

# 2021 Emergency Solutions Grant (ESG) Scoresheet for Emergency Shelter, Prevention, and Street Outreach Components

Applicant Organization: \_\_\_\_\_

Components Requested:       Street Outreach       Emergency Shelter       Prevention

\*Note: A separate scoresheet is being used for Rapid Rehousing. HMIS and/or Admin requests will not be scored, but applicants must articulate how the funds will be used.

Category	Points Possible	Points Received	
A. Project Need and Design (Points based on percentage equivalent of score for each component requested)	100		
B. Area-Wide Systems Coordination	15		
C. Financial Plan	22		
D. Agency Experience and Capacity	30		
E. Other Requirements	20		
<b>Total Points</b>	<b>187</b>		<b>Total Score</b>

### Application Attachment Checklist

- \_\_\_\_\_ Proof of 501(c)3 Status (required for non-profit organizations)
- \_\_\_\_\_ 2021 ESG Certifications and Assurances
- \_\_\_\_\_ Evidence of Submission to State Clearinghouse
- \_\_\_\_\_ Certification of Local Approval (required for emergency shelter only)
- \_\_\_\_\_ Consolidated Annual Performance and Evaluation Report(s) (CAPER) if applicable

**A. PROJECT NEED AND DESIGN** - 100 Max Points based on percentage score received in this Section. For example, Agency A applies for Emergency Shelter and Street Outreach and receives 200 out of the 214 points available for those combined sub-sections. This equates to 93% or 93 points for this Section.

Component	Points Received	Points Available	Total Points Awarded
Street Outreach		65	
Emergency Shelter		149	
Prevention		59	
<b>Total</b>	_____ / _____ X 100 = _____ %		= _____

**1. Street Outreach (SO)—65 Points Possible** **Subtotal Points Awarded: \_\_\_\_\_**

**Reviewer:** List proposed counties where SO will be available: \_\_\_\_\_

**1. Number of counties where applicant’s proposed street outreach will be available? (App. Sec. B.1, Q1)**

- 0 pts      1 county
- 1 pts      2 counties
- 2 pts      3 counties
- 3 pts      4 counties
- 4 pts      5 or more counties

**2. Did applicant adequately describe the need for the project in the proposed service area, including using quantitative data? (App. Sec. B.1, Q2)**

- 10 pts      Adequately described need, including quantitative data.
- 5 pts      Somewhat described need and/or did not include adequate quantitative data.
- 0 pts      Did not adequately describe need.

**2a. In applicant’s response to need for project in the proposed area, did applicant demonstrate that street outreach is already available in some of the counties within its LPC, thereby justifying why it is proposing to serve fewer than 5 counties? (App. Sec. B.1, Q1-Q2)**

- 2 pts      Yes (or will serve 5 or more counties)
- 0 pts      No

**3. Did applicant select the correct eligible populations that can be served with ESG SO? (Note: If awarded funding, applicant must serve correct populations) (App. Sec. B.1, Q3)**

- 4 pts      Yes
- 0 pts      No

**4. Applicant listed the correct KHC ESG Toolkit form name and number that tells what homelessness eligibility form(S) are required to verify a program participant's eligibility. (App. Sec. B.1, Q4)**

- 4 pts      Yes
- 0 pts      No

**5. Applicant selected the correct form(s) that should be used to document program eligibility. (App. Sec. B.1, Q5)**

- 4 pts      Yes
- 0 pts      No

**6. Frequency of street outreach activities across applicant's proposed service area. (App. Sec. B.1, Q6)**

- 7 pts      More than once a month
- 5 pts      Once a month
- 3 pts      Twice per quarter
- 1 pts      Once per quarter
- 0 pts      Less frequently than quarterly

**7. Applicant has a strong plan to reach the most vulnerable people living unsheltered, especially those least likely to access shelter and services. (App. Sec. B.1, Q6)**

- 10 pts      Applicant has strong plan in place to reach most vulnerable
- 5 pts      Applicant's plan to reach most vulnerable is adequate but could be more effective (or described better).
- 0 pts      Applicant does not have an adequate plan in place

**8. Applicant has a strong plan to assess participants to determine need and connect participants with shelter, housing, and services. (App. Sec. B.1, Q7)**

- 10 pts      Applicant has strong plan in place to assess need and connect to appropriate assistance
- 5 pts      Applicant's plan to assess and help participants connect to assistance is adequate, but could be more effective (or described better).
- 0 pts      Applicant does not have an adequate plan to assess participants and/or connect them with appropriate assistance.

**9. Proposed street outreach project will use a low-barrier, Housing First model. (App. Sec. B.1, Q8)**

- 10 pts      Yes
- 5 pts      Somewhat, but needs improvement or further clarification
- 0 pts      No

**2. Emergency Shelter (ES)—149 Points Possible****Subtotal Points Awarded: \_\_\_\_\_**

**1. Does other year-round emergency shelter (ES) exist (besides the applicant's ES) in the county where it proposes to provide ESG ES for the specific population you will serve? This will be confirmed by KHC. (App. Sec. B.2, Q1-Q3)**

- 0 pts Yes
- 2 pts No

**2. Did applicant adequately describe the need for the project in the proposed service area, including using quantitative data, explaining how project will strengthen the community's homelessness response system, and justifying why any current ES is insufficient to meet need? (App. Sec. B.2, Q4)**

- 10 pts Adequately described need, including quantitative data.
- 5 pts Somewhat described need and/or did not include adequate quantitative data.
- 0 pts Did not adequately describe need.

**3. Applicant provided a reasonable explanation for why other sources of funding (besides ESG) are insufficient to meet the shelter's budgetary needs. (App. Sec. B.2, Q5-Q7 and supplemental attachment responding to question left off application about this justification).**

- 10 pts Reasonable
- 5 pts Somewhat reasonable
- 0 pts Not reasonable or unclear

**4. Applicant implemented appropriate steps during the COVID-19 pandemic to keep shelter participants and staff safe or, if a new shelter, described appropriate plans once operational. (App. Sec. B.2, Q8)**

- 5 pts Appropriate steps were taken (or are planned if a new shelter)
- 3 pts Some steps taken, but likely insufficient based on CDC recommendations
- 0 pts Unclear or no steps taken

**5. Applicant explained appropriate steps they have taken or will take to ensure that any changes to previous or current measures (planned if new shelter) were/are appropriate and will continue to keep shelter participants and staff safe. (App. Sec. B.2, Q8)**

- 5 pts Provided appropriate steps to ensure changes will continue to keep participants/staff safe
- 3 pts Already implemented changes or steps that will be taken for changes not well-justified.
- 0 pts Unclear or no justifiable steps taken/planned

**6. Rate of Sheltered homelessness in proposed service area compared to Balance of State rate as determined by the 2021 K-Count. KHC will calculate the rates. (Note: An Unsheltered Count was not conducted in 2021).**

- 3 pts More than BoS rate
- 2 pts 75% to 100% of BoS rate
- 1 pts 50%-74.99% of BoS rate
- 0 pts Less than 50% of BoS rate

**Low-Barrier, Housing-Focused Shelter**

**7. Does the shelter require a criminal background check (besides sex offender status) before a person can spend the night? (App. Sec. B.2, Q9)**

- 5 pts      No
- 0 pts      Yes

**7a. If yes, applicant provided a reasonable explanation for why the specific background check is necessary. (App. Sec. B.2, Q9.a)**

- 2 pts      Yes (or does not require background checks beyond sex offender status)
- 1 pt      Somewhat
- 0 pts      No

**8. Does the shelter require a photo ID to be able to stay at the shelter? (App. Sec. B.2, Q10)**

- 5 pts      No
- 0 pts      Yes

**8a. If yes, applicant provided a reasonable justification for the policy and information for what happens if a person doesn't have a photo ID when seeing assistance. (App. Sec. B.2, Q10a)**

- 2 pts      Yes (or does not require photo ID)
- 1 pt      Somewhat
- 0 pts      No

**9. Does the shelter require people to submit to breathalyzer tests or any other type of drug/alcohol test in order to enter the shelter? (App. Sec. B.2, Q11)**

- 5 pts      No
- 0 pts      Yes

**9a. If yes, applicant provided a reasonable explanation for why a drug/alcohol test is necessary. (App. Sec. B.2, Q11.a)**

- 2 pts      Yes (or does not require drug/alcohol test)
- 1 pt      Somewhat
- 0 pts      No

**10. Does the shelter have a curfew? (App. Sec. B.2, Q12)**

- 3 pts      No
- 0 pts      Yes

**10a. If yes, applicant provided a reasonable explanation for why the curfew is necessary. (App. Sec. B.2, Q12.a)**

- 2 pts      Yes (or does not have a curfew)
- 1 pt      Somewhat
- 0 pts      No

**10b. If yes, does the shelter make accommodations for people who have work schedules that conflict with the curfew policy (App. Sec. B.2, Q12.a)**

- 1 pts Yes (or does not have a curfew)
- 0 pts No

**10c. If yes, shelter makes effort to connect people needing shelter “after hours” with other shelter resources/solutions. (App. Sec. B.2, Q12.a)**

- 1 pt Yes (or does not have a curfew)
- 0 pts No or not a very solid effort

**11. Applicant described process and assessment/planning tools, including evidence-based case management techniques used to help participant’s obtain permanent housing as quickly as possible. (App. Sec. B.2, Q13)**

- 10 pts Adequately described process/tools and case management techniques used to determine specific to help participants obtain permanent housing.
- 5 pts Somewhat described process/tools/case management techniques
- 0 pts Did not adequately describe process/tools/case management techniques

**12. Applicant explained appropriate participation with the KY BoS CoC Coordinated Entry System, the frequency and strategy to engage participants, and how participants are helped when ESG or CoC-funded housing is not available or appropriate. (App. Sec. B.2, Q13)**

- 10 pts Yes
- 5 pts Somewhat
- 0 pts No

**13. If applicant has a maximum length of time a participant can stay at the shelter, applicant explained if and how they are able to accomplish the housing-focused activities outlined in the questions above to help participants obtain permanent housing. (App. Sec. B.2, Q13)**

- 10 pts Applicant has strong plan in place to help participants obtain permanent housing during the time period participants can stay at the shelter (or no minimum length of stay).
- 5 pts Applicant’s plan to help participants obtain permanent housing during maximum length of stay is somewhat helpful, but likely insufficient (or could be described better).
- 0 pts Applicant does not have an effective plan to connect people with permanent housing in the timeframe participants can stay at the shelter.

**14. Applicant demonstrates a commitment to moving towards a more low-barrier, housing-focused shelter model. (App. Sec. B.2, Q14)**

- 12 pts Yes, demonstrated both steps that have already been taken and a plan for moving forward.
- 9 pts Yes, described a well thought out plan for how to evaluate existing/modify policies going forward.
- 6 pts Yes, described a somewhat well-thought out plan to evaluate/modify existing policies going forward.
- 3 pts Is contemplating the transition but did not articulate a well-thought out plan for moving forward.
- 0 pts No

**Additional Activities**

**15. Applicant has strong plan to help participants increase their income, including through employment and non-earned income such as SSI or SSDI (if applicable). (App. Sec. B.2, Q15)**

- 5 pts Applicant has strong plan in place to help participants increase income.
- 3 pts Applicant has a plan to help participants increase income but lacks enough detail to determine its strength.
- 0 pts Applicant does not have a plan to help participants increase income.

**16. Applicant has strong plan to help participants obtain mainstream benefits for which they may be eligible. (App. Sec. B.2, Q15)**

- 5 pts Applicant has strong plan in place to help participants obtain mainstream benefits.
- 3 pts Applicant has a plan to help participants obtain mainstream benefits but lacks enough detail to determine its strength.
- 0 pts Applicant does not have a plan to help participants obtain mainstream benefits.

**17. Applicant will provide transportation assistance either with ESG funds, match, or by connecting participants to transportation assistance through another source. (App. Sec. B.2, Q16-Q16.b)**

- 3 pts Yes
- 0 pts No

**18. Applicant provides meaningful opportunities for participants to volunteer or be employed by the agency to assist with the shelter's work. (App. Sec. B.2, Q17)**

- 3 pts Yes
- 0 pts No

**19. Applicant has strong plan to help connect participants with outpatient health services, mental health services, and substance use treatment if needed (and chosen by participant). (App. Sec. B.2, Q18)**

- 5 pts Applicant has strong plan in place to connect participants with appropriate health services.
- 3 pts Applicant has a plan to connect participants with appropriate health services but lacks enough detail to determine its strength.
- 0 pts Applicant does not have a plan to help connect participants with appropriate health services.

**20. Applicant described other services it will provide or connect participants to to help them be able to obtain and maintain housing. (App. Sec. B.2, Q19)**

- 3 pts Yes
- 0 pts No

**21. Applicant provided a reasonable explanation for why funds are being requested for minor and/or routine repairs at this time. (App. Sec. B.2, Q20)**

- 5 pts Yes (or not requesting funds for this activity)
- 3 pts Somewhat reasonable, but lacks detail
- 0 pts No

**22. Renovation (App. Sec. B.2, Q21)**

- 5 pts Yes (or not requesting funds for this activity)
- 3 pts Somewhat reasonable, but lacks detail
- 0 pts No

**23. HMIS Data Quality relating to known destinations at the time of exit.**

- 5 pts No “don’t know”, “refused”, or “missing” data for Destination at Exit for ES (or N/A if currently not administering ESG-ES)
- 3 pts Less than error rate for system-wide ES
- 1 pt Up to 1 percentage point more than error rate for system-wide ES.
- 0 pt More than 1 percentage point more than error rate for system-wide ES.

**24. Exits to Permanent Housing**

- 5 pts If current ESG-ES grantee or currently uses HMIS, exits to permanent housing more than 3 percentage points greater than system-wide rate for ES (or N/A if not currently administering ESG-ES or not using HMIS)
- 3 pts Exits to permanent housing up to 2.9 percentage points more than system-wide rate for ES.
- 1 pt Exits to permanent housing equal to system-wide rate for ES.
- 0 pts Exits to permanent housing less than system-wide rate for ES.

**3. Prevention (PREV)—59 Points Possible**

**Subtotal Points Awarded: \_\_\_\_\_**

**Reviewer:** List proposed counties where ESG Prevention will be available: \_\_\_\_\_

**1. Number of counties where applicant’s proposed street outreach will be available? (App. Sec. B.3, Q1)**

- 0 pts 1 county
- 1 pts 2 counties
- 2 pts 3 counties
- 3 pts 4 counties
- 4 pts 5 or more counties

**2. Did applicant adequately describe the need for the project in the proposed service area, including using quantitative data, explaining why the Kentucky Healthy at Home Eviction Relief Fund (HHERF) is unable to meet the need identified, and explaining how project will strengthen the community's homelessness response system? (App. Sec. B.3, Q2)**

- 10 pts Adequately described need, including quantitative data.
- 5 pts Somewhat described need and/or did not include adequate quantitative data.
- 0 pts Did not adequately describe need.

**3. Are eligible populations correct for ESG PREV? (Note: If awarded funding, applicant must serve only eligible clients) (App. Sec. B.3, Q3)**

- 5 pts All correct
- 3 pts Some correct
- 0 pts None correct

**4. Applicant detailed the additional eligibility and assistance requirements for the provision of Prevention. (Note: If awarded funding, applicant must use correct documentation) (App. Sec. B.3, Q4)**

- 5 pts All correct
- 3 pts Some correct
- 0 pts None correct

**5. Applicant described an appropriate plan to assess eligible participants to determine level of need and their potential to achieve stable housing within 24 months or less within a 3-year period. (App. Sec. B.3, Q5)**

- 5 pts Applicant has appropriate plan in place to determine need and assess potential.
- 3 pts Applicant has an adequate plan but lacks enough detail to determine its strength.
- 0 pts Applicant does not have an adequate plan.

**6. Applicant demonstrated how it will effectively use ESG Prevention funds to help people remain housed (or obtain housing if participant cannot stay where they are). (App. Sec. B.3, Q6)**

- 5 pts Applicant will use ESG funds effectively.
- 3 pts Applicant's use of funds is appropriate but lacks detail to determine effectiveness.
- 0 pts Applicant did not demonstrate how funds will be used to effectively help participants.

**7. Applicant has strong plan to help participants increase their income, including through employment and non-earned income such as SSI or SSDI (if applicable). (App. Sec. B.3, Q7)**

- 5 pts Applicant has strong plan in place to help participants increase income.
- 3 pts Applicant has a plan to help participants increase income but lacks enough detail to determine its strength.
- 0 pts Applicant does not have a plan to help participants increase income.

**8. Applicant has strong plan to help participants obtain mainstream benefits for which they may be eligible. (App. Sec. B.3, Q7)**

- 5 pts Applicant has strong plan in place to help participants obtain mainstream benefits.
- 3 pts Applicant has a plan to help participants obtain mainstream benefits but lacks enough detail to determine its strength.
- 0 pts Applicant does not have a plan to help participants obtain mainstream benefits.

**9. Applicant described how it will assess the service needs of participants and how participants will be connected with appropriate resources. (App. Sec. B.3, Q8)**

- 5 pts Adequately described process/tools used to determine specific housing and service needs
- 3 pts Somewhat described process/tools used to determine specific housing and service needs
- 0 pts Did not adequately describe process/tools used to determine specific housing and service needs

**10. Applicant detailed termination policy including what circumstances would constitute grounds for program termination. (App. Sec. B.3, Q9)**

- 5 pts Yes
- 2 pts Somewhat
- 0 pts No

**10a. Applicant's termination policy is consistent with the Housing First model(App. Sec. B.3, Q9)**

- 5 pts Yes
- 2 pts Somewhat
- 0 pts No

**B. Area-Wide Systems Coordination—15 Points Possible**

**Points Awarded \_\_\_\_\_**

**1. Applicant's proposed project component(s) enhances the efforts of its Local Prioritization Community to ensure homelessness is rare, brief, and non-recurring.**

- 5 pts Applicant described how its project component(s) enhances its LPC's efforts.
- 3 pts Applicant somewhat described how its project component(s) enhances its LPC's efforts.
- 0 pts Applicant's description does not adequately demonstrate how its existence enhances the LPC's ability to ensure homelessness is rare, brief, and non-recurring.

**2. Applicant described any existing or planned partnerships with other programs targeted to people experiencing homelessness (including at-risk of homelessness), how applicant will coordinate with these programs to best assist participants (as appropriate) and, how it worked with other organizations in its service area to determine its proposed ESG project component(s) is/are needed.**

- 5 pts Applicant demonstrates experience with and commitment to coordination with other homeless service providers.
- 3 pts Applicant somewhat demonstrates experience with and commitment to coordination with other homeless service providers.
- 0 pts Applicant did not demonstrate experience with or commitment to coordination with other homeless service providers.

**3. Applicant described any existing or planned partnerships with mainstream resources providers to enhance the efforts of the overall social services system in applicant’s proposed service area.**

- 5 pts Applicant demonstrates experience with and commitment to coordination with mainstream resources providers.
- 3 pts Applicant somewhat demonstrates experience with and commitment to coordination with mainstream resources providers.
- 0 pts Applicant did not demonstrate experience with or commitment to coordination with mainstream resources providers.

<b>C. Financial Plan—22 Points Possible</b>	<b>Points Awarded _____</b>
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**1. Budget charts are completed correctly (e.g., match sources listed)**

- 3 pts Yes
- 0 pts No

**2. Proposed budget is consistent with program plan described in Section B of Application.**

- 5 pts Yes
- 3 pts Mostly consistent
- 0 pts Not consistent

**3. Match amount in relation to applicant’s full ESG request amount (including RRH if being requested):**

- 12 pts Greater than 115%
- 9 pts 106-115%
- 6 pts 101-105%
- 3 pts 100%
- 10 pts Below match requirement (Note: applicant will be required to meet 100% match if funded)

**4. For each match source listed, applicant explained how it determined the laws governing the funding source do not prohibit its use for the proposed activity.**

- 2 pts Yes
- 0 pts No

<b>D. Agency Experience and Capacity—30 Points Possible</b>	<b>Points Awarded _____</b>
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**1. Agency has experience administering grants related to ESG Emergency Shelter (ES), Prevention (PREV), and/or Street Outreach (SO), whichever are being proposed by applicant.**

- 10 pts Agency has administered all ESG components (ES, PREV, and/or SO) it is proposing for 3 consecutive years or more (at least since the 2018 ESG allocation)
- 7 pts Agency has not administered all of the ESG components it is requesting (ES, PREV, and/or SO) for three or more consecutive years but has since 2019.
- 5 pts Agency has not administered ESG ES, PREV, or SO but has received ES, PREV, or SO funding from other sources (e.g., CoC, SSVF, RHY, PATH).

- 3 pts Agency has not administered any type of ES, PREV, or SO, but has administered projects specifically targeted at helping people experiencing homelessness.
- 0 pts Agency has no experience administering federal, state, or local government grants similar to ES, PREV, or SO.

**2. Agency staff who will be involved in the ESG ES, PREV, and/or SO program have administered federal housing/homeless program grants in the last 2 years.**

- 10 pts 3 or more staff members have administered federal housing/homeless program grants within the past two years.
- 7 pts 2 staff members have administered federal housing/homeless program grants within the past 2 years.
- 5 pts 1 staff member has administered federal housing/homeless program grants within the past 2 years.
- 3 pts No staff members have administered federal housing programs within the past 2 years.

**3. In the past 3 years (2018, 2019, 2020), has the agency administered a KHC Housing Contract Administration housing program that currently has uncorrected compliance findings identified by KHC compliance staff?**

- 5 pts No
- 3 pts Yes but are still within the period allowed by KHC to make corrections.
- 0 pts Yes and have exceeded time period to make corrections without KHC approval

**4. For ES19 grants, agency made a draw at least once every 60 days since the time of its release of funds from KHC.**

- 5 pts Yes (or did not have an ES19 grant)
- 0 pts No

<b>E. Other Requirements—20 Points Possible</b>	<b>Points Awarded _____</b>
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**1. Agency currently participates in the Kentucky Homelessness Management Information System (KYHMIS) or for Victim Service Providers (VSPs), an HMIS-comparable database.**

- 5 pts Yes (or applicant does not administer a program currently eligible for HMIS)
- 0 pts No

**2. Applicant submitted all required CAPER(s) from KYHMIS or a VSP-comparable database.**

- 5 pts Yes (or N/A)
- 0 pts No

**3. Applicant submitted all required attachments (excluding CAPERs scored separately).**

- 5 pts Yes
- 0 pts No

**CoC Participation**

**4. At least one person from applicant's agency attended the 2020 KY Balance of State CoC Membership Meeting held via webinar on June 30, 2020.**

- 5 pts      Yes
- 0 pts      No

**5. Bonus: At least one person from applicant's agency attended a 2021 K-Count training via webinar on January 19 or January 20, 2021.**

- 5 pts      Yes
- 0 pts      No

**6. Bonus: At least one person from applicant's agency attended the 2021 Housing Inventory Count (HIC) training via webinar on January 25, 2021.**

- 5 pts      Yes
- 0 pts      No