

CoC Project Scoring Instructions 2016

Introduction

Annually, the U.S. Department of Housing and Urban Development (HUD) holds a national competition for Continuum of Care (CoC) Program funds. This competition brings funds into Snohomish County to provide housing and services to individuals and families who are experiencing homelessness.

These Scoring Instructions have been developed to measure project performance and capacity using objective scoring criteria, including the HEARTH Performance Measures. These Instructions detail how Snohomish County Office of Community and Homeless Services (OCHS) staff and the Project Review Committee (PRC), an independent body, will evaluate projects applications. This method of project evaluation has been reviewed and approved by the CoC Oversight Committee, a committee of the Partnership to End Homelessness (PEH) CoC Board.

Project scores will be used to review projects that are submitted to HUD in the FY2016 CoC competition. However, in order to best serve our community by providing effective projects and capturing the maximum funds available, projects will be ranked according to HUD's priorities as established in the FY2016 Notice of Funding Availability (NOFA), as well as according to local priorities.

To gather the necessary information to properly consider each project, OCHS will pull data from the Snohomish County Homeless Management Information System (HMIS) and use other relevant information/data from Annual Performance Reports (APRs). In addition, agencies will complete a Local Application. The source of the data reviewed is specified for each criteria.

THRESHOLD CRITERIA

Project applications will be reviewed to determine whether they meet eligibility thresholds; projects that do not meet the threshold criteria will not be scored. Applications will be rejected and not considered for review for any of the following reasons: (1) application materials are not received by the deadline, (2) the application is not consistent with the 10-Year Plan to End Homelessness, (3) the agency has outstanding HUD Monitoring Finding(s) that are overdue or unsatisfactory, (4) the project does not comply with the requirements of the CoC interim rule (24 CFR part 578), including requirements to accept referrals from the Coordinated Entry (CE) System and to participate in HMIS.

THRESHOLD CRITERIA (ALL PROJECTS)	Pass/Fail
Application materials were received by the deadline.	
Project is consistent with the 10-Year Plan to End Homelessness and the Consolidated Plan.	
No outstanding County or HUD monitoring and/or OIG Audit findings. Response is not overdue or unsatisfactory.	
Project complies with the requirements of the CoC interim rule (24 CFR part 578), including, but not limited to: <ul style="list-style-type: none">- The project accepts (or will accept) referrals exclusively from the coordinated entry system. (Referrals are based on local priorities and preferences (which consider length of time homeless, the vulnerabilities of participants and/or severity of service needs) for the project type.)- The project participates (or will participate) in the Snohomish County HMIS	

EVALUATION METHOD

Project applications will be categorized as one of the following: Standard Renewal, First Time Renewal, or New. All project applications will be evaluated and scored using the criteria in these Instructions; however, the PRC, in ranking projects, will consider the priorities and information contained in the FY2016 NOFA. Projects will be scored according to the **percentage** of points received.

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Standard Renewals: Standard Renewals are renewing projects that have operated for a full 12-month period. These projects will be evaluated using project performance data from the most recently submitted FY2013 Annual Performance Report (APR) (the annual report that covers the operating period ending in Calendar Year (CY) 2015) and other objective data gathered from HMIS and other sources, such as invoices.

First Time Renewals: First Time Renewals are renewing projects that have not yet begun operating or have begun operating but have not yet completed a full 12-month period. These projects will be evaluated using objective data and information submitted to HUD in the FY2015 CoC Program competition.

New Projects: New projects are projects that have never been awarded CoC Program funds. These projects will be evaluated and scored using HUD's scoring criteria, guidance, and priorities from past NOFAs.

PROJECT APPROACH (ALL PROJECTS)	
Low-Barrier and Housing First	Maximum Points: 10
The project follows a Low-Barrier approach, meaning the project does not screen out participants based on any of the following criteria: <ul style="list-style-type: none"> - Having too little or no income - Active or history of substance abuse - Having a criminal record with exceptions for state-mandated restrictions - Having an eviction record - History of domestic violence (e.g., lack of protective order, period of separation from abuser, or law enforcement involvement) 	5
The project follows a Housing First approach, meaning the project does not terminate participants from the program for any of the following reasons: <ul style="list-style-type: none"> - Failure to participate in supportive services - Failure to make progress on a service plan - Loss of income or failure to improve income - Being a victim of domestic violence - Any other activity not covered in a lease agreement 	5

STANDARD RENEWAL OVERVIEW	Max. Pts
Project Approach Points:	10
Project Performance Points:	44
Data Points:	14
Cost Effectiveness Points:	4
Other Points:	22
Standard Renewal Points*:	94

FIRST TIME RENEWAL OVERVIEW	Max. Pts
Project Approach Points:	10
Projected Outcomes Points:	16
Data Points:	4
Cost Effectiveness Points:	4

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Other Points:	24
First Time Renewal Points*:	58

NEW PROJECT OVERVIEW	Max. Pts
Project Approach Points:	10
Projected Outcomes Points:	20
Data Points:	4
Cost Effectiveness Points:	4
Other Points:	22
Projected Milestones Points:	6
Agency Capacity & Experience Points:	30
New Project Points*:	96

*Projects will be scored according to the **percentage** of points received.

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Standard Renewal			
PROJECT PERFORMANCE			
Housing Stability	Source	Maximum Points: 8	
RRH: % of participants who exited to PH	FY2013 HMIS	≥75%	4
		70% to 74.99%	3
		65% to 69.99%	2
		60% to 64.99%	1
		≤59.99%	0
RRH: % of participants who were placed in PH within 30 days of entry into project	FY2013 HMIS	≥80%	4
		75% to 79.99%	3
		70% to 74.99%	2
		65% to 69.99%	1
		≤64.99%	0
PSH: % of participants who maintained or exited to PH	FY2013 APR	≥90%	8
		85% to 89.99%	6
		80% to 84.99%	4
		75% to 79.99%	2
		≤74.99%	0
# of days to place households in PH from Coordinated Entry Enrollment Date	FY2013 HMIS	≤14 days	Not scored in FY2016
		15 to 30 days	
		31 to 45 days	
Total Income (including Mainstream Benefits)	Source	Maximum Points: 8	
RRH: % of persons age 18 and older who <i>increased</i> their total income (from all sources) as of the end of the operating year or program exit	FY2013 HMIS	≥80%	8
		70% to 79.99%	6
		≤69.99%	0
PSH: % of persons age 18 and older who <i>maintained or increased</i> their total income (from all sources) as of the end of the operating year or program exit	FY2013 APR	≥70%	8
		60% to 69.99%	6
		≤59.99%	0
Earned Income	Source	Maximum Points: 4	
RRH: % of persons age 18 through 61 who <i>increased</i> their earned income (i.e., employment income) as of the end of the operating year or program exit	FY2013 HMIS	≥70%	4
		62% to 69.99%	2
		≤61.99%	0
PSH: % of persons age 18 through 61 who <i>maintained or increased</i> their earned income (i.e., employment income) as of the end of the operating year or program exit	FY2013 APR	≥20%	4
		12% to 19.99%	2
		≤11.99%	0
Utilization Rate	Source	Maximum Points: 8	
Average % unit utilization rate (last Wednesday in January, April, July, and October) <i>*For projects that were first funded in FY2013, the average % unit utilization rate will include only the two (2) rates that occurred in the last six (6) months of the project's operating period.</i>	FY2013 APR	≥95%	8
		90% to 94.99%	6
		85% to 89.99%	4
		80% to 84.99%	2
		≤79.99%	0
Residence Prior to Program Entry	Source	Maximum Points: 8	
% of Heads of Households (who entered the project during the FY2013 program year) whose residence prior to program entry was emergency shelter or a place not meant for human habitation	FY2013 HMIS	≥95%	8
		90% to 94.99%	6
		85% to 89.99%	4
		80% to 84.99%	2
		≤79.99%	0
Expenditures		Maximum Points: 8	
Total % spend down (unspent funds are recaptured by HUD) <i>*For projects that were first funded in FY2013, the % spend down will be</i>	FY2013	≥95%	8
		90% to 94.99%	6

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based on the spend down in last six (6) months of the project's operating period.

FY2015 APR	85% to 89.99%	4
	80% to 84.99%	2
	≤79.99%	0

DATA			
Timeliness	Source	Maximum Points: 10	
FY2013 Annual Performance Report (APR) submitted on time (to OCHS for subrecipient; to HUD for direct grantee)			2
Project-Level: average # of days to enter CY2015 data from program intake and exit.	CY2015 HMIS	≤7	4
		8 to 14	2
		≥15	0
Agency-Level (for all Agency projects in HMIS): average # of days to enter CY2015 data from program intake and exit.	CY2015 HMIS	≤7	4
		8 to 14	2
		≥15	0
Completeness	Source	Maximum Points: 4	
CY2015 APR Q7 % Refused/Unknown responses for Universal Data Elements <i>*DV projects: scored only on applicable data points (excluding personal identifying information)</i>	CY2015 HMIS	≤9%	2
		≥10%	0
CY2015 APR Q7 % Missing responses for Universal Data Elements	CY2015 HMIS	≤1%	2
		≥2%	0

COST EFFECTIVENESS			
Budget	Source	Maximum Points: 4	
% Supportive Services Costs Requested in FY2015	FY2015 App	≤20%	4
		21% to 35%	2
		≥36%	0

OTHER			
Invoices	Source	Maximum Points: 4	
Snohomish County Subrecipient: monthly submission of cost reimbursement invoices	FY2013 Fiscal		4
HUD Direct Grantee: quarterly eLOCCS or LOCCS draws	FY2013 LOCCS		4
Leverage	Source	Maximum Points: 4	
% Leverage Committed in FY2015 (excludes match commitment)	FY2015 App	≥150%	4
		125% to 149.99%	2
		≤124%	0
Chronically Homeless Dedicated Beds	Source	Maximum Points: 6	
PSH: % of Beds that were dedicated to chronically homeless in FY2015 .	FY2015 App	100%	2
		≤99%	0
PSH: % of Beds that are dedicated to chronically homeless in FY2016 .	FY2016 Local App	100%	4
		50% to 99%	2
		≤49%	0
Veterans Dedicated Beds	Source	Maximum Points: 4	
% of Beds that are dedicated to veterans in FY2016	FY2016 Local App	100%	4
		≤99%	0
Families/Youth Dedicated Beds	Source	Maximum Points: 4	
RRH: % of Beds that are dedicated to families and/or youth in FY2016	FY2016 Local App	100%	4
		≤99%	0

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If a project has insufficient data to score a criterion, the project will receive the averaged points for that criterion.

<i>Project Approach Points:</i>	<i>10</i>
<i>Project Performance Points:</i>	<i>44</i>
<i>Data Points:</i>	<i>14</i>
<i>Cost Effectiveness Points:</i>	<i>4</i>
<i>Other Points:</i>	<i>22</i>
<i>Standard Renewal Points:</i>	<i>94</i>

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First Time Renewal

PROJECTED OUTCOMES				
Housing Measure		Source	Maximum Points: 8	
OR	RRH: % of participants who will exit to PH	FY2015 App	≥75%	8
			70% to 74.99%	6
			65% to 69.99%	4
			60% to 64.99%	2
			≤59.99%	0
	RRH: % of participants who will be placed in PH within 30 days of entry into project	FY2015 App	≥80%	8
			75% to 79.99%	6
			70% to 74.99%	4
			65% to 69.99%	2
			≤64.99%	0
PSH: % of participants who will maintain or exit to PH		FY2015 App	≥90%	8
			85% to 89.99%	6
			80% to 84.99%	4
			75% to 79.99%	2
			≤74.99%	0
Income		Source	Maximum Points: 8	
OR	RRH: % of persons age 18 and older who will <i>increase</i> their total income (from all sources) as of the end of the operating year or program exit	FY2015 App	≥80%	8
			70% to 79.99%	6
			≤69.99%	0
	RRH: % of persons age 18 through 61 who will <i>increase</i> their earned income (i.e., employment income) as of the end of the operating year or program exit	FY2015 App	≥70%	8
			65% to 69.99%	6
			≤64.99%	0
PSH: % of persons age 18 and older who will <i>maintain or increase</i> their total income (from all sources) as of the end of the operating year or program exit		FY2015 App	≥70%	8
			60% to 69.99%	6
			≤59.99%	0

DATA				
Timeliness		Source	Maximum Points: 4	
Agency-Level (for all Agency projects in HMIS): average # of days to enter CY2015 data from program intake and exit. <i>*For Agencies that were not required to participate in HMIS in CY2015, the Agency will receive the averaged points for this criterion.</i>		CY2015 HMIS	≤7	4
			8 to 14	2
			≥15	0

COST EFFECTIVENESS				
Budget		Source	Maximum Points: 4	
% Supportive Services Costs Requested in FY2015		FY2015 App	≤20%	4
			21% to 35%	2
			≥36%	0

OTHER				
Mainstream Services		Source	Maximum Points: 6	
Project will provide transportation assistance to clients to attend mainstream benefit appointments, employment training, or jobs		FY2015 App		2
Project will assist participants in completing the Washington Connection online application for accessing mainstream benefits		FY2015 App		2

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Project will follow-up with participants at least annually to ensure mainstream benefits are received and renewed	FY2015 App		2
Leverage	Source	Maximum Points:	4
% Leverage Committed in FY2015 (excludes match commitment)	FY2015 App	≥150%	4
		125% to 149.99%	2
		≤124%	0
Chronically Homeless Dedicated Beds		Maximum Points:	6
PSH: % of Beds that were dedicated to chronically homeless in FY2015	FY2015 App	100%	2
		≤99%	0
PSH: % of Beds that are dedicated to chronically homeless in FY2016	FY2016 Local App	100%	4
		50% to 99%	2
		≤99%	0
Veterans Dedicated Beds	Source	Maximum Points:	4
% of Beds that are dedicated to veterans in FY2016	FY2016 Local App	100%	4
		≤99%	0
Families/Youth Dedicated Beds	Source	Maximum Points:	4
RRH: % of Beds that are dedicated to families and/or youth in FY2016	FY2016 Local App	100%	4
		≤99%	0

Project Approach Points:	10
Projected Outcomes Points:	16
Data Points:	4
Cost Effectiveness Points:	4
Other Points:	24
First Time Renewal Points:	58

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New Project

ADDITIONAL THRESHOLD CRITERIA FOR NEW PROJECTS

Local Applications for new projects will be reviewed only for (A) Permanent Supportive Housing dedicated to serving chronically homeless, or (B) Rapid Rehousing dedicated to homeless households coming directly from the streets or shelter, or households meeting the criteria of paragraph (4) of HUD's definition of homeless.

ADDITIONAL THRESHOLD CRITERIA (NEW PROJECTS)	Pass/Fail
The project is Permanent Supportive Housing dedicated to serving chronically homeless, or Rapid Rehousing dedicated to homeless households coming directly from the streets or shelter, or households meeting the criteria of paragraph (4) of HUD's definition of homeless.	

PROJECTED OUTCOMES			
Housing Stability	Source	Maximum Points: 8	
RRH: % of participants who will exit to PH	FY2016 Local App	≥75%	4
		70% to 74.99%	3
		65% to 69.99%	2
		60% to 64.99%	1
		≤59.99%	0
RRH: % of participants who will be placed in PH within 30 days of entry into project	FY2016 Local App	≥80%	4
		75% to 79.99%	3
		70% to 74.99%	2
		65% to 69.99%	1
		≤64.99%	0
PSH: % of participants who will maintain or exit to PH	FY2016 Local App	≥90%	8
		85% to 89.99%	6
		80% to 84.99%	4
		75% to 79.99%	2
		≤74.99%	0
Total Income (including Mainstream Benefits)	Source	Maximum Points: 8	
RRH: % of persons age 18 and older who <i>will increase</i> their total income (from all sources) as of the end of the operating year or program exit	FY2016 Local App	≥80%	8
		70% to 79.99%	6
		≤69.99%	0
PSH: % of persons age 18 and older who will <i>maintain or increase</i> their total income (from all sources) as of the end of the operating year or program exit	FY2016 Local App	≥70%	8
		60% to 69.99%	6
		≤59.99%	0
Earned Income	Source	Maximum Points: 4	
RRH: % of persons age 18 through 61 who will <i>increase</i> their earned income (i.e., employment income) as of the end of the operating year or program exit	FY2016 Local App	≥70%	4
		62% to 69.99%	2
		≤61.99%	0
PSH: % of persons age 18 through 61 who will <i>maintain or increase</i> their earned income (i.e., employment income) as of the end of the operating year or program exit	FY2016 Local App	≥20%	4
		12% to 19.99%	2
		≤11.99%	0

DATA			
Timeliness	Source	Maximum Points: 4	
Agency-Level (for all Agency projects in HMIS): average # of days to enter CY2015 data from program intake and exit. <i>*For Agencies that were not required to participate in HMIS in CY2015, the Agency will receive the averaged points for this criterion.</i>	CY2015 HMIS	≤7	4
		8 to 14	2
		≥15	0

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COST EFFECTIVENESS			
Budget	Source	Maximum Points: 4	
% Supportive Services Costs Requested	FY2016	≤20%	4
	Local App	21% to 35%	2
		≥36%	0

OTHER			
Mainstream Services	Source	Maximum Points: 6	
Project will provide transportation assistance to clients to attend mainstream benefit appointments, employment training, or jobs	FY2016		2
	Local App		
Project will assist participants in completing the Washington Connection online application for accessing mainstream benefits	FY2016		2
	Local App		
Project will follow-up with participants at least annually to ensure mainstream benefits are received and renewed	FY2016		2
	Local App		
Leverage	Source	Maximum Points: 4	
% Leverage Commitment (excludes match commitment)	FY2016	≥150%	4
	Local App	125% to 149.99%	2
		≤124%	0
Chronically Homeless Dedicated Beds	Source	Maximum Points: 4	
PSH: % of Beds that are dedicated to chronically homeless in FY2016	FY2016	100%	4
	Local App	≤99%	0
Veterans Dedicated Beds	Source	Maximum Points: 4	
% of Beds that are dedicated to veterans in FY2016	FY2016	100%	4
	Local App	≤99%	0
Families/Youth Dedicated Beds	Source	Maximum Points: 4	
RRH: % of Beds that are dedicated to families and/or youth in FY2016	FY2016	100%	4
	Local App	≤99%	0

PROJECTED MILESTONES			
Capital Projects	Source	Maximum Points: 6	
Completion of Acquisition/Rehabilitation/New Construction: Months from grant execution to complete acquisition/rehabilitation/new construction	FY2016	≤12	2
	Local App	13-18	1
		≥19	0
First Participant Housed: Days from completion of acquisition/rehabilitation/new construction to house first participant	FY2016	≤30	2
	Local App	31-60	1
		≥61	0
Facility Near 100% Occupied: Days from completion of acquisition/rehabilitation/new construction for facility to be near 100% occupied	FY2016	<90	2
	Local App	91 to 120	1
		≥121	0
Non-Capital Projects	Source	Maximum Points: 6	
First Participant Housed: Days from grant execution to house first participant	FY2016	≤30	4
	Local App	31-60	2
		≥61	0
Project at Capacity: Days from grant execution for project to be at capacity	FY2016	<90	2
	Local App	91 to 120	1
		≥121	0

AGENCY CAPACITY & EXPERIENCE			
Federal Funds	Source	Maximum Points: 2	
Currently operating ≥1 other federally funded projects	FY2016		2
	Local App		

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Financial Management Capacity	Source	Maximum Points: 2	
Agency has capacity to submit monthly cost reimbursement invoices and to meet program expenses in advance of reimbursement	FY2016 Local App		2
Homeless Documentation	Source	Maximum Points: 4	
Agency's years of experience with documenting homelessness according to HUD's Defining "Homeless" Rule	FY2016 Local App	≥3	2
		1 to 2	1
		<1	0
Currently operating ≥1 project serving homeless households	FY2016		2
PSH: Chronic Homeless Documentation	Source	Maximum Points: 4	
Agency's years of experience with documenting chronic homelessness according to the CoC interim rule, 24 CFR § 578.3* <i>*In accordance with the applicable definition in effect at the time</i>	FY2016 Local App	≥2	2
		1	1
		<1	0
Currently operating ≥1 project serving chronically homeless households	FY2016		2
RRH: Agency Experience Operating RRH	Source	Maximum Points: 4	
Agency's years of experience with operating a RRH project	FY2016 Local App	≥2	2
		1	1
		<1	0
Currently operating ≥1 rapid rehousing project	FY2016 Local App		2
Low-Barrier and Housing First Experience	Source	Maximum Points: 4	
Agency has experience successfully implemented ≥1 project using a low-barrier approach	FY2016 Local App		2
Agency has experience successfully implemented ≥1 project using a housing first approach	FY2016 Local App		2
Mainstream Services	Source	Maximum Points: 2	
Agency has experience connecting participants to mainstream service systems	FY2016 Local App		2
Culturally Competent Services	Source	Maximum Points: 4	
Agency conducts/provides cultural competency training for all staff at least every three (3) years	FY2016 Local App		1
Agency evaluates and modifies the way in which its services are accessible (language, location, delivery style) to populations whose modes of engagement are different than the majority population	FY2016 Local App		1
Agency identifies specific culturally-based needs of populations and modifies the services delivered in order to meet those needs, including acquiring and	FY2016 Local App		1
Agency periodically conducts a self-assessment and reviews its cultural competency, including obtaining input from client and non-client culturally	FY2016 Local App		1
Community Involvement	Source	Maximum Points: 4	
Agency participation in local committees/consortiums	FY2016 Local App	≥5	2
		2 to 4	1
		≤1	0
Agency Lead Role in ≥1 local committee/consortium	FY2016 Local App		2

Project Approach Points:	10
Projected Outcomes Points:	20
Data Points:	4
Cost Effectiveness Points:	4
Other Points:	22
Projected Milestones Points:	6

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<i>Agency Capacity & Experience Points:</i>	30
<i>New Project Points:</i>	96