2019 SCORECARD FOR COC NEW RAPID RE-HOUSING AND PERMANENT SUPPORTIVE HOUSING PROJECTS APPLICATIONS

The Non Conflict Grant (NCG) Review Committee will use scorecard to rate the local renewal project applications for the U.S. Department of Housing and Urban Development (HUD) 2019 Continuum of Care (CoC) Program Competition funding.

The scorecard has four goals:

- Fund organizations that have the capacity to run effective programs (can manage and administer a HUD-funded program, can operate on reimbursement basis, have experience servicing this or a similar population)
- Fund projects that reflect the Palm Beach County Housing and Homeless Alliance (HHA), the local CoC, and HUD's priorities: permanent supportive housing and serving the chronically homeless
- Incentivize agencies to be members in good standing with HHA and actively input data into the HMIS system.
- Ensure that funded projects are being good stewards of HUD CoC Program funding in Palm Beach County and performing to HUD and HHA's standards.

The NCG Review Committee 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 HHA.

Reviewer:	
Applicant:	
Project Name:	
Project Type:	
Review Signature and Date:	

Scoring:

Each application is scored by at least one member of the Review Committee and one staff member of the CoC lead Agency.

- Funding Priority #1: Senior Programs
- Funding Priority #2: Youth Programs

PROJECT QUALITY REQUIREMENTS	Maximum Score Possible:	97
Further review will be triggered if the application does not score a minimum of 33% or 27 points on the scoring tool. The Review Committee will determine if the project is ineligible for inclusion in the final PBC CoC application should scoring occur below 33%.	PSH/RRH: Tie Break:	87 10

Section I: Organizational Capacity (Possible Points = 0)	Project Score:	
Consistency with Mission	**Possible Score**	**Project Score**
Does the project fit within the mission of the agency? Does the Agency currently serves homeless households in their community?	Standard (met, unmet)	

Section II: Accuracy (Possible Points = 13)	Project Score:	
Accuracy and Appropriateness of Response	**Possible Score**	**Project Score**
Is the project description sufficient to understand the extent of the project?	2	
Does the application describe prior experience serving homeless persons that has prepared the agency for administering this grant?	2	
Is the question regarding services completed and accurate?	2	
Are questions regarding housing for participants completed and accurate?	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)	4	
Is the overall application complete, accurate, and error-free?	1	

Section III: PBC & HUD Priorities (Possible Points = 40)	Project Score:	
Housing Over Services - Budget		
Administrative Cost:	$	
Supportive Services Cost:	$	
Operating Cost:	$	
Housing Cost: *(Leasing or Rental Assistance)*	$	
Total HUD budget request:	$	
Total Project budget: *(Match plus any other funding)*	$	
Percentage of total budget devoted to housing costs?	**Possible Score**	**Project Score**
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	

Key Elements of Rapid Re-Housing (RRH) & PSH	**Possible Score**	**Project Score**
Participation in services is voluntary and participants cannot be evicted for rejecting services.	Standard (met, unmet, N/A)	
Programmatic 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 participants' and owners' option.	Standard (met, unmet, N/A)	
Tenants have choices in the support services that they receive. They are offered choices and can choose from a range of services, and different participants receive different types of services based on their needs and preferences.	Standard (met, unmet, N/A)	
As needs change over time, participants' can receive more intensive or less intensive support services without losing their homes.	Standard (met, unmet, N/A)	
Agency's eligibility guidelines follow PBC CoC priorities as agreed by signing CoC Grantee Form	Yes = 5 pts No = 0 pts	

Agency will participate in the CoC coordinated assessment system?	Yes = 5 pts No = 0 pts	

Section IV: Scope of Services (Possible Points = 8)	**Project Score:**	
Service Needs	**Possible Score**	**Project Score**
Do services adequately and appropriately meet anticipated service	4	
Employment Services	**Possible Score**	**Project Score**
Does the project provide or link participants to employment services? Does the program have employment goals?	2	
Access to Mainstream Benefits	**Possible Score**	**Project Score**
Does the project include services to help participants access mainstream benefits, including but not limited to using SOAR trained caseworkers?	2	

Section V: Organizational Capacity (Possible Points = 12)	**Project Score:**	
Completed Similar Projects	**Possible Score**	**Project Score**
Has the agency successfully implemented a housing project?	4	
Agency has successfully implemented the same project type?	2	
Agency has *not* implemented the same project type?	0	
Agency Stability	**Possible Score**	**Project Score**
Has the agency been in operation for at least 3 years?	Standard (met, unmet)	
Did the applicant submit a current independent audit and management letter with 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.) *[Audit letter and budget]*	Standard (met, unmet, N/A)	
Does the agency have the financial capacity to operate this project on a reimbursement basis? *[Budget]*	Standard (met, unmet, N/A)	

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? *[Board list and minutes]*	Standard (met, unmet, N/A)	
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? Does program staff have sufficient experience and knowledge to effectively run the type of program being applied for? *[organizational chart]*	Standard (met, unmet, N/A)	
Administrative Capacity	**Possible Score**	**Project Score**
Is the administrative staff separate from the services staff? *[Organizational chart]*	3	
Is funding for the administrative staff stable? Is there adequate administrative staff to ensure agency stability throughout program implementation? *[Budget]*	3	

Section VI: Match (Possible Points = 5)	Project Score:	
Documentation of Match	**Possible Score**	**Project Score**
Do match letters sufficiently document the required match for the proposed project?	Standard (met, unmet)	
Did the Agency submit a match amount that exceeds the required 25%?	5	

Section VII: Performance (Possible Points = 9)	Project Score:	
APR Scores	**Possible Score**	**Project Score**
Does the Agency have a current APR submitted to HUD or an APR generated from HMIS for a non-HUD funded program for the time frame of January 1 - December 31, 2018?	Yes = 4 No = 0	

HMIS Participation (Per federal law, domestic violence programs are prohibited from using HMIS.) Reports from comparable databases will be submitted in place of HMIS reports.	Possible Score	Project Score
If the agency has additional beds (not HUD funded), are those beds also being entered into HMIS? *(HMIS report or report from Comparable Database)*	Yes = 5 No = 0	
Does the agency commit to enter 100% of the beds into HMIS? *[Interview with agency]*	Standard (met, unmet, N/A)	
Monitoring Findings	**Possible Score**	**Project Score**
If the agency has other programs, are there any monitoring findings currently associated with any of these programs? If so, findings must be resolved or explained to the satisfaction of the Review Committee for the application to meet the standard.	Standard (met, unmet, N/A)	
Previous Project Spending Rates These questions are for HUD funded projects that have been operating for at least one year at the time of the NOFA release.	**Possible Score**	**Project Score**
Amount awarded *[eLOCCS portfolio]*		
Amount spent (percentage rounded to the nearest whole number)		
Percentage 90+%	0	
70-89%	-10	
69% or less	-20	

Section VIII: Agency's Relationship to Community (Possible Points = 0)	Project Score:	
Participation in Committee Activities **The following participation questions will be scored based on the project participation in all Committees within their grant coverage area.**		
Did the applicant participate in 70% of HHA meetings?	Standard (met, unmet)	
Did the applicant participate in 60% of one HHA sub-committee meeting(s)?	Standard (met, unmet)	

Tie Breaker Questions (if needed)	Project Score:
Which agency has participated in the most HHA Sub-Committees? (5 pts)	
2) Which project has most units for proposed project? (5pts)	