



# 2022 HUD CoC Competition Intent to Renew and Evaluation

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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 RFP-Evaluation Committee, implements an evaluation process for all projects applying for renewal in the upcoming HUD Continuum of Care (CoC) competition.

The 2022 Evaluation will consist of 6 sections (detailed below), for a total of **78 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 sections:

<b>Grant Expenditure and Match (~15%):</b> Spend down/Recapture; Match commitment	<b>HMIS (~15%):</b> Data Quality; Participation; Missing Data; Timelines	<b>Equity and Inclusion (~7.5%):</b> Cultural competency; racial disparities; equity lens
<b>Participant Focus (~7.5%):</b> Participant involvement in programming; feedback process; Client Rights	<b>System Priorities and Housing First (~20%):</b> Serving Chronically Homeless/Highest Vulnerability; Dedicated/Prioritization CH beds; Priority Populations or Focus Areas (Youth, High Vulnerability, FUSE); Housing First Assessment	<b>Project Performance (~35%):</b> Unit Utilization; Exits to Permanent Housing; Increase in Income; Non-Cash Benefits; Retention in PH; Follow Ups; Cost Efficiency

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 RFP-Evaluation 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
- Communicate local priorities

## Scoring and Ranking Process

All questions in the 2022 Evaluation will be 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.

In 2022, 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 not be evaluated. Agencies should still complete an Intent to Renew form for new projects that they intend to renew. Lane County will score all submissions based on the criteria outlined in the document.

Scores will be reviewed by the RFP-Evaluation Committee of the Poverty and Homelessness Board. The PHB, along with the RFP-Evaluation Committee, are responsible for establishing Ranking Policies upon the release of the NOFA 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 will review and score all Evaluations and provide a detailed score sheet for each project to the agency. Agencies will have the opportunity to appeal any score received if they believe an error was made in determining the score. Appeals must be submitted in written format by the provided deadline in order to be considered by the RFP-Evaluation Committee. Agencies are encouraged to contact LC HSD staff prior to submitting an appeal to receive clarity on any given score. Should any appeal be granted, LC staff will adjust the scoring as appropriate and provide an updated score sheet to the agency.

# Intent to Renew Form

This form is to be completed via Cognito form by no later than 5pm (PT) on June 21, 2022: [LINK](#)

<b>Agency Name:</b>	
<b>Agency Address:</b>	
<b>Executive Director:</b>	
<b>Executive Director Email and Phone Number:</b>	
<b>HUD Project Name (complete for each CoC Project):</b>	
<b>HUD Grant Number:</b>	
<b>Do other funding sources support this project?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No  If Yes, please indicate all other funding sources: <input type="checkbox"/> DHS <input type="checkbox"/> RHY <input type="checkbox"/> VA <input type="checkbox"/> DOJ <input type="checkbox"/> Project Based Vouchers (PBV) <input type="checkbox"/> Healthcare funding <input type="checkbox"/> State funding <input type="checkbox"/> Private funding <input type="checkbox"/> Other HUD (non CoC) <input type="checkbox"/> Other:
<b>HMIS Project ID(s):</b>	

<b>Is the agency intending to renew the above CoC project through the upcoming CoC Competition?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No  If No, please provide explanation:
<b>If the project intends to renew, please complete the following information:</b>	
<b>Primary Program Contact Information</b>	
<i>This should be the person primarily contacted regarding this project (e.g Executive Director, Program Manager)</i>	
Name:	
Phone Number:	
Email:	
<b>Secondary Program Contact Information</b>	
<i>This should be the person contacted in the event the primary person is unavailable</i>	

**Intent to Renew and Evaluation via online submission due no later than 5 PM (PST) on June 21, 2022**

Name: Phone Number: Email:
<b>Other Contact Information</b> <i>This can be an additional person who should be contacted regarding this project (e.g. fiscal)</i>
Name: Phone Number: Email:
<b>1. Did you submit the most recent APR to HUD in Sage within 90 days of grant end date?</b> <input type="checkbox"/> Yes <input type="checkbox"/> Check here if your APR is submitted by Lane County HSD <input type="checkbox"/> No <input type="checkbox"/> N/A – New project for which full grant year not yet completed
<b>2. Does the project participate in HMIS?</b> <i>Participation is defined as entering all required data elements for all persons in the project.</i> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>3. Does this project participate in Coordinated Entry?</b> <i>Sole referral source is Central Wait List (CWL) managed by Lane County HSD.</i> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>4. Does the project serve families with at least one parent and one child? (Informational)</b> <input type="checkbox"/> Yes – Continue to 4a-4c, which are Threshold questions. <input type="checkbox"/> 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)? <input type="checkbox"/> Yes <input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> No 4c. Are the project policies and practices consistent with all applicable laws related to providing education services to individuals and families? <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>5. Is the project able to meet the match requirements upon execution of grant agreement?</b> <i>Projects are required to match at 25% (minus leasing) and must have required documentation of commitments prior to grant agreement.</i> <input type="checkbox"/> Yes (match letters will be requested prior to the grant period) <input type="checkbox"/> No
<b>6. Is the project in compliance with the Final Rule on Equal Access in Accordance with Gender Identity?</b> <ul style="list-style-type: none"> <li>• Equal Access is provided in accordance with gender identity</li> </ul>

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- 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

**Note:** *New Projects for which a full grant year has not yet been completed will skip to Certification after minimum threshold questions.*

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# Eugene, Springfield/Lane County CoC HUD CoC Evaluation 2022

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## Grant Expenditure and Match (12 Points)

<p>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?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No – Complete 1A-1B</p> <p><i>This question will be scored using data from Sage Reporting System and Lane County Contracting records.</i></p>	<p><i>8 points - 100% expenditure</i></p> <p>4 points for 90-99.9% or less than \$5,000</p> <p>0 points for greater than 10% or \$5,000 left unspent</p>
<p>1A. If no, how much was left unspent? <i>Including any funds that were moved from your agency prior to grant year end due to non-expenditure (Lane County subcontracted agencies).</i></p> <p>What is the total amount of the grant for the operating period (HUD CoC funding)?</p>	
<p>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.</p>	<p><i>If project has unspent funds for 2 years or more, reallocation of average unspent funds over three years may be considered.</i></p>
<p>2. What level of match was provided for the grant term that most recently ended (as reported in the APR)?</p>	<p>4 points – 51% or greater match 3 points – 26-50% match 2 points - 25% (minimum match required)</p> <p>-2 points for below 25% match</p> <p><i>Note: No points will be awarded if the project provided greater than 25% match with less than 100% expenditure of funds</i></p>



## Homeless Management Information System (HMIS) and Data Quality (11 points)

<p>1. Has your agency administrator(s) attended Agency Admin meetings in the past calendar year?</p> <p><input type="checkbox"/> Yes, at least 3 meetings</p> <p><input type="checkbox"/> Yes, less than 3 meetings</p> <p><input type="checkbox"/> No, did not attend Agency Admin meetings</p> <p><i>Record of attendance is kept on file by HMISLead</i></p>	<p>1 Point if attended at least <u>3</u> meetings in 2021</p>
<p>2. Does the project have 5% or less missing values (data completeness) on all HUD required Universal Data Elements and Program Specific Data Elements in HMIS for the reporting period of January 1, 2021-December 31, 2021?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><i>This question will be scored using HMIS data and reporting.</i></p>	<p>2 points – A to A+</p> <p>1 point – B+ to B-</p> <p>0 points – C or below</p>
<p>3. What data entry timeliness grade has the project achieved in calendar year 2021 (01/01/2021-12/31/2021) _____</p> <p><i>This question will be scored using HMIS data and reporting.</i></p>	<p>2 Points – A or A+</p> <p>1 Points – B+ to B-</p> <p>0 Points – C or below</p>
<p>4. Has the project completed and entered all required interim/annual reviews into ServicePoint?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>% missing interim/annual review: _____</p> <p><i>This question will be scored using HMIS data and reporting.</i></p>	<p>3 Points – 100% complete interim reviews</p> <p>2 points – &lt;5% missing interims</p> <p>1 points – 5-10%</p> <p>0 points – &gt;10% missing interims</p>
<p>5. Has the project completed and entered all required interim/annual reviews for the same calendar month as the entry assessment?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>% late interim/annual review: _____</p> <p><i>This question will be scored using HMIS data and reporting.</i></p>	<p>3 Points – &lt;5% late interim reviews</p> <p>2 points – 5-10%</p> <p>1 points – 10-15%</p> <p>0 points – &gt;15% late interims</p>

## System Priorities and Housing First (15 points)

<p>1. Does the project serve individuals or families that meet HUD’s definition of chronically homeless?                  Number of households served between January 1, 2021 – December 31, 2021 with at least one individual who is chronically homeless / total number of households served in same period</p> <p><i>This question will be scored using HMIS data and reporting.</i></p>	<p>4 points for serving &gt;75% CH</p> <p>3 points: 60%-74.9%</p> <p>2 points: 45-59.9%</p> <p>1 point: 25-44.9%</p> <p>0 points: &lt;25%</p>
<p>2. Does the project serve individuals or families that meet the specialized population criteria below?</p> <p>How many households have you served from January 1, 2021- December 31, 2021? _____</p> <p>How many of the households served had a <b>head of household</b> who met the following criteria:</p> <p><input type="checkbox"/> Youth head of household (under 25) _____</p> <p><input type="checkbox"/> Highly Vulnerable (VI-SPDAT score 15 and above) _____</p> <p><input type="checkbox"/> Frequent Users of Systems (FUSE) _____</p> <p><i>This question will be scored using HMIS data and reporting.</i></p>	<p>4 points for serving 75% or greater priority population</p> <p>3 points: 65%-74.9%</p> <p>2 points: 50-64.9%</p> <p>1 points: 25-49.9%</p> <p>0 points: &lt; 25% priority population</p>
<p>3. Does the project follow a Housing First approach, according to HUD guidelines?</p> <p>a. Does the project quickly move participants into permanent housing (without preconditions or extra steps required to be met)?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>b. Is the project able to answer affirmatively to <u>all</u> of the following statements:</p> <p><input type="checkbox"/> This project does not screen out for reasons related to income (Having too little or no income)</p> <p><input type="checkbox"/> 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/remains sober)</p> <p><input type="checkbox"/> This project does not screen out for having a criminal record (with exceptions only for <i>state-mandated restrictions</i>. If restrictions in place, please list what they are and corresponding state mandate)</p> <p style="padding-left: 40px;">If no, please list restriction and mandate:                  _____</p> <p><input type="checkbox"/> 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.)</p>	<p>5 Points if all Housing First criteria met</p> <p>If the project cannot answer Yes to <u>all</u> of the criteria, 0 points.</p> <p>Scoring for this question will be based on project’s grant agreement and previous submissions, unless updated information has been provided.</p>

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<p><input type="checkbox"/> This project does not screen out based on an individual’s “housing readiness” or “motivation to change” or any other similar criteria</p> <p><input type="checkbox"/> This project does not screen out based on previous rental history (evictions, damages, etc.)</p> <p>c. Is the project able to answer affirmatively that none of the following are reasons for program termination:</p> <p><input type="checkbox"/> Failure to participate in supportive services</p> <p><input type="checkbox"/> Failure to make progress on a service plan</p> <p><input type="checkbox"/> Loss of income or failure to improve income</p> <p><input type="checkbox"/> Domestic violence</p> <p><input type="checkbox"/> <b>Any other activity</b> not covered in a lease agreement typically found in the project’s geographic area.</p>	
<p>4. Does the project provide and explain the <b>written</b> eligibility criteria which are in alignment with Housing First principles to participants?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	<p>1 point for Yes with Attachment</p>
<p>5. Do the project’s <b>written</b> discharge or termination policies include all of the following:</p> <p><input type="checkbox"/> a. An internal, due process hearing or investigation prior to discharging the participant</p> <p><input type="checkbox"/> b. Assistance with locating other housing options, if needed</p> <p><input type="checkbox"/> 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</p> <p><input type="checkbox"/> 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</p> <p><input type="checkbox"/> None of the above</p>	<p>1 point for Yes with Attachment</p>

## Equity and Inclusion (6 points)

<p>1. Indicate the steps and methods used to address equity within the agency:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> 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</li><li><input type="checkbox"/> Agency has a racial equity plan or strategy that is regularly monitored</li><li><input type="checkbox"/> Agency participated in ongoing evaluation of policy, service, or program impacts and progress towards racial equity</li><li><input type="checkbox"/> Agency has completed its own racial disparities assessment to determine inequities that exist within the agency or programs it offers.</li><li><input type="checkbox"/> Agency has internal structures to address equity issues (i.e. an established equity committee, formal or informal complaint resolution process, community advisory body)</li><li><input type="checkbox"/> Racial equity knowledge, skills, and practices are a part of staff job descriptions and work plans</li><li><input type="checkbox"/> Staff receive training and support around racial equity and how their role is important in addressing institutional racism (i.e. anti-oppression trainings, etc.)</li><li><input type="checkbox"/> Management consistently applies a racial equity lens</li></ul> <p>Other (please list):</p>	<p>2 points for at least two selected</p>
<p>2. Provide a description of the project's strategies for identifying and addressing racial disparities within programming 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?</p>	<p>2 points based on rubric</p>
<p>3. Provide a description of how the project ensures that staff is trained in cultural competence and that programming is adaptable to meet the needs of participants from diverse cultures. What are significant successes or challenges that the project experienced providing these services over the past year? Use specific examples where possible, including any substantive changes to programming.</p>	<p>2 points based on rubric</p>

Participant Focus (6 points)

<p>1. Does the agency provide opportunities for participants to contribute directly to the day-to-day operations or programming of the agency beyond typical feedback processes?</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> a. Weekly “house” meetings or similar</li> <li><input type="checkbox"/> b. Resident/tenant council or similar</li> <li><input type="checkbox"/> c. On-site employment opportunities</li> <li><input type="checkbox"/> d. Volunteer projects or similar</li> <li><input type="checkbox"/> e. Peer Leadership/Mentorship</li> <li><input type="checkbox"/> f. Other*:</li> </ul> <p><input type="checkbox"/> <i>No, the project does not have ways for participants to contribute to day-to-day operations</i></p> <p><i>*Participation on the Board of Directors is required and does not count toward this contribution. Feedback processes/anonymous surveying also do not count toward this contribution.</i></p>	<p>1 point for at least one selected</p>
<p>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 all of the following items:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> a. Confidentiality policy</li> <li><input type="checkbox"/> b. Non-discriminatory practices</li> <li><input type="checkbox"/> c. Right to refuse services and have consequences, if any, explained</li> <li><input type="checkbox"/> d. Grievance policy</li> </ul> <p><input type="checkbox"/> <b>Attach most recent Client Rights document</b></p>	<p>2 points for Yes to <u>All</u> with attachment</p>
<p>3. Indicate the method the agency uses to regularly receive and respond to feedback from participants:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> a. Conducts at least annual satisfaction surveys</li> <li><input type="checkbox"/> b. Ongoing anonymous feedback processes</li> <li><input type="checkbox"/> c. Other:</li> </ul> <p>Narrative: Must provide at least one issue that arose from feedback in the past year, how the agency responded, <b>AND</b> how this response was communicated back to participants.</p>	<p>3 points based on rubric</p>

## Project Performance Outcomes (28 Points Total)

All Project Performance Outcomes measures will be scored using verified HMIS data only. Lane County may run reports from Wellsky on or after June 21, 2022 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. Was the project at or above 80% utilization for the previous calendar year?	6 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
2. Of the households who were housed through the program (move-in date), what percentage were housed within 90 days of entry?	6 points for 90-100% 5 points for 80-89.9% 4 points for 70-79.9% 3 points for 60-69.9% 2 point for 50-59.9% 1 point for 40-49.9% No points for <40%
3. Of the individuals who left the project (leavers) what percentage exited to a permanent destination?	6 points for 100% 5 points for 90-99.9% 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%
4. What percentage of adults and heads of household without source of non-cash benefits at entry, obtained non-cash benefits through mainstream resources?	5 points for 75-100% 4 points for 60-74.9% 3 points for 40-59.9% 2 points for 20-39.9% 1 point for 10-19.9% No points for <10%
5. What percentage of adults maintained or increased their income through cash benefits, earned income, or both?	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 30-49.9% No points for <30%
6. What is the program's cost per permanent exit (cost effectiveness)?	<i>Informational – may be used as a factor in determining ranking</i>

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Project cost divided by stayers who remain permanently housed for 12 months or more or leavers to exit to permanent destination.	
<p><b>LC CoC APR, CoC PROJECT EVALUATION, and DQ for UDE PLUS REPORTS:</b></p> <p><i>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 on or after June 21, 2022. Final scoring will be based on data in Wellsky only. Agencies are encouraged to correct any data quality issues prior to scoring date.</i></p>	