



## HUD CONTINUUM OF CARE (CoC) 2015 RENEWAL APPLICATIONS Guidance Document #1: Rating and Ranking Process

Date: July 6, 2015

Re: Instructions and deadline for completing the 2015 CoC rating and ranking process

### What is the CoC rating and ranking process for this year?

HUD requires CoC's to rate and rank all renewal projects as part of our annual application. **For FY2015, as in prior years, our local rating and ranking process will not affect whether your project is eligible to apply for funds, nor will it affect the total funding amount for which you may apply.**

The annual rating and ranking process is intended to be meaningful to assess project-level performance and identify opportunities for system improvements and effectiveness. The process is overseen by the Home for Everyone (HFE) Coordinating Board, the governing body of our CoC. In the years ahead, rating and ranking will increasingly reflect and better align with HUD requirements and local priorities from [A Home for Everyone](#).

The HFE Coordinating Board has approved the following rating and ranking process for FY2015:

- **Part 1: HUD and HFE Criteria (SCORED SECTION):** Projects will be scored in five categories based on HUD and HFE priorities, with a total of 80 possible points. These are the same criteria used in last year's 2014 CoC Rating and Ranking process. See page 1 of the attached Appendix A: "2015 CoC Rating and Ranking Criteria Table" for details. **Projects' final rankings will be based on their Part 1 score only.**
- **Part 2: HFE Supplemental Surveys (will not be counted for 2015):**
  - **2A: Renewal Projects:** Projects will be asked supplemental questions in five categories that expand on local HFE priorities. Submit one survey per renewal project.
  - **2B: Organization Information:** Organizations that serve as the primary applicant for a CoC project(s) are required to complete this survey. Submit one survey per organization.
  - Responses from Part 2 will not be counted for 2015. A HFE subcommittee will review responses to inform and guide future years' criteria. See pages 2-3 of the attached Appendix A: "2015 CoC Rating and Ranking Criteria Table" for details.

### What information do I need to submit for my project(s)?

All renewing projects are required to submit:

1. A PDF copy of the most recent **APR**<sup>1</sup> submitted to HUD for each of your renewal project(s), for purposes of the HUD expenditure report. Email APR's to Jennifer Chang at: [Jennifer.Chang@portlandoregon.gov](mailto:Jennifer.Chang@portlandoregon.gov).
2. Complete "2015 CoC – HFE Supplemental Survey - Renewal Projects": One survey submission is required for each CoC project: <https://www.surveymonkey.com/r/CoCProjectSurvey>
3. Complete "2015 CoC – HFE Supplemental Survey - Organization Information" survey: One survey submission is required for each organization that serves as the primary applicant for a CoC project: <https://www.surveymonkey.com/r/CoCOrganizationSurvey>. Only one survey needs to be completed per organization. *If your organization has more than one CoC project, please coordinate among staff to submit one "Organization Information" survey on behalf of the whole organization.*

**The deadline to submit is 5:00pm, Friday, July 17<sup>th</sup>, 2015.**

Questions? Contact Jennifer at: [Jennifer.Chang@portlandoregon.gov](mailto:Jennifer.Chang@portlandoregon.gov) or 503-823-2391.

<sup>1</sup> If your project is new enough that it has not yet submitted an APR to HUD, PHB will be unable to pull a complete APR for your project, and the project will be automatically ranked at the median score.

# 2015 CoC Rating and Ranking Criteria for Renewal Projects

## PART 1: HUD and Home for Everyone (HFE) Criteria – SCORED SECTION

Category (Max points)	Assessment	Rationale	Data Source	Scoring Narrative	Score Total
<b>1. Home for Everyone Priorities (30 points)</b>	Population served: Does your project serve the priority populations from HFE?	<ul style="list-style-type: none"> <li>HFE: Prioritization of priority populations</li> </ul>	HMIS-PDR (Participant Demographic Report)	18 points for 100 priority populations. Deduct 3 points for every 10% non-disabled males served (e.g. 20% non-disabled males = -6 points (total 12pts.)).	30
	Advancing equity: Does your project serve populations of color equal or greater than their respective percentage of people experiencing homelessness in Multnomah County?	<ul style="list-style-type: none"> <li>HFE: focus on advancing racial equity; prioritization of communities of color</li> </ul>	HMIS-PDR	3 points (up to 12) for each community of color population served; 12 points to culturally specific providers	
<b>2. Performance Outcomes (20 points)</b>	Housing (permanent housing): % households retaining permanent housing placement at end of operating year or exiting to other permanent destination	<ul style="list-style-type: none"> <li>HUD &amp; HFE: measure of effectiveness in housing placement and retention</li> </ul>	HMIS-APR (Annual Progress Report)	5 pts. for achieved HUD goal (80%); Up to 5 points based on quintile ranking	20
	Housing (transitional housing): % households exiting to permanent destination	<ul style="list-style-type: none"> <li>HUD &amp; HFE: measure of effectiveness in housing placement and retention</li> </ul>	HMIS-APR	5 pts. for achieved HUD goal (80%); Up to 5 points based on quintile ranking	
	Income: % of adult participants who increased income from employment between program entry and exit	<ul style="list-style-type: none"> <li>HUD &amp; HFE: measure of effectiveness in increasing income</li> </ul>	HMIS-APR	2 pts. for achieved HUD goal (20%); Up to 2 points based on quintile ranking	
	Income: % of adult participants who increased income from sources other than employment between program entry and exit	<ul style="list-style-type: none"> <li>HUD &amp; HFE: measure of effectiveness in increasing income</li> </ul>	HMIS-APR	2 pts. for achieved HUD goal (20%); Up to 2 points based on quintile ranking	
	Income/benefits: % of adult participants who obtained non-cash mainstream benefits from entry date to program exit	<ul style="list-style-type: none"> <li>HUD &amp; HFE: measure of effectiveness in increasing income</li> </ul>	HMIS-APR	Up to 2 points based on quintile ranking	
<b>3. Service Delivery Model (20 points)</b>	Does the program model fit with the current evidence base for the population served? Does the project use one or more evidence based or promising practices approaches? (Ref. source: U.S. Interagency Council on Homelessness (USICH) list of evidence based and promising practices.	<ul style="list-style-type: none"> <li>HUD &amp; HFE: measure of effectiveness of program model/approach, based on evidence based or promising practices</li> </ul>	Project Survey – Q2	Maximum 20 points for using evidence-based or promising practices (3 points per approach used plus 0-2 points for unlisted model description).	20
<b>4. HMIS Data Completeness (5 points)</b>	Percent of HMIS data completeness of project performance	<ul style="list-style-type: none"> <li>HUD &amp; HFE: measure to data completeness standards</li> </ul>	HMIS-APR	Up to 5 points for < 5% Missing Data; decrease with each 5% missing data	5
<b>5. Unspent Funds (5 points)</b>	Percent of HUD funds spent	<ul style="list-style-type: none"> <li>HUD: measure of timeliness, effectiveness in grant expenditure</li> </ul>	HUD expenditure reports	100% = X pts.; 90-99% = X pts.; <90% = 0 pts.	5
<b>TOTAL</b>					<b>80</b>

**PART 2A: Home for Everyone (HFE) Supplemental Survey – Renewal Projects – *(Information will be collected, but NOT counted in 2015)***

Category (Max points)	Assessment	Rationale	Data Source (Survey Q#)	Scoring Narrative	Score Total
<b>1. Vulnerable Population(s) (5 points)</b>	Does your project accept referrals exclusively from a coordinated access process or system? (linked to HUD’s definition of coordinated access)	<ul style="list-style-type: none"> <li>• HUD requires CoC to have coordinated access;</li> <li>• HFE value to improve consumer experiences and system efficiencies</li> </ul>	Q3	Yes: 5pts No: 0pts	5
	If not through a coordinated access system, does your project prioritize potential clients by vulnerability based on a defined set of criteria? If so, please describe.	<ul style="list-style-type: none"> <li>• HFE guiding principle to prioritize most vulnerable within priority populations.</li> </ul>	Q4	Yes: 2 pts plus 0-3 pts depending on description No: 0 pts	5
<b>2. Advancing Equity (11 points)</b>	Does your project provide written materials in multiple languages for participants with limited English proficiency? If so, what languages are materials provided in?	<ul style="list-style-type: none"> <li>• HFE guiding principle to promote racial justice and advance racial equity.</li> </ul>	Q5	Yes: 1pt for 1 language; 2pts for 2 languages, 4 pts for 3 or more No: 0pts	4
	Does your project provide access to translation and interpretation services in multiple languages for participants with limited English proficiency? If so, what languages are materials provided in?		Q6	Yes: 1pt for 1 language; 2pts for 2 languages, 4 pts for 3 or more No: 0pts	4
	The <a href="#">“2015 Point-In-Time Count”</a> shows a disproportionately high rate (42%) of our community’s population experiencing homelessness are people of color. What plans or actions will your project put in place to help reverse this trend for communities of color in the year ahead?		Q7	0-3 points depending on description of plans/actions for year ahead	3
<b>3. Program Design: Effective Practices and Cultural Responsiveness (20 points)</b>	Does your project use participant-centered, strengths-based practices?	<ul style="list-style-type: none"> <li>• HFE priorities to provide participant-centered, culturally-responsive services</li> <li>• HUD requirements for shared standards of local effective service delivery for different program types</li> </ul>	Q8	Yes: 4pts No: 0pts	4
	Do you use Assertive Engagement (as defined in survey)?		Q9	Yes: 3pts No: 0pts	3
	Does your project have a written eligibility criteria?		Q10	Yes: 2pt No: 0pts	2
	Does your project have a written grievance process in place?		Q11	Yes: 2pt No: 0pts	2
	Does your project use culturally-responsive programming?		Q12	Yes: 4pts No: 0pts	4
	What group(s) does your project provide culturally-responsive programming for?		Q13	1 pt for one group; 2 pts for 2 groups, 3 for 3 or more groups	3
	Please describe and include examples of why you consider your project to be culturally responsive.		Q14	0-2 points depending on description	2

Category (Max points)	Assessment	Rationale	Data Source (Survey Q#)	Scoring Narrative	Score Total
<b>4. Consumer Engagement (6 points)</b>	Does your project collect feedback from participants on your project?	<ul style="list-style-type: none"> <li>HFE guiding principle to engage and involve consumers and broader community representation.</li> </ul>	Q15	Yes: 3pts No: 0pts	3
	Is direct participant feedback (e.g.: satisfaction survey, consumer committee) used to inform changes or improvements?		Q16	Yes: 1 pt plus 0-2 pts based on how feedback is used No: 0 pts	3
<b>5. System Level Coordination (10 points)</b>	Select from the below list the community committees, workgroups, or taskforces in Gresham/Portland/Multnomah that your project's staff routinely participate in.	<ul style="list-style-type: none"> <li>HFE &amp; HUD priority for community participation &amp; representation</li> </ul>	Q17	2 pts for participation in 1-2 from list; 5 pts for 3 or more	5
	How does your project align the services it delivers with non-continuum of care services such as health, mental health, and employment?	<ul style="list-style-type: none"> <li>HFE &amp; HUD priority for system-level coordination with mainstream systems</li> </ul>	Q18	Range of 0-5 pts, based on response.	5
	Describe how your project links to the Home for Everyone (HFE) Action Plan recommendations.	<ul style="list-style-type: none"> <li>Alignment with 5/2015 HFE action plan recommendations</li> </ul>	Q19	TBA	TBA
<b>HUD Questions (0 points)</b>	Do case managers or other staff systematically assist clients in completing applications for mainstream benefits?	<ul style="list-style-type: none"> <li>HUD requires this information as part of CoC application.</li> </ul>	Q20→26	Not to be scored; for HUD informational purposes only.	0 (Not scored)
	Describe how this service (assisting clients in completing applications for mainstream benefits) is generally provided.				
	Do case managers or other staff supply transportation assistance to clients to attend mainstream benefit appointments, employment training, or jobs?				
	Do case managers/staff use a single application form for four or more mainstream programs? (explain if answer is "no")				
	Do staff systematically follow-up to ensure mainstream benefits are received? (provide description if answer is "yes")				
<b>TOTAL</b>					<b>52</b>

**PART 2B: Home for Everyone (HFE) Supplemental Survey – Organization Information – (Information will be collected, but NOT counted in 2015)**

Category (Max points)	Assessment	Rationale	Data Source (Survey Q#)	Scoring Narrative	Score Total
<b>2. Advancing Equity (9 points)</b>	Organization workforce and board member demographics (race, gender, management level positions held by people of color); 5 questions.	<ul style="list-style-type: none"> <li>HFE guiding principle to promote racial justice and advance racial equity.</li> </ul>	Q2→6	RAC to determine analysis and/or scoring of these questions.	TBA
	Does your organization have a public, written commitment to equity (e.g. mission statement, strategic plan)?		Q7	Yes: 4pts No: 0pts	4
	Is your organization a culturally-specific organization?		Q8	Yes: 5pts No: 0pts	5
<b>4. Consumer Engagement (9 points)</b>	Does your organization have at least one homeless or formerly homeless individual serving on the board of directors?	<ul style="list-style-type: none"> <li>HUD requires participation of one or more formerly homeless persons on board and involved with services;</li> <li>HFE guiding principle to engage and involve consumer representation</li> </ul>	Q9	Yes: 3 pts No: 0 pts	3
	Does your organization have a preference or active recruitment strategy for employing current/former clients of services?		Q10	Yes: 3 pts No: 0 pts	3
	Does your organization provide mentoring and leadership development opportunities for participants with the lived experience of homelessness who are served by, or have been served by, your agency?		Q11	Yes: 3 pts No: 0 pts	3
<b>TOTAL</b>					<b>18</b>