

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. Where applicable, based on data from the Homeless Management Information System (HMIS), the impact of the COVID-19 pandemic on project performance has been taken into consideration in the scoring criteria. 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 Application Oversight Committee (AOC), a committee of the Partnership to End Homelessness (PEH) CoC Board.

Project scores will be used to rank projects that are submitted to HUD in the FY2022 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 FY2022 Notice of Funding Opportunity (NOFO), as well as according to local priorities and need. Projects submitted by victim service providers will be evaluated in a manner that takes into consideration the unique barriers experienced by survivors of domestic violence that could have resulted in lower system performance outcome levels.

Snohomish County uses HMIS as the comparable database for domestic violence victim service providers in compliance with WA state law. Domestic violence victim service providers must follow applicable restrictions and are prohibited from entering personally identifying information (PII).

OCHS will generate the data needed for scoring through CSV export of enrollment level data from HMIS that is processed via sql server and analyzed by the HMIS Data & Program Analysts. Additionally, OCHS staff will compile information from sources such as fiscal records and applicable communications. 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 Homeless Prevention and Response System Strategic Plan and the Consolidated Plan, (3) the agency has outstanding County or HUD monitoring, or OIG Audit 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 participate in the Coordinated Entry (CE) System and the Snohomish County HMIS.

THRESHOLD CRITERIA (ALL PROJECTS)
Application materials were received by the deadline.
Project is consistent with the Homeless Prevention and Response System Strategic Plan and the Consolidated Plan.
No outstanding County or HUD monitoring and/or OIG Audit findings where the response is overdue or unsatisfactory.
Project complies with the requirements of the CoC interim rule (24 CFR part 578).
CoC Interim Rule Compliance - Coordinated Entry: The project fills (or will fill) all vacancies exclusively from the coordinated entry system. Referrals are made 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.
CoC Interim Rule Compliance - HMIS: The project participates (or will participate) in the Snohomish County HMIS
Non-Discrimination: Applicant agrees to operate Project in accordance with all applicable non-discrimination, fair housing, and equal opportunity requirements, including but not limited to, ensuring privacy, respect, safety, and access regardless of gender identity or sexual orientation.

EVALUATION METHOD

All Stand Renewal 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 FY2022 NOFO. Projects will be scored according to the percentage of points received.

Standard Renewals: Standard Renewals are renewing CoC projects that have operated for a full 12-month period. These projects will be evaluated using project performance data from HMIS and other objective data gathered from HMIS and other sources, such as invoices and monitoring.

Optional Narrative for projects submitted by domestic violence victim service provider: Provides the opportunity for domestic violence victim service providers to submit an optional narrative to earn back points for the project in the same system performance outcome category in which points were lost for which unique barriers experienced by victims of domestic violence could have resulted in lower performance levels in preventing rapid placement in permanent housing or the ability to maintain housing. If full points were received, additional points (beyond the maximum indicated) will not be awarded if a narrative is provided.

Standard Renewals	Max. Pts	DV TH-RRH	RRH	DV RRH	PSH
Project Performance Points:	41	39	39	39	39
Data Points:	13	16	13	13	16
Project Effectiveness Points:	17	17	17	17	17
Other Points:	23	21	23	23	23
Standard Renewal Points*:	94	93	92	92	95

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

All Projects

The Threshold Criteria in the Scoring Instructions was updated to ensure that applicants have anti-discrimination policies that are consistent with the CoC-wide anti-discrimination policies for all CoC projects. Amendments were approved by the PEH Application Oversight Committee on 8/10/2022.

THRESHOLD CRITERIA (ALL PROJECTS)
Non-Discrimination: Applicant agrees to operate Project in accordance with all applicable non-discrimination, fair housing, and equal opportunity requirements, including but not limited to, ensuring privacy, respect, safety, and access regardless of gender identity or sexual orientation.

Standard Renewals							
PROJECT PERFORMANCE			DV TH-RRH	RRH	DV RRH	PSH	
Housing Outcomes	Source	Maximum Points:	11	9	9	9	
TH (of TH-RRH): % of participants who exited to PH (self resolve or RRH) from TH	7/1/2020 - 12/31/2021 HMIS/DV Comparable Database	≥80%	2				
<i>Projects who attained less than maximum points are eligible to receive 1 point if performance improved by 20% when comparing 7/1/2019 - 12/31/2020 to 7/1/2020 - 12/31/2021</i>		70% to 79.99%	1				
		≤69.99%	0				
TH (of TH-RRH) operated by DV victim service providers: Optional narrative for % of participants who will exit into PH (self resolve or RRH) from TH	FY2022 Local App	Points Earned Back (up to 50% of Points Lost)					
RRH: % of participants who exited to PH	7/1/2020 - 12/31/2021 HMIS/DV Comparable Database	≥80%	5	5	5		
<i>Projects who attained less than maximum points are eligible to receive 1 point if performance improved by 20% when comparing 7/1/2019 - 12/31/2020 to 7/1/2020 - 12/31/2021</i>		75% to 79.99%	4	4	4		
		70% to 74.99%	3	3	3		
		65% to 69.99%	1	1	1		
		≤64.99%	0	0	0		
RRH operated by DV victim service providers: Optional narrative for % of participants who exited to PH	FY2022 Local App	Points Earned Back (up to 50% of Points Lost)					
RRH: % of participants who were placed in PH within 30 days of entry into project	7/1/2020 - 12/31/2021 HMIS/DV Comparable Database	≥65%	3	3	3		
<i>Projects who attained less than maximum points are eligible to receive 1 point if performance improved by 20% when comparing 7/1/2019 - 12/31/2020 to 7/1/2020 - 12/31/2021</i>		45% to 64.99%	2	2	2		
		40% to 44.99%	1	1	1		
		≤39.99%	0	0	0		
RRH operated by DV victim service providers: Optional narrative for % of participants who were placed in PH within 30 days of entry into project	FY2022 Local App	Points Earned Back (up to 50% of Points Lost)					
RRH: % of participants with a return to homelessness within 12 months of exit to permanent housing	7/1/2018 - 12/31/2019 HMIS/DV Comparable Database	≤10%	1	1	1		
		≥10.01%	0	0	0		
RRH operated by DV victim service providers: Optional narrative for % of participants with a return to homelessness within 12 months of exit to permanent housing	FY2022 Local App	Points Earned Back (up to 50% of Points Lost)					
PSH: % of participants who were placed in PH with 30 days of entry into project	7/1/2020 - 12/31/2021 HMIS	≥60%				1	
<i>Projects who attained less than maximum points are eligible to receive 1 point if performance improved by 20% when comparing 7/1/2019 - 12/31/2020 to 7/1/2020 - 12/31/2021</i>		≤59.99%					0
PSH: % of participants who maintained or exited to PH	7/1/2020 - 12/31/2021 HMIS	≥90%				7	
<i>Projects who attained less than maximum points are eligible to receive 1 point if performance improved by 20% when comparing 7/1/2019 - 12/31/2020 to 7/1/2020 - 12/31/2021</i>		85% to 89.99%					5
		80% to 84.99%					3
		75% to 79.99%					1
PSH: % of participants with a return to homelessness within 12 months of exit to permanent housing.	7/1/2018 - 12/31/2019 HMIS	≤10%				1	
		≥10.01%					0
Total Income (including Mainstream Benefits)	Source	Maximum Points:	8	8	8	8	
RRH: % of persons age 18 and older who exited during the period or were enrolled for at least 1 year as of the end of the period who increased their total income (from all sources) as of most recent assessment	7/1/2020 - 12/31/2021 HMIS/DV Comparable Database	≥75%	8	8	8		
<i>Projects who attained less than maximum points are eligible to receive 1 point if performance improved by 20% when comparing 7/1/2019 - 12/31/2020 to 7/1/2020 - 12/31/2021</i>		60% to 74.99%	5	5	5		
		40% to 59.99%	3	3	3		
		30% to 39.99%	1	1	1		
RRH operated by DV victim service providers: Optional narrative for % of participants who increased their total income during the period or were enrolled for at least 1 year as of the end of the period who increased their total income.	FY2022 Local App	Points Earned Back (up to 50% of Points Lost)					
PSH: % of persons age 18 and older who exited during the period or were enrolled for at least 1 year as of the end of the period who increased their total income (from all sources) as of most recent assessment	7/1/2020 - 12/31/2021 HMIS	≥75%				8	
<i>Projects who attained less than maximum points are eligible to receive 1 point if performance improved by 20% when comparing 7/1/2019 - 12/31/2020 to 7/1/2020 - 12/31/2021</i>		60% to 74.99%					5
		40% to 59.99%					3
		30% to 39.99%					1
Earned Income	Source	Maximum Points:	4	4	4	4	
RRH: % of persons age 18 through 61 who exited during the period or were enrolled for at least 1 year as of the end of the period who increased their earned income (employment income) as of most recent assessment	7/1/2020 - 12/31/2021 HMIS/DV Comparable Database	≥70%	4	4	4		
<i>Projects who attained less than maximum points are eligible to receive 1 point if performance improved by 20% when comparing 7/1/2019 - 12/31/2020 to 7/1/2020 - 12/31/2021</i>		55% to 69.99%	3	3	3		
		40% to 54.99%	2	2	2		
		30% to 39.99%	1	1	1		
RRH operated by DV victim service providers: Optional narrative for % of persons age 18 through 61 who increased their earned income (i.e., employment income) as of the end of the operating year or program exit	FY2022 Local App	Points Earned Back (up to 50% of Points Lost)					
PSH: % of persons age 18 through 61 who exited during the period or were enrolled for at least 1 year as of the end of the period who increased their earned income (employment income) as of most recent assessment	7/1/2020 - 12/31/2021 HMIS	≥20%				4	
<i>Projects who attained less than maximum points are eligible to receive 1 point if performance improved by 20% when comparing 7/1/2019 - 12/31/2020 to 7/1/2020 - 12/31/2021</i>		15% to 19.99%					3
		7.5% to 14.99%					2
		5% to 7.49%					1
Utilization Rate	Source	Maximum Points:	6	6	6	6	
Average % unit utilization rate during performance period	7/1/2020 - 12/31/2021 HMIS/DV Comparable Database	≥95%	6	6	6	6	
<i>Projects who attained less than maximum points are eligible to receive 1 point if performance improved by 20% when comparing 7/1/2019 - 12/31/2020 to 7/1/2020 - 12/31/2021</i>		90% to 94.99%	5	5	5	5	
		85% to 89.99%	3	3	3	3	
		80% to 84.99%	1	1	1	1	
		≤79.99%	0	0	0	0	

Expenditures	Source	Maximum Points:	10	10	10	10
Total % spend down (unspent funds are recaptured by HUD)	FY2019 Fiscal	≥95%	6	6	6	6
		85% to 94.99%	4	4	4	4
		75% to 84.99%	2	2	2	2
		≤74.99%	0	0	0	0
Total % on track to spend down (based on average monthly expenditures through May 31, 2022)	FY2020 Fiscal	≥95%	4	4	4	4
		90% to 94.99%	3	3	3	3
		85% to 89.99%	2	2	2	2
		80% to 84.99%	1	1	1	1
Match	FY2019 Fiscal	Maximum Points:	2	2	2	2
		≥25%	1	1	1	1
Total % match met	FY2019 Fiscal	≤25%	0	0	0	0
		≥25%	1	1	1	1
Total % match on track to 25% (based on average monthly match through May 31, 2022)	FY2020 Fiscal	≥25%	1	1	1	1
		≤25%	0	0	0	0
DATA			DV TH-RRH	RRH	DV RRH	PSH
Timeliness	Source	Maximum Points:	8	8	8	8
Project-Level: average # of days between enrollment and record entry	7/1/2020 - 12/31/2021 HMIS/DV Comparable Database	< 5	1.5	1.5	1.5	1.5
		5 to 10	1	1	1	1
		11-15	0.5	0.5	0.5	0.5
Project-Level: average # of days between exit and record exit	7/1/2020 - 12/31/2021 HMIS/DV Comparable Database	< 5	1.5	1.5	1.5	1.5
		5 to 10	1	1	1	1
		11-15	0.5	0.5	0.5	0.5
Project-Level: Average # of days between Head of Household's Annual Assessment and record entry	7/1/2020 - 12/31/2021 HMIS/DV Comparable Database	≤ 30 days (+ or -) of Enrollment Anniversary	1	1	1	1
		> 30 days	0	0	0	0
Agency-Level (for all Agency projects in HMIS excluding coordinated entry): average # of days between enrollment and record entry	7/1/2020 - 12/31/2021 HMIS/DV Comparable Database	< 5	1.5	1.5	1.5	1.5
		5 to 10	1	1	1	1
		11-15	0.5	0.5	0.5	0.5
Agency-Level (for all Agency projects in HMIS excluding coordinated entry): average # of days between exit and record exit	7/1/2020 - 12/31/2021 HMIS/DV Comparable Database	< 5	1.5	1.5	1.5	1.5
		5 to 10	1	1	1	1
		11-15	0.5	0.5	0.5	0.5
Agency-Level: Average # of days between Head of Household's Annual Assessment and record entry	7/1/2020 - 12/31/2021 HMIS/DV Comparable Database	≤ 30 days (+ or -) of Enrollment Anniversary	1	1	1	1
		> 30 days	0	0	0	0
Completeness	Source	Maximum Points:	3	6	3	6
Missing responses for Universal Data Elements						
Personally Identifiable Information Note: DV projects are scored only on applicable data points (excluding personal identifying information)	7/1/2020 - 12/31/2021 HMIS	<5%		3		3
		5-10%		2		2
		10.1-15%		1		1
Error Rate for Universal Data Elements, Income, Destination and Chronic Homelessness	7/1/2020 - 12/31/2021 HMIS/DV Comparable Database	<5%	3	3	3	3
		5-10%	2	2	2	2
		10.1-15%	1	1	1	1
Responsiveness and Accuracy	Source	Maximum Points:	2	2	2	2
Agency corrected identified errors in Data Quality Reports within 15 calendar days (Data Elements excluding Personally Identifying Information)	11/1/2021 - 4/30/2022 HMIS DQ Reports	Corrected error rate ≥ 65%	1	1	1	1
		≤ 64.99%	0	0	0	0
Error Rate for Data Elements (Excludes Personally Identifying Information)	11/1/2021 - 4/30/2022 HMIS DQ Reports	< 5%	1	1	1	1
		≥ 5%	0	0	0	0
PROJECT EFFECTIVENESS			DV TH-RRH	RRH	DV RRH	PSH
Low-Barrier and Housing First	Source	Maximum Points:	9	9	9	9
The Agency provided the Program Rules given to the participants which outline the project follows a Low-Barrier approach, meaning the project does not screen out participants based on any of the following criteria: - 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)	FY2022 Local App SR1	Yes	3	3	3	3
		No	0	0	0	0
The Agency provided the Grievance Policy given to participants which demonstrates the project has a process to address situations which may jeopardize housing or project assistance to ensure participants are terminated in only the most severe cases	FY2022 Local App SR1	Yes	3	3	3	3
		No	0	0	0	0
The Agency provided the Termination Policy which demonstrated the project follows a Housing First approach, meaning the project does not terminate participants from the program for any of the following reasons and provides the participant with a clear termination policy: - 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	FY2022 Local App SR1	Yes	3	3	3	3
		No	0	0	0	0

- Any other activity not covered in a lease agreement						
Coordinated Entry Participation	Source	Maximum Points:	4	4	4	4
Total % participants who entered during the period had a previous enrollment in Coordinated Entry or had an approved transfer	7/1/2020-12/31/2021 HMIS/DV Comparable Database	100%	4	4	4	4
		≤99%	0	0	0	0
Cost Effectiveness - Overall	Source	Maximum Points:	2	2	2	2
Project is cost-effective, including operations and supportive services, with such costs within 10% of the average costs in our CoC for the program type and population served. Scoring based on project expenditures and units/people served.	7/1/2020-12/31/2021 HMIS & Fiscal	Yes	2	2	2	2
		No	0	0	0	0
Cost Effectiveness - Project Type	Source	Maximum Points:	2	2	2	2
Project type results in rapid placement into permanent housing.	FY2022 Local App	PSH, RRH, RRH of TH-RRH	2	2	2	2
		TH	0	0	0	0
OTHER			DV TH-RRH	RRH	DV RRH	PSH
CoC Monitoring (annual onsite/remote)	Source	Maximum Points:	3	3	3	3
Project is operating in conformance with CoC standards and Snohomish County contracting requirements, through CoC program and fiscal monitoring	CoC & Fiscal Monitoring Results 7/1/2020 to 5/31/2022	No concerns or findings identified	2	2	2	2
		1-2 concerns or findings identified	1	1	1	1
		3 or more concerns or findings identified	0	0	0	0
Any concerns or findings identified have been satisfactorily resolved or the response is not overdue	CoC & Fiscal Monitoring Results & Responses 7/1/2020 to 5/31/2022	Yes	1	1	1	1
		No	0	0	0	0
Invoices	Source	Maximum Points:	2	2	2	2
Snohomish County Subrecipient: timely submission of monthly cost reimbursement invoices	FY2020 & 2021 Fiscal	Yes	2	2	2	2
		No	0	0	0	0
Project Dedicated to Serving Target Population of Victims of Domestic Violence	Source	Maximum Points:	2	0	2	0
The Agency has identified at least three practices it uses to improve the safety of DV victims in the project	FY2022 Local App SR4	Yes	1		1	
		No	0		0	
The Agency has a process in place to evaluate whether the project improved the safety of DV Victims in the project and data/info from this process demonstrates improved safety	FY2022 Local App SR4	Yes	1		1	
		No	0		0	
PSH: Chronically Homeless Dedicated Beds	Source	Maximum Points:	0	0	0	2
PSH: % of Beds that are dedicated to chronically homeless in FY2022.	FY2022 Local App SR2	100%				2
		≤99%				0
Specific Population Focus - Needs/Vulnerabilities	Source	Maximum Points:	5	5	5	5
Project has existing special capacity (in its facilities, program designs, tools, outreach or methodologies) to serve one (1) or more of the following subpopulations: - Chronically homeless individuals and/or families, - Veterans, - Families with children, - Youth (under age 25), - Victims of domestic violence, and/or - Seniors (age 62 and over).	FY2022 Local App SR3	Yes	5	5	5	5
		No	0	0	0	0
Employment	Source	Maximum Points:	2	2	2	2
Agency listed partnerships with employment, educational, and/or training organizations.	FY2022 Local App SR5	≥2	2	2	2	2
		1	1	1	1	1
		<1	0	0	0	0
Volunteerism and Persons with Lived Expertise	Source	Maximum Points:	4	4	4	4
Volunteerism: Agency described steps to increase volunteer and employment opportunities for target population.	FY2022 Local App SR6	Yes	2	2	2	2
		No	0	0	0	0
Participation of Persons with Lived Expertise: Agency describes how it provides opportunities for people with lived expertise to actively engage and provide recommendations or feedback into agency-wide policy making processes.	FY2022 Local App SR6	Yes	2	2	2	2
		No	0	0	0	0
Culturally Competent Services and Racial/Equity	Source	Maximum Points:	5	5	5	5
Training: Agency requires cultural competency training for all staff at least every three (3) years. Agency's date of last training is within last 3 years.	FY2022 Local App SR7	Yes	1	1	1	1
		No	0	0	0	0
Hiring: Agency describes steps/actions to hire staff which reflect the demographics of target population being served by the project.	FY2022 Local App SR7	Yes	1	1	1	1
		No	0	0	0	0
Service Modification: Agency describes how the project adequately addresses specific culturally-based needs and barriers of participants.	FY2022 Local App SR7	Addresses needs and barriers	1	1	1	1
		Provided no info or does not address	0	0	0	0
Racial Equity Self-Assessment and Review: Agency identifies it has taken or will take all of the following steps for their self-assessment and review processes to address racial equity. - Agency mission statement incorporates racial equity - Reviews policies and procedures with an equitable lens - Has partnerships with organizations serving diverse communities - Reviews project level outcomes disaggregated by race, ethnicity, etc. - Has made changes to address any inequities in project level outcomes by race, ethnicities, etc.	FY2022 Local App SR7	Yes	2	2	2	2
		No	0	0	0	0

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