

# Palm Beach County Continuum of Care 2016 Scorecard for CoC Funds: New Projects



This scorecard will be used by the Continuum of Care Scoring Committee to score applications for new projects. This scorecard has four goals:

- 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)
- Fund projects that reflect the Palm Beach County Continuum of Care and HUD’s priorities: rapid re-housing serving youth ages 18-24 (with or without children)
- Incentivize agencies to be a member in good standing with HHA and actively input data into the HMIS system.
- Ensure that funded projects are being good stewards of PBC CoC funding and performing to PBC CoC standards

The PBC Project 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 PBC CoC.

Reviewer:			
Applicant:			
Project Name:			
Project Type	Rapid Re-Housing		
Reviewer Signature:		Date:	

<b>PROJECT QUALITY REQUIREMENTS</b>			
<p>Further review will be triggered if the application does not score a minimum of 33% or 38 points on the scoring tool. The Review Committee will determine if the project is ineligible for inclusion in the final PBC CoC application or will receive reduced funding as a result of scoring.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"><b>Maximum Score Possible:</b></td> <td style="width: 40%; text-align: center;">114</td> </tr> </table>	<b>Maximum Score Possible:</b>	114
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# Scoring

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

## 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 serve homeless households in their community?		Standard (met, unmet)	

## Section II: Accuracy (Possible Points = 15)

		Project Score	
Accuracy and Appropriateness of Response		Possible Score	Project Score
Is the project description completed and accurate?		2	
Does the application describe prior experience serving homeless persons that has prepared the agency for administering this grant?		2	
Are questions regarding services completed and accurate?		2	

Are questions regarding outreach 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 = 60)

Rapid Re-Housing Projects		
Is this a rapid re-housing (RRH) project that is requesting any funds for housing?	Possible Score	Project Score
Yes	20	
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, N/A)	

<b>Housing Over Services - Budget</b>			
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?		<b>Possible Score</b>	<b>Project Score</b>
	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)	

Key Elements of Rapid Re-Housing (RRH)	Possible Score	Project Score
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)	
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 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 intensive or less intensive support services without losing their homes.	Standard (met, unmet, N/A)	
Agency's eligibility guidelines follow PBC CoC priorities	Yes = 5 pts No = 0 pts	
Will the agency participate in the CoC coordinated assessment system?	Yes = 5 pts No = 0 pts	

## Section IV: Scope of Services (Possible Points = 8)

		Project Score	
		Possible Score	Project Score
<b>Service Needs</b>			
Do services adequately and appropriately meet anticipated service needs?		4	
<b>Employment Services</b>			
Does the project provide or link participants to employment services? Does the program have employment goals?		2	
<b>Access to Mainstream Benefits</b>			
Does the project include services to help participants access mainstream benefits, including but not limited to using SOAR trained caseworkers?		2	

## Staff Scoring

The following section is scored by CoC Lead agency staff. Staff use standardized scoring methods to ensure fairness.

## Section V: Organizational Capacity (Possible Points = 12)

<b>(Possible Points = 12)</b>		Project Score	
		Possible Score	Project Score
<b>Completed Similar Projects</b>			
Has the agency successfully implemented a housing project?		4	

Agency has successfully implemented the same project type?	2	
Agency has <i>not</i> implemented the same project type?	0	
<b>Agency Stability</b>	<b>Possible Score</b>	<b>Project Score</b>
Has the agency been in operation for at least 3 years?	Standard (met, unmet)	
<b>Non-profits only:</b> 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.) <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>	<b>Possible Score</b>	<b>Project Score</b>
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>[organizational chart]</i>	Standard (met, unmet, N/A)	
<b>Administrative Capacity</b>	<b>Possible Score</b>	<b>Project Score</b>
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	

**Section VI: Match & Leverage (Possible Points = 10)**

Documentation of Match	Possible Score	Project Score
Do match letters sufficiently document the required match for the project type?	Standard (met, unmet)	
<b>Leverage</b>		
Total leverage:		
Total \$ request from HUD:		
Ratio of leverage to request (leverage ÷ request):		<b>Project Score</b>
Ratio 100-149	Standard (met, unmet)	
Ratio 150 -199	4	
Ratio 200-299	8	
Ratio 300	10	

**Section VII: Performance (Possible Points = 9 )**

APR Scores	Possible Score	Project Score
Does the Agency have a current APR or if no APR, then a report from HMIS related to data entry quality for the time frame of January 1 - December 31, 2016?	Yes = 4 No = 0	
<b>HMIS Participation (Per federal law, domestic violence programs are prohibited from using HMIS and are exempted from this section.)</b>		



If the agency has additional beds (not HUD funded), are those beds also being entered into HMIS? <i>[HMIS report]</i>	<b>Possible Score</b>	<b>Project Score</b>
Yes	5	
No	0	
Does the agency commit to enter 100% of the beds into HMIS ? <i>[Interview with agency]</i>	Standard (met, unmet, N/A)	
<b>Monitoring Findings</b>	<b>Possible Score</b>	<b>Project Score</b>
If the agency has other housing projects, are there any 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 the standard.	Standard (met, unmet, N/A)	
<b>Previous Project Spending Rates</b> These questions are for HUD funded projects that have been operating for at least one year at the time of the NOFA release.	<b>Possible Score</b>	<b>Project Score</b>
Amount awarded <i>[LOCCS portfolio]</i>		
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)**

Possible Points	Minimum	Project Score
	Standards met	
<b>Participation in Committee Activities</b> 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 75% of HHA meetings?	Standard (met, unmet)	
Did the applicant participate in 60% of HHA committee meetings?	Standard (met, unmet)	

**Tie Breaker Questions (if needed)**

<b>1) Which project has the greatest leverage?</b>	
<b>2) Which project has the greatest number of proposed recipients served?</b>	