



**City of Winston-Salem
 HUD Continuum of Care
 Program 2023
 New Project Scorecard**

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| THRESHOLD REVIEW | The WS/FC CoC Rating Panel conducts a threshold review of each project prior to scoring applications to make sure it meets eligibility requirements as stated in the Notice of Funding Availability for the Continuum of Care Program Competition. The Rating Panel uses the <i>WS/FC CoC Local Project Application Threshold Review</i> (attached) in its eligibility evaluation of Project Applicants & Subrecipients and assigns either a PASS or FAIL to the project application. | |
| | | Points Available |
| Section A: ORGANIZATION & CONTACT INFORMATION —Information is complete. | | 1 |
| Section B: BASIC REQUIREMENTS —Generally, answers to the questions should be Yes, and the agency should not owe money to the IRS. | | 2 |
| Section C: PROJECT SUMMARY — The project summary provides a complete overview of the project, including description of how the project will fit within the agency’s mission. The project summary describes how the project meets the needs of the community. The proposal should present a sound approach for delivery of the services and will engage the intended beneficiaries; the proposal establishes the need and benefits; as appropriate, collaboration among agencies will contribute to program success. Services should be provided to assist those experiencing homelessness with obtaining and sustaining permanent housing. | | 20 |
| Section D: ORGANIZATIONAL CAPACITY | | Points Available 15 |
| 1 | <p>The program is consistent with the mission of the organization and has experience in providing services to those experience homelessness utilizing federal funds. The history, experience, and function of the organization will contribute to the program’s success. Organizational structure and human resources are appropriate to support the program. Description of the history in providing relevant services to the population indicates success. The organization shows evidence of understanding the needs of this population. Organization demonstrates a positive history of spending current and/or past federal grants.</p> <p>5- The project has a clearly defined connection to mission and clearly states experiences and length of time providing services described in the proposal. Organizational structure and human resources are appropriate to complete project.</p> | 5 |

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| | <p>Organization shows evidence of understanding and being able to meet the needs of the community.</p> <p>3- The project may have potential to support the mission of the proposal. The applicant can implement the project with some training and further assistance. The proposal does not clearly describe organizational structure, experience, or human resources that are appropriate and needed to complete the project.</p> <p>0- The project does not support the organizations mission. It is not clear the applicant will implement the project successfully. The applicant did not describe any relevant experience or human resources that will assist with the project.</p> | |
| 2 | <p>The program utilizes persons with lived experience to assist with developing, constructing, maintaining, and operating programs.</p> <p>4- Yes 0- No</p> | 4 |
| 3 | <p>Experience— The organization demonstrates experience providing housing, supportive or referral services to people experiencing homelessness. Description of the history in providing relevant services to the population. The organization shows evidence of understanding the needs of this population. Organization demonstrates a positive history of spending current and/ or past federal grants.</p> <p>6 points—Yes 3 points—To some degree 0 points—No</p> | 6 |

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| Section E: STRATEGIC PRIORITY —Does the project help the community meet strategic objectives? | | Points Available 20 |
| 1 | <p>Need— The proposal identifies the population to be served and establish their needs. The proposal will meet the needs of the targeted population and describes the population and needs clearly including how they will assess and meet those needs.</p> <p>5 points—Describes the population and needs clearly and can meet those needs. 4 points—Describes the population and provides some information on needs and how they will be met. 0 points—There is no clear statement of population or need.</p> | 5 |

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| 2 | <p>Strategies— The proposal indicates how the program is applicable to the goals and strategic objectives of the City of Winston-Salem. https://www.cityofws.org/216/Strategic-Planning</p> <p>5 points—Yes 3 points—To some degree 0 points—No</p> | 4 |
| 3 | <p>Structure— The organizational structure and human resources are appropriate to support the project. The program clearly describes strong structure. Provides job descriptions if applicable, and the organization chart is provided.</p> <p>3 points—Yes 1 points—To some degree 0 points—No</p> | 3 |
| 4 | <p>Capacity and Timing— The organization has the capacity and resources to start and finish the project in a timely and effective manner. The organization has the appropriate staff and financial structure to administer the program.</p> <p>4 points—Yes 2 points—To some degree 0 points—No</p> | 4 |
| 5 | <p>Collaboration— The proposal describes collaboration(s) with other partner agencies and collaborative resources that will contribute to the project’s success.</p> <p>4 points—Yes 2 points—To some degree 0 points—No</p> | 4 |

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| Section F: PROJECT APPROACH AND DESIGN | | Points Available 20 |
| 1 | <p>Coordinated Intake and Assessment</p> <p>4 points—Project will participate in the Community Intake Center, including such activities as participation on the Assessment Team, completing assessments, and making and accepting referrals. 0 points—No participation indicated.</p> | 4 |

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| <p>2</p> | <p>Performance Measures- Proposals should describe plans and activities to sustain or improve performance. If agencies have received audit or monitoring findings or concerns, there should have been resolution or a plan for resolution. The proposal identifies at least three measures with reasonable quantity of persons served and description of services or activities. The program will measure outcomes. The proposal has indicated performance outcomes and successes.</p> <p>6 points—At least three measures listed, with reasonable quantity of persons served and description of services/activities is commensurate with funding request.</p> <p>3 points—At least two measures indicated but proposed outcomes do not justify the funding request.</p> <p>0 points—Failed to list measures with target numbers or percentages.</p> | <p>6</p> |
| <p>3</p> | <p>Performance Results-</p> <p>8 points—Indicated successful performance on 2 objectives.</p> <p>5 points—Indicated successful performance on at least 1 objective.</p> <p>3 points—Described objectives, but results are not indicated.</p> <p>0 points—No clearly measured objectives are indicated.</p> | <p>8</p> |
| <p>4</p> | <p>HMIS Data-</p> <p>2 points—Agency participates in HMIS. OR Domestic violence agency uses an HMIS comparable database. Agency has a designated HMIS Coordinator.</p> <p>1 point—Agency is not in HMIS, but presents a plan and timeline to join HMIS. OR Agency is a domestic violence agency and presents a plan and timeline to establish use of a database that is comparable to HMIS. Agency has a designated HMIS Coordinator.</p> <p>0 points—Agency does not participate in HMIS and does not present a plan and timeline to join HMIS OR Agency is a domestic violence and does not present a plan to establish use of a database that is comparable to HMIS.</p> | <p>2</p> |
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| Section G: COST EFFECTIVENESS | | Points Available 20 |
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| 1 | <p>CoC Proposed Funds Requested- Budget plan clearly describes how funds will be used. Budget aligns with proposed activities and funds will be spent on eligible and relevant supportive service needs. Budget is submitted. Costs are reasonable and realistic.</p> <p>7 points—Budget is clear, concise, and clearly describes use of funds. Budget aligns with proposed activities and costs are reasonable and realistic. 5 points- Budget does not clearly describe how funds will be used. Budget does not align with proposed activities. 0 points—Budget is not reasonable nor realistic. Budget is not clear.</p> | 7 |
| 2 | <p>Activity Supported with Other Funds</p> <p>To an extent the program demonstrates budget reasonableness and to an extent a plan to leverage other resources for the program. Does the project meet or exceed the 25% match requirement?</p> | 5 |
| 3 | <p>Services— Services are presented that are appropriate and needed to help participants meet the objectives of the funded program. Are services appropriate to help participants meet the objectives of the funding program? The proposal describes the type, frequency and duration of services, as well as a follow-up plan and all appear to be appropriate and sufficient to meet needs and to succeed on performance measures.</p> | 3 |
| 4 | <p>Housing First & Program Practices</p> <p>Housing First: Housing First is an approach to serving people experiencing homelessness that recognizes a homeless person must first be able to access a decent, safe place to live, housing), before stabilizing, improving health, reducing harmful behaviors, or increasing income.</p> <p>Low Barrier: Program is easily accessible to people living on the street, taking a client-centered approach that reduces barriers to using shelter and services.</p> <p>Does the agency present a low barrier and or housing first approach in their proposal for services?</p> <p>3 points - Agency checked all or most of all the boxes in the Housing First Survey.</p> <p>0 points - Agency checked all or most of the boxes in the Program-Specific Practices Survey that is applicable to their program type. If the agency did not check some of the boxes in a or b, they should use this section to provide explanations for a and b.</p> | 3 |

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| 5 | Sustainability 2 points—A plan is described and appears to be reasonable. 0 points—A reasonable plan is not described. | 2 |
| Section H: Required Documents | | Points Available 2 |
| Required Documents are submitted or a plan and timeline are provided to submit documents that are missing. | | 2 |

Total Possible Points = 100



**Winston-Salem/Forsyth County Continuum of Care
Local Project Application Threshold Review for Project Applicants
and Subrecipients**

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| Agency: | |
| Project: | |

| Criterion | Yes | No | N/A |
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| Application is complete and accurate, including required attachments | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Match documentation was submitted for prior year and applicant identified minimum matching funds prior to application submission which satisfy HUD requirements. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Quarterly Financial Drawdowns/Spend Rate/Funds Recaptured | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| APR submitted to HUD on time. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| No unresolved HUD Monitoring Findings on grant-funded project | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Has documentation of having served HUD-eligible homeless persons or families, through CoC-eligible activities during the twelve months prior to the RFP deadline | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Proposes an eligible activity for an eligible homeless population, pursuant to HUD requirements (including eligibility under the NOFA) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Is an eligible contractor for federal funds per https://www.sam.gov/ , has a current tax exempt status as verified by the IRS and does not owe any overdue tax debts, as documented on IRS 990 submissions to the IRS | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Does not propose to use HUD funds to supplant current funding | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Project is financially feasible. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Has satisfactory organizational status, experience, capacity, and financial stability to implement and operate the project, as determined by the City of Winston-Salem. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Submitted authorization to apply for funding | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Submitted authorization to apply for CoC funding | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Submitted most recent IRS 990, as submitted to the IRS | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Submitted most recent audit report | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Submitted By-Laws | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Submitted Articles of Incorporation | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Submitted IRS 501(c)3 designation letter, with status in place for at least one year prior to application deadline | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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| Submitted current board roster | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Submitted copies of budgets for last year, current year and next year (if available) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Submitted copies of Code of Conduct, Personnel Policies, Fair Housing Policy, Anti-Discrimination Policy, Accounting and Procurement Policies, and other documents and procedures for the Organization (as applicable and as requested) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Project application was reviewed by WS/FC CoC Rating Panel members. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Project has participation in Coordinated Entry. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Project practices Housing First and/or Low Barrier Implementation | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Project participates in HMIS or an HMIS Comparable database for DV agencies. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Explanation for N/A items: _____

Review completed by: _____

PASS/FAIL: _____

Date: _____