

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:	June 9, 2023
Prepared By:	Washington County Department of Housing Services		

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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.

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## 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 B). 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.

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## 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 A). 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.

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## 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 A). 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.

## 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 B).
- 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 B, New Project Rating Tool

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## 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.

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- 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 add new criteria and scoring for renewal projects.
June 9, 2017	Section 5 update recordkeeping 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
February 14, 2020	Change Income Measurement to Q19a1 in all tools
April 8, 2022	Appendix A, B and C updated to incorporate rating changes approved by CoC Board
June 9, 2023	Appendix updated to incorporate rating changes approved by CoC Board

## APPENDICES

- Appendix A: Renewal/Expansion Project Rating Tool
- Appendix B: New Project Rating Tool

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**Appendix A: Renewal/Expansion Project Rating Tool**

<b>Project Design</b>		<b>Scoring</b>
A.	Project participates in the CoC HMIS (or a comparable database for domestic violence or VAWA providers such as Osnum) and Coordinated Entry system and demonstrates compliance with CoC Coordinated Entry 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.	Up to 3 points
C.	Project prioritizes services for underserved and marginalized populations (including Black, Indigenous, Latino/a/e, Asians, Pacific Islanders, immigrants and refugees, people with disabilities, and LGBTQ+) through implementation of low-barrier, culturally responsive and accessible services.	Up to 3 points
D.	Project aligns with the CoC's Consolidated Plan and reflects the specific priorities for CoC funding identified in the HUD NOFO and the CoC RFP for this year's local funding competition.	Up to 10 points
<b>Racial Equity</b>		<b>Scoring</b>
E.	Project provides housing and services to populations of color at a rate that reflects a commitment to racial equity.	25%+: 3 points 15-24%: 1 point 0-14%: 0 points
F.	Applicant and Subrecipient (if any) has reviewed program participant outcomes with an equity lens, including the disaggregation of data by race and ethnicity.	Yes: 2 pts No: 0 pts
G.	Applicant and Subrecipient (if any) has identified programmatic changes needed to make participant outcomes more equitable and developed a plan to make those changes.	Yes: 2 pts No: 0 pts
<b>Financial Review</b>		<b>Scoring</b>
H.	Applicant and Subrecipient (if any) has active SAM registration with current information, valid Unique Entity ID number and no Debarments and/or Suspensions.	Yes: 2 points No: 0 points
I.	Applicant and Subrecipient (if any) effectively utilizes CoC funding as demonstrated by satisfactory drawdown, timely reimbursement of subrecipients (if any), timely resolution of financial monitoring findings, and timely submission of required financial reporting.	Yes: 2 points No: 0 points
J.	Acceptable audit/financial review of Applicant and Subrecipient (if any). Audit/financial review does not contain findings or other indications of financial or accounting problems.	Yes: 2 points No: 0 points
K.	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
L.	Reasonable project cost per participant exit to permanent housing or retain PSH/RRH as compared with CoC average for project type.	≤average: 2 pts >average: 0 pts
<b>Performance Outcomes</b>		<b>Scoring</b>
M.	Reduce Length of Time Homeless from Program Start to Housing Move-In <ul style="list-style-type: none"> <li>• TH-Youth 18-24 years: On average participants stay in project &lt;552 days</li> <li>• TH-Adults 25+ years: On average participants stay in project &lt;365 days</li> <li>• RRH: On average participants spend 60 days or less from Project Start to Housing Move-In date</li> <li>• PSH: On average participants spend 90 days or less from Project Start to Housing Move-In date</li> </ul>	Yes: 4 points No: 0 points
N.	Reduce Returns to Homelessness <ul style="list-style-type: none"> <li>• TH, RRH, PSH: &lt;3% of participants return to homelessness within 24 months of exit to PH</li> </ul>	Yes: 4 points No: 0 points
O.	Increased Earned Income from Start to Annual Assessment or Exit <ul style="list-style-type: none"> <li>• TH, RRH: Minimum 25% of adult participants with new or increased earned income</li> <li>• PSH: Minimum 20% of participants with new or increased earned income</li> </ul>	Yes: 4 points No: 0 points
P.	Increased Non-Employment Income from Start to Annual Assessment or Exit <ul style="list-style-type: none"> <li>• TH, RRH: Minimum 25% of adult participants with new or increased non-employment income</li> <li>• PSH: Minimum 50% of adult participants with new or increased non-employment income</li> </ul>	Yes: 4 points No: 0 points

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Q.	Increase Exits to Permanent Housing <ul style="list-style-type: none"> <li>• TH: Minimum 80% people exit program to permanent housing</li> <li>• RRH: Minimum 90% people exit program to permanent housing</li> <li>• PSH: Minimum 90% people exit to other permanent housing</li> </ul>	Yes: 4 points No: 0 points
R.	Project Focuses on People with Zero Income <ul style="list-style-type: none"> <li>• Minimum 50% adult participants with zero cash income at entry</li> </ul>	Yes: 1 point No: 0 points
S.	Project Focuses on People with Disabilities <ul style="list-style-type: none"> <li>• Minimum 50% all participants with one or more disability type</li> </ul>	Yes: 1 point No: 0 points
T.	Project Focuses on People Entering from Unsheltered Homelessness <ul style="list-style-type: none"> <li>• Minimum 50% adult participants enter from place not meant for human habitation</li> </ul>	Yes: 1 point No: 0 points
U.	Project Focuses on Chronically Homeless People <ul style="list-style-type: none"> <li>• Minimum 50% of all participants are chronically homeless</li> </ul>	Yes: 1 point No: 0 points
V.	Project Focuses on Survivors of Domestic Violence <ul style="list-style-type: none"> <li>• Minimum 50% adult participants are survivors of domestic violence</li> </ul>	Yes: 1 point No: 0 points
W.	Bed Utilization: Minimum 90% <ul style="list-style-type: none"> <li>• Household utilization on PIT counts in January, April, July, October</li> </ul>	0.25 point for each PIT ≥ 90%
X.	HMIS (or comp site) Data Quality: Timeliness <ul style="list-style-type: none"> <li>• 90% of data entered within 0 to 6 days of project start date</li> </ul>	Yes: 1 point No: 0 points
Y.	De-obligation of HUD Funds <ul style="list-style-type: none"> <li>• In the most recently completed grant term 10% or more of the total HUD funds were recaptured by HUD at grant term</li> </ul>	Yes: minus 1 pt No: 0 points
Z.	Annual CoC Monitoring Score <ul style="list-style-type: none"> <li>• Findings not resolved within 30-days of monitoring results notification</li> </ul>	Yes: minus 1 pt No: 0 points



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**Appendix B: New Project Rating Tool**

<b>Project Design and Applicant Qualifications</b>		<b>Scoring</b>
A.	Project intends to participate in the CoC HMIS (or a comparable database for domestic violence or VAWA providers such as Osnum) and Coordinated Entry system in compliance with CoC Coordinated Entry Policies and Procedures and HUD Coordinated Entry Notice.	Yes: 3 points No: 0 points
B.	Project will 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.	Up to 3 points
C.	Project will prioritize services for underserved and marginalized populations (including Black, Indigenous, Latino/a/e, Asians, Pacific Islanders, immigrants and refugees, people with disabilities, and LGBTQ+) through implementation of low-barrier, accessible and culturally responsive services, and connections with culturally specific services.	Up to 3 points
D.	Applicant and Subrecipient (if any) has experience providing similar services to the population targeted by the proposed project and has demonstrated effectiveness in achieving successful outcomes.	Up to 3 points
E.	Project aligns with the eligible program types in HUD's NOFO. The population to be served meets the eligibility requirements for the type of program and the service model meets current HUD requirements.	Yes: 1 point No: Disqualified
F.	Project reflects the specific priorities for CoC funding identified in the HUD NOFO and the local CoC RFP for this year's funding competition.	Up to 10 points
G.	Project maximizes potential bonus points available through this year's HUD NOFO.	Up to 3 points
H.	Applicant and Subrecipient (if any) commits to actively participate in CoC meetings if awarded funding.	Yes: 1 point No: 0 points
I.	Applicant and Subrecipient (if any) plans rapid implementation of the project to begin housing the first participant in 180 days or less following HUD grant award.	Yes: 1 point No: 0 points
<b>Financial Review</b>		<b>Scoring</b>
J.	Applicant and Subrecipient (if any) has active SAM registration with current information, valid Unique Entity ID number and no Debarments and/or Suspensions.	Yes: 2 points No: 0 points
K.	Applicant and Subrecipient (if any) demonstrates the financial and management capacity and experience to carry out the project and the capacity to administer federal funds.	Yes: 2 points No: 0 points
L.	Applicant or Subrecipient (if any) has an acceptable audit/financial review that does not contain findings or other indications of financial or accounting problems.	Yes: 2 points No: 0 points
M.	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.	Yes: 2 points No: 0 points
N.	Applicant or Subrecipient (if any) demonstrates the capacity to leverage additional resources and partnerships to support effective project implementation.	Yes: 1 point No: 0 points
O.	Budget costs are reasonable and allowable. Project is cost effective when projected cost per person served is compared to CoC average within project type.	Yes: 2 points No: 0 points
<b>Performance Outcomes</b>		<b>Scoring</b>
P.	<b>Severity of Needs:</b> Applicant demonstrates how the project will assist underserved populations, including persons with a history of victimization (such as domestic violence or sexual assault), criminal histories, substance use disorders, and/or chronic homelessness.	Up to 2 points
Q.	<b>Housing Emphasis:</b> Applicant and Subrecipient (if any) prioritizes 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).	Yes: 2 points No: 0 points
R.	<b>Reduce Length of Time Homeless:</b> Applicant demonstrates how the project will identify and house homeless populations to reduce the length of time people experience homelessness.	Up to 4 points

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S.	<b>Permanent Housing Placement and Reduced Returns to Homelessness:</b> Applicant describes the housing barriers experienced by the target population and demonstrates how the project will increase permanent housing placement and retention in housing.	Up to 4 points
T.	<b>Increase Income:</b> Applicant demonstrates how project will increase participants' income through employment and connections to other income as appropriate.	Up to 3 points
U.	<b>Increase Disability Income Benefits:</b> Staff person providing project participants with SSI/SSDI technical assistance has completed SOAR training in the past 24 months.	Yes: 3 points No: 0 points
V.	<b>Increase Connections to Mainstream Resources:</b> Applicant demonstrates how project will connect participants to mainstream resources and services such as OHP enrollment, connections to community-based resources, SNAP, etc.	Up to 3 points
W.	<b>Serve Priority Populations:</b> Applicant describes the project's commitment to and demonstrates effective strategies for serving vulnerable populations such as chronically homeless individuals and families, households with zero income, participants with two or more disability types, and persons living in places not meant for human habitation.	Up to 3 points