

2024/2025 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	20		
D. Agency Experience and Capacity	30		
E. Other Requirements (excluding Bonus)	20		
E. Continued – Bonus up to 5 pts.	–		Total Score
Total Points (Excluding Bonus)	185		

Application Attachment Checklist

- _____ Proof of 501(c)3 Status (required for non-profit organizations)
- _____ 2024/2025 ESG Certifications and Assurances Form
- _____ Evidence of Submission to State Clearinghouse
- _____ Certification of Local Approval Form (required for emergency shelter only)
- _____ Consolidated Annual Performance and Evaluation Report(s) (CAPER) if applicable
- _____ Emergency Shelter Termination Policy (if applicable)
- _____ Prevention Termination Policy (if application)
- _____ Emergency Shelter Photographs (required for emergency shelter only)

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 220 points available for those combined sub-sections. This equates to 90.9% or 90.9 points for this Section.

Component	Points Received	Points Available	Total Points Awarded
Street Outreach		65	
Emergency Shelter		141	
Prevention		75	
Total	_____ / _____ 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 Daily
- 5 pts Weekly
- 3 pts Monthly
- 1 pts Twice per quarter
- 0 pts Less frequently than twice per quarter

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)—141 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 applicant will serve? This will be confirmed by KHC. (App. Sec. B.2, Q1-Q3)

- 2 pts No
- 0 pts Yes

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-Q8)

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

4. Rate of homelessness in proposed service area compared to Balance of State rate as determined by the 2024 K-Count. KHC will calculate the rates.

- 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

5. Does the shelter require a photo ID to be able to stay at the shelter? (App. Sec. B.2, Q9)

- 5 pts No
- 0 pts Yes

5a. 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 seeking assistance. (App. Sec. B.2, Q9a)

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

6. 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, Q10)

- 5 pts No
- 0 pts Yes

6a. If yes, applicant provided a reasonable explanation for why a drug/alcohol test is necessary. (App. Sec. B.2, Q10.a)

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

7. Does the shelter have a curfew? (App. Sec. B.2, Q11)

- 3 pts No
- 0 pts Yes

7a. If yes, applicant provided a reasonable explanation for why the curfew is necessary. (App. Sec. B.2, Q11.a)

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

7b. If yes, does the shelter make accommodations for people who have work schedules that conflict with the curfew policy (App. Sec. B.2, Q11.a)

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

7c. If yes, shelter makes effort to connect people needing shelter “after hours” with other shelter resources/solutions. (App. Sec. B.2, Q11.a)

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

8. 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, Q12)

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

9. 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, Q12)

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

10. 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, Q12)

- 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.

11. Applicant description of its termination policy including what circumstances would constitute grounds for program termination, is consistent with its Written Termination Policy attached to the application. (App. Sec. B.2, Q13 and attachment)

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

12. Applicant's Termination Policy, as reflected in the Written Termination Policy attached to application, is consistent with the principles of the Housing First model (Application Attachment).

- 5 pts Applicant clearly demonstrates full fidelity to principles of Housing First so as not to return a person back to unsheltered homelessness or another temporary, potentially unsafe living situation.
- 3 pts Applicant somewhat demonstrates fidelity to principles of Housing First so as not to return a person back to unsheltered homelessness or another temporary, potentially unsafe living situation, but needs improvement or lacks some details to determine full fidelity.
- 0 pts Applicant has significant inconsistencies with principles of Housing First or did not attach required Written Termination Policy to application.

Additional Activities

13. Applicant has strong plan to help participants increase their income through employment. (App. Sec. B.2, Q14)

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

14. Applicant has strong plan to help participants increase their income through non-earned, non-employment sources such as SSI or SSDI. (App. Sec. B.2, Q14)

- 5 pts Applicant has strong plan in place to help participants increase income through non-earned sources.
- 3 pts Applicant has a plan to help participants increase income through non-earned sources but lacks enough detail to determine its strength or needs improvement.
- 0 pts Applicant does not have a plan to help participants increase income through unearned sources.

15. Applicant has strong plan to help participants obtain mainstream benefits for which they may be eligible. (App. Sec. B.2, Q14)

- 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.

16. Applicant will provide transportation assistance either with ESG funds, match, or by connecting participants to transportation assistance through another source. (App. Sec. B.2, Q15-Q15.b)

- 3 pts Yes
- 0 pts No

17. 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, Q16)

- 3 pts Yes
- 0 pts No

18. Applicant has strong plan to help connect participants with outpatient physical health services, mental health services, and substance use treatment if needed (and chosen by participant). (App. Sec. B.2, Q17)

- 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 or needs improvement.
- 0 pts Applicant does not have a plan to help connect participants with appropriate health services.

19. Applicant described other services it will provide or connect participants to help them be able to obtain and maintain housing. (App. Sec. B.2, Q18)

- 3 pts Yes
- 0 pts No

20. Applicant provided a reasonable explanation for why funds are being requested for minor and/or routine repairs at this time. (App. Sec. B.2, Q19a)

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

21. Applicant provided a reasonable explanation for why funds are being requested for renovation at this time. Renovation (App. Sec. B.2, Q20a)

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

22. HMIS Data Quality relating to known destinations at the time of exit (May 1, 2023 to April 30, 2024 CAPER).

- 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 pts Up to 1 percentage point more than error rate for system-wide ES.
- 0 pts More than 1 percentage point more than error rate for system-wide ES.

23. Exits to Permanent Housing (May 1, 2023 to April 30, 2024 CAPER).

- 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 pts Exits to permanent housing equal to system-wide rate for ES.
- 0 pts Exits to permanent housing less than system-wide rate for ES.

24. Applicant submitted CAPER through Sage by KHC deadline (confirmed by KHC, for current ESG ES grantees)

- 3 pts Yes (or not a current ESG ES grantee)
- 0 pts No

25. Applicant submitted last three required Data Quality Reports to KHC’s HMIS team on time (confirmed by KHC for current HMIS users (HMIS-comparable database users for VSPs) with open ES projects).

- 3 pts Yes (or does not use HMIS/HMIS-comparable database for VSP for an ES project)
- 0 pts No

3. Prevention (PREV)—75 Points Possible**Subtotal Points Awarded: _____****Reviewer:** List proposed counties where ESG Prevention will be available: _____**1. Number of counties where applicant’s proposed Prevention 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 other sources of prevention funding, if any, are 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 selected the correct 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 through employment. (App. Sec. B.3, Q7)

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

8. Applicant has strong plan to help participants increase their income through non-earned, non-employment sources such as SSI or SSDI. (App. Sec. B.3, Q7)

- 5 pts Applicant has strong plan in place to help participants increase income through non-earned sources.
- 3 pts Applicant has a plan to help participants increase income through non-earned sources but lacks enough detail to determine its strength or needs improvement.
- 0 pts Applicant does not have a plan to help participants increase income through unearned sources.

9. 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.

10. 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

11. Applicant description of its termination policy including what circumstances would constitute grounds for program termination, is consistent with its Written Termination Policy attached to the application. (App. Sec. B.3, Q9 and attachment)

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

12. Applicant’s Termination Policy, as reflected in the Written Termination Policy attached to application, is consistent with the housing retention principles of the Housing First model (Application Attachment).

- 5 pts Applicant clearly demonstrates full fidelity to housing retention principles of Housing First.
- 3 pts Applicant somewhat demonstrates fidelity to housing retention principles of Housing First.
- 0 pts Applicant has significant inconsistencies with housing retention principles of Housing First or did not attach required Written Termination Policy to application.

13. Exits to/Retention of Permanent Housing (May 1, 2023 to April 30, 2024 CAPER).

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

14. Applicant submitted CAPER through Sage by KHC deadline (confirmed by KHC, for current ESG PREV grantees)

- 3 pts Yes (or not a current ESG PREV grantee)
- 0 pts No

15. Applicant submitted last three required Data Quality Reports to KHC’s HMIS team on time (confirmed by KHC for current HMIS users (HMIS-comparable database users for VSPs) with open PREV projects).

- 3 pts Yes (or does not use HMIS/HMIS-comparable database for VSP for an PREV project)
- 0 pts No

B. Area-Wide Systems Coordination—15 Points Possible	Points Awarded _____
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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.

C. Financial Plan—20 Points Possible	Points Awarded _____
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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):

- 10 pts Greater than 115%
- 8 pts 106-115%
- 6 pts 101-105%
- 4 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

D. Agency Experience and Capacity—30 Points Possible	Points Awarded _____
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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 with ESG funding (ES, PREV, and/or SO) it is proposing for 3 consecutive years or more (at least since the 2021 ESG allocation)
- 7 pts Agency has not administered all of the ESG components it is requesting with ESG funding (ES, PREV, and/or SO) but has administered at least 1 consecutively since 2022, including with ESG-CV if not or in addition to regular ESG funding.
- 5 pts Agency has not administered ESG ES, PREV, or SO with ESG/ESG-CV funding but has received ES, PREV, or SO funding from other local, state, or federal governmental 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 (2021, 2022, 2023), 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 ES22 grants (or ES21 grants if did not have ES22 funding), 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 ES22 or ES21 grant)
- 0 pts No

E. Other Requirements—20 Pts Possible (not including 5 Bonus)

Pts Awarded (including Bonus) _____

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 attached all required attachments to this application.

- 5 pts Yes
 0 pts No

CoC Participation

3. At least one person from applicant’s agency attended the 2023 KY Balance of State CoC Membership Meeting held via webinar on May 18, 2023 or listened to the recording by 6/23/2023.

- 5 pts Yes
 0 pts No

4. At least one person from applicant’s agency attended the 2023 KY Balance of State CoC Membership Meeting held in person at the Central Bank Center in Lexington and via webinar on August 25, 2023.

- 5 pts Yes
 0 pts No

5. Bonus: At least one person from applicant’s agency attended a 2024 K-Count training via webinar or in-person.

- 3 pts Yes
 0 pts No

6. Bonus: At least one person from applicant’s agency attended the 2024 Housing Inventory Count (HIC) training via webinar on January 29, 2024.

- 2 pts Yes
 0 pts No