

OR-506CoC Hillsboro/Beaverton/Washington County, Oregon  
**CoC PROGRAM APPLICATION RATING AND  
RANKING PROCESS**

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Policy No.:	578.9-OR506CoC	Approved By:	HSSN (the CoC)
Effective Date:	May 10, 2013	Revision Date:	July 8, 2019
Prepared By:	Annette Evans, Washington County Department of Housing Services <a href="http://www.co.washington.or.us/Homeless">http://www.co.washington.or.us/Homeless</a>		

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**Policy:** This policy is adopted under the authority of the local Continuum of Care (CoC) in Washington County, commonly referred to as the Housing and Supportive Services Network (HSSN). Policy title was revised from “CoC Program Application and Award”.

**Purpose:** Design, operate and follow a collaborative and public process for the solicitation, development and approval of CoC Program applications for submission in response to the CoC Program NOFA (Notice of Funding Available) published by HUD.

**Standard:** The HSSN is responsible for promoting community-wide commitment to the goal of ending homelessness through strategic planning, system change, program development, and performance-based prioritization of funds.

**Scope:** Homeless Provider Agencies, Community Stakeholders, recipient(s) and subrecipient(s) of CoC Program and Emergency Solution Grant (ESG) funds, the HMIS Lead, and the CoC Collaborative Applicant.

**Authority For Code:** Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act CoC Program regulatory statutes 24 CFR parts 578.9, 578.11, 578.13, 578.15, 578.17, 578.19, 578.21 and other such parts as applicable.

**Responsibilities:**

**1. HOUSING AND SUPPORTIVE SERVICES NETWORK (HSSN) – THE COC**

As outlined in the CoC Governance, the HSSN is to provide a coordinated and comprehensive community planning process to implement a Continuum of Care (CoC) for individuals and families who are at-risk or experiencing homelessness and to prevent a return to homelessness. Refer to CoC Governance policy 578.5-OR506CoC.

A role administered by the HSSN is preparation of the CoC Program grant application on behalf of OR-506 CoC Hillsboro/Beaverton/Washington County, Oregon. This policy outlines the process and criteria in ranking and rating renewal and new project applications requesting funds under the CoC Program 24 CFR Part 578.

OR-506CoC Hillsboro/Beaverton/Washington County, Oregon

# CoC PROGRAM APPLICATION RATING AND RANKING PROCESS

## **2. PREPARING THE COC PROGRAM GRANT APPLICATION**

### HSSN (the CoC)

The HSSN is charged with design, operation and following a collaborative process for the development of applications and approve the submission of applications in response to a NOFA published by HUD under part 578.19.

HSSN will establish priorities for funding projects in the geographic area of OR-506 CoC.

The HSSN will elect a CoC Collaborative Applicant that will collect and combine the required application information from all applicants and for all projects within the geographic area that the CoC has selected funding. The CoC Collaborative Applicant will also apply for CoC Planning activities.

## **3. REQUEST FOR PROPOSAL AND RECORDKEEPING**

### CoC Collaborative Applicant

Elected by the HSSN, the CoC Collaborative Applicant will provide administrative support in coordinating and submitting the application, to include preparing the CoCs funding availability through Annual Renewal Demand (ARD) approved by HUD, reallocation of CoC Program-funded projects, and new CoC Bonus funds made available by HUD.

The CoC Collaborative Applicant will prepare and publish a Request for Proposal (RFP) with timeline for project proposal presentations, due date of applications, the date of the ranking/rating based on performance outcomes of HUD-funded OR-506 CoC Programs and scoring by HSSN for new projects. The RFP will be a public announcement using email, bulletin boards, community forums, social media, and posted on the jurisdiction's website.

The CoC Collaborative Applicant will schedule presentations of all new projects at the next regular HSSN meeting following the Notice of Funding Available (NOFA) release by HUD, with each eligible voting agency having one vote (see Appendix C, Project Evaluation Criteria). The CoC Collaborative Applicant will convene the CoC Board (the HSSN Workgroup) in a public meeting to complete the rating and ranking of all applications submitted and approve the final Project Priority List in the CoC Consolidated Application. The HSSN Workgroup will review all new and renewal applications to validate the summary of scores prior to developing the Project Priority List.

Records supporting the grant application process will be retained for five (5) years following the HUD grant award announcement and will include the actual project application, the Project Rating Tool results based on performance-based outcomes, a summary of all project application scores, rank/rating results, letters or other communication regarding acceptance or rejection of project applications.

OR-506CoC Hillsboro/Beaverton/Washington County, Oregon

# CoC PROGRAM APPLICATION RATING AND RANKING PROCESS

## 4. CODE OF CONDUCT AND RECUSAL PROCESS

The implementation of a Code of Conduct for the HSSN, inclusive of the Chair, Co-Chair, Workgroup, and associated Subcommittees, is an essential element that supports the inclusive, collaborative, and objective goals of the HSSN. [CoC Program 24 CFR 578.95]

1. Meetings will be open to the public.
2. Members will provide information that is truthful and accurate.
3. Members will always be respectful to others.
4. Decision making process will:
  - a. Be made by consensus at scheduled meetings.
  - b. For non-funding decisions, all members present will have an option to participate in the voting, e.g. – selection of chair, co-chair, or other general membership decisions.
  - c. For decisions involving funding, one vote per member organization and one vote per community at-large member based on a threshold of attendance.
  - d. Conflict of Interest. Members will withdraw/excuse themselves from participating in decision-making (voting) process concerning awards of grants or provisions of financial benefit to which such member or his/her organization is a Board member with decision-making regarding financial matters of the agency/project and/or has a current or could have a future financial interest.

## 5. RENEWAL/EXPANSION RATING AND RANKING PROCESS

### HSSN Workgroup (the CoC Board)

The Workgroup is the administrative body of the HSSN, and responsible for:

- a) Review Annual Performance Reports (APR) outcomes for all CoC Program projects.
- b) Establish priorities for funding projects in alignment with the HSSN review of latest PIT/HIC reporting on homeless demographics and housing gaps analysis.
- c) Review projects with non-compliance and/or outstanding on-site monitoring issues and consider reallocation of project funds (see Section 5).
- d) Review renewal project applications to ensure threshold requirements have been met. The HUD Renewal Threshold Requirements tool is used for this process, as well as integrated into the Project Rating Tool (Appendix D). The CoC Collaborative Applicant will provide data and reporting to complete the Renewal/Expansion Project Rating Tool.
- e) Review expansion project applications that seek to expand existing renewal projects to ensure threshold requirements have been met. The expansion project application will receive the same rating score as the renewal application.
- f) Project applications meeting threshold requirement will be rated on performance criterion that establish benchmark outcomes to drive system-level performance outcomes. The scoring points are full points for meeting threshold review and/or achieving the performance measurement outcome, with partial or zero points for a select few measurements where the project may not have the ability to fully drive the outcome.
- g) Rank projects in order of highest priority for funding being #1 with the lowest priority for funding being the last number in the CoC Program Project Priority List.
- h) Approve the final projects applications for submittal in the CoC Consolidated Plan; and
- i) Authorize the CoC Collaborative Applicant to notify Applicants/Subrecipient Agencies on HSSN Workgroup decision to “accept” or “reject” project applications in writing.

For template of the scoring tool, see Appendix A, Renewal/Expansion Project Rating Tool.

OR-506CoC Hillsboro/Beaverton/Washington County, Oregon

# CoC PROGRAM APPLICATION RATING AND RANKING PROCESS

## 6. FIRST YEAR RENEWAL RATING AND RANKING PROCESS

### HSSN Workgroup (the CoC Board)

The Workgroup is the administrative body of the HSSN, and responsible for:

- a) Review Annual Performance Reports (APR) outcomes for all CoC Program projects, to include projects that have not yet completed a full 12-month grant period.
- b) Establish priorities for funding projects in alignment with the HSSN review of latest PIT/HIC reporting on homeless demographics and housing gaps analysis.
- c) Review renewal project applications to ensure threshold requirements have been met. The HUD Renewal Threshold Requirements tool is used for this process, as well as integrated into the Project Rating Tool (Appendix D). The CoC Collaborative Applicant will provide data and reporting to complete the First Year Renewal Project Rating Tool.
- d) Project applications meeting threshold requirement will be rated on performance criterion that establish benchmark outcomes to drive system-level performance outcomes. The scoring points are full points for meeting threshold review and/or achieving the performance measurement outcome for the portion of the grant period implemented, with partial or zero points for a select few measurements where the project may not have the ability to fully drive the outcome.
- e) Rank projects in order of highest priority for funding being #1 with the lowest priority for funding being the last number in the CoC Program Project Priority List.
- f) Approve the final projects applications for submittal in the CoC Consolidated Plan; and
- g) Authorize the CoC Collaborative Applicant to notify Applicants/Subrecipient Agencies on HSSN Workgroup decision to “accept” or “reject” project applications in writing.

For template of the scoring tool, see Appendix B, First Year Renewal Project Rating Tool.

## 7. NEW PROJECT RATING AND RANKING PROCESS

### HSSN (the CoC)

The HSSN membership will receive presentations on new project proposals with eligible voting members completing the scoring process using the procedure and written standards outlined in Project Evaluation Criteria.

- a) Review renewal project applications to ensure threshold requirements have been met. The HUD Renewal Threshold Requirements tool is used for this process, as well as integrated into the Project Rating Tool (Appendix D).
- b) Score capacity Applicant and Subrecipient Agency to carry-out the proposed HUD-funded project, fiscal management, experience working with the targeted homeless population and demonstrates racial equity, diversity and inclusion, alignment with local and federal priorities and meets a housing gap in the CoC, and supports system performance in reducing first time homeless, quickly moving people to permanent housing, increased employment and other cash income, reducing returns to homelessness, and other established priorities identified in the project rating tool.

For template of the scoring tool, see Appendix C, New Project Rating Tool

OR-506CoC Hillsboro/Beaverton/Washington County, Oregon

# CoC PROGRAM APPLICATION RATING AND RANKING PROCESS

## 8. REALLOCATION PROCESS

### HSSN Workgroup (the CoC Board)

Reallocation is the process the CoC uses to shift funds in whole or part from existing low-performing renewal projects to create one or more new projects within the annual renewal demand (ARD) for CoC Program funds. Providers are encouraged to apply for new projects through reallocation of existing projects.

During the comprehensive review of renewal projects, the HSSN Workgroup will use the scoring criteria and selection priorities to determine the extent to which each project is still necessary and address priorities based on System Performance Measurement (SPM) outcomes, housing gaps analysis, homeless demographic data collected during point-in-time, and Community Connect data; e.g. ending chronic homelessness, veteran, youth, families with children. The HSSN Workgroup will reallocate funds to new projects whenever reallocations would reduce homelessness or address an underserved homeless population.

To minimize the risk of homeless participant displacement because of reallocation, the HSSN Workgroup will approach the reallocation decision as follows:

- a) Participants can be served by another program within the CoC so as not to create a displacement of program participants; and
- b) If the project has a 'Declaration of Restrictive Covenant' and the HSSN Workgroup chooses to reallocate the funds to a new project, the Grant Recipient will work with the project sponsor agency (Subrecipient) and HUD to determine next steps.

## 9. PROJECT RANKING PROCESS AND PROJECT PRIORITY LISTING

### HSSN Workgroup (the CoC Board)

The Workgroup is the administrative board of the HSSN, and responsible for:

- c) Review the project proposal scores and rating from the HSSN membership.
- d) Address any concerns raised by HSSN membership through a review with the project sponsor agency.
- e) Rank projects in order of highest priority for funding with the lowest priority for funding being the last number in the CoC Program Project Priority List.
- f) Approve the final projects applications for submittal in the CoC Consolidated Plan.
- g) Authorize the CoC Collaborative Applicant to notify Applicants/Subrecipient Agencies on HSSN Workgroup decision to "accept" or "reject" project applications in writing.

## 10. APPEAL PROCESS

The project sponsor agency (recipient/subrecipient) may appeal the HSSN Workgroup written decision for selection or reallocation as follows:

- a) The project sponsor agency shall attend the HSSN Workgroup meeting for the ranking of project applications.
- b) The project sponsor agency will submit to the Chair of the HSSN Workgroup a written appeal within 5 business days of the HSSN Workgroup ranking decision. The appeal will include supporting information as to why the ranking decision should be reconsidered.
- c) The Chair will convene the HSSN Workgroup (the local CoC Board) to receive and review the appeal statement.

OR-506CoC Hillsboro/Beaverton/Washington County, Oregon

# CoC PROGRAM APPLICATION RATING AND RANKING PROCESS

- d) The project sponsor agency will attend the meeting to answer questions the HSSN Workgroup may have in reviewing the appeal filed by the project sponsor agency.
- e) The HSSN Workgroup will make a decision that will be recorded in minutes, and the CoC Collaborative Applicant will proceed with filing the CoC Program application in accordance with this policy and the determination of the HSSN Workgroup. Should the project sponsor agency seek to appeal the decision to a higher authority, the CoC membership will hear the matter at the next monthly meeting of the Washington County Housing and Supportive Services Network (HSSN).

The HSSN Workgroup’s decision to make reallocation decisions to be implemented in “future NOFA” cycles will minimize displacement and support the transition of homeless participants as well as reduce the need for appeal hearings during a very tight application submittal timeframe.

## 11. GRANT AWARD PROCESS

### CoC Collaborative Applicant

Upon HUD award announcement, the CoC Collaborative Applicant will notify selected applicants of the pending award, to include notice of any conditions imposed on awards by HUD.

HUD will issue grant agreements in accordance with 24 CFR part 578.23, at which time the CoC Collaborative Applicant will prepare Grant Agreements with project subrecipient for activities administered by the subrecipient.

## 12. REVISION HISTORY

Revision Date	Description of Changes
2013	Original Version
December 12, 2014	Section 4 include new criteria and scoring for renewal projects.
June 9, 2017	Section 5 updates recordkeeping to include record retention.
July 18, 2018	Appendix D: HUD Tool for Threshold Review
July 8, 2019	Appendix A format change to list performance measurement title to more accurately align with HUD System Performance Measurements; Appendix C to upload latest HUD v3.2.2. Threshold Tool

## APPENDICES

- Appendix A: Renewal/Expansion Project Rating Tool
- Appendix B: New Project Rating Tool and HSSN Scoring Policy
- Appendix C: First Year Renewal Rating Tool
- Appendix D: HUD Application Threshold Requirement (HUD Tool v3.2.2)

OR-506CoC Hillsboro/Beaverton/Washington County, Oregon  
**CoC PROGRAM APPLICATION RATING AND RANKING PROCESS**

**APPENDIX A**

**RENEWAL/EXPANSION PROJECT RATING TOOL**  
 Performance-based project rating and ranking in support of the CoC System Performance Outcomes

CoC RANKING DATE: \_\_\_\_\_ # of Participants (Q5a): \_\_\_\_\_  
 PERFORMANCE PERIOD: \_\_\_\_\_ # of Households (Q8a): \_\_\_\_\_

**Project Name:** \_\_\_\_\_  
 Project Type: \_\_\_\_\_

Project Type = TH for Transitional Housing; SH for Safe Haven; RRH for Rapid Rehousing; and PSH for Permanent Supportive Housing

Applicant Name: \_\_\_\_\_  
 Subrecipient Agency Name: \_\_\_\_\_  
 CoC Program Funding Request: \_\_\_\_\_ **Total Project Score (52 points):** 0  
 Previous CoC Awarded Amount: \_\_\_\_\_

**APPLICATION NARRATIVE RATING** **15 points**

A.	Project participates in the CoC HMIS and coordinated entry compliance with CoC Policies and Procedures and HUD Coordinated Entry Notice (Yes=3 points, No=0 points)	
B.	Project implements use of Housing First principles, including no preconditions or barriers to entry except as required by funding sources, and provision of necessary supports to maintain housing and prevent a return to homelessness (Yes=3 points, No=0 points)	
C.	Project prioritizes services for underserved and marginalized populations to include racial and ethnic minorities and people with disabilities. Describe experience of the applicant and subrecipients (if any) in working with the proposed population and in providing housing similar to that proposed in the application (Yes=3 points, No=0 points)	
D.	Project demonstrates racial equity, diversity and inclusion (25%+ = 3 points, 15% to 24% = 1 point, 0 to 14% = 0 points) Minimum 25% people of color assisted with housing and services (average APR Q12a+Q12b)	
E.	Project aligns with priorities identified in the CoC's <i>Consolidated Plan, A Road Home: Community Plan to Prevent and End Homelessness</i> , and the federal priorities identified in this NOFA and <i>Home, Together: Federal Strategic Plan to Prevent and End Homelessness for 2018 to 2022</i> (3 points)	

**APPLICANT AND SUBRECIPIENT AGENCY (IF ANY) FINANCIAL RATING** **10 points**

F.	Applicant and Subrecipient (if any) has active SAM registration with current information, valid DUNS number and no Debarments and/or Suspensions (Yes=2 points, No = 0 points)	
G.	Describe applicant experience in effectively utilizing funds including HUD grants and other public funding. Include satisfactory drawdowns and performance for existing grants as evidenced by timely reimbursement of subrecipients (if any), timely resolution of monitoring findings and timely submission of required reporting on existing grants (Yes=2 points, No = 0 points)	
H.	Acceptable audit/financial review of Applicant and Subrecipient (if any). Audit does not contain findings or other indications of financial or accounting problems (Yes=2 points, No = 0 points)	
I.	Applicant and Subrecipient (if any) has 25% match commitments that satisfy CoC Program Rule requirements for source and amount (Yes=2 points, No = 0 points)	
J.	Reasonable project cost per participant exit to Permanent Housing or retain PSH/RRH. The cost is averaged across all projects within a project type to determine the average cost per permanent housing exit for the CoC for that project type. The CoC will use this information to define a reasonable cost locally. (Yes=2 points, No = 0 points)	
CALCULATION METHODOLOGY: Divide total project cost (HUD, match \$ and leverage \$) for housing, services and administration by number of PH exits (APR Q23a+Q23b).		
Total project cost \$ _____ divide by # stayers + # exit to PH = cost per PH exit \$ _____		

OR-506CoC Hillsboro/Beaverton/Washington County, Oregon  
**CoC PROGRAM APPLICATION RATING AND RANKING PROCESS**

**APPENDIX A**

<b>RENEWAL/EXPANSION PROJECT RATING TOOL</b>	
<b>PROJECT PERFORMANCE MEASUREMENT OUTCOMES (RENEWAL)</b>	
<b>27 points</b>	
<b>K.</b>	<b>Reduce Length of Time Homeless (4 points)</b>
	TH-Youth 18-24 years: Average participants stay in project <552 days; TH-Adults 25+ years <365 days (APR Q22b)
	RRH: On average participants spend 30 days or less from Project Start to Housing Move-In date (APR Q22c)
	PSH: On average participants spend 60 days or less from Project Start to Housing Move-In date (APR Q22c)
<b>L.</b>	<b>Reduce Returns to Homelessness (4 points)</b>
	TH, RRH, PSH: <3% of participants return to homelessness within 24 months of exit to PH
<b>M.</b>	<b>Increased Earned Income: Adults Increase from Start to Annual Assessment/Exit (4 points)</b>
	TH, RRH: Minimum 25% of participants with new or increased earned income (APR Q19a1)
	PSH: Minimum 20% of participants with new or increased earned income (APR Q19a1)
<b>N.</b>	<b>Increased Any Income: Adults Increase from Start to Annual Assessment/Exit (4 points)</b>
	TH, RRH: Minimum 25% of participants with new or increased earned income (APR Q19a1)
	PSH: Minimum 50% of participants with new or increased earned income (APR Q19a1)
<b>O.</b>	<b>Serve Priority Populations: ≥50% disability/zero income/unsheltered populations (1 pt each=3 points)</b>
	TH, RRH,PSH: Minimum 50% adult participants with zero cash income at entry (APR Q16)
	TH, RRH,PSH: Minimum 50% participants with one or more disability type (APR Q13a2)
	TH, RRH,PSH: Minimum 50% participants enter from place not meant for human habitation (APR Q15)
<b>P.</b>	<b>Increase Exits to Permanent Housing (4 points)</b>
	TH: Minimum 80% people exit program to permanent housing (Q23c PH Dest divide by Q5a5)
	RRH: Minimum 90% people exit program to permanent housing (Q23c PH Dest divide by Q5a5)
	PSH: Minimum 90% people exit to other permanent housing (Q23c PH Dest divide by Q5a5)
<b>Q.</b>	<b>Project Focuses on Chronic Homeless People (1 point)</b>
	TH, RRH, PSH: Minimum 50% of participants are chronically homeless (APR Q26b)
<b>R.</b>	<b>Project Focuses on Survivors of Domestic Violence (1 point)</b>
	TH, RRH, PSH: Minimum of 50% adult participants are survivors of domestic violence (APR Q14a)
<b>S.</b>	<b>Bed Utilization: Minimum 90% ( .25 point for for each PIT at 90%+ - Total 1 point)</b>
	Household utilization on 4 PIT Counts the last Wednesday of January, April, July, October (APR Q8b)
<b>T.</b>	<b>HMIS Data Quality: Timeliness (1 point)</b>
	90% of data entered within 0 to 6 days of project start date (APR Q6e)
<b>U.</b>	<b>De-obligation 10% or more of HUD funds (minus 1 point)</b>
	Recent grant term 10% or more of the total HUD funds recaptured by HUD at grant term
<b>V.</b>	<b>Annual CoC Monitoring Score (minus 1 point)</b>
	Concerns and/or Finds not resolved within 30-days of monitoring results notification.

OR-506CoC Hillsboro/Beaverton/Washington County, Oregon  
**CoC PROGRAM APPLICATION RATING AND RANKING PROCESS**

**APPENDIX B**

**FIRST YEAR RENEWAL RATING TOOL**  
 Performance-based project rating and ranking in support of the CoC System Performance Outcomes

CoC SCORING DATE: \_\_\_\_\_ # of Participants (Q5a): \_\_\_\_\_  
 CoC SCORING AGENCY: \_\_\_\_\_ # of Households (Q8a): \_\_\_\_\_

**Project Name:** \_\_\_\_\_

**Project Type:** \_\_\_\_\_

Project Type = TH for Transitional Housing; SH for Safe Haven; RRH for Rapid Rehousing; and PSH for Permanent Supportive Housing

**Applicant Name:** \_\_\_\_\_

**Subrecipient Agency Name:** \_\_\_\_\_

CoC Program Funding Request: \_\_\_\_\_ **Total Project Score (52 points):**     0    

Previous CoC Awarded Amount: \_\_\_\_\_

**APPLICATION NARRATIVE RATING** **15 points**

A.	Project participates in the CoC HMIS and coordinated entry compliance with CoC Policies and Procedures and HUD Coordinated Entry Notice (Yes=3 points, No=0 points)	
B.	Project implements use of Housing First principles, including no preconditions or barriers to entry except as required by funding sources, and provision of necessary supports to maintain housing and prevent a return to homelessness (Yes=3 points, No=0 points)	
C.	Project prioritizes services for underserved and marginalized populations to include racial and ethnic minorities and people with disabilities. Describe experience of the applicant and subrecipients (if any) in working with the proposed population and in providing housing similar to that proposed in the application (Yes=3 points, No=0 points)	
D.	Project demonstrates racial equity, diversity and inclusion (25%+ = 3 points, 15% to 24% = 1 point, 0 to 14% = 0 points) Minimum 25% people of color assisted with housing and services (average APR Q12a+Q12b)	
E.	Project aligns with priorities identified in the CoC's <i>Consolidated Plan, A Road Home: Community Plan to Prevent and End Homelessness</i> , and the federal priorities identified in this NOFA and <i>Home, Together: Federal Strategic Plan to Prevent and End Homelessness for 2018 to 2022</i> (3 points)	

**APPLICANT AND SUBRECIPIENT AGENCY (IF ANY) FINANCIAL RATING** **10 points**

F.	Applicant and Subrecipient (if any) has active SAM registration with current information, valid DUNS number and no Debarments and/or Suspensions (Yes=2 points, No = 0 points)	
G.	Describe applicant experience in effectively utilizing funds including HUD grants and other public funding. Include satisfactory drawdowns and performance for existing grants as evidenced by timely reimbursement of subrecipients (if any), timely resolution of monitoring findings and timely submission of required reporting on existing grants (Yes=2 points, No = 0 points)	
H.	Acceptable audit/financial review of Applicant and Subrecipient (if any). Audit does not contain findings or other indications of financial or accounting problems (Yes=2 points, No = 0 points)	
I.	Applicant and Subrecipient (if any) has 25% match commitments that satisfy CoC Program Rule requirements for source and amount (Yes=2 points, No = 0 points)	
J.	Reasonable project cost per participant exit to Permanent Housing or retain PSH/RRH. The cost is averaged across all projects within a project type to determine the average cost per permanent housing exit for the CoC for that project type. The CoC will use this information to define a reasonable cost locally. (Yes=2 points, No = 0 points)	

CALCULATION METHODOLOGY: Divide total project cost (HUD, match \$ and leverage \$) for housing, services and administration by number of PH exits (APR Q23a+Q23b).

Total project cost \$ \_\_\_\_\_ divide by # exit to PH \_\_\_\_\_ = cost per PH exit\* \$ \_\_\_\_\_

\*If no exits in the grant year the value is project cost divided by total participants; however, if exits occur with zero to PH the score is "0 points".

OR-506CoC Hillsboro/Beaverton/Washington County, Oregon  
**CoC PROGRAM APPLICATION RATING AND RANKING PROCESS**

**APPENDIX B**

<b>FIRST YEAR RENEWAL RATING TOOL</b>		
<b>PROJECT PERFORMANCE OUTCOMES BASED ON PROJECT IMPLEMENTATION RESULTS AT TIME OF SCORING</b>		<b>27 points</b>
<b>K.</b>	<b>Reduce Length of Time Homeless (4 points)</b>	<input type="text"/>
	TH-Youth 18-24 years: Average participants stay in project <487 days; TH-Adults 25+ years <365 days (APR Q22b)	
	RRH: On average participants spend 30 days or less from Project Start to Housing Move-In date (APR Q22c)	
	PSH: On average participants spend 60 days or less from Project Start to Housing Move-In date (APR Q22c)	
<b>L.</b>	<b>Increased Employment Income: Adults Increase from Start to Annual Assessment/Exit (4 points)</b>	<input type="text"/>
	TH, RRH: Minimum 25% of participants with new or increased earned income (APR Q19a1)	
	PSH: Minimum 20% of participants with new or increased earned income (APR Q19a1)	
<b>M.</b>	<b>Increased Any Income: Adults Increase from Start to Annual Assessment/Exit (4 points)</b>	<input type="text"/>
	TH, RRH: Minimum 25% of participants with new or increased earned income (APR Q19a1)	
	PSH: Minimum 50% of participants with new or increased earned income (APR Q19a1)	
<b>N.</b>	<b>Serve Priority Populations: ≥50% disability/zero income/unsheltered populations (1 pt each=3 points)</b>	<input type="text"/>
	TH, RRH,PSH: Minimum 50% adult participants with zero cash income at entry (APR Q16)	
	TH, RRH,PSH: Minimum 50% participants with one or more disability type (APR Q13a2)	
	TH, RRH,PSH: Minimum 50% participants enter from place not meant for human habitation (APR Q15)	
<b>O.</b>	<b>Project Focuses on Chronic Homeless People (1 point)</b>	<input type="text"/>
	TH, RRH, PSH: Minimum 50% of participants are chronically homeless (APR Q26b)	
<b>P</b>	<b>Project Focuses on Survivors of Domestic Violence (1 point)</b>	<input type="text"/>
	TH, RRH, PSH: Minimum of 50% adult participants are survivors of domestic violence (APR Q14a)	
<b>Q.</b>	<b>Fund Utilization: Program Implementation on Track to Expend Funds by End of Grant Year (4 points)</b>	<input type="text"/>
	% expensed based on pro-ration of program year progress (Yes = 2 points) (No = 0 points)	
	Request For Funds made in first 3 months of implementation (Yes = 2 points) (No = 0 points)	
<b>R.</b>	<b>Bed Utilization: Program Implementation on Track to Meet 90% Goal (4 points)</b>	<input type="text"/>
	New TH, RRH, PSH Rent Subsidy Program: 30% at 2-months, 60% at 4-months, 90% at 6-months	
<b>S.</b>	<b>HMIS Data Quality: Timeliness per HMIS Agency Agreement (1 point)</b>	<input type="text"/>
	90% of data entered within 0 to 6 days of project start date - APR 6e	
<b>T</b>	<b>HMIS Data Quality: Complete and Accurate (1 point)</b>	<input type="text"/>
	Null/missing 0% on all HMIS data elements - APR 6a, 6b, 6c, 6d	

OR-506CoC Hillsboro/Beaverton/Washington County, Oregon  
**CoC PROGRAM APPLICATION RATING AND RANKING PROCESS**

**APPENDIX C**

**NEW PROJECT RATING TOOL**  
 Performance-based project rating and ranking in support of the CoC System Performance Outcomes

CoC SCORING DATE: _____	# of Participants: _____
CoC SCORING AGENCY: _____	# of Households: _____
Project Name: _____	
Project Type: _____	
Project Type = TH for Transitional Housing; SH for Safe Haven; RRH for Rapid Rehousing; and PSH for Permanent Supportive Housing	
Applicant Name: _____	
Subrecipient Agency Name: _____	<b>Total Project Score (52 points):</b> <u>    0    </u>
CoC Program Funding Request: _____	Benchmark Points = Full or Zero Points (no partial)

**APPLICATION NARRATIVE RATING** **17 points**

A.	Project describes experience or intent to participate in the CoC HMIS and coordinated entry in compliance with CoC Policies and Procedures and the HUD Coordinated Entry Notice <b>(3 points)</b>	
B.	Project describe experience or intent to implement use of Housing First principles, including no preconditions or barriers to entry except as required by funding sources, and provision of necessary supports to maintain housing and prevent a return to homelessness <b>(3 points)</b>	
C.	Project describes experience serving underserved and marginalized populations to include racial and ethnic minorities and people with disabilities. Describe experience of the applicant and subrecipients (if any) in working with the proposed population and in providing housing similar to that proposed in the application <b>(3 points)</b>	
D.	Project describes culturally specific services delivered to ensure racial equity, diversity and inclusion. <b>(3 points)</b>	
E.	Project aligns with priorities identified in the CoC's <i>Consolidated Plan, A Road Home: Community Plan to Prevent and End Homelessness</i> , and the federal priorities identified in this NOFA and <i>Home, Together: Federal Strategic Plan to Prevent and End Homelessness for 2018 to 2022</i> <b>(3 points)</b>	
F.	Applicant and Subrecipient (if any) work collaboratively with CoC partner agencies and are active members of the CoC attending at least 8 meetings during the past 12-month period under the governance of the Housing and Supportive Services Network <b>(1 point)</b>	
G.	Applicant and Subrecipient (if any) describes rapid implementation of the project to begin housing the first participant in 180 days or less following HUD grant award <b>(1 point)</b>	

**APPLICANT AND SUBRECIPIENT AGENCY (IF ANY) FINANCIAL RATING** **12 points**

H.	Applicant and Subrecipient (if any) has active SAM registration with current information, valid DUNS number and no Debarments and/or Suspensions <b>(2 points)</b>	
I.	Describe Applicant and Subrecipient (if any) experience in effectively utilizing federal funds in accordance with 2 CFR 200, to include HUD grants and other funding <b>(2 points)</b>	
J.	Acceptable audit/financial review of Applicant and Subrecipient (if any). Audit does not contain findings or other indications of financial or accounting problems <b>(2 points)</b>	
K.	Applicant or Subrecipient (if any) provides 25% match commitment that satisfies CoC Program Rule 24 CFR Part 578.73 requirement that includes source and amount <b>(2 points)</b>	
L.	Applicant or Subrecipient provide letter of commitment to "leveraged" funds (excluding 25% match funds) valued at no less than 10% of CoC Program fund request to provide for project long-term sustainability <b>(1 points)</b>	
M.	Budget costs are reasonable and allowable. Project is cost-effective when projected cost per person served is compared to CoC average within project type posted July (annual) at <a href="https://www.co.washington.or.us/Housing/EndHomelessness/homeless-programs-and-events.cfm">https://www.co.washington.or.us/Housing/EndHomelessness/homeless-programs-and-events.cfm</a>	
	CALCULATION METHODOLOGY: Total project cost (HUD \$ Request+25% match+leverage) divided by target number of participants (2 points)	
N.	Project is dedicated to serve 100% special needs population under: A) Permanent Housing CoC Bonus serving chronic homeless individuals and families with disabilities; or B) Domestic Violence (DV) Bonus for survivors of domestic violence <b>(1 point)</b>	

OR-506CoC Hillsboro/Beaverton/Washington County, Oregon  
**CoC PROGRAM APPLICATION RATING AND  
 RANKING PROCESS**

**APPENDIX C**

<b>NEW PROJECT RATING TOOL</b>	
<b>PROJECT DESIGN OF HOUSING AND SUPPORTIVE SERVICES</b>	
	<b>23 points</b>
<b>O. Severity of Needs (0 to 2 points)</b>	<input style="width: 80px; height: 20px;" type="text"/>
Applicant demonstrates how the project will assist underserved populations to include persons with a history of victimization such as domestic violence, sexual assault, criminal histories, substance use disorders, or chronic homelessness.	
<b>P. Housing Emphasis (2 points)</b>	<input style="width: 80px; height: 20px;" type="text"/>
Applicant and Subrecipient (if any) prioritize 75% or more of Federal CoC Program funds to provide housing activities; e.g. rent assistance, leasing units, acquisition, rehabilitation and/or construction of affordable housing units.	
<b>Q. Reduce Length of Time Homeless (0 to 4 points)</b>	<input style="width: 80px; height: 20px;" type="text"/>
Applicant describes how the project will identify and house homeless populations to demonstrate a reduction in the length of time people experience homelessness.	
<b>R. Successful Permanent Housing Placement and Reduced Returns to Homelessness (0 to 4 points)</b>	<input style="width: 80px; height: 20px;" type="text"/>
Applicant describes the housing barriers experienced by the target population and demonstrates how the project will increase permanent housing placement and retention in housing.	
<b>S. Increased Employment Income (0 to 3 points)</b>	<input style="width: 80px; height: 20px;" type="text"/>
Applicant and Subrecipient describe how the project will demonstrate assisting the population to increased employment income.	
<b>T. Increased Other Income (0 to 3 points)</b>	<input style="width: 80px; height: 20px;" type="text"/>
Applicant or Subrecipient have at least one staff person who has completed SOAR training.	
<b>U. Increase access to healthcare through coordination with healthcare organizations (0 to 2 points)</b>	<input style="width: 80px; height: 20px;" type="text"/>
Applicant identifies partnership with healthcare organization to assist participants access benefits and services.	
<b>V. Serve Priority Populations: ≥50% disability/zero income/unsheltered populations (3 points)</b>	<input style="width: 80px; height: 20px;" type="text"/>
Applicant describes the outreach and commitment to serve the most vulnerable populations that includes chronic homeless individuals and families as defined by HUD where 50% of participants with zero income, participants with two or more disability types, and persons living in places not meant for human habitation.	

OR-506CoC Hillsboro/Beaverton/Washington County, Oregon

# CoC PROGRAM APPLICATION RATING AND RANKING PROCESS

## APPENDIX C

### PARTICIPANT VOTING PROCESS FOR CoC AND OTHER PUBLIC-FUNDED PROJECTS:

1. Housing and Supportive Services Network (HSSN) membership is open to any person interested in the issue of homelessness in Washington County.
2. All new projects are brought before the HSSN for review and scoring.  
Note: Renewal project scoring is completed by the CoC Collaborative Applicant and reviewed by the HSSN Work Group based on project performance as demonstrated through fiscal management reports, annual on-site monitoring, annual project performance reporting using the CoCs HMIS, and system performance criteria.
3. Project Sponsor Agencies requesting funds provide a presentation to the HSSN in accordance with the HSSN Continuum of Care Planning Calendar and will format their presentation according to the Request For Proposal (RFP) standard rating criteria used by the HSSN.
4. HSSN members receive a presentation on new projects and completes the New Project Scoring Tool that aligns with the HUD applicant threshold and CoC performance-based criterion point system, casting a vote (points) for each project.
5. The HSSN Work Group members (the CoC Board) will rate and prioritize projects.
6. Any agency or individual with a *conflict of interest* will abstain from voting.
7. This open process ensures that the objective rating and prioritizing system is fair, honest, inclusive, and unbiased. The Participant Voting Process and the Voting System is designed to create an open process within the Washington County HSSN.

### VOTING SYSTEM:

1. Adoption of this project evaluation criteria voting system was implemented with the participation and consensus of HSSN members.
2. All agencies/groups/individuals can vote after attending a minimum of 8 meetings in a 12-month period (July to June).
3. Only one (1) vote per agency/group. Individuals not associated with an agency or group will have one (1) vote each.
4. The HSSN Work Group (CoC Board) will perform project application threshold review, tally scores from the Project Rating Tool, and rank projects in the Project Priority Listing. The HSSN Work Group will review the projects in alignment with the strategies outlined in the local *Consolidated Plan*, the CoC homeless plan *A Road Home: Community Plan to Prevent and End Homelessness* and the federal *Here, Together: Federal Strategic Plan to Prevent and End Homelessness*. All new and renewal project applicants are invited and encouraged to attend this meeting. Details of the meeting can be found online at <https://www.co.washington.or.us/Housing/EndHomelessness/hssn-workgroup-meetings-and-agendas.cfm>

### NOTE:

The adopted CoC Program Application Rating and Ranking Process policy # 578.9-OR506CoC is available online at <https://www.co.washington.or.us/Housing/EndHomelessness/hssn.cfm>

# OR-506CoC Hillsboro/Beaverton/Washington County, Oregon CoC PROGRAM APPLICATION RATING AND RANKING PROCESS

## APPENDIX D

HUD Tool <https://www.hudexchange.info/resource/5292/project-rating-and-ranking-tool/>

RENEWAL/EXPANSION THRESHOLD REQUIREMENTS	
Project Name: <input style="width: 95%;" type="text"/> <small>Completed projects will be moved to the bottom of the list.</small> Organization Name: <input style="width: 95%;" type="text"/> Project Type: <input style="width: 95%;" type="text"/> <small>If you would like to change the project type, please do so in the HIC and re-copy the data to the PAW HIC LPA TA tab, or do so in the LIST OF PROJECTS.</small> Project Identifier: <input style="width: 95%;" type="text"/>	Renewal/Expansion Projects Threshold Review Complete <div style="border: 1px solid black; width: 100px; text-align: center; margin: 5px auto;">0%</div> <div style="text-align: right; margin-top: 5px;"> <input type="button" value="Save"/> </div>
<b>THRESHOLD REQUIREMENTS</b>	<b>YES/NO</b>
Stakeholders should NOT assume all requirements are fully addressed through this tool. CoC Program application requirements change periodically and annual NOFAs may provide more detailed guidance. The CoC collaborative applicant and project applicants should carefully review the annual NOFA criteria each year.	
<b>HUD THRESHOLD REQUIREMENTS</b>	
1. Applicant has Active SAM registration with current information.	<input type="text"/>
2. Applicant has Valid DUNS number in application.	<input type="text"/>
3. Applicant has no Outstanding Delinquent Federal Debts- It is HUD policy, consistent with the purposes and intent of 31 U.S.C. 3720B and 28 U.S.C. 3201(e), that applicants with outstanding delinquent federal debt will not be eligible to receive an award of funds, unless:  (a) A negotiated repayment schedule is established and the repayment schedule is not delinquent, or (b) Other arrangements satisfactory to HUD are made before the award of funds by HUD.	<input type="text"/>
4. Applicant has no Debarments and/or Suspensions - In accordance with 2 CFR 2424, no award of federal funds may be made to debarred or suspended applicants, or those proposed to be debarred or suspended from doing business with the Federal Government.	<input type="text"/>
5. Disclosed any violations of Federal criminal law - Applicants must disclose in a timely manner, in writing to HUD, all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Failure to make required disclosures can result in any of the remedies described in 2 CFR §200.338. Remedies for noncompliance, including suspension or debarment. This mandatory disclosure requirement also applies to subrecipients of HUD funds who must disclose to the pass-through entity from which it receives HUD funds.	<input type="text"/>
6. Submitted the required certifications as specified in the NOFA.	<input type="text"/>
7. Demonstrated the population to be served meets program eligibility requirements as described in the Act, and project application clearly establishes eligibility of project applicants. This includes any additional eligibility criteria for certain types of projects contained in the NOFA.	<input type="text"/>
8. Agreed to Participate in HMIS - Project applicants, except Collaborative Applicants that only receive awards for CoC planning costs and, if applicable, UFA Costs, must agree to participate in a local HMIS system. However, in accordance with Section 407 of the Act, any victim service provider that is a recipient or subrecipient must not disclose, for purposes of HMIS, any personally identifying information about any client. Victim service providers must use a comparable database that complies with the federal HMIS data and technical standards. While not prohibited from using HMIS, legal services providers may use a comparable database that complies with federal HMIS data and technical standards, if deemed necessary to protect attorney client privilege.	<input type="text"/>
9. Met HUD Expectations - When considering renewal projects for award, HUD will review information in eLOCCS; Annual Performance Reports (APRs); and information provided from the local HUD CPD Field Office, including monitoring reports and A-133 audit reports as applicable, and performance standards on prior grants. HUD will also assess renewal projects using the following performance standards in relation to the project's prior grants: (a) Whether the project applicant's performance met the plans and goals established in the initial application, as amended; (b) Whether the project applicant demonstrated all timeliness standards for grants being renewed, including those standards for the expenditure of grant funds that have been met; (c) The project applicant's performance in assisting program participants to achieve and maintain independent living and records of success, except HMIS-dedicated projects that are not required to meet this standard; and, (d) Whether there is evidence that a project applicant has been unwilling to accept technical assistance, has a history of inadequate financial accounting practices, has indications of project mismanagement, has a drastic reduction in the population served, has made program changes without prior HUD approval, or has lost a project site.	<input type="text"/>
10. Met HUD financial expectations - If a project applicant has previously received HUD grants, the organization must have demonstrated its ability to meet HUD's financial expectations. If any of the following have occurred, the project applicant would <b>NOT</b> meet this threshold criteria: (a) Outstanding obligation to HUD that is in arrears or for which a payment schedule has not been agreed upon; (b) Audit finding(s) for which a response is overdue or unsatisfactory; (c) History of inadequate financial management accounting practices; (d) Evidence of untimely expenditures on prior award; (e) History of other major capacity issues that have significantly affected the operation of the project and its performance; (f) History of not reimbursing subrecipients for eligible costs in a timely manner, or at least quarterly; and (g) History of serving ineligible program participants, expending funds on ineligible costs, or failing to expend funds within statutorily established timeframes.	<input type="text"/>
11. Demonstrated Project is Consistent with Jurisdictional Consolidated Plan(s) - All projects must be consistent with the relevant jurisdictional Consolidated Plan(s). The CoC will be required to submit a Certification of Consistency with the Consolidated Plan at the time of application submission to HUD.	<input type="text"/>
<b>CoC THRESHOLD REQUIREMENTS</b>	
<small>For each requirement, select "Yes" if the project has provided reasonable assurances that the project will meet the requirement, has been given an exception by the CoC or will request a waiver from HUD. Otherwise select "No".</small>	
Coordinated Entry Participation	<input type="text"/>