2023 HUD CoC Competition
Intent to Renew and Evaluation

To be completed by all HUD CoC funded programs in the Lane County Continuum of Care (OR-500)

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Introduction

Lane County Human Services Division, as the Collaborative Applicant for Lane County CoC (OR-500), on behalf of the CoC, implements an evaluation process for all projects applying for renewal in the upcoming HUD Continuum of Care (CoC) competition.

The 2023 Evaluation will consist of 6 sections (detailed below), for a total of **100 points possible**. All agencies receiving HUD CoC funding will need to submit an **Intent to Renew** form and completed **Evaluation** for each HUD CoC project (PSH, RRH) in order to be eligible to receive renewal funding.

The Evaluation will consist of 6 Scored sections:

Grant Expenditure (10%): Spend down/Recapture
HMIS (10%): Data Quality; Participation; Missing Data; Timeliness
Equity and Inclusion (15%): Assessing and addressing racial disparities; Staff training
Participant Focus (15%): Participant involvement in programming; feedback process; Client Rights
Housing First (15%): Housing First Assessment
Project Performance (35%): Unit Utilization; Exits to Permanent Housing; Increase in Income; Non-Cash Benefits; Retention in PH; Follow Ups; Cost Efficiency
BONUS (not included in overall points possible): Serving Chronically Homeless/Highest Vulnerability; Priority Populations or Focus Areas (Youth, High Vulnerability, FUSE)

All agencies receiving CoC funding will also be monitored by Lane County as the Collaborative Applicant for OR-500, which includes submission of a Monitoring Questionnaire, as well as either a desk review or site visit, dependent upon agency risk rating determination. While not scored, the Monitoring Questionnaire will be used as a companion document to the annual Evaluation.

HUD Continuum of Care Competition Process

Annually, the US Department of Housing and Urban Development (HUD) provides funding for homelessness assistance programs authorized under the HEARTH Act through a Continuum of Care (CoC) Notice of Funding Opportunity (NOFO) process. In order for a project to apply for renewal, the CoC will require all projects to submit a local application for evaluation to determine renewal status. The evaluation process helps ensure a high standard of quality for renewal applicants, and may also be used to make ranking and funding decisions at the local level. After the evaluation process, eligible renewal applications may be submitted to HUD via the Collaborative Applicant (Lane County HSD) for submission upon release of the NOFO.

In Lane County, the Poverty and Homelessness Board (PHB) is responsible for setting local priorities under direction of a Strategic Plan. The PHB has charged the Ad-hoc CoC Committee with evaluation and ranking of CoC funded projects. Lane County Human Services Division (LC HSD), as the Collaborative Applicant, executes the evaluation and application process for HUD CoC funding.

The purpose of the Evaluation is to:

• Secure additional, and ensure efficient use of current resources
• Implement strategies outlined in the PHB Strategic Plan
• Improve the overall homeless system and service delivery outcomes
• Establish and communicate local priorities for the purposes of ranking

Scoring and Ranking Process

All questions in the 2023 Evaluation will be scored as indicated. Questions are assigned a point value and will be scored utilizing the criteria noted. All projects are scored on each question, *unless otherwise noted* or specified.

In 2023, agencies will complete an Intent to Renew and Evaluation for submission for each CoC funded project they intend to renew through the upcoming competition period. New projects, for which a full grant period has not been completed, will be evaluated on applicable criteria, as indicated. Lane County will score all submissions based on the criteria outlined in the document, with assistance from members of the Ad-hoc CoC Committee and LEAGUE.

Overall scores will be reviewed by the Ad-hoc CoC Committee of the Poverty and Homelessness Board. The PHB, along with the Committee, are responsible for establishing Ranking Policies upon the release of the NOFO from HUD. Evaluation scores are one factor that may be considered when determining Ranking Policies. The Committee may utilize other requested data or information to make ranking decisions. All agencies will be notified of their ranking and application status during the CoC Competition period.

Appeals

LC HSD staff, along with members of the CoC Committee, will review and score all Evaluations and provide a detailed preliminary score sheet for each project to the agency. Agencies are encouraged to contact LC HSD staff to receive clarity on any given score. Should the score be found to be inaccurate, based on the scoring criteria outlined, LC staff will adjust the scoring as appropriate and provide an updated score sheet to the agency. If the score is affirmed, but the agency would like to appeal based on other extenuating circumstances, they will have an opportunity to do so. The process for appeals will be communicated with preliminary scores. The CoC Committee will be responsible for reviewing and making a determination on all appeals. Once determinations have been made, final scorecards will be issued to the agency.

Intent to Renew Form

This form is to be completed via Cognito form by no later than 5pm (PT) on DATE: <mark>LINK HERE</mark>

Agency Name:	
Agency Address:	
Executive Director:	
Executive Director Email and Phone Number:	
HUD Project Name (complete for each CoC Project):	
HUD Grant Number:	
Do other funding sources support this project?	❑ Yes ❑ No If Yes, please indicate all other funding sources: ❑ DHS ❑ RHY ❑ VA ❑ DOJ ❑ Project Based Vouchers (PBV) ❑ Healthcare funding ❑ State funding ❑ Private funding ❑ Other HUD (non CoC) ❑ Other:
HMIS Project ID(s):	
Is the agency intending to renew the above CoC project through the upcoming CoC Competition?	❑ Yes ❑ No If No, please provide explanation:
If the project intends to renew, please complete the following information:	
Primary Program Contact Information *This should be the person primarily contacted regarding this project (e.g Executive Director, Program Manager)*	
Name: Phone Number: Email:	
Secondary Program Contact Information *This should be the person contacted in the event the primary person is unavailable*	

Intent to Renew and Evaluation via online submission due no later than 5 PM (PST) on April 17th

Name:
Phone Number:
Email:

Other Contact Information
This can be an additional person who should be contacted regarding this project (e.g. fiscal)

Name:
Phone Number:
Email:

Threshold Questions
All agencies intending to renew must answer the following questions in the affirmative, to be eligible for continued funding. If any cannot be answered affirmatively, agency must attach a letter of explanation which will be reviewed by the CoC Committee for approval to continue.

These questions reflect minimum Threshold requirements for HUD funding.

1. Did you submit the most recent APR to HUD in Sage within 90 days of grant end date?
❑ Yes   ❑ Check here if your APR is submitted by Lane County HSD
❑ No
❑ N/A – New project for which full grant year not yet completed

2. Does the project participate in HMIS?
Participation is defined as entering all required data elements for all persons in the project.
❑ Yes
❑ No

3. Does this project participate in Coordinated Entry?
Sole referral source is Central Wait List (CWL) managed by Lane County HSD.
❑ Yes
❑ No

4. Does the project serve families with at least one parent and one child? (Informational)
❑ Yes – Continue to 4a-4c, which are Threshold questions.
❑ No – N/A

If the project serves families, project must answer affirmatively to the following questions:

4a. Does the project accept all families with children 18 and under without regard to the age or gender of the child(ren)?
❑ Yes
❑ No

4b. Does the project have a staff person who has designated responsibility for ensuring that children are enrolled in school and are connected to appropriate services in the community?
❑ Yes
❑ No

4c. Are the project policies and practices consistent with all applicable laws related to providing education services to individuals and families?
❑ Yes
❑ No

Intent to Renew and Evaluation via online submission due no later than 5 PM (PST) on April 17th

5. Is the project able to meet the match requirements for the upcoming grant period upon execution of grant agreement?

Projects are required to match at 25% (minus leasing) and must have required documentation of commitments prior to grant agreement.

❑ Yes (match letters will be requested prior to the grant period)

❑ No

6. Is the project in compliance with the Final Rule on Equal Access in Accordance with Gender Identity?

- Equal Access is provided in accordance with gender identity
- In single-sex facilities/programs, individuals are placed/served in accordance with one's self-identified gender identity
- Individuals are not subjected to intrusive questioning or asked to provide anatomical information or physical/medical evidence of gender identity
- Non-discriminatory steps are taken to address privacy concerns, including updating operating policies and procedures

❑ Yes

❑ No

7. Is the project in compliance with the Final Rule on the Violence Against Women Act (VAWA)?

- Lease Addendum signed for each participant
- Acknowledgement of Rights under VAWA signed by each participant
- Participants are not denied assistance based on current or previous domestic violence, dating violence, sexual assault, or stalking.
- Emergency transfers, bifurcation of lease, and tenant moves are accommodated when requested as a result of domestic violence, dating violence, sexual assault, or stalking.

❑ Yes

❑ No

8. Has the project resolved all monitoring findings or concerns from HUD and/or Lane County? If no, please submit a letter of explanation outlining the findings and steps taken to address them.

❑ Yes

❑ No

❑ N/A- This project has not received any monitoring findings

9. Does the agency have at least one currently or formerly homeless individual on the Board of Directors?

❑ Yes

❑ No

Eugene, Springfield/Lane County CoC HUD CoC Evaluation 2023

Grant Expenditure (10 Points)

1. Was the project able to fully expend 100% of the funds <u>initially contracted</u> (through HUD or LC HSD) for this project for the grant term that most recently ended? ❑ Yes ❑ No – Complete 1A-1B *This question will be scored using data from Sage Reporting System and Lane County Contracting records.*	10 points - 100% expenditure 5 points for 90-99.9% or less than $5,000 unspent, whichever is greater 0 points for greater than 10% or more than $5,000 left unspent New Project for which a full grant year has not been completed: N/A, Not scored
1A. If no, how much was left unspent? *Including any funds that were moved from your agency prior to grant year end due to non-expenditure (Lane County subcontracted agencies).*	
1B. If funds were not expended in full, Lane County will review previous <u>three</u> completed grant terms. Please complete the Recapture Spreadsheet and attach.	*If project has unspent funds for 2 years or more, reallocation of average unspent funds over three years may be considered.*

Homeless Management Information System (HMIS) and Data Quality (10 points)

1. Has your agency administrator(s) attended Agency Admin meetings in the past calendar year? ❑ Yes, at least 3 meetings ❑ Yes, less than 3 meetings ❑ No, did not attend Agency Admin meetings *Record of attendance is kept on file by HMIS Lead*	2 Points if attended at least <u>3</u> meetings in 2022
2. Does the project have a data completeness score (A or A+) that reflects less than 5% missing data on all HUD required Universal Data Elements and Program Specific Data Elements in HMIS for the reporting period of January 1, 2022-December 31, 2022? ❑ Yes ❑ No *This question will be scored using HMIS data and reporting.*	2 points – A to A+, less than 5% missing data 0 points – B+ or below, more than 5% missing data New Project: Reviewed only on time period in operation
3. What data entry timeliness grade has the project achieved in calendar year 2022 (01/01/2022-12/31/2022) _____ *This question will be scored using HMIS data and reporting.*	2 Points –A or A+ 0 Points – B+ or below New Project: Reviewed only on time period in operation
4. Has the project completed and entered all required interim/annual reviews into ServicePoint? ❑ Yes ❑ No If No, % missing interim/annual review: _____ *This question will be scored using HMIS data and reporting.*	2 Points – 95-100% complete interim reviews 0 points – >5% missing interims New Project: N/A
5. Has the project completed and entered all required interim/annual reviews for the same calendar month as the head of household's entry assessment? ❑ Yes ❑ No If No, % late interim/annual review: _____ *This question will be scored using HMIS data and reporting.*	2 Points – <10% late interim reviews 0 points – >10% late interims New Project: N/A

Housing First (15 points)

1. Does the project follow a Housing First approach, according to HUD guidelines?
 	
      1a. Does the project quickly move participants into permanent housing (without preconditions or extra steps required to be met)?
❑ Yes
❑ No
 	
      1b. Is the project able to answer affirmatively to <u>all</u> of the following statements:
❑This project does not screen out for reasons related to income (Having too little or no income)
❑This project does not screen out for active or history of substance use (including requirements for participation in treatment once enrolled, sobriety or intention to become/remain sober)
❑This project does not screen out for having a criminal record of any kind with exceptions only for *state-mandated restrictions*. If restrictions in place related to criminal record, please list what they are and corresponding state mandate)
          If no, please list criminal history screening criteria and mandate requiring it:
      _____
❑This project does not screen out for having a history of domestic violence (e.g. lack of protection order, period of separation from abuser, or law enforcement involvement, etc.)
❑This project does not screen out based on an individual's "housing readiness" or "motivation to change" or any other similar criteria
❑This project does not screen out based on previous rental history (evictions, damages, etc.)
 	
      1c. Is the project able to answer affirmatively that none of the following are reasons for program termination:
❑ Failure to participate in supportive services
❑ Failure to make progress on a service plan
❑ Loss of income or failure to improve income
❑ Domestic violence
❑ **Any other activity** not covered in a lease agreement typically found in the project's geographic area.
 	
      1d. Does the project have **<u>written</u>** eligibility criteria specific to this project, which are in alignment with Housing First principles and are provided to participants?
❑Yes, attach
❑No
	3 points per section 1a-1e; Total of 15 Points if **all** Housing First criteria (1a-1e) met
	
	If the project does not meet <u>all</u> of the criteria, including written policy requirements, 0 points.
	
	New Project: Applicable

1e. Do the project's **<u>written</u>** discharge or termination policies include all of the following:

❑ a. Policy clearly stating what specifically would result in a participant's termination from the project.

❑ b. An internal, due process hearing or investigation prior to terminating assistance

❑ c. Assistance with locating other housing options, if needed, upon discharge

❑ d. A statement that the agency will make and document all reasonable attempts to avoid discharging participants into a homeless situation or without basic needed services

❑ e. A policy allowing participants to remain in the project even if they require an absence of 90 days or less due to substance use or mental health treatment, hospitalization, or incarceration

❑ None of the above

Equity and Inclusion (15 points)

1. Indicate the steps and methods used to address equity within the agency:
 	
❑ Agency has made a **public written commitment** to address/eliminate racial and ethnic inequities or has incorporated this into the mission, vision, and goals of the agency
    If yes, please attach written policy, vision or mission statement, etc. that is on agency letterhead
 	
❑Agency has completed its own **racial disparities assessment** to determine inequities that exist within the agency or programs it offers.
    If yes, please attach assessment or summary of findings.
 	
❑Agency has **developed a racial equity plan**, that **includes strategies** to address disparities, and is regularly monitored.
    If yes, please attach racial equity plan and any supporting documentation related to monitoring the plan
 	
❑Agency participates in **ongoing evaluation** of policy, service, or program impacts and overall progress towards racial equity.
    If yes, please attach results of ongoing evaluation
 	
❑Agency has **internal structures to address equity** issues (i.e. an established equity committee, formal or informal complaint resolution process, community advisory body)
    If yes, please attach committee charter or bylaws or other supporting documentation outlining the internal structures established
 	
❑Racial equity knowledge, skills, and practices are a part of staff **job descriptions and work plans**
    If yes, please attach job descriptions or work plans reflecting racial equity knowledge, skills, and practices
 	
❑Staff receive **training and support around racial equity** and how their role is important in addressing institutional racism (i.e. anti-oppression trainings, etc.)
    If yes, please attach documentation of training completed within the last calendar year or at hire for new staff within the last year
 	
❑Management consistently applies a **racial equity lens**
    If yes, please attach supporting documentation that demonstrates how management consistently applies a racial equity lens.
	1 point for each selected and supporting documentation provided (8 total possible points)
	
	New Project: Applicable

2. Provide **additional narrative detailing the project's strategies** for addressing racial disparities within programming, outcomes, or access, and any significant successes and challenges that the project experienced in this work over the past year. What has the agency done to effectively address challenges?	4 points based on rubric New Project: Applicable
3. Please describe the **training and support staff receive** related to racial equity, DEI, and cultural competency. Include detail regarding the topics of training, how many staff attended in the past year, and how frequently training is offered and completed.	3 Points based on rubric New Project: Applicable

Participant Focus (15 points)

1. In what ways does the project provide opportunities for participants to contribute directly to the day-to-day operations or programming beyond typical feedback processes? ❑ a. Weekly on site meetings, tenant council or participant advisory group, or similar ❑ b. Agency employment opportunities for participants ❑ c. Volunteer projects or similar for participants ❑ d. Peer Leadership/Mentorship opportunities for participants ❑ e. Program improvement specific focus groups with participants ❑ f. Other*: ❑ *None, the project does not have ways for participants to contribute to day-to-day operations or programming.* **Participation of at least one homeless or formerly homeless individual on the Board of Directors is <u>required</u> and does not count toward this contribution. Feedback processes/anonymous surveying also do not count toward this contribution.*	1 point for each item selected, 6 total points possible New Project: Applicable
2. Does the agency have a written notice or **"Client Rights" document that is posted and distributed to participants** which, at a minimum, addresses and clearly describes <u>all</u> of the following items: ❑ a. Right to confidentiality ❑ b. Right to non-discrimination ❑ c. Right to self-determination in the housing and services received ❑ d. Right to refuse services and have consequences, if any, explained ❑ e. Right to file a grievance or have a decision reviewed or appealed ❑ **Attach most recent Client Rights document**	4 points for Yes to <u>All</u> with attachment New Project: Applicable
3. Does the agency use participant feedback for purposes of continuous quality improvement? If yes, indicate method and provide supporting narrative: ❑ a. Conducts at least annual satisfaction surveys ❑ b. Ongoing anonymous feedback processes ❑ c. Other: Narrative: Must provide at least one issue or opportunity for improvement that arose from feedback *in the past year,* how the agency responded, **AND** how this response was communicated back to participants. Response should be <u>specific to this project</u> or have been received from a participant of this project.	5 points based on rubric New Project: Applicable

Project Performance Outcomes   (35 Points Total)

All Project Performance Outcomes measures will be scored using verified HMIS data only. Performance period for all projects is 1/1/2022-12/31/2022, regardless of grant or contract period of performance. Lane County may run reports from Wellsky to verify all data. Lane County may adjust scoring using statistical methods (i.e. grading on a curve, percentile scoring, etc.) as needed to account for abnormal distributions. Agencies will see this noted in final scorecards if applicable.

Select the program type:
> ❑ Permanent Supportive Housing
> ❑ Rapid Re-housing

1. **Bed/Unit Utilization:** Was the project at or above 80% utilization for the previous calendar year? New Project: Is the project on track to be at full utilization within the contract period?	7 points for projects at or above 80% for the average bed utilization rate **AND** each of the four point-in-time bed utilization rates, based on the full capacity in grant agreement 0 points for <80% at any point in time New Project: 7 Points if on track to full utilization (e.g. 50% at 50% of the year), accounting for ramp up period.
2. **Placement into Permanent Housing:** Of the households who were housed through the program (move-in date) *during the reporting year*, what percentage were housed within 90 days of entry?	7 points for 100% 6 points for 90-99.9% 5 points for 80-89.9% 4 points for 70-79.9% 3 points for 60-69.9% 2 point for 50-59.9% No points for <50% New Project: Applicable
3. **Exits to Permanent Housing:** Of the individuals who left the project within the reporting year (leavers) what percentage exited to a permanent destination?	7 points for 100% 6 points for 90-99.9% 5 points for 80-89.9% 4 points for 70-79.9% 3 points for 60-69.9% 2 points for 50-59.9% No points for <50% New Project: Applicable
4. **Increase connection to Non-Cash Benefits:** For those who <u>did not have non-cash benefits at entry</u>, what percentage of *adults and heads of household* obtained non-cash benefits through	7 points for >25% (met benchmark) No points for <25% (did not meet benchmark) New Project: Not Scored/NA

mainstream resources either at time of exit or annual assessment?	
5. **Increase in Income from Any Source:** What percentage of adults increased or obtained cash benefits or income *from any source* either at time of exit or at annual assessment?	7 points for >15% (met benchmark) No points for <15% (did not meet benchmark) New Project: Not Scored/NA
6. **Cost Effectiveness:** What is the program's cost per permanent exit (cost effectiveness)? Project cost divided by stayers who remain permanently housed for 12 months or more or leavers to exit to permanent destination.	*Informational – may be used as a factor in determining ranking or in the case of a tie*

<mark>LC CoC APR, CoC PROJECT EVALUATION, and DQ for UDE PLUS REPORTS:</mark>

Agencies must run the necessary reports to complete the responses within the Evaluation and attach these reports. Lane County will run each project's reports to verify all submitted data. Final scoring will be based on data in Wellsky only. Agencies are encouraged to correct any data quality issues prior to scoring date. If incorrect reports are submitted, a Technical Deficiency may be issued to the agency to correct the submission.

Bonus (Additional 10 points)

The following questions are intended to provide additional points to projects in order to offset performance or costs for projects serving highly vulnerable populations. **These questions will not count toward the project's overall points possible**, meaning a project may only *gain* points and will not lose points for not meeting the criteria outlined for each.

PERFORMANCE BONUS: Does the project serve individuals or families that meet HUD's definition of chronically homeless? *This question will be scored using HMIS data and reporting.*	0 Points – Not Scored +4 points for serving >75% CH New Project: Applicable
PERFORMANCE BONUS: Does the project serve individuals or families that meet the specialized population criteria below? ❏ Youth head of household (under 25 ❏ Highly Vulnerable (VI-SPDAT score 15 and above) _____ ❏ Frequent Users of Systems (FUSE) _____ *This question will be scored using HMIS data and reporting.*	0 Points – Not Scored +4 points for serving >75% Priority Population New Project: Applicable
EXPENDITURE BONUS: What level of match was provided for the grant term that most recently ended (as reported in the APR)?	0 Points – Not Scored +2 points for >50% Match *Note:* No bonus points will be awarded if the project provided greater than 50% match with less than 100% expenditure of funds New Project: Not Applicable