

**2017 Scorecard for ESG Funds**

This scorecard can be used by the North Carolina Balance of State Continuum of Care (NC BoS CoC) Regional Committees to score applications for Emergency Shelter 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 Shelter Grant funding and performing to NC BoS CoC standards, including descriptions in written standards.

The Regional 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.]*

|  |  |  |  |
| --- | --- | --- | --- |
| Reviewer: |  | | |
| Applicant: |  | | |
| Project Name: |  | | |
| Project Type (select all) | SO  ES  HP  RRH  HMIS | | |
| Reviewer Signature: |  | Date: |  |

|  |  |
| --- | --- |
| **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 Committee will use the final score on the scorecard to determine which projects will be included in the final application. Funding 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: 99**  **ES: 104 HP: 99**  **RRH: 109**  **HMIS: 104** |

**Scorecard Instructions:**

Regional Committee Funding Subcommittees should use the provided scorecard to score all activities applied for by an agency. The subcommittee can score all activities on the same scorecard but should compare the activities for which an agency applies separately as described below.

Sections I-IV apply to all activities and should be added together for a general section score and entered in the table below. Section V includes the five eligible activities funded through Emergency Solutions Grant funding. To compare applicants in the competition, the individual score for each activity should be added to the total general section score for a complete score for the activity type.

**Scoring Table**

|  |  |  |  |
| --- | --- | --- | --- |
| **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** |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Section I: Organization Information** | | **Section I Score** | |
| Possible Points: 0 | |  | |
| **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: Q3.1 – Q4.2, Q11.1]* | Threshold  met  unmet | |
| **Section II: Organizational Capacity and Stability Section II Score** | | | |
| Possible Points: 24 | |  | |
| **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: Q7.2]* | Threshold  met  unmet | |
| 2.2 | Does the agency have any HUD findings in the last 5 years?  *[Project Application: Q7.3]* |  | |
| Yes | 0 |  |
| No | 2 |
| 2.3 | If the agency has HUD findings in the last 5 years, did the agency attach an approved Corrective Action Plan?  *[Project Application: Q7.3.1]* |  | |
| Yes | 0 |  |
| No | Further Review |
| 2.4 | Did the agency show positive or equal income versus expenses in the fiscal year?  *[Project Application: Q7.4]* |  | |
| All 3 years | 7 |  |
| 2 out 3 years | 4 |
| 1 out of 3 years | 1 |
| 0 years | Further review |
| **Past Awards** | |  |  |
| 2.6 | Did the agency have a timely expenditure of ESG funds in the previous grant year?  *[Project Application: Q9.1.1]* |  | |
| 75%+ | 15 |  |
| 60-74% | 5 |
| Below 60% | Further review |
| Not a grantee | NA |
| **Section III: Staff 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: Q10.1 - Q10.3]* | Threshold  met  unmet | |
| **Experience** | |  |  |
| 3.2 | Does the agency have adequate experience to implement the activities proposed in the application? Description should include years of experience of staff/agency and staff/agency challenges and plan to address them.  *[Project Application: Q11.1]* | Threshold  met  unmet | |
| **Coordinated Assessment** | |  |  |
| 3.4 | Does the agency agree to fully participate in the CoC’s coordinated assessment process and not take any referrals from sources outside the coordinated entry process as outlined by the Regional Committee?  *[Project Application: Q13.1]* | Threshold  met  unmet | |
| 3.5 | Does the agency’s projects currently fully participate in the CoC’s coordinated assessment process and only take referrals from the system?  *[Interview with Regional Committee Coordinated Assessment Lead]* |  | |
| Yes | 10 |  |
| No | 0 |
| **Written Standards** | |  |  |
| 3.6 | Does the agency affirm that it will run its programs in adherence to the NC BoS CoC’s written standards and participate in any program oversight process the CoC designs?  *[Project Application: Q14.1]* | Threshold  met  unmet | |
| **Section IV: Data** | | **Section IV Score** | |
| Possible Points: 10 | |  | |
| **Data Collection** | | | |
| 4.1 | Does the agency collect all Universal Data Elements and use a database that allows the user to enter the information?  *[Project Application: Q16.1]* |  | |
| Yes | 5 |  |
| No | Further Review |
| 4.3 | Does the agency have an adequate plan to ensure compliance with HMIS requirements (or comparable database), including staffing, data entry, and data quality standards, that includes oversight by agency administration?  *[Project Application: Q16.4]* |  | |
| Yes | 5 |  |
| No | 0 |
| **HMIS (For non-DV and non- victims service providers only)** | | | |
| 4.4 | Does the agency have an HMIS Agency Administrator to enter data, pull reports, and attend user meetings?  *[Project Application: Q17.1]* | Threshold  met  unmet  N/A | |
| **Domestic Violence HMIS Comparable Database (For DV and victims service providers only)** | | | |
| 4.6 | Can the comparable database the agency uses produce the ESG CAPER directly from the database? If not, will the agency commit to having a comparable database capable of complying with reporting requirements prior to project start date?  *[Project Application: Q18.2]* | 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: 55 ES: 60 HP: 55 RRH: 65 HMIS: 60 | | SO: | |
| ES: | |
| HP | |
| RRH: | |
| HMIS: | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Street Outreach** | | **Possible Score** | **Project Score** |
| **Street Outreach Project Description** | |  |  |
| 5.1 | Does the project serve a subpopulation(s) prioritized by the NC BoS CoC and/or Regional Committee?  *[Project Application: Q19.1]* | 5 |  |
| **Street Outreach Design and Philosophy** | |  |  |
| 5.3 | Does the project description demonstrate a sound understanding of street outreach activities and an ability to engage unsheltered individuals and/or families to connect them to emergency services and permanent housing?  *[Project Application: Q20.1, Q20.5, Q20.6]* | 15 |  |
| 5.4 | Did the agency check any of the boxes in Q20.2 or Q20.3?  *[Project Application: Q20.2 – Q20.3]* |  | |
| Yes | 0 |  |
| No | 15 |
| 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: Q20.4, Q20.6]* | Threshold  met  unmet | |
| **Street Outreach Performance (Only applicants who had Program Year 2017 funding for Street Outreach)** | |  |  |
| 5.7 | Percentage of exits to permanent housing  (# of exits to permanent housing ÷ total # of persons served)  *[Project Application: Q21 Project Outputs and Project Impact Table]* |  | |
| 40%+ | 15 |  |
| 30-39% | 5 |
| Below 35% | 0 |
| 5.8 | Does the project budget seem reasonable for the number of people targeted in the operating year?  *[Project Budget Spreadsheet]* |  | |
| Yes | 5 |  |
| No | 0 |

|  |  |  |  |
| --- | --- | --- | --- |
| **Emergency Shelter** | | **Possible Score** | **Project Score** |
| **Emergency Shelter Project Description** | |  |  |
| 5.10 | Does the project serve a subpopulation(s) prioritized by the NC BoS CoC and/or Regional Committee?  *[Project Application: Q22.1]* | 5 |  |
| 5.11 | Does the project description describe a low barrier emergency shelter environment, catering to individuals and/or families with the highest needs in the community and an ability to connect clients to permanent housing?  *[Project Application: Q22.3, Q22.5, Q23.1, Q23.2]* | 15 |  |
| **Emergency Shelter Program Design and Philosophy** | |  |  |
| 5.12 | Did the agency check any of the boxes in Q23.3 or Q23.4?  *[Project Application: Q23.3 – Q23.4]* |  | |
| Yes | 0 |  |
| No | 15 |
| 5.13 | Do the descriptions demonstrate that the project is housing focused? Does the project connect shelter residents to permanent housing?  *[Project Application: Q23.5 – Q23.8]* | Threshold  met  unmet | |
| 5.14 | Is the project connected to or does the agency provide rapid re-housing and permanent supportive housing programs?  *[Project Application: Q23.9 – Q23.10]* | 5 |  |
| **Emergency Shelter Project Performance (Only applicants who had Program Year 2017 funding for Emergency Shelter)** | |  |  |
| 5.17 | Percentage of exits to permanent housing  (# of exits to permanent housing ÷ total # of persons served)  *[Project Application: Q24 Project Outputs and Project Impact Table]* |  | |
| 70%+ | 15 |  |
| 50-69% | 5 |
| Below 50% | 0 |
| 5.18 | Does the project budget seem reasonable for the number of people targeted in the operating year?  *[Project Budget Spreadsheet]* |  | |
| Yes | 5 |  |
| No | 0 |

|  |  |  |  |
| --- | --- | --- | --- |
| **Homelessness Prevention** | | **Possible Score** | **Project Score** |
| **Homelessness Prevention Project Description** | |  |  |
| 5.20 | Does the project serve a subpopulation(s) prioritized by the NC BoS CoC and/or Regional Committee?  *[Project Application: Q25.1]* | 5 |  |
| **Homelessness Prevention Design and Philosophy** | |  |  |
| 5.21 | Does the project use its homelessness prevention funds exclusively for the Regional Committee’s diversion efforts?  *[Project Application: Q26.1]* |  | |
| Yes | 5 |  |
| No | 0 |
| 5.22 | Did the agency check any of the boxes in Q26.2 or Q26.3?  *[Project Application: Q26.2 – Q26.3]* |  | |
| Yes | 0 |  |
| No | 15 |
| 5.23 | 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: Q26.4]* |  | |
| Yes | 10 |  |
| No | 0 |
| 5.25 | 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: Q26.8 and Q26.8.1]* | Threshold  met  unmet | |
| 5.26 | Is participation in services voluntary?  *[Project Application: Q26.11]* | Threshold  met  unmet | |
| 5.27 | Does the project participate in the Regional Committee’s coordinated assessment system?  *[Project Application: Q26.13]* | Threshold  met  unmet | |
| **Homelessness Prevention Performance (Only applicants who had Program Year 2017 funding for Homelessness Prevention)** | |  |  |
| 5.29 | What is the percentage of exits to permanent housing destinations?  (# of exits to permanent housing destinations ÷ total # of persons served)  *[Project Application: Q27 Projects Outputs and Project Impact Tables]* |  | |
| At least 80% | 15 |  |
| Below 80% | 0 |
| 5.30 | Does the project budget seem reasonable for the number of people targeted in the operating year?  *[Project Budget Spreadsheet]* |  | |
| Yes | 5 |  |
| No | 0 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Rapid Re-housing** | | **Possible Score** | | **Project Score** |
| **Rapid Re-housing Project Description** | |  | |  |
| 5.32 | Does the project serve a subpopulation(s) prioritized by the NC BoS CoC and/or Regional Committee?  *[Project Application: Q28.1]* | 5 | |  |
| **Rapid Re-housing Program Design and Philosophy** | |  | |  |
| 5.33 | Does the project have an adequate plan to ensure access to unsheltered individuals and/or families?  *[Project Application: Q29.2]* |  | | |
| Yes | 5 |  | |
| No | 0 |
| 5.34 | Is the project low barrier, allowing individuals with the highest vulnerability to access permanent housing through the project?  *[Project Application: Q29.3 – Q29.4]* |  | | |
| Yes | 10 | |  |
| No | 0 | |
| 5.35 | Did the agency check any of the boxes in Q29.5 or Q29.6?  *[Project Application: Q29.5 – Q29.6]* |  | | |
| Yes | 0 | |  |
| No | 15 | |
| 5.36 | 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: Q29.7]* |  | | |
| Yes | 10 | |  |
| No | 0 | |
| 5.38 | 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: Q29.11 and Q29.11.1]* | Threshold  met  unmet | | |
| 5.39 | Does the project participate in the Regional Committee’s coordinated assessment system?  *[Project Application: Q29.15]* | Threshold  met  unmet | | |
| **Rapid Re-housing Project Performance (Only applicants who had Program Year 2017 funding for Rapid Re-housing)** | |  | | |
| 5.42 | What is the percentage of exits to permanent housing destinations?  (# of exits to permanent housing destinations ÷ total # of persons served)  *[Project Application: Q30 Projects Outputs and Project Impact Tables]* |  | | |
| At least 80% | 15 | |  |
| Below 80% | 0 | |
| 5.43 | Does the project budget seem reasonable for the number of people targeted in the operating year?  *[Project Budget Spreadsheet]* |  | | |
| Yes | 5 | |  |
| No | 0 | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **HMIS** | | **Possible Score** | | **Project Score** |
| **HMIS Project Description** | |  | |  |
| 5.45 | Does the project intend to use ESG funding for only Service Provider Agency Staff Costs?  *[Project Application: Q31.1]* | Threshold  met  unmet  N/A | | |
| 5.46 | Does the plan adequately explain how HMIS funds will contribute to the agency’s ability to collect, analyze, and report data?  *[Project Application: Q31.2]* | 50 |  | |
| 5.47 | Does the HMIS budget seems reasonable in comparison to the number of people targeted in ESG-funded projects?  *[Project Budget Spreadsheet]* |  | | |
| Yes | 10 | |  |
| No | 0 | |