

## Before Starting the Project Listings for the CoC Priority Listing

**The CoC Consolidated Application requires TWO submissions. Both this Project Priority Listing AND the CoC Application MUST be completed and submitted prior to the CoC Program Competition submission deadline stated in the NOFO.**

The CoC Priority Listing includes:

- Reallocation forms – must be completed if the CoC is reallocating eligible renewal projects to create new projects or if a project applicant will transition from an existing component to an eligible new component.
- Project Listings:

- New;
- Renewal;
- UFA Costs;
- CoC Planning;
- YHPD Renewal; and
- YHDP Replacement.
- Attachment Requirement

- HUD-2991, Certification of Consistency with the Consolidated Plan – Collaborative Applicants must attach an accurately completed, signed, and dated HUD-2991.

Things to Remember:

- New and Renewal Project Listings – all project applications must be reviewed, approved and ranked, or rejected based on the local CoC competition process.
- Project applications on the following Project Listings must be approved, they are not ranked per the FY 2023 CoC Program Competition NOFO:

- UFA Costs Project Listing;
- CoC planning Project Listing;
- YHPD Renewal Project Listing; and
- YHDP Replacement Project Listing.
- Collaborative Applicants are responsible for ensuring all project applications accurately appear on the Project Listings and there are no project applications missing from one or more Project Listings.
- For each project application rejected by the CoC the Collaborative Applicant must select the reason for the rejection from the dropdown provided.
- If the Collaborative Applicant needs to amend a project application for any reason, the Collaborative Applicant MUST ensure the amended project is returned to the applicable Project Listing AND ranked BEFORE submitting the CoC Priority Listing to HUD in e-snaps.

Additional training resources are available online on HUD’s website.  
[https://www.hud.gov/program\\_offices/comm\\_planning/coc/competition](https://www.hud.gov/program_offices/comm_planning/coc/competition)

## 1A. Continuum of Care (CoC) Identification

**Instructions:**

For guidance on completing this form, please reference the FY 2023 CoC Priority Listing Detailed Instructions and FY 2023 CoC Priority Listing Navigational Guide on HUD's website. [https://www.hud.gov/program\\_offices/comm\\_planning/coc/competition](https://www.hud.gov/program_offices/comm_planning/coc/competition).

**Collaborative Applicant Name:** Hospitality House of Northwest North Carolina

## 2. Reallocation

**Instructions:**

For guidance on completing this form, please reference the FY 2023 CoC Priority Listing Detailed Instructions and FY 2023 CoC Priority Listing Navigational Guide on HUD's website. [https://www.hud.gov/program\\_offices/comm\\_planning/coc/competition](https://www.hud.gov/program_offices/comm_planning/coc/competition).

**2-1 Is the CoC reallocating funds from one or more eligible renewal grant(s) that will expire in Calendar Year 2024 into one or more new projects?** No

## Continuum of Care (CoC) New Project Listing

**Instructions:**

Prior to starting the New Project Listing, review the CoC Priority Listing Detailed Instructions and CoC Priority Listing Navigational Guide available on HUD’s website.

To upload all new project applications submitted to this Project Listing, click the "Update List" button. This process may take a few minutes based upon the number of new projects submitted by project applicant(s) to your CoC in the e-snaps system. You may update each of the Project Listings simultaneously. To review a project on the New Project Listing, click on the magnifying glass next to each project to view project details. To view the actual project application, click on the orange folder. If you identify errors in the project application(s), you can send the application back to the project applicant to make the necessary changes by clicking the amend icon. It is your sole responsibility for ensuring all amended projects are resubmitted, approved and ranked or rejected on this project listing BEFORE submitting the CoC Priority Listing in e-snaps. [https://www.hud.gov/program\\_offices/comm\\_planning/coc/competition](https://www.hud.gov/program_offices/comm_planning/coc/competition).

**WARNING:** If you amend project applications back to project applicants to make changes or corrections in e-snaps, you must approve the resubmitted project applications. If you do not approve the resubmitted project applications, they will not be included on your CoC’s Priority Listings, which could result in your CoC losing funding. HUD lacks the authority to fund projects unless they are included on the Priority Listings, which tell us which projects your CoC is prioritizing.

**EX1\_Project\_List\_Status\_field**

Project Name	Date Submitted	Comp Type	Applicant Name	Budget Amount	Grant Term	Rank	PH/Realloc	PSH/RRH	Expansion
Hospitality House...	2023-08-29 21:46:...	PH	Hospitality House...	\$51,838	1 Year	11	PH Bonus	RRH	
OASIS FY23 DV Bonus	2023-09-14 16:04:...	Joint TH & PH-RRH	OASIS, Inc. (Oppo...	\$74,054	1 Year	DE12	DV Bonus		Yes

## Continuum of Care (CoC) Renewal Project Listing

### Instructions:

Prior to starting the Renewal Project Listing, review the CoC Priority Listing Detailed Instructions and CoC Priority Listing Navigational Guide available on HUD's website.

To upload all renewal project applications submitted to this Project Listing, click the "Update List" button. This process may take a few minutes based upon the number of renewal projects submitted by project applicant(s) to your CoC in the e-snaps system. You may update each of the Project Listings simultaneously. To review a project on the Renewal Project Listing, click on the magnifying glass next to each project to view project details. To view the actual project application, click on the orange folder. If you identify errors in the project application(s), you can send the application back to the project applicant to make necessary changes by clicking the amend icon. It is your sole responsibility for ensuring all amended projects are resubmitted, approved and ranked or rejected on this project listing BEFORE submitting the CoC Priority Listing in e-snaps.

[https://www.hud.gov/program\\_offices/comm\\_planning/coc/competition](https://www.hud.gov/program_offices/comm_planning/coc/competition).

The Collaborative Applicant certifies that there is a demonstrated need for all renewal permanent supportive housing and rapid re-housing projects listed on the Renewal Project Listing.	X
The Collaborative Applicant certifies all renewal permanent supportive housing and rapid rehousing projects listed on the Renewal Project Listing comply with program requirements and appropriate standards of quality and habitability.	X
The Collaborative Applicant does not have any renewal permanent supportive housing or rapid re-housing renewal projects.	

**WARNING:** If you amend project applications back to project applicants to make changes or corrections in e-snaps, you must approve the resubmitted project applications. If you do not approve the resubmitted project applications, they will not be included on your CoC's Priority Listings, which could result in your CoC losing funding. HUD lacks the authority to fund projects unless they are included on the Priority Listings, which tell us which projects your CoC is prioritizing.

EX1\_Project\_List\_Status\_field

Project Name	Date Submitted	Grant Term	Applicant Name	Budget Amount	Rank	PSH/RRH	Comp Type	Consolidation Type	Expansion Type
Hospitality House...	2023-08-29 18:18:...	1 Year	Hospitality House...	\$19,591	3	PSH	PH		
Joint TH and PH-RRH...	2023-08-29 18:16:...	1 Year	Hospitality House...	\$32,284	5		Joint TH & PH-RRH		
Hospitality House...	2023-08-29 18:27:...	1 Year	Hospitality House...	\$59,892	7		Joint TH & PH-RRH		
SSO Coordinated E...	2023-08-29 18:11:...	1 Year	Hospitality House...	\$49,801	9		SSO		
Rock Haven Perman...	2023-08-29 18:14:...	1 Year	Hospitality House...	\$34,225	6	PSH	PH		
Hospitality House...	2023-08-29 18:20:...	1 Year	Hospitality House...	\$56,765	1	PSH	PH		
Wintergreen Suppo...	2023-08-29 18:09:...	1 Year	Hospitality House...	\$31,326	4	PSH	PH		
OASIS TH FY23	2023-09-14 16:01:...	1 Year	OASIS, Inc. (Oppo...	\$27,813	8		TH		
OASIS RRH FY23	2023-09-14 15:59:...	1 Year	OASIS, Inc. (Oppo...	\$108,828	E10		Joint TH & PH-RRH		Expansion
OASIS PSH FY23	2023-09-14 16:02:...	1 Year	OASIS, Inc. (Oppo...	\$75,381	2	PSH	PH		

## Continuum of Care (CoC) Planning Project Listing

### Instructions:

Prior to starting the CoC Planning Project Listing, review the CoC Priority Listing Detailed Instructions and CoC Priority Listing Navigational Guide available on HUD's website.

To upload the CoC planning project application submitted to this Project Listing, click the "Update List" button. This process may take a few minutes while the project is located in the e-snaps system. You may update each of the Project Listings simultaneously. To review the CoC Planning Project Listing, click on the magnifying glass next to view the project details. To view the actual project application, click on the orange folder. If you identify errors in the project application, you can send the application back to the project applicant to make necessary changes by clicking the amend icon. It is your sole responsibility for ensuring all amended projects are resubmitted, approved and ranked or rejected on this project listing BEFORE submitting the CoC Priority Listing in e-snaps.

Only one CoC planning project application can be submitted and only by the Collaborative Applicant designated by the CoC which must match the Collaborative Applicant information on the CoC Applicant Profile.

[https://www.hud.gov/program\\_offices/comm\\_planning/coc/competition](https://www.hud.gov/program_offices/comm_planning/coc/competition).

**WARNING: If you amend project applications back to project applicants to make changes or corrections in e-snaps, you must approve the resubmitted project applications. If you do not approve the resubmitted project applications, they will not be included on your CoC's Priority Listings, which could result in your CoC losing funding. HUD lacks the authority to fund projects unless they are included on the Priority Listings, which tell us which projects your CoC is prioritizing.**

### EX1\_Project\_List\_Status\_field

Project Name	Date Submitted	Grant Term	Applicant Name	Budget Amount	Accepted?
NC-516 CoC Planni...	2023-08-30 14:35:...	1 Year	Hospitality House...	\$50,000	Yes

# Continuum of Care (CoC) YHDP Renewal Project Listing

## Instructions:

Prior to starting the YHDP Renewal Project Listing, review the CoC Priority Listing Detailed Instructions and CoC Priority Listing Navigational Guide available on HUD's website.

To upload all YHDP Renewal project applications submitted to this Project Listing, click the "Update List" button. This process may take a few minutes based upon the number of YHDP Renewal projects submitted by project applicant(s) to your CoC in the e-snaps system.

You may update each of the Project Listings simultaneously. To review a project on the YHDP Renewal Project Listing, click on the magnifying glass next to each project to view project details. To view the actual project application, click on the orange folder. If you identify errors in the project application(s), you can send the application back to the project applicant to make necessary changes by clicking the amend icon. It is your sole responsibility for ensuring all amended projects are resubmitted, approved and ranked (if applicable) or rejected on this project listing BEFORE submitting the CoC Priority Listing in e-snaps. .

As stated in the FY 2023 NOFO, CoCs must rank all YHDP Renewal projects that HUD initially funded in the FY 2016 (Round 1) YHDP Competition.  
[https://www.hud.gov/program\\_offices/comm\\_planning/coc/competition](https://www.hud.gov/program_offices/comm_planning/coc/competition).

The Collaborative Applicant certifies that there is a demonstrated need for all renewal permanent supportive housing and rapid rehousing projects listed on the YHDP Renewal Project Listing.

The Collaborative Applicant certifies all renewal permanent supportive housing and rapid rehousing projects listed on the YHDP Renewal Project Listing comply with program requirements and appropriate standards of quality and habitability.

The Collaborative Applicant does not have any renewal permanent supportive housing or rapid rehousing YHDP renewal projects.

**WARNING:** If you amend project applications back to project applicants to make changes or corrections in e-snaps, you must approve the resubmitted project applications. If you do not approve the resubmitted project applications, they will not be included on your CoC's Priority Listings, which could result in your CoC losing funding. HUD lacks the authority to fund projects unless they are included on the Priority Listings, which tell us which projects your CoC is prioritizing.



Project Name	Date Submitted	Applicant Name	Budget Amount	Comp Type	Grant Term	Accepted ?	Rank	PSH/RRH	Consolidation Type
This list contains no items									

## Continuum of Care (CoC) YHDP Replacement Project Listing

### Instructions:

Prior to starting the YHDP Replacement Project Listing, review the CoC Priority Listing Detailed Instructions and CoC Priority Listing Navigational Guide available on HUD's website.

To upload all YHDP Replacement project applications submitted to this Project Listing, click the "Update List" button. This process may take a few minutes based upon the number of YHDP renewal projects submitted by project applicant(s) to your CoC in the e-snaps system.

You may update each of the Project Listings simultaneously. To review a project on the YHDP Replacement Project Listing, click on the magnifying glass next to each project to view project details. To view the actual project application, click on the orange folder. If you identify errors in the project application(s), you can send the application back to the project applicant to make necessary changes by clicking the amend icon. It is your sole responsibility for ensuring all amended projects are resubmitted, approved and ranked (if applicable) or rejected on this project listing BEFORE submitting the CoC Priority Listing in e-snaps.

As stated in the FY 2023 NOFO, CoCs must rank all YHDP Replacement applications for projects replacing YHDP Renewal projects that HUD initially funded in the FY 2016 (Round 1) YHDP Competition.

[https://www.hud.gov/program\\_offices/comm\\_planning/coc/competition](https://www.hud.gov/program_offices/comm_planning/coc/competition).

**WARNING: If you amend project applications back to project applicants to make changes or corrections in e-snaps, you must approve the resubmitted project applications. If you do not approve the resubmitted project applications, they will not be included on your CoC's Priority Listings, which could result in your CoC losing funding. HUD lacks the authority to fund projects unless they are included on the Priority Listings, which tell us which projects your CoC is prioritizing.**

Project Name	Date Submitted	Applicant Name	Budget Amount	Comp Type	Grant Term	Accepted?	Rank
This list contains no items							

## Funding Summary

### Instructions

This page provides the total budget summaries for each of the project listings after you approved and ranked the New, Renewal, Round 1 YHDP Renewal and Round 1 YHDP Replacement projects, or rejected project applications. You must review this page to ensure the totals for each of the categories is accurate.

The "Total CoC Request" indicates the total funding request amount your CoC's Collaborative Applicant will submit to HUD for funding consideration. As stated previously, only 1 UFA Cost project application (for UFA designated Collaborative Applicants only) and only 1 CoC Planning project application can be submitted and only the Collaborative Applicant designated by the CoC is eligible to request these funds.

Title	Total Amount
Renewal Amount	\$495,906
New Amount	\$125,892
CoC Planning Amount	\$50,000
YHDP Amount - Competitive	
YHDP Amount - Non-Competitive	
Rejected Amount	\$0
<b>TOTAL CoC REQUEST</b>	<b>\$671,798</b>

## Attachments

Document Type	Required?	Document Description	Date Attached
Certification of Consistency with the Consolidated Plan (HUD-2991)	Yes	NC-516 (NWCoC) 20...	09/22/2023
Other	No		
Other	No	NC-516 Re-Allocat...	09/22/2023
Project Rating and Ranking Tool (optional)	No	NC-516 2023 CoC S...	09/22/2023

## **Attachment Details**

**Document Description:** NC-516 (NWCoC) 2023 Certification of Consistency with the Consolidated Plan (HUD-2991) with Project List

## **Attachment Details**

**Document Description:** NC-516 2023 CoC Scorecard

## **Attachment Details**

**Document Description:** NC-516 Re-Allocation and Agency Appeals Policy and Procedure

## **Attachment Details**

**Document Description:** NC-516 2023 CoC Scorecard

## Submission Summary

**WARNING: The FY2021 CoC Consolidated Application requires 2 submissions. Both this Project Priority Listing AND the CoC Consolidated Application MUST be submitted.**

**WARNING: The FY2021 CoC Consolidated Application requires 2 submissions. Both this Project Priority Listing AND the CoC Consolidated Application MUST be submitted.**

Page	Last Updated
Before Starting	No Input Required
1A. Identification	08/03/2023
2. Reallocation	09/14/2023
5A. CoC New Project Listing	09/15/2023
5B. CoC Renewal Project Listing	09/15/2023
5D. CoC Planning Project Listing	09/15/2023
5E. YHDP Renewal Project Listing	No Input Required
5F. YHDP Replacement Project Listing	No Input Required
Funding Summary	No Input Required
Attachments	09/22/2023
Submission Summary	No Input Required

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**U.S. Department of Housing  
and Urban Development**

**Certification of Consistency Plan  
with the Consolidated Plan  
for the Continuum of Care  
Program Competition**

I certify the proposed activities included in the Continuum of Care (CoC) project application(s) is consistent with the jurisdiction's currently approved Consolidated Plan.

Applicant Name: Hospitality House of Northwest North Carolina, NC 516 Collaborative Applicant

Project Name: Northwest Continuum of Care (NC 516) FY 2023

Location of the Project: Alleghany, Ashe, Avery, Mitchell, Watauga, Wilkes, and Yancey County, NC

C/O Hospitality House of Northwest, NC

PO Box 309 Boone, NC 28607

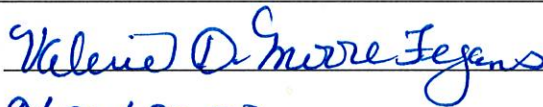
Name of

Certifying Jurisdiction: State of North Carolina

Certifying Official

of the Jurisdiction Name: Valerie D. Moore Fegans

Title: <sup>Interim</sup> CDBG Program Director, North Carolina Department of Commerce

Signature: 

Date: 9/20/2023

**Public reporting burden** for this collection of information is estimated to average 3.0 hours per response, including the time for reviewing instructions, completing the form, attaching a list of projects if submitting one form per jurisdiction, obtaining local jurisdiction's signature, and uploading to the electronic e-snaps CoC Consolidated Application. This agency may not conduct or sponsor, and a person is not required to respond to, a collection information unless that collection displays a valid OMB control number.

**Privacy Act Statement.** This form does not collect SSN information. The Department of Housing and Urban Development (HUD) is authorized to collect all the information required by this form under 24 CFR part 91, 24 CFR Part 578, and is authorized by the McKinney-Vento Act, as amended by S. 896 The Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009 (42 U.S.C. 11371 et seq.). HUD considers the completion of this form, including the local jurisdiction(s) authorizing official's signature, as confirmation the project application(s) proposed activities submitted to HUD in the CoC Program Competition are consistent with the jurisdiction's Consolidated Plan and, if the project applicant is a state or unit of local government, that the jurisdiction is following its Consolidated Plan per the requirement of 24 CFR part 91. Failure to either submit one form per project or one form with a listing of project information for each field (i.e., name of applicant, name of project, location of project) will result in a technical deficiency notification that must be corrected within the number of days designated by HUD, and further failure to provide missing or incomplete information will result in project application removal from the review process and rejection in the competitive process.



HUD FY2023 Continuum of Care Homeless Assistance Program (CDFA 14.267) Supportive Housing Program

<b>Field Office:</b>	Greensboro
<b>CoC Number:</b>	NC-516
<b>CoC Name:</b>	Northwest North Carolina CoC
<b>CA Name:</b>	Hospitality House of Northwest North Carolina
<b>CoC's ARD (Estimated):</b>	<b>\$495,906 (Renewal), \$175,892 (Bonus and Planning), \$671,798 (Total Request)</b>

<b>Applicant and Project Information</b>			
<b>Applicant Name</b>	<b>Project Name and Address</b>	<b>Project / Grant Number</b>	<b>Total ARA</b>
Opposing Abuse with Service, Information and Shelter	OASIS PSH FY23, PO 591, Boone, NC 28607	NC0112L4F162215	<b>\$75,381</b>
Opposing Abuse with Service, Information and Shelter	OASIS TH FY23, PO 591, Boone, NC 28607	NC0113L4F162215	<b>\$27,813</b>
Hospitality House of Northwest North Carolina	Rock Haven Permanent Housing Program FY 2023, 181 Green Briar Rd, Boone, NC 28607	NC0114L4F162215	<b>\$34,225</b>
Hospitality House of Northwest North Carolina	Wintergreen Supportive Housing Program FY2023, 1203 Industrial Park Drive, Wilkesboro, NC 28697	NC0116L4F162215	<b>\$31,326</b>
Hospitality House of Northwest North Carolina	Hospitality House Permanent Housing Leasing Expansion Renewal FY2023, 338 Brook Hollow Road, Boone, NC 28607	NC0140L4F162214	<b>\$56,765</b>
Hospitality House of Northwest North Carolina	Hospitality House Permanent Housing for the Hard to Serve Renewal FY2023, 338 Brook Hollow Road, Boone, NC 28607	NC0168L4F162211	<b>\$19,591</b>
Hospitality House of Northwest North Carolina	SSO Coordinated Entry Renewal FY2023, 338 Brook Hollow Road, Boone, NC 28607	NC0399L4F162205	<b>\$49,801</b>
Hospitality House of Northwest North Carolina	Hospitality House DDV/SSA Joint TH and PH-RRH Project Renewal FY2023, PO Box 309, Boone, NC 28607	NC0424D4F162204	<b>\$59,892</b>
Hospitality House of Northwest North Carolina	Joint TH and PH-RRH Project Renewal FY2023, 338 Brook Hollow Road, Boone, NC 28607	NC0426L4F162204	<b>\$32,284</b>
Opposing Abuse with Service, Information and Shelter	OASIS RRH FY23, PO 591, Boone, NC 28607	NC0488D4F162201	<b>\$108,828</b>
Opposing Abuse with Service, Information and Shelter	OASIS FY23 DV Bonus (DV Bonus), PO 591, Boone, NC 28607	New	<b>\$74,054</b>
Hospitality House of Northwest North Carolina	Hospitality House Rapid Rehousing FY2023 (Bonus), 338 Brook Hollow Road, Boone, NC 28607	New	<b>\$51,838</b>
Hospitality House of Northwest North Carolina	NC-516 CoC Planning Application FY2023 (Planning), PO Box 309, Boone, NC 28607	New	<b>\$50,000</b>



## **NC 516 Re-Allocation and Agency Appeals for Continuum of Care and Emergency Solutions Grant**

The Northwest Continuum of Care (NC 516) strives to create a fair, open and transparent process for notification, distribution, and allocation of both federal and state funds. The NC 516 Steering Committee, the NC 516 Governing Board, is comprised of representatives from key stakeholders, persons with lived experience, and community members within the Continuum of Care's geographic area. The Steering Committee is charged with facilitating, coordinating and recommending funding of all project applications submitted during a request for proposals time period for Emergency Solutions Grant (ESG) and during the Notice of Funding Opportunity (NOFO) for Continuum of Care (CoC) funds. Steering Committee members and all CoC sub-committees must adhere to the Ethics and Conflict of Interest Policy in the NC 516 bylaws while engaging in all business of the CoC to ensure fairness and transparency. All projects that have been re-allocated, reduced, or not included in the NC 516 Regional Application or the CoC Consolidated Application, have the opportunity to appeal the Steering Committee's decision. Recommendations for funding, re-allocation, reduction and/or rejection are based on publicized criteria and scoring during each request for proposal and are designed to support a cost effective and efficient system approach that addresses the needs of the community and the project participants.

The following appeals process for providers applies only to ESG and CoC funds applied for and administered by NC 516 Continuum of Care for all homeless services, housing assistance, Homeless Management Information System (HMIS) funds and Homeless Prevention programs. Provider and consumer appeals relate to all projects and policies under the CoC and are covered by the NC 516 Provider and Participant Grievance Policy in these Written Standards.

### **Providers Not Funded/Underfunded**

Providers who have applied for ESG or CoC funds and have either not been funded, not funded at their full request, in the CoC Consolidated Application or ESG Regional Application, can appeal the Steering Committee's decision in writing by filing an appeal in within 2 business days of receipt of the notification from the Steering Committee /Vice Chair with the following information:

1. Funding information
2. Decision or action being appealed
3. Basis for the appeal
4. Details of the adverse impact on the provider

Written appeals should be sent c/o the CoC Lead to: The NC 516 Steering Committee at: P.O. Box 309, 338 Brook Hollow Road, Boone NC 28607 or emailed to [Director@HospHouse.org](mailto:Director@HospHouse.org).

Appeals will be reviewed by the Steering Committee within 5 business days of the appeals deadline and a response issued to the provider in writing within 5 business days following the decision.

### **Project Ranking for Priority Listing Appeals Process**

The Northwest Continuum of Care (NC 516) strives to create a fair and transparent process for notification, distribution, and allocation of funds for new projects/activities and renewal grants for both federal and state funds. The NC 516 Steering Committee may recommend that some applications should not be included in the Consolidated Application Priority Listing, ranked lower, or that some renewal projects should be partially or fully reallocated to existing or new applicants to ensure an efficient and effective delivery of services and housing opportunities across the region that align with community need and priorities. To ensure fairness in this process, these projects will have the opportunity to appeal the Steering Committee's decision.

Who may appeal:

- New applicants whose projects were not included in the NC 516 project Priority Listing.
- Renewal applicants whose projects were partially or fully reallocated

How to appeal:

- Applicants must submit a letter on agency letterhead, signed by a director-level position, within 2 business days of the written notification outside of *esnaps* of the projects reduction, ranking or rejection. No appeals will be considered after the 2 business day deadline.
- Appeal letters must be emailed as PDFs to [Director@HospHouse.org](mailto:Director@HospHouse.org)

Appeal letters must present additional information or explain extenuating circumstances that address the deficiencies in the project application. Letters requesting an appeal without additional information in writing will not be considered by the Steering Committee.

The Steering Committee will consider each appeal and decide whether to amend the Project Priority Listing in the Consolidated Application for NC 516.

In the event the Steering Committee decides to amend the Project Priority Listing after appeals are made and include a project application or revise the Project Priority Listing, the NC 516 Priority Listing will be re-approved by the Steering Committee following written instructions on re-submission in *esnaps* to the appellee.

## 2023 Scorecard for Northwest NC CoC (NC-516) Funds: New and Renewal Projects

This scorecard will be used by the Northwest CoC Project Ranking and Review Subcommittee to score applications for new and renewal projects. The CoC prioritizes projects that serve households with severe needs and vulnerabilities, including chronic homelessness.

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 Northwest NC Continuum of Care & HUD’s priorities: projects that meet community need: permanent supportive housing and serving unsheltered (chronically) homeless individuals and families, victims of violence, youth under age 25, and veterans.
- Incentivize agencies to be good partners (participating in community efforts to end homelessness, on HMIS, helping create infrastructure for the community’s homeless service system to operate effectively throughout the year).
- Ensure that funded projects are being good stewards of Northwest NC CoC (NC-516) funding and performing to Northwest NC CoC (NC-516) standards.

*[Any references in brackets indicate the section of the application that will be used to score each question.]*

Applicant: \_\_\_\_\_  
Project Name: \_\_\_\_\_  
Project Type: \_\_\_\_\_

Final Score: \_\_\_\_\_ 0 \_\_\_\_\_ Rank: \_\_\_\_\_ Date: \_\_\_\_\_

The CoC Project Ranking and Review Subcommittee 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 in the Northwest NC CoC (NC-516).

Applicant Name  
Project Name

Reviewer:

**Project Requirements:** New & Renewal Projects must receive at least the minimum threshold score in each scored section. NC 516 standards and HUD funding priorities will be used in the ranking process. If a standard or minimum threshold is not met, further review will be triggered. After further review, the CoC Project Ranking and Review Subcommittee will determine potential consequences, including whether the project is rejected for inclusion in the final Northwest NC CoC (NC-516) application or will receive reduced funding. Minimum thresholds must be met for the project to be eligible for funding. Projects that do not meet thresholds will not be put through in the final application for NC 516.

<b>Maximum Score Possible (Renewals): 375 PSH</b>	<b>Minimum Score: 110</b>
<b>Maximum Score Possible (Renewals): 355 RRH, TH-RRH</b>	<b>Minimum Score: 110</b>
<b>Maximum Score Possible (Renewals): 350 TH</b>	<b>Minimum Score: 110</b>
<b>Maximum Score Possible (Renewals): 295 SSO-CE, SSO</b>	<b>Minimum Score: 110</b>
<b>Maximum Score Possible (New): 190 PSH</b>	<b>Minimum Score: 110</b>
<b>Maximum Score Possible (New): 185 RRH, TH-RRH</b>	<b>Minimum Score: 110</b>
<b>Maximum Score Possible (New): 185 TH</b>	<b>Minimum Score: 110</b>
<b>Maximum Score Possible (New): 180 SSO-CE, SSO</b>	<b>Minimum Score: 110</b>
<b>Maximum Score Possible (New): 165 HMIS</b>	<b>Minimum Score: 110</b>

**Project Score:** 0

Applicant Name

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Project Name

<b>Section I: General Application</b>				
<b>Possible Points: 30 (Minimum Points Required or Review is Triggered: 20)</b>				
<b>Score:</b>				<b>0</b>
New Projects: Consistency with Mission				
Does the project fit within the mission of the applicant agency? Does the agency currently serve homeless households in their community?	Standard			
	Met	Unmet	N/A	Unmet, Documentation not provided
Accuracy and Appropriateness of Responses		Possible Score	Project Score	
Does the project description address all parts of the detailed instructions?		5		
Do the answers regarding services address all parts of the detailed instructions?		5		
Do the answers regarding outreach address all parts of the detailed instructions?		5		
Are questions regarding housing for participants completed and accurate?		5		
Are questions regarding Households and Subpopulations completed and accurate?		5		
Are all questions answered thoroughly and consistently to support the project description?		5		
<b>Consistency with Mission</b> New Projects: Does the project fit within the mission of the agency? Does the agency currently serve homeless households in the community and address HUD as described in the NOFO and NC 516 priorities?	Standard			
	Met	Unmet	N/A	Unmet, Documentation not provided
New Projects: Does the agency describe prior experience serving homeless persons that has prepared the agency for administering this grant?	Standard			
	Met	Unmet	N/A	Unmet, Documentation not provided

Applicant Name

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<b>Section II: Program Design</b>	
<b>Renewal Possible Points: PSH: 40 RRH: 40 TH-RRH: 40 TH-RRH DV: 40 SSO-CE: 30</b>	
<b>New/Bonus Project Possible Points: PSH: 65 RRH: 60 TH-RRH: 60 TH: 60</b>	
<b>SSO-CE: 55 SSO: 55 HMIS: 40</b>	
<b>Minimum Points Required or Review is Triggered: PSH: 20 RRH: 20 TH-RRH: 20</b>	
<b>TH: 20 SSO-CE: 20 SSO: 20 HMIS: 20</b>	
<b>Score:</b>	<b>0</b>

<b>Community Need Statement</b>
---------------------------------

New CoC projects must demonstrate that they are meeting an existing need in their community. Projects must describe: What community need the new project will address, including local data (PIT Count, coordinated entry data, waiting lists, etc.) that demonstrates this need?  How the community has used other resources to address this need	Standard <table border="1" style="width: 100%; text-align: center;"> <tr> <td>Met</td> <td>Unmet</td> <td>N/A</td> <td>Unmet, Documentation not provided</td> </tr> <tr> <td style="height: 20px;"></td> <td></td> <td></td> <td></td> </tr> </table>	Met	Unmet	N/A	Unmet, Documentation not provided				
Met	Unmet	N/A	Unmet, Documentation not provided						
SSO / SSO-CE: Will the funding by this grant cover the CoCs entire geographic area?	Standard <table border="1" style="width: 100%; text-align: center;"> <tr> <td>Met</td> <td>Unmet</td> <td>N/A</td> <td>Unmet, Documentation not provided</td> </tr> <tr> <td style="height: 20px;"></td> <td></td> <td></td> <td></td> </tr> </table>	Met	Unmet	N/A	Unmet, Documentation not provided				
Met	Unmet	N/A	Unmet, Documentation not provided						
SSO / SSO-CE only: Does the advertisement strategy ensure the CE process reaches survivors of DV with the highest barriers to access?	Standard <table border="1" style="width: 100%; text-align: center;"> <tr> <td>Met</td> <td>Unmet</td> <td>N/A</td> <td>Unmet, Documentation not provided</td> </tr> <tr> <td style="height: 20px;"></td> <td></td> <td></td> <td></td> </tr> </table>	Met	Unmet	N/A	Unmet, Documentation not provided				
Met	Unmet	N/A	Unmet, Documentation not provided						
<b>TH-RRH / TH-DV: The budget maximizes funding for assessment of service needs, case management, and outreach services that increase access for DV survivors</b>									
(assessment of service needs + Case Management + outreach / total budgeted amount)?	Select One								
Less than 50%	<table border="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 15px;"></td> <td style="width: 15px;">0</td> </tr> </table>		0						
	0								
50-84%	<table border="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 15px;"></td> <td style="width: 15px;">5</td> </tr> </table>		5						
	5								
85-100%	<table border="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 15px;"></td> <td style="width: 15px;">10</td> </tr> </table>		10						
	10								
<b>SSO / SSO-CE only: The budget maximizes funding for assessment of service needs, case management, and outreach services that increase access for DV survivors</b>									
(assessment of service needs + CM + outreach / total budgeted amount)?	Select One								
Less than 50%	<table border="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 15px;"></td> <td style="width: 15px;">0</td> </tr> </table>		0						
	0								
50-84%	<table border="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 15px;"></td> <td style="width: 15px;">3</td> </tr> </table>		3						
	3								
85-100%	<table border="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 15px;"></td> <td style="width: 15px;">5</td> </tr> </table>		5						
	5								

<b>TH-RRH only:</b> Does the program adequately demonstrate that both TH and RRH are available to all participants when needed or desired?	Standard			
	Met	Unmet	N/A	Unmet, Documentation not provided
<b>Targeted to Prioritized Subpopulations</b>				
The Department of Housing and Urban Development (HUD) and the Northwest NC CoC (NC-516) prioritize funding for certain homeless subpopulations, including unsheltered chronically homeless individuals and families, people with disabilities and severe service needs, victims of violence, youth, and Veterans. Projects requesting HUD funding must provide a narrative identifying the subpopulations for which the project will serve and describe the ways in which the project will engage these subpopulations to ensure entry into permanent housing.	Standard			
	Met	Unmet	N/A	Unmet, Documentation not provided
Does the project have an adequate plan to prioritize households with the longest histories of homelessness?	Standard			
	Met	Unmet	N/A	Unmet, Documentation not provided
Does the project have an adequate plan to ensure people are moved into housing quickly?	Standard			
	Met	Unmet	N/A	Unmet, Documentation not provided
Is this project targeting one of the subpopulations below? If so, does it describe additional outreach activities, partnerships with organizations that serve that population, and a service plan that meets that subpopulation’s specific needs?  This project targets: <ul style="list-style-type: none"> <li>• People experiencing chronic homelessness</li> <li>• Families</li> <li>• Survivors of domestic violence/sexual assault/stalking and human trafficking</li> <li>• Unaccompanied or parenting youth 18-24</li> <li>• Veterans</li> <li>• People who identify as LGBTQ</li> <li>• People with histories of institutionalization, incarceration, or foster care</li> <li>• Serving persons from historically marginalized or underrepresented communities in the CoC’s area that lack direct service engagement</li> </ul> <i>[Program policies and procedures]</i>	No specific targeting: 0 points		Targeted program: 5 points	
	Yes			
	<b>Possible Score</b>		<b>Project Score</b>	
Full points for detailed plan to engage and serve specific needs of identified population(s). Partial points available for less detailed plans.	5			
<b>Supportive Services Only (SSO) Projects</b>				
<b>SSO projects:</b> Is this a project (outreach, CE e.g.) that will serve the Northwest NC CoC (NC-516)’s 7 counties of Alleghany, Ashe, Avery, Mitchell, Watauga, Wilkes, & Yancey?	Threshold			
	Met	Unmet	N/A	Unmet, Documentation not provided



Homeless Management Information Systems (HMIS) Projects				
<b>HMIS projects:</b> Is this a project that will serve the Northwest NC CoC (NC-516)'s 7 counties of Alleghany, Ashe, Avery, Mitchell, Watauga, Wilkes, & Yancey?	Threshold			
	Met	Unmet	N/A	Unmet, Documentation not provided
<b>Housing First</b>				
Is this a permanent supportive housing (PSH or RRH or TH-RRH) project that is requesting any funds for housing? <i>[Proj. App. Identifies leasing or rental assistance funds]</i>	Threshold			
	Met	Unmet	N/A	Unmet, Documentation not provided
Does this project use Housing First? Must meet all statements below to meet standard. Program should not have any policies and procedures that would result in screening out or terminating anyone for any of the  <i>[Program policies and procedures, sample lease]</i>	Threshold			
	(must meet all statements in below)  0 met (2 of 2 met)  0 unmet (1 or more missed)			
The project does not screen out participants for:  Having too little income or no income  Active or history of substance use  Having a criminal record (with exceptions for state mandated restrictions)  History of domestic violence (e.g., lack of protective order, of separation from abuser, or law enforcement involvement)  Previous evictions/poor credit or no credit history	Threshold			
	Met	Unmet	N/A	Unmet, Documentation not provided
Does the project ensure that participants are not terminated from the program for the following reasons:  Failure to participate in supportive services  Failure to make progress on a service plan  Loss of income or failure to improve income  Domestic violence  Any other activity not covered in a lease agreement typically found in the project's geographic area  Failure to engage in or maintain recovery	Threshold			
	Met	Unmet	N/A	Unmet, Documentation not provided

**PSH Projects Only: Key Elements of Permanent Supportive Housing**

[PSH projects should meet these 9 standards set forth by SAMHSA, however, they do not need to be explicitly outlined in the Program Policies & Procedures to meet the standard.](#)

<https://store.samhsa.gov/sites/default/files/d7/priv/evaluatingyourprogram-psh.pdf>

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 and include all required HUD addendums (Lead Safe Housing Rule, e.g.).

*[Sample Lease]*

Standard			
Met	Unmet	N/A	Unmet, Documentation not provided
Standard			
Met	Unmet	N/A	Unmet, Documentation not provided
Standard			
Met	Unmet	N/A	Unmet, Documentation not provided
Standard			
Met	Unmet	N/A	Unmet, Documentation not provided

Participation in services is voluntary and tenants cannot be evicted for rejecting services

*[Program policies and procedures]*

House 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.

*[Program policies and procedures]*

Housing is not time-limited, and the lease is renewable at tenants' and owners' option.

*[PSH Program policies and procedures, sample lease]*

<p>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.</p> <p><i>[Program policies and procedures]</i></p>	Standard			
<p>As needs change over time, tenants can receive more intensive or less intensive support services without losing their homes.</p> <p><i>[Program policies and procedures]</i></p>	Standard			
<p>Before moving into permanent housing, tenants are asked about their housing preference and are offered the same range of choices as are available to others at their income level in the same housing. market.</p> <p><i>[Program policies and procedures]</i></p>	Standard			
<p>Support services promoting recovery/harm reduction are designed to help tenants choose, get, and keep housing. In all forms of permanent supportive housing, the staff helps tenants establish a household, meet the obligation of tenancy (such as paying rent on time), and get along with neighbors.</p> <p><i>[Program policies and procedures]</i></p>	Standard			
<p>The provision of housing and the provision of support services are distinct. <i>(Note: This means that if a person is evicted from a unit, they can continue receiving services and be rehoused. Or, if the tenant refuses services or the service provider terminates services, the tenant can remain in housing).</i></p> <p><i>[Program policies and procedures]</i></p>	Standard			
	Met	Unmet	N/A	Unmet, Documentation not provided

Rapid Re-Housing Performance Benchmarks and Program Standards				
<p>If this project is a rapid re-housing project, does it include the following program standards as defined by the National Alliance to End Homelessness, the U.S. Department of Veteran Affairs (VA), the US Department of Housing and Urban Development (HUD), US Interagency Council on Homelessness (USICH)?</p> <p><a href="http://www.endhomelessness.org/page/-/files/Rapid%20Re-Housing%20Performance%20Benchmarks%20and%20Program%20Standards_2016.pdf">http://www.endhomelessness.org/page/-/files/Rapid%20Re-Housing%20Performance%20Benchmarks%20and%20Program%20Standards_2016.pdf</a></p>	Standard			
	Met	Unmet	N/A	Unmet, Documentation not provided
Core Program Standard: Housing Identification				
<p>Program designates staff whose responsibility is to identify and recruit landlords and encourage them to rent to homeless households served by the program. Staff have the knowledge, skills, and agency resources to: understand landlords' perspectives, understand landlord and tenant rights and responsibilities, and negotiate landlord supports. A program may have dedicated staff for whom this is the primary responsibility. If a program does not have a dedicated staff person(s) who performs this function, case manager job descriptions must include responsibilities including landlord recruitment and negotiation and at least some of the program's case managers must be trained in this specialized skill set to perform the recruitment function effectively.</p> <p><i>[Program policies and procedures]</i></p>	Standard			
	Met	Unmet	N/A	Unmet, Documentation not provided
<p>Program has written policies and procedures for landlord recruitment activities, including screening out potential landlord partners who have a history of poor compliance with their legal responsibilities and fair housing practices.</p> <p><i>[Program policies and procedures]</i></p>	Standard			
	Met	Unmet	N/A	Unmet, Documentation not provided
<p>Program offers a standard, basic level of support to all landlords who lease to program participants. This support is detailed in a written policy distributed to landlords. Program can negotiate additional supports, as needed, on a case-by-case basis.</p> <p><i>[Program policies and procedures]</i></p>	Standard			
	Met	Unmet	N/A	Unmet, Documentation not provided
<p>Program has a written policy requiring staff to explain to participants basic landlord-tenant rights and responsibilities and the requirements of their specific lease.</p> <p><i>[Program policies and procedures]</i></p>	Standard			
	Met	Unmet	N/A	Unmet, Documentation not provided

Core Program Standard: Rent and Move-In Assistance				
<p>Program staff are trained on regulatory requirements of all rapid re-housing funding streams and on the ethical use and application of a program’s financial assistance policies, including, but not limited to, initial and ongoing eligibility criteria, program requirements, and assistance maximums. Program has a routine way to onboard new staff and to keep staff regularly updated on changing regulations and/or program policies.</p> <p><i>[Program policies and procedures]</i></p>	Standard			
	Met	Unmet	N/A	Unmet, Documentation not provided
<p>Program has clearly defined policies and procedures for determining the amount of financial assistance provided to a participant, as well as defined and objective standards for when case management and financial assistance should continue and end. Guidelines are flexible enough to respond to the varied and changing needs of program participants, including participants with zero income. <i>(Note: guidelines should not offer the same amount and duration of assistance to everyone in the program. Financial assistance and case management should have a strictly applied end point. Policies and procedures and objective standards should individually determine the needs of each household and when assistance should continue and end for that household.)</i></p> <p><i>[Program policies and procedures]</i></p>	Standard			
	Met	Unmet	N/A	Unmet, Documentation not provided
<p>A progressive approach is used to determine the duration and amount of rent assistance. Financial assistance is not a standard “package” and is flexible enough to adjust to households’ unique needs and resources, especially as participants’ financial circumstances or housing costs change. Policies detailing this progressive approach include clear and fair decision guidelines and processes for reassessment for the continuation and amount of financial assistance. Policies and procedures also detail when and how rapid re-housing assistance is used as a bridge to a permanent subsidy or permanent supportive housing placement.</p> <p><i>[Program policies and procedures adherence to the NC 516 Written Standards]</i></p>	Standard			
	Met	Unmet	N/A	Unmet, Documentation not provided

Core Program Standard: Rapid Re-Housing Case Management and Services				
<p>When case management and service compliance is not mandated by federal or state regulation, services offered by a program have voluntary participation. (Note: HUD requires CoC programs to meet with participants once a month but does not require programs to dictate the location, duration, or topic of the meeting and does not require programs to terminate participants if they fail to attend scheduled meetings or follow a service plan). (Note: The intent of this standard is that program participants are involved in creating a mutually agreed upon time, place, and frequency of meetings with the case manager).</p> <p>[Program policies and procedures]</p>	Standard			
	Met	Unmet	N/A	Unmet, Documentation not provided
<p>Program has clearly defined relationships with training, employment, and income programs that it can connect program participants to when appropriate.</p> <p>[Program policies and procedures]</p>	Standard			
	Met	Unmet	N/A	Unmet, Documentation not provided
<p>Program has clearly defined policies and objective standards for when case management should continue and end. These guidelines are flexible enough to respond to the varied and changing needs of program participants. In instances where cases are continued outside of these defined policies and objective standards, there is a review and approval process in place.</p> <p>[Program policies and procedures]</p>	Standard			
	Met	Unmet	N/A	Unmet, Documentation not provided
Core Program Standard: Program Philosophy and Design				
<p>Program staff are trained on the principles of Housing First and oriented to the basic program philosophy of rapid re-housing. Program has routine way of onboarding new staff that includes training on Housing First and rapid re-housing principles.</p> <p>[Program policies and procedures]</p>	Standard			
	Met	Unmet	N/A	Unmet, Documentation not provided
<p>Program has well-defined and written screening processes that use consistent and transparent decision criteria. Criteria do not include screening possible participants out for income or lack thereof.</p> <p>[Program policies and procedures]</p>	Standard			
	Met	Unmet	N/A	Unmet, Documentation not provided
<p>Eligibility criteria for the program do not include a period of sobriety, a commitment to participation in treatment, or any other criteria designed to “predict” long-term housing stability other than willingness to engage the program and work on a self-directed housing plan.</p> <p>[Program policies and procedures]</p>	Standard			
	Met	Unmet	N/A	Unmet, Documentation not provided
<p>Leases for program participants are legally binding, written leases. Leases with additional requirements, such as drug testing or program participation, are not allowed.</p> <p>[Program policies and procedures]</p>	Standard			
	Met	Unmet	N/A	Unmet, Documentation not provided

Permanent Supportive Housing: Move-on Program		
<p>Permanent supportive housing should be available indefinitely, as long as households need it. However, participants in these programs can stabilize to the point that they no longer need the intensive services associated with the program. "Moving-on" strategies for permanent supportive housing projects create opportunities for participants who no longer need the supportive part of permanent supportive housing to live independently and sustain their homes after graduation for the program. They usually involve transferring the tenant to another long-term housing subsidy, such as a Housing Choice Voucher (Section 8), public housing, or other affordable housing option.</p> <p><a href="https://www.usich.gov/resources/uploads/asset_library/PHA_MovingUp.pdf">https://www.usich.gov/resources/uploads/asset_library/PHA_MovingUp.pdf</a></p> <p>Does the permanent supportive housing project incorporate moving-on strategies in its program policies and procedures (Note: this should not be a separate section, but all sections of the document should indicate how the program uses a Moving-on approach)? To receive full points program policies and procedures should include:</p>	Mark Yes	
Regular evaluation using standardized criteria to identify households who may be interested and able to move-on;		
A formal partnership with one or more affordable housing providers including Northwestern Regional Housing Authority;		
A method to prepare tenants to move-on and exit planning procedures;		
A method to link moving-on tenants to mainstream services and supports;		
Procedures to provide step-down services after exit; and		
A strategy to evaluate the effectiveness of moving-on strategies.		
<i>[Program policies and procedures, MOU, formal agreements]</i>		
Program meets all bulleted points above	15	
Program meets 4-5 of the above bulleted points	10	
Program meets 1-3 of the above bulleted points	5	
Design Subsection: Existing & New Projects – Scope of Services		
<b>Possible Points: 15</b>	<b>Possible Score</b>	<b>Project Score</b>
<b>Minimum Points Required or Review is Triggered: 10</b>		
<b>Service Needs:</b> Does the applicant demonstrate they will meet the anticipated individual service needs of participant households? Will services ensure households will be able to find and maintain permanent housing?	5	
<b>Employment Services:</b> Does the project provide or link participants to employment services? Does the program have employment goals?	5	
<b>Access to Mainstream Benefits:</b> Does the project include services to help participants access mainstream benefits such as unemployment benefits, TANF, food stamps/SNAP, Medicaid/Medicare/ACA?	5	

Subsection Design: New Projects – Organizational Capacity				
Possible Points: 25; Minimum Points Required or Review is Triggered: 10	Possible Score		Project Score	
	<b>Completed Similar Projects:</b> Has the agency or subrecipients implemented this same type of project (permanent supportive housing, rapid re-housing) with HUD CoC funding?			
Has successfully implemented the same project type?	5			
Has not implemented the same project type?	0			
If not, has the agency successfully implemented this same type of project (permanent supportive housing, rapid rehousing, coordinated entry) using another funding source? [interview with agency]	5			
If the answer to either of the questions is yes, are the same staff that were operating the program at that time going to be operating the proposed project?	5			
If none of the above, has the agency successfully implemented a different HUD-funded project (ESG, Section 8, HPRP, etc.) or a CoC-funded project of a different type?	5			
<b>Agency Stability:</b> Has the agency been in operation for at least three years?	Threshold			
	Met	Unmet	N/A	Unmet, Documentation not provided
Did the applicant submit financial statements and 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>[Budget vs actual profit and loss statement for the last two fiscal years; agency detailed budget]</i>	Threshold			
	Met	Unmet	N/A	Unmet, Documentation not provided
Does the agency have the financial capacity to operate this project on a reimbursement basis? <i>[Agency detailed balance sheet]</i>	Threshold			
	Met	Unmet	N/A	Unmet, Documentation not provided
<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>	Threshold			
	Met	Unmet	N/A	Unmet, Documentation not provided



Capacity to Provide Needed Services				
<p>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? c) Do program staff have sufficient experience and knowledge to effectively run the type of program applied for?</p> <p><i>[organizational chart]</i></p>	Standard			
	Met	Unmet	N/A	Unmet, Documentation not provided
<p>Does the agency have at least one active SOAR case manager?</p> <p><i>[NC SOAR program/records ]</i></p>	5			
<p><b>Administrative Capacity:</b> Is the administrative staff separate from the services staff?</p>	5			

Applicant Name

Reviewer:

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Section III: Equity and Inclusion		
Possible Points: 30		
Minimum Points Required or Review is Triggered: 20		
Score:		0
Does the applicant provide guidelines/program rules in other languages besides English? <i>[Guidelines/Program Rules in another language]</i>	5	
Does the applicant have client-facing bilingual staff? <i>[staff member's name/job description]</i>	5	
Does the applicant have an arrangement for interpreter services and services for persons needing other assistance in communication? <i>[e.g. has a MOA/MOU or other agreement with interpreter service for non-English speaking persons and services for hearing or sight impaired persons?]</i>	5	
Does the applicant have an Anti-Discrimination, Fair Housing, and Equal Access policy in full compliance with state and federal law, HUD regulations and the NWCoC Written Standards? <i>[Program policies and procedures]</i>	Met	Unmet
Does the applicant host or participate in at least annual trainings on Anti-Discrimination, Fair Housing, Equal Access, and Gender Identity Rule as required? (attended NC 516 annual training, HUD or other trainings, e.g.)	Met	Unmet
Has the agency sent staff to a training for Racial Equity or Anti-Discrimination in the last 12 months? Examples include Equity C4, Racial Equity Institute trainings, HUD trainings and local/CoC trainings. Please list the date(s) of training(s) and percentage of staff that have attended racial equity/anti-discrimination training in the last 12 months).	5	
Does the applicant have an Equal Access/Non-discrimination hiring clause in job postings? <i>[Example Job Posting/ personnel policy]</i>	5	
Do individuals that are Black, Indigenous, or People of Color (BIPOC) serve on the organizations Board of Directors?	Met	Unmet
	Total Number	
How many members of your Board of Directors have lived experience homeless? (agency responses/annual NC 516 CoC monitoring guide responses)		
What number of organizational staff who self-identify are Black, Indigenous, or People of Color that is reflective of the community demographics? (ESG project application, agency responses, e.g.)		
Do organization staff and/or Board of Directors have persons who identify as LGBTQ or gender fluid employed or serving on the Board of Directors? (ESG project application, agency responses, e.g.)		
What number of staff and/or interns or volunteers who self-identify have lived experience as homeless or history of housing instability? (ESG project application, agency responses, e.g.)		
<b>(5 pts for meeting standard)</b>		

Applicant Name

Reviewer:

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<b>Section IV: Northwest NC CoC (NC-516) Priorities</b> <b>Possible Points: 20</b> <b>Minimum Points Required or Review is Triggered: 15</b> <b>Score: 0</b>			
Housing Over Services			
Total \$ request for housing activities (leased units, leased structures, and/or rental assistance):			
Total \$ request for supportive services:			
Total Match at 25% and eligible costs			
Total \$ assistance requested (not including match or administration):			
Percentage of total budget devoted to housing activities	<b>Possible Score</b>	<b>Project Score</b>	
(housing activities request/total request x 100):	<b>Select One</b>		
Less than 35%	0		
Between 35% and 54.9%	5		
Between 55% and 74.9%	10		
Between 75% and 84.9%	15		
Between 85% and 100%	20		
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 and/or mainstream services to provide support. Percentage of healthcare leverage available if new project or for renewal, other commitments to support program participants (written letter of commitment/MOU/MOA, e.g.).	Standard		
	Met	Type	%
CoC's will receive full points by demonstrating that they have applied for at least one PSH or RRH project that utilizes housing subsidies or subsidized housing units not funded through the CoC or ESG programs. The CoC must demonstrate that these housing units will: (i) in the case of a PSH project, provide at least 25 percent of the units included in the project; or (ii) in the case of a RRH project, serve at least 25 percent of the program participants anticipated to be served by the project.	Standard		
	Met	Unmet	%
Permanent Supportive Housing: Prioritizing Beds for Chronically Homeless Participants			
Does the project have beds prioritized for chronically homeless participants?	Standard		
	Met	Unmet	N/A

Applicant Name

Reviewer:

Project Name

**Section V: Project Performance**

**Possible Points Added: PSH: 210 RRH: 195 TH-RRH: 195 TH (DV): 190 SSO-CE: 140 SSO: 140 HMIS: 120**

**Possible Points Subtracted: PSH: -15 RRH: -15 TH-RRH: -15 TH (DV): -15**

**Minimum Points Required or Review is Triggered: PSH: 80 RRH: 80 TH-RRH: 80 TH (DV): 80**

**SSO-CE: 80 SSO: 80 HMIS: 80**

**Score: 0**

Populations Served		
RRH projects: What percentage of households served by the project were composed of at least one person with a disability?	<b>Possible Score</b>	<b>Project Score</b>
Less than 50%	0	
50-100%	10	
What percentage of the <b>household's</b> served by the project were unsheltered at program entry?	<b>Possible Score</b>	<b>Project Score</b>
Less than 25%	0	
Between 25% and 49%	5	
Between 50% and 74%	10	
Between 75% and 99%	15	
100%	20	
PSH and RRH Projects: What percentage of <b>households</b> served by the project were chronically homeless? (Project Application or Self Report) Though not required for Dedicated Plus, Northwest still prioritizes chronic homelessness following the Order of Priority.	<b>Possible Score</b>	<b>Project Score</b>
Less than 10%	0	
Between 10% and 24%	5	
Between 25% and 49%	10	
Between 50% and 74%	15	
Between 75% and 99%	20	
100%	35	
What is the program's unit utilization rate? (Compare actual units in HMIS/comparable database vs. application projections for all 4 Quarters & take average)		
0-49%	-5	
50-59%	0	
60%-94%	5	
95% or higher	10	

Did 100% of program participants enter the program from an eligible situation? (If participants found ineligible, will follow up with grantee to determine eligibility)	Possible Score		Project Score	
	Yes	0		
	No	-5		
Transitional Housing Applicants: what percentage of program participants exited to a permanent housing destination? (points are awarded for meeting each goal)	Possible Score		Project Score	
	Performance met HUD Goal: At least 65%			5
	Performance met Northwest NC CoC (NC-516) Goal: At least 90%			10
Permanent Supportive Housing & Rapid Rehousing Programs: what percentage of program participants exited to a permanent housing destination? (if no exits, 10 points is automatically awarded)	Possible Score		Project Score	
	80% or higher			10
	Below 80%			0
What percentage of program participants exited to a known destination?	Possible Score		Project Score	
	95% or higher			5
	80-94%			0
	0-79%			-5
What percentage of adults gained or increased total earned cash income?				
<10%		0		
10-15%		5		
16-20%		10		
Above 50%		15		
What percentage of program participants were employed at program exit? (Points are awarded for meeting each goal)	Possible Score		Project Score	
	Performance met HUD Goal: At least 20%			5
	Performance met Northwest NC CoC (NC-516) Goal: At least 30%			15
What percentage of adults gained or increased total unearned cash income?				
<10%		0		
10-15%		5		
16-20%		10		
Above 20%		15		
What percentage of program participants were receiving mainstream benefits at program exit? (Points are awarded for meeting each goal)	Possible Score		Project Score	
	Performance met HUD Goal: At least 20%			5
	(Above HUD Goal but below NWCoC (NC-516) Goal): At least 40%			10
Performance met Northwest NC CoC (NC-516) Goal: At least 60%		15		

<b>(PSH Only) What percentage of people who exited to PH returned to homelessness within 2 years. [0701 SPM report exits between 10/01/2021-09/30/2022]</b>			
0-10%		10	
11-20%		5	
Above 20%		0	
<b>(RRH Only) What percentage of people who exited to PH returned to homelessness within 2 years. [0701 SPM report exits between 10/01/2021-09/30/2022]</b>			
0-10%		10	
11-20%		5	
Above 20%		0	
<b>PSH Projects: what percentage of program participants remained in the program for 6 months or longer? (Points are awarded for meeting each goal)</b>	<b>Possible Score</b>	<b>Project Score</b>	
Performance met HUD Goal: At least 85%	5		
Performance met Northwest NC CoC (NC-516) Goal: At least 90%	15		

<b>HMIS Participation or Comparable Database</b>			
<b>(Per federal law – domestic violence programs are prohibited from using HMIS and must use a HMIS comparable database instead.)</b>			
<b>HMIS Data Completeness: [NC HMIS report; Comparable Database aggregate report]</b>	<b>Possible Score</b>		<b>Project Score</b>
0-10%		5	
Above 10%		0	
<b>If the agency has additional beds (not a part of this project application), are those beds also being entered into the system? [NC HMIS report; HIC; Comparable Database aggregate report]</b>	<b>Possible Score</b>		<b>Project Score</b>
Yes		5	
No		0	
<b>Did the program submit their APR on or before the designated deadline?</b>	<b>Possible Score</b>		<b>Project Score</b>
Yes		5	
No		0	
<b>Did program staff adhere to the APR review process with the Northwest CoC Project Ranking and Review Subcommittee?</b>	<b>Possible Score</b>		<b>Project Score</b>
Yes		5	
No		0	
<b>Are all of the agency’s projects that are listed in the 2023 HIC participating in HMIS? (or a comparable database if VSP)</b>	<b>Possible Score</b>		<b>Project Score</b>
Yes		10	
No		0	

HUD Monitoring Findings	Possible Score	Project Score						
<p>Is the recipient free of HUD monitoring findings for any agency's projects? If not, findings must be resolved or explained to the satisfaction of the Northwest CoC Project Ranking and Review Subcommittee for the application to meet standards. <i>[Interview with agency/NC 516 Monitoring report]</i></p>	<table border="1"> <tr> <td colspan="2" data-bbox="1040 191 1192 243">Standard</td> </tr> <tr> <td data-bbox="1040 243 1117 296">Met</td> <td data-bbox="1117 243 1192 296">Unmet</td> </tr> <tr> <td data-bbox="1040 296 1117 342"></td> <td data-bbox="1117 296 1192 342"></td> </tr> </table>	Standard		Met	Unmet			
Standard								
Met	Unmet							
<b>Coordinated Entry and Prioritization</b>								
<p>Does the program only take referrals through the Coordinated Entry process?</p>	<table border="1"> <tr> <td colspan="2" data-bbox="1040 394 1192 447">Standard</td> </tr> <tr> <td data-bbox="1040 447 1117 499">Met</td> <td data-bbox="1117 447 1192 499">Unmet</td> </tr> <tr> <td data-bbox="1040 499 1117 543"></td> <td data-bbox="1117 499 1192 543"></td> </tr> </table>	Standard		Met	Unmet			
Standard								
Met	Unmet							
<p>Permanent Supportive Housing: Has the program adopted HUD's prioritization policy as outlined in HUD Notice CPD-16-011 and added it to their program policies? (Program policies)</p>	<table border="1"> <tr> <td colspan="2" data-bbox="1040 543 1192 596">Standard</td> </tr> <tr> <td data-bbox="1040 596 1117 648">Met</td> <td data-bbox="1117 596 1192 648">Unmet</td> </tr> <tr> <td data-bbox="1040 648 1117 693"></td> <td data-bbox="1117 648 1192 693"></td> </tr> </table>	Standard		Met	Unmet			
Standard								
Met	Unmet							
<b>Previous Project Spending Rates – These questions are for projects that have been operating for at least one year at the time of the NOFO release. (Percentage rounded to the nearest whole number)</b>								
<b>Amount awarded:</b>								
<b>Amount spent:</b>								
<b>% Spent:</b>								
<p><b>Percentage 90+%</b></p> <p>Projects that fall below the standard will trigger review by the Northwest CoC Project Ranking and Review Subcommittee. The review will determine potential consequences, including whether some funding should be reallocated to new projects</p> <p>How many grant extensions from HUD were given in for a reason other than merging grants? (Interview with agency or information from HUD)</p>	<table border="1"> <tr> <td colspan="2" data-bbox="1040 903 1192 955">Standard</td> </tr> <tr> <td data-bbox="1040 955 1117 1008">Met</td> <td data-bbox="1117 955 1192 1008">Unmet</td> </tr> <tr> <td data-bbox="1040 1008 1117 1060"></td> <td data-bbox="1117 1008 1192 1060"></td> </tr> </table>	Standard		Met	Unmet			
Standard								
Met	Unmet							
0	15							
1	0							
2+	Further review							
<p>Does the program only take referrals through the Coordinated Entry process?</p>	<table border="1"> <tr> <td colspan="2" data-bbox="1040 1302 1192 1354">Standard</td> </tr> <tr> <td data-bbox="1040 1354 1117 1407">Met</td> <td data-bbox="1117 1354 1192 1407">Unmet</td> </tr> <tr> <td data-bbox="1040 1407 1117 1440"></td> <td data-bbox="1117 1407 1192 1440"></td> </tr> </table>	Standard		Met	Unmet			
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Standard								
Met	Unmet							

Applicant Name

Reviewer:

Project Name

<b>Section VI: Application Deadlines and Documentation: Section V Score</b>		
<b>Up to 45 Points Max; Possible Deductions: -25</b>		
<b>Minimum Points Required or Review is Triggered: not more than loss of -15</b>		
<b>Score:</b>		<b>0</b>
<b>Application Budget</b>		
What does the APR tell us about how well the agency is providing services needed to ensure program participants are meeting established goals? (Most Recent APR) Up to 5 points (1 = very poor, 2 = poor, 3 = ok, 4 = well, 5 = very well)		
<b>Budget &amp; Match</b>	<b>Possible Score</b>	<b>Project Score</b>
If questions regarding the budget are not complete and accurate, subtract up to 5 points.	-5	
Do match letters sufficiently document the required match for the project type? [Match amounts are based on documentation submitted by the applicant by the submission deadline. Information submitted after the deadline will not be included in the scoring of these sections.]	Standard	
	Met	Unmet
	[ ]	[ ]
<b>Deadlines</b>	<b>Possible Score</b>	<b>Project Score</b>
If application was not completed correctly, subtract up to 10 points (Specific dates for local deadlines must be met).	-10	
If required accompanying documents were NOT completed correctly, subtract up to 10 points.	-10	
The application and accompanying documents must be submitted by the deadline. If not, the Northwest CoC Project Ranking and Review Subcommittee will determine potential consequences, including whether the project is ineligible for inclusion in final Northwest NC CoC (NC-516) Project Priority Listing or will receive reduced funding.	Standard	
	Met	Unmet
	[ ]	[ ]



**AGENCY'S RELATIONSHIP TO COMMUNITY: 25 or Loss of 10 Points**

**Minimum: Must not lose more than 10 points**

**Participation in Committee Activities**

Does the agency submitting the project application actively participate in the Northwest NC CoC (NC-516) Steering Committee activities? <i>[Conversation with Northwest NC CoC (NC-516) Lead; NC-516 meeting minutes]</i>	Possible Score		Project Score
Actively participate in Steering Committee meetings (75% of meetings in past year)	Met	Unmet	
Presented application to Steering Committee to be reviewed			
Participated in ESG application process			
The agency has existing project and does not present a project update to Steering Committee			-5
Agency does not have open community referral process for existing project			-5

**Participation in Northwest NC CoC (NC-516) Activities**

Does the agency actively participate in the following Northwest NC CoC (NC-516) activities?	Possible Score		Project Score
Participate in Northwest NC Steering Committee	5		
Participate in subcommittee meetings (CoC Subcommittee, ESG Subcommittee, Data Quality and Policy System Performance Subcommittee)	5		
Participated in at least one subcommittee's meeting	5		
Participated in at least half of Northwest NC Steering Committee	5		
Did not submit Point-in-Time and Housing Inventory data by deadline	-5		
Does not submit reports for existing projects in a timely manner	-5		

**Participation in Other Community Coordination Activities**

Are there other housing/homeless related coalitions or partnerships within the Northwest region in which the agency participates? (AMY meetings, Ashe Coalition, Watauga Housing Coalition, e.g.) <i>[Interview with agency]</i>	Possible Score		Project Score
2 or less	1		
3 - 5	3		
More than 5	5		

**NORTHWEST NC CoC (NC-516) PERFORMANCE: 15**

**Minimum: Threshold**

**Score:**

Sub-Committee Participation in Northwest CoC Activities	Possible Score		Project Score
Has the applicant agency participated in at least one Sub-Committee in last year (September 2022-August 2023) at least 50% of the time?	5		
What percentage of Steering Committee meetings has the applicant agency participated in over last year (September 2022-August 2023)?	Possible Score		Project Score
75% (9 of 12)	1		
75-99% (10-11 of 12)	3		
100% (12 of 12)	5		
Percentage of regions' beds covered and reported in HMIS (non-DV applicant agencies) or HMIS-Comparable system for DV Applicant agencies: <i>[HIC]</i>	Possible Score		Project Score
0- 49%	-5		

	50-75%	0	
	75-100%	5	