yes | 0 | |  |
| No | 10 | |
| 5.12 | Does the shelter ban people for reasons other than egregious threats to safety? *[Agency policies and procedures]* |  | | |
| Yes | 0 | |  |
| No | 10 | |
| **Emergency Shelter Program Design and Philosophy: Housing First** | | | | |
| 5.13 | Is the project housing-focused? Does the project actively connect shelter residents to permanent housing by focusing all services toward helping participants find permanent housing options?  *[Project Application: Q20.7 – Q20.10]* |  | | |
|  | 10 |  | |
| 5.14 | Are services voluntary?  *[Agency policies and procedures]* |  | | |
| Yes | 10 | |  |
| No | 0 | |
| 5.15 | Do residents have to meet any pre-requisites before the shelter will assist with connecting them to permanent housing? *[Agency policies and procedures]* |  | | |
| Yes | 0 | |  |
| No | 5 | |
| 5.16 | Is the project connected to or does the agency provide rapid re-housing and permanent supportive housing programs?  *[Project Application: Q20.10]* | 5 | |  |
| **Emergency Shelter Project Performance (Only applicants who had Program Year 2017 funding for Emergency Shelter)** | |  | |  |
| 5.17 | If the organization received funding in the prior year for ES, the accomplishments listed show significant improvements in exits to permanent housing. *[Project Application: Q20.11]* |  | | |
|  | 15 | |  |
| 5.18 | Does the project budget seem reasonable for the number of people targeted and costs per household in the operating year?  *[Project Application: Q20.13; Project Budget Spreadsheet]* |  | | |
| Yes | 5 | |  |
| No | 0 | |

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| **Rapid Re-Housing** | | **Possible Score** | | **Project Score** |
| **Rapid Re-Housing Project Description** | |  | |  |
| 5.19 | Does the agency provide assistance for paying security deposits, last month’s rent, utility deposits, utility payments, moving costs, housing search, housing stability case management, mediation, rental assistance and arrears?  [Project Application: Q21.3, 21.4] |  | |  |
| Yes (agency must provide at least all of the above list of services) | 5 | |  |
| No | 0 | |
| **Rapid Re-Housing Program Design and Philosophy** | |  | |  |
| 5.20 | Does the project have an adequate plan to move towards a housing first model?  *[Project Application: Q23.8]* |  | | |
| Yes | 5 |  | |
| No | 0 |
| 5.21 | Is the project low barrier, meaning the project assumes all participants are ready for housing and does not require participants to meet pre-requisites, other than HUD-mandated eligibility, before entering the program?  *[Agency policies and procedures]* |  | | |
| Yes | 10 | |  |
| No | 0 | |
| 5.22 | Does the agency screen out participants for any of the reasons in Q23.4?  *[Project Application: Q]* |  | | |
| Yes | 0 | |  |
| No | 10 | |
| 5.23 | Does the agency terminate participants for any of the reasons in Q23.6? *[Project Application: Q ]* |  | | |
| Yes | 0 |  | |
| No | 10 |
| 5.24 | Does the project have dedicated staff whose responsibility is to identify and recruit landlords and encourage them to rent to homeless households served by the program?  *[Project Application: Q23.9]* |  | | |
| Yes | 10 | |  |
| No | 0 | |
| 5.25 | Does the project provide active and assertive support to help participants find housing, including calling landlords on their behalf, visiting properties with clients, and negotiating with landlords?  [Agency policies and procedures] |  | | |
| Yes | 10 |  | |
| No | 0 |
| 5.26 | Is participation in services voluntary?  [Project Application: Q23.14; Agency policies and procedures] |  |  | |
| Yes | 10 |  | |
| 6 | 0 |
| 5.27 | Does the project use a progressive approach, where financial assistance is not a standard package and is flexible enough to adjust to households’ unique needs?  *[Project Application: Q23.13]* |  | | |
| Yes | 15 |  | |
| No | 0 |
| 5.28 | Does the project have specific connections with employment and income programs to which to refer RRH participants? *[Project Application: Q23.15, 23.16]* |  | | |
|  | Yes | 10 |  | |
| No | 0 |  | |
| **Rapid Re-Housing Project Performance (Only applicants who had Program Year 2017 funding for Rapid Re-Housing)** | |  | | |
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| 5.29 | Does the project budget seem reasonable for the number of people targeted and the cost per household in the operating year?  *[Project Application: Q23.18; Project Budget Spreadsheet]* |  | | |
| Yes | 5 | |  |
| No | 0 | |

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| **Homelessness Prevention** | | **Possible Score** | | **Project Score** |
| **Homelessness Prevention Design and Philosophy** | |  | |  |
| 5.30 | Does the project adequately explain how it will use its homelessness prevention funds to target to people most likely to become homeless or return to homelessness?  *[Project application Q26.3]* |  | | |
| Yes | 5 | |  |
| No | 0 | |
| 5.31 | Does the agency screen out participants for any of the reasons in Q26.2?  *[Project Application: Q26.4 AND agency policies and procedures]* |  | | |
| Yes | 0 | |  |
| No | 10 | |
| 5.32 | Does the agency terminate participants for any of the reasons in Q26.6  *[Project Application: Q26.6 AND agency policies and procedures]* |  | | |
| Yes | 0 |  | |
| No | 10 |
| 5.33 | Does the project have dedicated staff whose responsibility is to identify and recruit landlords and encourage them to rent to homeless households served by the program?  *[Project Application: Q26.8]* |  | | |
| Yes | 10 | |  |
| No | 0 | |
| 5.34 | Does the project use a progressive approach, where financial assistance is not a standard package and is flexible enough to adjust to households’ unique needs?  *[Project Application: Q26.16, 26.17 AND agency policies and procedures]* |  | | |
| Yes | 10 |  | |
| No | 0 |
| 5.35 | Is participation in services voluntary?  *[Project Application: Q26.20 ]* |  | | |
| Yes | 10 |  | |
| No | 0 |
| 5.36 | Does the project have specific connections with employment and income programs to which to refer RRH participants? *[Project Application: Q26.21, 26.22]* |  | | |
|  | Yes | 10 |  | |
| No | 0 |  | |
| **Homelessness Prevention Performance (Only applicants who had Program Year 2017 funding for Homelessness Prevention)** | |  | |  |
| 5.37 | Does the project budget seem reasonable for the number of people targeted and the cost per household in the operating year?  *[Project Application: Q26.24; Project Budget Spreadsheet]* |  | | |
| Yes | 5 | |  |
| No | 0 | |

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| **HMIS/DV Comparable Database** | | **Possible Score** | | **Project Score** |
| **HMIS/DV ComparableProject Description** | |  | |  |
|  |  |  | | |
| 5.38 | Does the plan adequately explain how HMIS funds will contribute to the agency’s ability to collect, analyze, and report data?  *[Project Application: Q27.5]* | 50 |  | |
| 5.39 | Does the agency have adequate experience implementing HMIS or comparable database activities?  *[Project Application: Q28.1]* |  | | |
| Yes | 10 | |  |
| No | 0 | |