Poverty and Homelessness Board

Executive Committee

August 16, 2018

12:00 p.m. – 1:30 p.m.

H&HS Charnelton Building, Conference Room # 530

151 W. 7th Avenue, Eugene

AGENDA

Time	Topic
11:45 a.m.	Arrival and Lunch
12:00 p.m.	Introductions, Welcome and Agenda Review
12:05	Healthcare Committee Membership- Alex Dreher
12:10	Ex-Officio Membership – Alex Dreher
12:15	Continuum of Care Grant Draft & Ranking Review – Alex Dreher, Amanda Borta *Information/ Discussion/ Action*
12:45	Progress on Housing First on MLK Project – Steve Manela *Information/ Discussion*
1:00	Public Comment Individuals who plan to offer comment must sign in with name and contact information prior to beginning of the meeting.
1:05	Call for Agenda Items for September All Member Meeting ▪ What new business should the PHB consider at its September 20, 2018 All Member meeting? Suggestions: ▪ ▪
1:10	Adjourn

The Poverty and Homeless Board (PHB) is an action oriented group of elected officials, community stakeholders, and individuals who represent low-income and homeless people's concerns. The purpose of the PHB is to create innovative partnerships and programs that use best practices to reduce poverty and homelessness in Lane County. The PHB will work to generate resources, community and legislative support for housing and services to achieve its goals.

2018 HUD CoC Competition

Evaluation

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

Introduction

Beginning in 2018, Lane County Human Services Division, as the Collaborative Applicant for Lane County CoC (OR-500), on behalf of the RFP-Evaluation-Ranking Committee, will implement an evaluation process for all projects applying for renewal in the upcoming HUD Continuum of Care (CoC) competition.

The 2018 Evaluation will consist of 7 sections (detailed below), for a total of 50 points possible. Lane County will complete the Evaluation on the recipient's behalf, using data available through HMIS and other sources. Starting in 2019, all agencies receiving HUD CoC will need to submit an evaluation for each HUD CoC project in order to be eligible to receive renewal funding.

The Evaluation will consist of 7 sections:

Threshold – *minimum requirements to be considered for renewal funding*: Bed/Unit Utilization; APR Submission; Match; Compliance with Equal Access, Fair Housing, VAWA; Participation in HMIS and Coordinated Entry		
Agency Operations (10%): Fiscal; Management Qualifications; Leverage; Spend down/Recapture; Staffing; Housing to Service Ratio; Cost Efficiency	**Coordinated Entry and Accessibility (15%)**: Coordinated Entry Referrals; Housing First; Eligibility Criteria; Termination Policies	**Participant Focus and Representation**: Consumer input and involvement; Response to Feedback *Not Scored 2018*
HMIS (20%): Data Quality; Participation; Missing Data; Timeliness	**System Priorities (15%):** Serving Chronically Homeless/Highest Vulnerability; Dedicated/Prioritization CH beds; Priority Populations or Focus Areas (Youth, Vets, FUSE)	**Project Performance (40%)**: Exits to Permanent Housing; Increase in Income; Non-Cash Benefits; Retention in PH; Follow Ups

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 Availability (NOFA) 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 NOFA.

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 HMIS-RFP-Evaluation Committee with evaluation and ranking of CoC funded projects. Lane County Human Services Division, 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 2016-2021 PHB Strategic Plan
- Improve the overall homeless system and service delivery outcomes
- Communicate local priorities

Scoring and Ranking Process

Questions in the Evaluation will be indicated as Threshold, Scored, or Informational. Threshold questions must be answered affirmatively in order to be considered for renewal funding. If any agency is not able to answer in the affirmative, they must submit a letter of explanation for approval.

Scored 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.

Informational questions are used only for informational purposes and will not contribute to the overall score. Questions indicated as informational may be scored in future competitions, as noted.

In 2018, Lane County staff will review available data and score each project based on the criteria outlined. Scores will be reviewed by the RFP-Evaluation-HMIS Committee of the Poverty and Homelessness Board. The PHB, along with the RFP-Evaluation-HMIS Committee, are responsible for establishing Ranking Policies upon the release of the Notice of Funding Availability 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.

Contact Information

Agency Name:
HUD Project Name (complete for each CoC Project):
Current Operating Year:
Primary Contact Information *This should be the person primarily contacted regarding this project*
Name: Phone Number: Email: Address:
Secondary Contact Information *This should be the person contacted in the event the primary person is unavailable*
Name: Phone Number: Email: Address:

Threshold Questions

In future competitions, Threshold questions must be answered affirmatively, if applicable, in order to be considered for renewal funding. If an agency cannot answer affirmatively, an explanatory letter must be submitted for review.

1. Is the project at or above 80% utilization for the previous calendar year?   *Projects must be 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 noted in your grant agreement.*   ❑ Yes   ❑ No
2. Did you submit the most recent APR to HUD in Sage?   ❑ Yes   ❑ No   ❑ Check here if your APR is submitted by Lane County HSD
3. Does the project participate in HMIS?   *Participation is defined as entering all required data elements for all persons in the project.*   ❑ Yes   ❑ No
4. Does this project participate in Coordinated Entry?   *Requirements of participation will be outlined in future evaluations.*   ❑ Yes   ❑ No
5. Does the project serve families with at least one parent and one child? (Informational)   ❑ Yes – Continue to 5a-5c, which are Threshold questions.   ❑ No – N/A

If the project serves families, project must answer affirmatively to the following questions:
     5a. Does the project accept all families with children 18 and under without regard to the age or gender of the child(ren)?
     ❑ Yes
     ❑ No
     5b. 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
     5c. Are the project policies and practices consistent with the laws related to providing education services to individuals and families?
     ❑ Yes
     ❑ No

6. Is the project able to meet the match requirements 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 submitted during CoC Competition period)   ❑ No

7. Is the project in compliance with the Final Rule on Gender Equity?   *Informational – may be considered a Threshold requirement in future competitions.*   ❑ Yes   ❑ No
8. Is the project in compliance with the Final Rule on the Violence Against Women Act (VAWA)?   *Informational – may be considered a Threshold requirement in future competitions.*   ❑ Yes   ❑ No

Agency Operations (5 Points)

1. The agency is able to demonstrate the topics of staff diversity trainings attended by project staff within the last calendar year (topics may include race, culture, religion, sexual identity, gender, age, etc.). ❑ Yes, specify: ❑ No If Yes, ❑ Attachment Required	*Not Scored 2018*
2. The agency is able to demonstrate that staff have attended trainings on topics other than diversity in the last calendar year including, but not limited to, Lane County sponsored trainings. ❑ Yes, specify: ❑ No If Yes, ❑ Attachment Required	*Not Scored 2018*
3. The project is able to demonstrate the use of evidence based practice models in the delivery of services and/or case management. ❑ Yes, specify: ❑ No If Yes, ❑ Attachment Required	*Not Scored 2018*
4. For projects that serve families, the agency has policies that are in alignment with the following: ❑ a. Case Management model includes developmentally appropriate intake and service planning for each member of the family ❑ b. Services are delivered where the child is living or the project provides a space for home based, early childhood services. ❑ c. Facilitate on-site development screening for all children that enter the program. ❑ d. Actively assist the families in accessing child care. ❑ e. Agency workers required to provide guidance and support around enrolling children in pre-school or school. ❑ f. Connect families to McKinney Vento Liaisons and/or inform families of their homeless student rights. ❑ g. Assess, track, and monitor the health of children in the program, including providing assistance with connecting to health care providers.	*Not Scored 2018*
5. Was the project able to fully expend 100% of the funds for this project for the grant term that most recently ended? ❑ Yes ❑ No – Complete 5A-5B 5A. If no, how much was left unspent? *Include any funds that were moved from your agency prior to year end due to non-expenditure (Lane County).*	5 points for 100% expenditure 3 points for 90-99.9% 1 point for

	<100% expenditure, with movement of funds prior to grant end 0 points for less than 90% expenditure with no action taken
5B. If no, explain the reason(s) for not expending 100% of funds.	*Not Scored 2018*
5C. If funds were not expended in full, project must complete and attach the Recapture Spreadsheet, detailing the previous three grant terms. ❑ Attachment Required 2019	
5D. Are you willing to reallocate any portion of funds consistently left unspent? ❑ Yes ❑ No	
6. The agency is able to demonstrate that continuous quality improvement processes are used to improve project operations through policies or standards in the following areas: ❑ a. Assessment of project performance ❑ b. Measurable goal setting ❑ c. Data collection and monitoring ❑ d. Scheduled review of participant charts ❑ e. Correction plans if standards are not met ❑ f. Reporting outcomes and performance throughout the agency ❑ Attachment Required 2019	*Not Scored 2018*

Participant Focus and Representation (Not Scored 2018)

1. Does the agency encourage participants to contribute to the day-to-day operations of the agency in any of the following ways? ❑ a. Weekly "house" meetings or similar ❑ b. Elected resident council or similar ❑ c. On-site employment opportunities ❑ d. Self-led volunteer projects or similar ❑ e. Other:	*Not Scored 2018*
2. Does the agency have a written notice that is posted/distributed to participants which at a minimum, addresses and clearly describes each of the following items: ❑ a. Confidentiality policy ❑ b. Non-discriminatory practices ❑ c. Right to refuse services and have consequences, if any, explained ❑ d. Grievance policy ❑ Attachment	*Not Scored 2018*
3. Does the agency regularly receive and respond to feedback from participants? ❑ a. Selected for and completed a Participant Feedback Session ❑ b. Conducts at least annual satisfaction surveys ❑ c. Other: Continue to 3A.	*Not Scored 2018*
3A. Narrative: Must provide at least one issue that arose from feedback, how the agency responded, AND how this response was communicated back to participants. *Participant Feedback Sessions will begin in Fall of 2018. Agencies selected for a Participant Feedback Session must respond to an issue that arose from that session.*	

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

1. Does this project exclusively serve victims of domestic violence? ❑ Yes - Continue to 1A. ❑ No	*Informational*
1A. If yes, does the project meet HUD requirements by entering the HUD required APR data into a comparable database? ❑ Yes – Continue to 1B. ❑ No 1B. If yes, what database is used? _____	*Informational*
2. Has your agency administrator(s) attended Agency Admin meetings in the past fiscal year? ❑ Yes, specify: ❑ No *Record of attendance is kept on file by HMIS Lead*	2 Points - Attended at least 2 meetings in FY17/18
3. Does the project have 5% of less missing values (data completeness) on all HUD required Universal Data Elements and Program Specific Data Elements in HMIS for the reporting period of July 1, 2017-June 30, 2018? ❑ Yes ❑ No	5 Points – 100% of data elements missing <5% 4 points – A- 3 points – B+ 2 points – B or B- 1 points - C+ 0 points – below C+
4. What data entry timeliness grade has the project achieved in FY 17/18 Quarter 4 (04/01/2018-06/30/2018) _____	3 Points –A or A+ 2 Points – B 1 Point – C 0 Points – Below C

System Priorities (7 points)

1. Does the project serve individuals and families that meet HUD's definition of chronically homeless?
      How many households have you served from July 1, 2017- June 30, 2018? _____
      How many of the households met HUD's definition of chronically homeless? _____
	4 points for serving >75% CH
	3 points for serving 60%-74.9%
	2 points for serving 45-59.9%
	1 point for serving 25-44.9% CH
	0 points - <25%

2. Does the project serve individuals or families that meet the priority population criteria below? (include number of individuals served between July 1, 2017 and June 30, 2018) ❑ Youth head of household (under 25) _____ ❑ Highly Vulnerable (VI-SPDAT score 15 and above) _____ ❑ Veterans _____ ❑ Frequent Users of Systems (FUSE) _____	3 points for serving 75% or greater priority population 2 points for serving 50-69.9% 1 points for serving 25-49.9% 0 points for serving less than 25% priority population

Coordinated Entry and Accessibility (8 Points)

1. How many unit vacancies did you fill during the time period of 1/1/2017-12/31/2017
     Number of referrals received from CWL?
     Number of vacancies during calendar year?
     Number of referrals returned to CWL (rate of return)
	Informational

2. What is the average number of days from match through CWL to housing?	*Not Scored 2018*

3. Does the project follow a Housing First approach, according to HUD guidelines?
     a. Does the project quickly move participants into permanent housing?
     ❑ Yes
     ❑ No
 	
     b. Has the project **removed** the following barriers to accessing housing and services?
     ❑Having too little or no income
     ❑Active or history of substance use
     ❑Having a criminal record with exceptions only for state-mandated restrictions
     ❑History of domestic violence (e.g. lack of protection order, period of separation from abuser, or law enforcement involvement, etc.)
 	
     c. Has the project **removed** the following as 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.
	8 Points – Housing First
	
	 If the project cannot answer Yes to all of the criteria, 0 points.

4. Does the project provide and explain the **written** eligibility criteria which are in alignment with Housing First principles to participants? ❑Yes ❑No ❑ Attachment Required	*Not Scored 2018*
5. Do the project's **written** discharge/termination policies include all of the following: ❑ a. An internal, due process hearing or investigation prior to discharging the participant ❑ b. Assistance with locating other housing options, if needed ❑ c. 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 ❑ d. 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	*Not Scored 2018*

Project Performance Outcomes   (20 Points Total)

Project Performance will be scored using HMIS data only. In future competitions, agencies will be instructed to run and submit a report from ServicePoint with the available data for verification.

Select your program type:
- ❑ Permanent Supportive Housing
- ❑ Rapid Re-housing
- ❑ Transitional Housing
- ❑ Safe Haven

Permanent Supportive Housing or Safe Haven (10 Points)

1. What percentage of households remained permanently housed for 12 months or exited to a permanent destination within the first 12 months of enrollment?	5 points for 90-100% 4 points for 80-89.9% 3 points for 70-79.9% 2 points for 60-69.9% 1 point for 50-59.9% No points for <50%
2. Of the households who left the project (leavers), what percentage exited to permanent destinations?	5 points for 90-100% 4 points for 80-89.9% 3 points for 70-79.9% 2 points for 60-69.9% 1 point for 50-59.9% No points for <50%

Rapid Re-housing (10 Points)

1. Of the households who left the project (leavers), what percentage exited to a permanent destination?	5 points for 90-100% 4 points for 80-89.9% 3 points for 70-79.9% 2 points for 60-69.9% 1 point for 50-59.9% No points for <50%
2. Of the households who were housed through the program (move-in date), what percentage were housed within 60 days of entry?	5 points for 90-100% 4 points for 80-89.9% 3 points for 70-79.9% 2 points for 60-69.9% 1 point for 50-59.9% No points for <50%

Transitional Housing (10 points)

1. Of the households who left the project (leavers), what percentage exited to a permanent destination?	5 points for 90-100% 4 points for 80-89.9% 3 points for 70-79.9% 2 points for 60-69.9% 1 point for 50-59.9% No points for <50%
2. Of those households who left the project (leavers), what percentage exited to a permanent destination within one year (365 days)?	5 points for 80-100% 4 points for 60-79.9% 3 points for 40-59.9% 2 points for 20-39.9% 1 point for 10-19.9% No points for <10%

All Projects (10 Points)

1. What percentage of households without source of non-cash benefits at entry, obtained non-cash benefits through mainstream resources?	5 points for 80-100% 4 points for 60-79.9% 3 points for 40-59.9% 2 points for 20-39.9% 1 point for 10-19.9% No points for <10%
2. What percentage of households maintained or increased their income through cash benefits, earned income, or both?	*Adjusted* 5 points for 80-100% 4 points for 70-79.9% 3 points for 60-69.9% 2 points for 50-59.9% 1 point for 40-49.9% No points for <40%