CoC Board Rating and Ranking

April 8, 2024

Department of Housing Services

CoC Rating and Ranking Policies

The CoC rating and ranking policies ensure a transparent and objective selection process as required by HUD:

- Public solicitation of project applications

- Applicants are notified in advance of the criteria that will be used to evaluate their proposals

- Evaluation criteria are objective and performance-based

- Rating of new project applications by HSSN voting members

- Rating of renewal applications based on APR and monitoring data

- Final ranking and selection by CoC Board based on rating scores

HOMELESS SOLUTIONS ADVISORY COUNCIL

Permanent Sub Committees

Lived Experience Advisory Committee	Performance Evaluation Technical Sub-Committee
Equitable Procurement Technical Sub-Committee	HMIS Technical Sub-Committee
Community Connect Technical Sub-Committee	

Temporary Work Groups

Work Group	Work Group
Work Group	Work Group

Community & Stakeholder Convenings

HSSN	Homeless Youth Forum	Other Convenings (as needed)

CoC Consolidated Application

+

Project Priority Listing

+

Project Applications (New and Renewal)
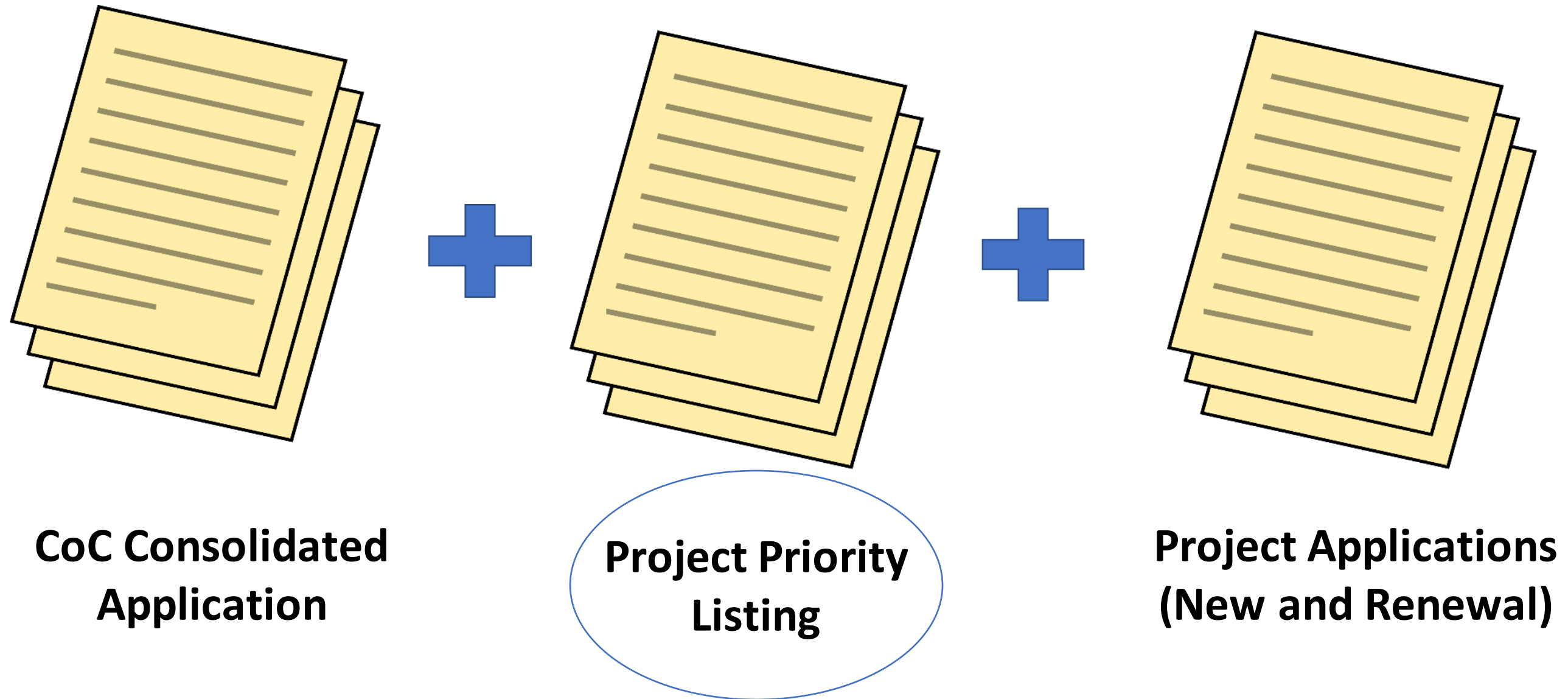
Project Ranking

Renewals
- Ranked based on the ratings
- HMIS is not scored so is put in position #1

1st year renewals
- No performance data to score
- Automatically placed after the other renewals and not eligible for reallocation

New projects
- New project applications are ranked based on the scores
- Ratings are not based on performance, so they are not comparable to the renewal project ratings
- Historically placed after the renewals

Project Rating Tool

Discussion: Are there any questions or reflections on the rating tool?

CoC Project Application	Scoring Tool: Renewal or New	HMIS Coordinated Entry, CoC Policy Compliance	Housing First Principles	Prioritizes Underserved & Marginalized Pops	Alignment with Funding Priorities	Populations of Color Served	Reviewed Outcomes with Equity Lens	Programmatic Changes with Equity Lens	New: Experience Providing Similar Services	New: Aligns with Eligible Program Types	New: Maximizes Available Bonus Point	New: Commitment to Participate in CoC	New: Rapid Implementation	Active SAM Registration/No Debarments	Fund Utilization/Financial Management Capacity	Financial Audit	25% Match	New: Capacity to Leverage Additional Resources	Reasonable Project Cost	New: Severity of Needs	New: Housing Emphasis	Reduce Length of Time Homeless	Reduce Returns to Homelessness	Increase Employment Income	Increase Non-Employment Income	New: Increase Income	New: Increase Disability Income Benefits	New: Increase Connections to Mainstream Resources	New: Serve Priority Populations	Increase Exits to PH	Project Focus: Zero Income	Project Focus: People with Disabilities	Project Focus: Unsheltered Homelessness	Project Focus: Chronic Homelessness	Project Focus: Survivors of Domestic Violence	Bed Utilization: 90% Goal	HMIS Data Quality: Timeliness	De-obligation of 10% of HUD Funds	Annual CoC Monitoring Score	Total Points	FY2023 Application Request
		PROJECT DESIGN												**FINANCIAL CAPACITY**						**PERFORMANCE OUTCOMES**																					
		3 pts	3 pts	3 pts	10 pts	3 pts	2 pts	2 pts	3 pts	1 pt	3 pts	1 pt	1 pt	2 pts	2 pts	2 pts	2 pts	1 pt	2 pts	2 pts	2 pts	4 pts	4 pts	4 pts	4 pts	3 pts	3 pts	3 pts	3 pts	4 pts	1 pt	1 pt	1 pt	1 pt	1 pt	1 pt	1 pt	-1 pt	-1 pt		
Renewal Applications																																										
Homeless Management Information System																																										$39,742
Transitional Living Program	Renewal	3.0	3.0	3.0	9.0	3.0	2.0	2.0						2.0	2.0	2.0	2.0		2.0			4.0	4.0	4.0	4.0					4.0	1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	56.00	$121,741
CoC Rapid Re-housing for Families	Renewal	3.0	3.0	3.0	10.0	3.0	2.0	2.0						2.0	2.0	2.0	2.0		2.0			0.0	4.0	4.0	0.0					4.0	0.0	0.0	0.0	0.0	0.0	1.0	0.0	-1.0	0.0	48.00	$584,780
Hillsboro Graduated Independent Living	Renewal	3.0	3.0	3.0	10.0	1.0	2.0	2.0						2.0	1.0	2.0	2.0		0.0			0.0	4.0	0.0	4.0					0.0	0.0	1.0	1.0	1.0	0.0	0.0	0.0	0.0	-1.0	41.00	$100,081
Reentry Housing	Renewal	3.0	3.0	3.0	10.0	3.0	2.0	2.0						2.0	1.0	2.0	2.0		0.0			0.0	4.0	4.0	0.0					0.0	1.0	1.0	1.0	0.0	0.0	0.8	0.0	0.0	0.0	44.75	$388,626
Clover Court	Renewal	3.0	1.5	2.5	10.0	0.0	0.5	0.5						2.0	1.0	2.0	2.0		2.0			4.0	4.0	0.0	4.0					4.0	0.0	1.0	1.0	1.0	0.0	1.0	1.0	0.0	0.0	48.00	$28,460
Housing Stabilization Program	Renewal	3.0	1.5	2.8	7.0	3.0	2.0	1.5						2.0	0.0	2.0	2.0		2.0			0.0	4.0	0.0	0.0					0.0	0.0	0.0	0.0	0.0	0.0	1.0	0.0	0.0	0.0	33.75	$31,618
Shelter Plus Care Renewal	Renewal	3.0	3.0	2.5	10.0	3.0	2.0	2.0						2.0	2.0	2.0	2.0		2.0			0.0	4.0	0.0	4.0					0.0	0.0	1.0	1.0	0.0	0.0	1.0	0.0	0.0	0.0	46.50	$2,759,823
Sojourner's House Combined	Renewal	3.0	3.0	3.0	10.0	3.0	2.0	2.0						2.0	2.0	2.0	2.0		0.0			0.0	4.0	0.0	0.0					0.0	0.0	0.0	0.0	0.0	1.0	0.3	0.0	-1.0	0.0	38.25	$475,086
Enhanced Support for Permanent Housing	1st Year																																									$224,740
New Application																																										
Intensive Services Housing Program	New	3.0	2.9	2.9	8.9				2.8	1.0	3.0	1.0	1.0	2.0	2.0	2.0	2.0	1.0	2.0	2.0	2.0	3.6	3.7			2.4	0.0	2.9	2.9												57.16	$362,408

Note 1: HMIS Project Application is ranked "1" as this project does not have housing performance scoring criteria and provides technical support, data quality and reporting role for the CoC.

Note 2: Enhanced Support for Permanent Housing is a first year renewal that has no performance data so is not scored and is automatically placed on the priority list after the renewals. First year renewals are not eligible for reallocation.

Reallocating Project Funds

CoC Reallocation Policy:

- Reallocation may be used to shift funds from low-performing and less needed renewal projects to create one or more new projects.

- The decision to reallocate is based on the determination of whether the lowest scoring projects are still needed based on an assessment of performance, system priorities, and current needs and gaps.

- Decisions to reallocate should take into account the risk of displacing current program participants.

Approval of Rating and Ranking Process

Does the PES vote to:

Recommend approval of the updated rating and ranking process to be applied to HUD CoC Renewal, Bonus, and New project applications for the FY 24 CoC NOFO application?

CoC PROGRAM APPLICATION RATING AND RANKING PROCESS

Policy:	578.9-OR506CoC
Authority:	Approved by the Homeless Solutions Advisory Council under the authority of the Washington County Continuum of Care (OR-506)
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 NOFO (Notice of Funding Opportunity) published by HUD.
Date:	

RESPONSIBILITIES

1. **Homeless Solutions Advisory Council (CoC Board)**

   As outlined in the CoC Governance Charter, the Homeless Solutions Advisory Council, in its role as the CoC Board, is responsible for overseeing the preparation of the CoC Program grant application on behalf of OR-506 CoC. This role includes establishing local funding priorities for the annual grant competition for CoC Program funds, designing a transparent and collaborative process for soliciting and evaluating applications for the local competition, and approving the submission of the CoC's application to HUD. The Homeless Solutions Advisory Council may authorize committees or subcommittees to manage components of this process, as described in the Council's bylaws.

2. **Washington County Department of Housing Services (Collaborative Applicant)**

   The Washington County Department of Housing Services (DHS) has been designated by the CoC Board on behalf of the CoC Membership as the Collaborative Applicant for OR-506 CoC. The Collaborative Applicant is responsible for managing the development and submission of the CoC's annual application for CoC Program funds.

ANNUAL GRANT COMPETITION PROCESS

1. **Local funding priorities:** The CoC Board[1] establishes local funding priorities for the annual application for CoC Program funds in consultation with the Collaborative Applicant, based on the annual assessment of needs and gaps.

2. **Rating criteria:** The CoC Board develops clear and transparent criteria for rating project applications for the local funding competition in alignment with HUD requirements. The criteria are posted on the CoC webpage and provided to all potential applicants (see

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[1] References to the CoC Board throughout this document refer to the Homeless Solutions Advisory Council and/or any committees or subcommittees authorized by the Council to manage specific components of this process.

Appendix A and B).

3. **Request for Proposal:** The Collaborative Applicant prepares and publishes a Request for Proposal (RFP) that reflects the local funding priorities in alignment with HUD guidelines. The RFP includes an overview of the funding opportunity, eligibility requirements, application timeline, application process and evaluation criteria. The RFP is announced publicly on the CoC's webpage with additional outreach through email and other forums.

4. **Renewal project applications:** Current recipients of CoC Program funding applying for renewal funding submit written proposals in response to the guidelines and requirements provided in the RFP.

5. **New project applications:** Applicants for new CoC Program funding submit written proposals in response to the guidelines and requirement provided in the RFP. New project applicants may also be asked to present their proposals to the CoC Board or a Board subcommittee. The instructions for scheduling any required presentation and guidelines for preparing the presentation are provided in the RFP.

6. **Rating of project applications:** The CoC Board rates all project applications based on the criteria in the Project Rating Tool (see Appendix A and B). The Collaborative Applicant supports the rating process by providing data and analysis of all performance measures and objective rating criteria.

7. **Ranking of project applications:** The CoC Board ranks all project applications, following the guidelines in HUD's CoC NOFO and the CoC's ranking procedure outlined below.

8. **Selection of project applications:** The CoC Board selects the project applications to be submitted to HUD with the CoC's Consolidated Application based on the results of the rating and ranking process.

9. **Applicant notification:** The CoC Board authorizes the Collaborative Applicant to notify project applicants of the selection or denial of their applications for the CoC Consolidated Application. The Collaborative Applicant notifies each applicant in writing.

10. **Preparation of Consolidated Application:** The Collaborative Applicant prepares the CoC's Consolidated Application for submission to HUD, including the CoC Application, Project Applications and CoC Priority Listing.

11. **Approval of Consolidated Application submission:** The CoC Board approves the submission of the Consolidated Application and authorizes the Collaborative Applicant to submit the application to HUD on behalf of the CoC.

PROJECT RANKING PROCEDURE AND PRIORITY LISTING

Project applicants are ranked in accordance with HUD guidelines to determine which applications will be submitted to HUD as part of the CoC's Consolidated Application. The CoC's project ranking procedure is as follows:

- The HMIS application is not rated so it is automatically placed in position 1.

- The rest of the renewal applications are ranked under the HMIS application based on their ratings.

- First-year renewals that are unable to be rated because they have no performance outcomes are automatically ranked at the end of the renewal applications.

- New project applications are ranked based on their ratings.

- New project applications are typically placed after the renewal applications in rank order. However, the CoC Board has the option of placing one or more new project applications higher in the rankings for strategic reasons as long as the rank order of the new project applications is maintained.

- The project rankings are used to determine which projects are included in the CoC Priority Listing, based on the available funding.

REALLOCATION PROCESS

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 CoC Board will use the scoring criteria and selection priorities to determine the extent to which each project is still necessary and addresses priorities based on an assessment of performance, system priorities, and current needs and gaps. The CoC Board may 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 CoC Board will approach the reallocation decision as follows:
- Participants can be served by another program within the CoC so as not to create a displacement of program participants; and
- If the project has a 'Declaration of Restrictive Covenant' and the CoC Board 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.

The CoC Board's decision to make reallocation decisions to be implemented in future NOFO 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.

APPEAL PROCESS

The project sponsor agency (recipient/subrecipient) may appeal the CoC Board's written decision for selection or reallocation as follows:
- The project sponsor will submit to the Chair of the CoC Board a written appeal within 5 business days of the written notification of the decision. The appeal will include supporting information as to why the decision should be reconsidered.

- The Chair will convene the CoC Board to review the appeal.
- The project sponsor agency may be required to attend the meeting to answer questions the CoC Board may have in reviewing the appeal.
- The CoC Board 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 CoC Board.

RECORDKEEPING

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, rating and results, letters or other communication regarding acceptance or rejection of project applications.

GRANT AWARD PROCESS

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 subrecipients for activities administered by the subrecipient.

Appendix A: Renewal/Expansion Project Rating Tool

Project Design		Scoring
A.	Project participates in the CoC HMIS (or a comparable database for domestic violence or VAWA providers such as Osnium) 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
Racial Equity		**Scoring**
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
Financial Review		**Scoring**
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
Performance Outcomes		**Scoring**
M.	Reduce Length of Time Homeless from Program Start to Housing Move-In • TH-Youth 18-24 years: On average participants stay in project <552 days • TH-Adults 25+ years: On average participants stay in project <365 days • RRH: On average participants spend 60 days or less from Project Start to Housing Move-In date • PSH: On average participants spend 90 days or less from Project Start to Housing Move-In date	Yes: 4 points No: 0 points
N.	Reduce Returns to Homelessness • TH, RRH, PSH: <3% of participants return to homelessness within 24 months of exit to PH	Yes: 4 points No: 0 points
O.	Increased Earned Income from Start to Annual Assessment or Exit • TH, RRH: Minimum 25% of adult participants with new or increased earned income • PSH: Minimum 20% of participants with new or increased earned income	Yes: 4 points No: 0 points
P.	Increased Non-Employment Income from Start to Annual Assessment or Exit • TH, RRH: Minimum 25% of adult participants with new or increased non-employment income • PSH: Minimum 50% of adult participants with new or increased non-employment income	Yes: 4 points No: 0 points

Q.	Increase Exits to Permanent Housing ・ TH: Minimum 80% people exit program to permanent housing ・ RRH: Minimum 90% people exit program to permanent housing ・ PSH: Minimum 90% people exit to other permanent housing	Yes: 4 points No: 0 points
R.	Project Focuses on People with Zero Income ・ Minimum 50% adult participants with zero cash income at entry	Yes: 1 point No: 0 points
S.	Project Focuses on People with Disabilities ・ Minimum 50% all participants with one or more disability type	Yes: 1 point No: 0 points
T.	Project Focuses on People Entering from Unsheltered Homelessness ・ Minimum 50% adult participants enter from place not meant for human habitation	Yes: 1 point No: 0 points
U.	Project Focuses on Chronically Homeless People ・ Minimum 50% of all participants are chronically homeless	Yes: 1 point No: 0 points
V.	Project Focuses on Survivors of Domestic Violence ・ Minimum 50% adult participants are survivors of domestic violence	Yes: 1 point No: 0 points
W.	Bed Utilization: Minimum 90% ・ Household utilization on PIT counts in January, April, July, October	0.25 point for each PIT ≥ 90%
X.	HMIS (or comp site) Data Quality: Timeliness ・ 90% of data entered within 0 to 6 days of project start date	Yes: 1 point No: 0 points
Y.	De-obligation of HUD Funds ・ In the most recently completed grant term 10% or more of the total HUD funds were recaptured by HUD at grant term	Yes: minus 1 pt No: 0 points
Z.	Annual CoC Monitoring Score ・ Findings not resolved within 30-days of monitoring results notification	Yes: minus 1 pt No: 0 points

Appendix B: New Project Rating Tool

Project Design and Applicant Qualifications		Scoring
A.	Project intends to participate in the CoC HMIS (or a comparable database for domestic violence or VAWA providers such as Osnium) 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
Financial Review		**Scoring**
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
Performance Outcomes		**Scoring**
P.	**Severity of Needs:** 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.	**Housing Emphasis:** 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.	**Reduce Length of Time Homeless:** Applicant demonstrates how the project will identify and house homeless populations to reduce the length of time people experience homelessness.	Up to 4 points

S.	**Permanent Housing Placement and Reduced Returns to Homelessness:** 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.	**Increase Income:** Applicant demonstrates how project will increase participants' income through employment and connections to other income as appropriate.	Up to 3 points
U.	**Increase Disability Income Benefits**: 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.	**Increase Connections to Mainstream Resources:** 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.	**Serve Priority Populations:** 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