

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

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Policy No.:	578.9-OR506CoC	Approved By:	HSSN (the CoC)
Effective Date:	May 10, 2013	Revision Date:	December 12, 2014
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).
- Purpose:** Design, operate and follow a collaborative process for the development of applications and approve the submission of application in response to a 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 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 the preparing the McKinney-Vento Homeless Assistance 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.

**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.

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

# CoC PROGRAM APPLICATION AND AWARD PROCESS

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**

#### 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 Program funds made available by HUD.

Publication will include announcement on website, email, bulletin boards, community forum, and other social media.

The CoC Collaborative Applicant will prepare and publish to the public a Request For Proposal (RFP) with timeline for project proposals and applications, presentations and scoring, preparing Appendix A, Measuring Performance of HUD-Funded OR-506 CoC Programs for the HSSN Workgroup, and e-snaps data entry of the application documentation.

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.

The CoC Collaborative Applicant will document the ranking and rating process of renewal and new project proposals, and submit the Project Priority List in the CoC Consolidated Application upon approval by the HSSN Workgroup.

### **4. RENEWAL PROJECT RANKING AND RATING 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 gaps in housing resources;
- c) Review projects with non-compliance and/or outstanding on-site monitoring issues and consider reallocation of project funds (see Section 5);
- d) Rate project performance using 60 point standard performance criterion to include:
  - i. 10 points - Housing First (low-barrier access model)
  - ii. 3 to 16 points - Target Population
  - iii. 8 points – Exits to Permanent Housing
  - iv. 8 points – Maintain or Increase Cash Income
  - v. 8 points – Maintain or Increase Non-Cash Income

# CoC PROGRAM APPLICATION AND AWARD PROCESS

- vi. Commitment of Leverage Dollars (excludes 25% cash or in-kind match)
- vii. Compliance/On-Site Monitoring Outcomes (Pass if all issues addressed/Fail if outstanding compliance issues)
- viii. 5 points – Bed Occupancy on PIT Date
- ix. 5 points – De-obligation of HUD Funds
- 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; and
- f) Approve the final projects applications for submittal in the CoC Consolidated Plan.

For template of the rating matrix, see Appendix A, Measuring Performance of HUD-Funded OR-506 CoC Programs

## 5. REALLOCATION PROCESS

### HSSN Workgroup (the CoC Board)

Reallocation is the process the CoC uses to shift funds in whole or part from existing eligible renewal projects to create on or more new projects within the CoC annual renewal demand for CoC Program funds.

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 policy priorities; e.g. ending chronic homelessness, rapid re-housing of 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 participants displaced as a result of reallocation, the HSSN Workgroup will approach the reallocation decision as follows:

### Current Notice of Funding Available (NOFA)

Determine immediate (current NOFA) reallocation at current grant term ending through reallocation of funds to new project as follows:

- a) Project has unresolved on-site monitoring or financial issues outlined in Section 4.c;
- b) Project is extreme low performer – does not meet at least 4 of 9 scoring criteria defined in Section 4.d;
- c) Participants can be served by another program within the CoC so as not to create a displacement of program participants; and
- d) Project does not have a recorded HUD McKinney-Vento ‘Declaration of Restrictive Covenant’ or the Declaration has expired (see 24 CFR 578.81 for CoC Program and 24 CFR 583.305 for Supportive Housing Programs).

# CoC PROGRAM APPLICATION AND AWARD PROCESS

## Future NOFA

Determine reallocation need and provide written notice to the project sponsor agency that the program will not be considered for renewal in a future CoC Program funding cycle – provide specific funding cycle that the funds will be reallocated. The HSSN Workgroup will approach the reallocation decision as follows:

- e) Project has unresolved on-site monitoring issues – excluding financial issues - outlined in Section 4.c that would not prohibit the project from fully serving the participants;
- f) Project is low performer – does not meet at least 5 of 9 scoring criteria defined in Section 4.d;
- g) Project does not serve a priority population and the population may be better served by other community resources;
- h) Project sponsor organization needs one additional year to effectively transition participants to new housing and services to minimize displacement of participants; and
- i) Project may or may not have a recorded HUD McKinney-Vento ‘Declaration of Restrictive Covenant’ that has not yet expired, and the project sponsor organization needs time to secure alternate financing to ensure compliance (see 24 CFR 578.81 for CoC Program and 24 CFR 583.305 for Supportive Housing Programs).

## **6. NEW PROJECT RANKING AND RATING PROCESS**

### HSSN (the CoC)

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

- a) Rate project performance using 55 point standard performance criterion to include:
  - i. 20 points – Critical CoC Project Components; e.g. housing emphasis, capacity to develop and implement the project
  - ii. 8 points – Supports the 10-Year Plan and Consolidated Plan
  - iii. 10 points – Effectiveness of the Project
  - iv. 12 points – Resource Utilization
  - v. 5 points – Aligns with HUD Priorities

### HSSN Workgroup (the CoC Board)

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

- b) Review the new project proposal scores from the HSSN membership;
- c) Address any concerns raised by HSSN membership through a review with the project sponsor agency to include commitment and capacity to implement the program and serve the target population; and
- d) 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; and
- e) Approve the final projects applications for submittal in the CoC Consolidated Plan.

# CoC PROGRAM APPLICATION AND AWARD PROCESS

## 7. APPEAL PROCESS

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

- a) The project sponsor agency will submit a written appeal of the decision to the CoC Collaborative Applicant and the Chair of the HSSN Workgroup.
- b) The Chair will convene the HSSN Workgroup (the local CoC Board) to receive and review the appeal statement.
- c) 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.
- d) 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 support the transition of homeless participants as well as reduce the need for appeal hearings during a very tight application submittal timeframe.

## 8. 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 be respectful to others at all times.
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 (required attendance of at least 6 meetings in past 12 months) and one vote per community at-large member.
  - 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 could have a future

## 9. 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.

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

# CoC PROGRAM APPLICATION AND AWARD PROCESS

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.

## **APPENDICES**

Appendix A: Measuring Performance of HUD-Funded OR-506 CoC Programs

Appendix B: Project Evaluation Criteria.

## OR-506 CoC Measuring Performance of HUD-funded CoC Programs

Programs are measured by the objective "to end chronic homelessness and to move homeless people to permanent housing"

For additional information, review policy 578.9-OR506CoC CoC Program Application and Award Process online at [www.co.washington.or.us/homeless](http://www.co.washington.or.us/homeless)

<b>60 POINTS TOTAL</b>		<b>OUTCOME</b>	<b>POINT VALUE</b>
<b>10 point</b>	<b>Project follows Housing First Model</b>	Yes =	10
		Partial =	5
		No =	0
<b>16 point</b>	<b>Target Population - Severity of Need and Vulnerability</b>	Chronically Homeless	16
		Veteran Homeless	16
		Non-chronic Disabled	13
		Mod-Barrier (RRH/TH-Youth)	8
		Low-Barrier (TH)	3
<b>8 point</b>	<b>Exits to Permanent Housing (Goal: 80%)</b>	80+%	8
		≥60% to 79%	6
		≥45% to 59%	4
		≥30% to 44%	2
		≤29%	0
<b>8 point</b>	<b>Increase Cash/Earned Income at Exit (Goal: 54%)</b>	54+%	8
		≥40% to 53%	5
		≥20% to 39%	2
		≤19%	0
<b>8 point</b>	<b>Increase Non-Cash Income at Exit (Goal: 54%)</b>	56+%	8
		≥40% to 55%	5
		≥20% to 39%	2
		≤19%	0
<b>0 point</b>	<b>Commitment of Leverage \$ (excludes cash and in-kind match \$)</b>	<u>Tiebreaker for Ranking and Rating</u>	
<b>0 point</b>	<b>On-Site Monitoring Compliance and Fiscal Audit (to include Super Circular 2 CFR 200)</b>	<u>Tiebreaker for Ranking and Rating</u>	
<b>5 point</b>	<b>PIT Bed Occupancy (Goal: 80%)</b>	80+%	5
		≥70% to 79%	3
		≥50% to 69%	1
		≤49%	0
<b>5 point</b>	<b>De-Obligation of HUD Funds (Goal: &lt;%)</b>	<1%	5
		≥1% to 1.49%	3
		≥1.5% to 1.99%	1
		≤2+%	0

**OR-506 CoC Measuring Performance of HUD-funded CoC Programs**

**Programs are measured by the objective "to end chronic homelessness and to move homeless people to permanent housing"**

CoC Program Grant Competition - \$xxxxxxx

*Project performance based on APR for grant period ending x/x/xx to x/x/xx.*

- Annual Required Demand (ARD) for Renewal Projects
- \$ - - Tier 1 Funding xx5% of ARD
- \$ - - Tier 2 funding is xx%

PROJECT NAME HUD PROJECT #	HUD Funding Request (approved GIW)	Housing First Program	10 pt	8 pt	8 pt	8 pt	Commitment of Leverage \$ (Excludes 25% Match \$)	Monitoring & Fiscal Audit	5 pt	5 pt	Total Project Points	10/9/2015 Approved  TIER 1 and TIER 2 PROJECT FUNDING PRIORITY LIST
			Target Population 16pt Chronic/Veteran (PSH), 13pt Disabled (PSH), 10pt Mod-Barrier (RRH), 8pt Low-Mod (TH-Youth), 3pt Low-Barrier (TH)	Goal: 80% % Exit from PSH/RRH/TH to PH	Goal: 54% ~ Increase Cash Income (at exit)	Goal: 56% ~ % Non-Cash Income (at exit)			Pass/Fail	Goal: 85+% % Bed Occ PIT/HIC		
1 SPC Chronic Homeless Individuals (22 units) <i>Tenant-based Rent Assistance</i>	220,690	PSH	0	0%	0%	0%	\$ -		0%	\$ -	0	<u>1</u>
2 SafeHaven - Chronic (10 bed)	297,426	SH	0	0%	0%	0%	\$ -		0%	\$ -	0	<u>2</u>
3 HGILP - Chronic (14 bed)	87,300	PSH	0	0%	0%	0%	\$ -		0%	\$ -	0	<u>3</u>
4 Tri-Haven (12 SRO units)	78,706	PSH	0	0%	0%	0%	\$ -		0%	\$ -	0	<u>4</u>
5 Housing Stabilization (12 unit)	31,618	RRH	0	0%	0%	0%	\$ -		0%	\$ -	0	<u>5</u>
6 Transitional Living Prog (9 bed)	121,741	TH-Youth	0	0%	0%	0%	\$ -		0%	\$ -	0	<u>6</u>
7 SPC Chronic Permanent Housing Initiative (4 units) <i>Tenant-based Rent Assistance</i>	40,728	PSH	0	0%	0%	0%	\$ -		0%	\$ -	0	<u>7</u>
8 CoC Rapid Re-housing (30 units) <i>Tenant-based Rent Assistance</i>	392,948	RRH	0	0%	0%	0%	\$ -		0%	\$ -	0	<u>8</u>
9 HMIS	39,742	HMIS					\$ -			\$ -	0	<u>9</u>
10 WaCo Transitional Hsg (3 unit) <i>w/ Community Corrections</i>	14,772	TH	0	0%	0%	0%	\$ -		0%	\$ -	0	<u>10</u>
11 SPC Renewal (126 units) <i>Tenant-based Rent Assistance</i>	993,694 Total \$1402994	PSH	0	0%	0%	0%	\$ -		0%	\$ -	0	Tier 1 <u>11</u>
Tier 1 Request: <b>\$ 2,319,365</b>												
11 SPC Renewal (126 units) <i>Tenant-based Rent Assistance</i>	409,300	PSH	0	0%	0%	0%	\$ -		0%	\$ -	0	Tier 2 <u>11</u>
12 Clover Court (New PSH Bonus)	409,250	PSH	New	0%	0%	0%	\$ -		0%	\$ -	0	<u>12</u>
Tier 2 Request: <b>\$ 818,550</b>												
13 OR-506 CoC Planning FY2015	81860						\$ -					
<b>Total CoC Grant Request: \$ 3,219,775</b>							<b>\$ -</b>					

PSH=Permanent Supportive Housing; RRH=Rapid Re-Housing; TH=Transitional Housing; PH=Permanent Housing



**Washington County Continuum of Care  
PROJECT EVALUATION CRITERIA**

**PARTICIPANT VOTING PROCESS:**

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 and renewal projects are brought before the HSSN for review and prioritization.
3. Project sponsors requesting Continuum of Care 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 rate each project using the criteria point system, casting a vote (points) for each project. This evaluation criteria form was reviewed and approved for use by the HSSN in November 7, 2012 (originated January 2006).
5. The voting process (rating and prioritizing of projects) is the work of the HSSN while in attendance at a regular HSSN meeting.
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 are allowed to 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. A HSSN Work Group meeting is scheduled, at which time the HSSN Work Group tallies the votes and ranks the project on the Project Priorities Chart based on its score and in alignment with the goals and strategies outlined in the Federal Strategic Plan "Opening Doors" and the Washington County local 10-Year Plan to End Homelessness "A Road Home". Project Sponsors are invited and encouraged to attend this meeting.

**PROJECT PRIORITIES CHART**

Applicant	Project Sponsor	Project Name	Numeric Priority	Requested Project \$\$	Term of Project	Program and Component Type				
						SHP New	SHP Re-new	S+C New	S+C Re-new	SRO New
			1							
			2							
			3							

**NOTE:**

**Final project priority selection by the HSSN will be based on project evaluation criteria points, CoC housing needs (CoC annual Gaps Analysis and latest Point-In-Time Homeless Count), sponsor agency capacity to administer the program, and project eligibility in compliance with federal rules and regulations.**

**Washington County Continuum of Care  
PROJECT EVALUATION CRITERIA**

**Scoring Agency:** \_\_\_\_\_

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

**Project Sponsor:** \_\_\_\_\_ **Date Presented to HSSN:** \_\_\_\_\_

*Federal Strategic Plan Priorities: End Veteran Homelessness by 2015, End Chronic Homelessness by 2017, and End Youth and Family Homelessness by 2020.*

*Projects proposed for funding under the Washington County Continuum of Care will be evaluated utilizing the following criterion.*

<b>A.</b>	<b>Critical Continuum of Care (CofC) Project Components (0-5 points each)</b>	<b>0 - 20 Pts.</b>	<input type="text"/>
1.	Participants are/will be helped to access permanent housing .....	_____	
2.	The project generates housing emphasis points with more than 75% of the budget dedicated to acquisition, construction, rehabilitation, rent assistance, leasing and/or operation activities.....	_____	
3.	The applicant/sponsor demonstrates ability to implement the project and deliver the proposed services to the target population(s) .....	_____	
4.	The project sponsor is fiscally capable to administer the grant and has no outstanding audit findings and/or financial management recommendations .....	_____	
<b>B.</b>	<b>How project relates to 10-Year, the CoC &amp; Consolidated Plans (0-2 points each)</b>	<b>0 - 8 Pts.</b>	<input type="text"/>
1.	The activity is identified in the 10-Year Plan and Consolidated Plan.....	_____	
2.	The needs of the target population are clearly identified and substantiated. ....	_____	
3.	The activity supports the CoC goal serving chronically homeless populations.....	_____	
4.	Aligns with the 10-year Plan to provide "housing first" with low-barrier access to housing.....	_____	
<b>C.</b>	<b>Effectiveness (0-2 points each)</b>	<b>0 - 10 Pts.</b>	<input type="text"/>
1.	There are/will be indicators that measure outcomes appropriate for the population served.....	_____	
2.	Participant data is/will be collected in HMIS and reports are/will be available. ....	_____	
3.	Participants are/will be helped to achieve self-sufficiency through employment linkage and access to mainstream resources.....	_____	
4.	Participants are/will be helped to achieve housing stability .....	_____	
5.	The sponsor/provider uses/will use outcome information to modify/improve the program. ....	_____	
<i>Note: The language for this section applies to renewals; however, new projects must plan for in design.</i>			
<b>D.</b>	<b>Resource Utilization (0-3 points each)</b>	<b>0 - 12 Pts.</b>	<input type="text"/>
1.	The applicant clearly identifies the activities for which McKinney-Vento funds will be used. ....	_____	
2.	The project has direct linkages with other mainstream resources and service programs within the system. ....	_____	
3.	The project creates new housing units that are committed to serve homeless persons through acquisition/construction/rehab .....	_____	
4.	Other potential or secured funding sources are identified and described. ....	_____	
<b>E.</b>	<b>Projects: The project aligns with HUD's priorities as established in the Request For Proposal (RFP).</b>	<b>5 Pts.</b>	<input type="text"/>
			<b>Total Points:</b> <input type="text"/>

*Total points possible: 55*