

**CoC NY-511
FY18 CoC Program Competition
Application Evaluation Process Instructions**



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I. Introduction

Each year, HUD releases a Notice of Funding Availability (NOFA) which details the requirements for applying for Continuum of Care (CoC) Program funding. One requirement of the NOFA is that each application is reviewed and ranked in order of local priority by a group of community stakeholders. In New York's Southern Tier, representing Broome, Chenango, Cortland, Delaware, Otsego, & Tioga Counties, the group of stakeholders is CoC NY-511's (NY-511) NOFA Committee. A Rating and Ranking Panel, appointed by NOFA Committee members, is tasked specifically with the CoC's evaluation process which partially determines each project's ranking. The CoC Coordinator serves as the facilitator of the Rating and Ranking Panel's evaluation process.

In anticipation of the FY18 CoC Program Competition NOFA, NY-511 is issuing the following evaluation criteria to be used as part of the *Renewal Project Application* and *New Project Application* ranking process. To ensure that the CoC's application is competitive and fully funded, NY-511 reserves the right to amend these requirements and/or issue additional requirements as needed and in response to criteria issued in the FY18 CoC Program Competition NOFA.

II. Highlights for the FY18 Evaluation Process

The FY18 *Renewal Project* evaluation process will commence with the distribution of an RFP Application as well as the 2018 Project Rating and Ranking Tool, 2018 Evaluation Instructions, and NY-511's Written Standards on May 15, 2018. The project ranking process will be completed by Rating and Ranking Panel members' review of RFP responses and project performance data utilizing the *Renewal/Expansion Project Rating Tool* tab of the 2018 Project Rating and Ranking Tool. The data source will consist of projects' most recent Annual Performance Report (APR), submitted in Sage prior to March 31, 2018 and provided by the HMIS Systems Administrator.

FY17 Project Applications will be reviewed by Rating and Ranking Panel members for FY18 Renewal Projects not being ranked to allow for discussion regarding programmatic inquiries or projected changes.

The FY18 *New Project* evaluation process will commence with the distribution of an RFP Application as well as the 2018 Project Rating and Ranking Tool, 2018 Evaluation Instructions, and NY-511's Written Standards on July 10, 2018. The project ranking process will be completed by Rating and Ranking Panel members' review of RFP responses and project performance data utilizing the *New Projects Rating Tool* tab of the 2018 Project Rating and Ranking Tool.

The goal of the evaluation is to demonstrate the effectiveness of CoC programming and help identify potential areas of improvement. Results from the evaluation will contribute to the CoC competitive application and identify lower performing programs that could benefit from Performance & Quality Improvement (PQI) technical assistance.

III. Evaluation Review Process

All projects that have been operating for at least two years and have completed two full APRs will be considered eligible for the *Renewal Project* evaluation process. Projects that were not renewed in the FY17 NOFA do not have to complete the evaluation process. Any project which feels that they should be exempt from the evaluation process should contact the CoC Coordinator by May 20, 2018 to establish eligibility.

Only projects recommended or approved for *Reallocation* will be considered eligible to submit a *New Reallocated Project* application.

The following outlines key steps and aspects of the FY18 *Renewal Project* and *New Project* evaluation processes:

1. RFP Applications and Back-up Documentation Submission

- RFP Applications and Back-up documentation for Renewal Projects being ranked are due by 11:59pm on June 15, 2018. The Back-up Documentation data source will consist of a project's most recent APR, submitted in Sage prior to March 31, 2018 and provided by the HMIS Systems Administrator. RFP Applications shall be completed using data reflective of the data source. Note: The same APR cannot be used for more than one year. Note: CoC & HMIS Monitoring reports will also be submitted for review as part of the Rating & Ranking Process.
- RFP Applications and Back-up documentation for New Projects (*Reallocated and Bonus*) being ranked are due by 11:59pm on August 6, 2018. The Back-up Documentation data source will be a copy of the agency's most recent audit and should be attached to the *New Project RFP* response.

RFP Applications and Back-up documentation for New Projects (*DV Bonus*) are due in e-snaps by 11:59pm on August 17, 2018.

2. Tool Completion

- The CoC Coordinator will facilitate the Rating and Ranking Panel's review of Renewal Project applications and back-up documentation utilizing the 2018 Project Rating and Ranking Tool. Preliminary evaluation results will be communicated to applicants and NOFA Committee members via email by June 25, 2018. A general notification will go out via NY-511's distribution list. Final results will be posted to NY-511's website (www.southerntierhomeless.org).
- The CoC Coordinator will facilitate the Rating and Ranking Panel's review of New Project applications and back-up documentation utilizing the 2018 Project Rating and Ranking Tool. Eligible applicants submitting New Project applications to serve survivors of domestic violence, dating violence, sexual assault, or stalking that meet the definition of homeless in paragraph 4 of 24 CFR 578.3 will be invited to attend the Rating and Ranking Panel's review in person in order to respond to inquiries from Panel members pursuant to their proposals and to address aspects of Housing First,

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confidentiality, HMIS/CES participation, performance measures that may differ from CoC benchmarks, etc. Preliminary evaluation results will be communicated to applicants and NOFA Committee members via email by August 20, 2018. A general notification will go out via NY-511's distribution list. Final results will be posted to NY-511's website (www.southerntierhomeless.org).

3. Appeals Process

- Projects wishing to appeal their evaluation results must submit the appeal form on page 8 of this document to the CoC Coordinator by July 13, 2018 (*Renewal Projects*) and August 24, 2018 (*New Projects*).
- The Coalition's Board of Directors will review any appeals and will communicate its final decision by July 18, 2018 (*Renewal Projects*) and August 28, 2018 (*New Projects*).
- Board of Directors decisions will be considered final.

4. Results

- Final *Renewal Project* evaluation results will be released July 18, 2018; Final *New Project* evaluation results will be released August 28, 2018 (*New Projects*).
- Renewal Projects demonstrating low performance or that do not achieve the applicable housing outcome goal or other specific performance minimums established by the NOFA Committee/Rating and Ranking Panel will be subject to at least the PQI process, including possible submission of a PQI plan and ongoing review/monitoring and at most consideration for Reallocation per NY-511's NOFA Reallocation Process.
- Evaluation results, in conjunction with the policy priorities and eligible components identified by HUD upon the issuance of the FY18 CoC Program Competition NOFA, will be used to determine the final project ranking and tier assignment, as applicable, for the FY18 CoC Program Competition CoC Priority Listing.

IV. 2018 NY-511 CoC Evaluation Process Timeline

Activity	Deadline
Discuss Recommended Changes to 2018 Evaluation Process	January – April 2018
Approve 2018 Project Rating and Ranking Tool – NOFA Cmte	April 11, 2018
Distribute 2018 CoC Competition Materials for Renewal Projects	May 15, 2018
Deadline to Notify CoC Coordinator for Exempt Status Request	May 20, 2018
Submit RFP Applications and Back-up documentation	June 21, 2018
Rating and Ranking Panel Review (Renewal Projects)	July 2, 2018
Communication of Preliminary Results/Reallocation Discussion – NOFA Cmte	July 9, 2018
Appeals of Evaluation Results Due	July 13, 2018
CoC informed regarding NOFA Cmte/Panel Recommendations	July 18, 2018

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Distribute 2018 CoC Competition Materials for New Project Applications	July 10, 2018
Submit New Project (Reallocation & Bonus) RFP Applications to CoC Coordinator	August 6, 2018
Submit New Project (DV Bonus) Applications in e-snaps	August 17, 2018
Deadline to submit all Project Applications in e-snaps	August 17, 2018
Rating and Ranking Panel Review (New Projects)	August 20, 2018
Communication of Preliminary Rating and Ranking Results Discussion	August 20, 2018
Appeals of Evaluation Results Due	August 24, 2018
Final reviews & Project Ranking	August 28, 2018

V. Project Evaluation Methodology

Achievement

Performance data indicated in NY-511's Project Rating and Ranking Tool will be compared to achievement benchmarks and given a corresponding score. Unless otherwise indicated in the evaluation tool, a goal is "achieved" when the benchmark is met.

Project Performance Results

Performance data for each project will be reviewed and will result in a project performance rating of "high," "medium," or "low." Performance scores and ratings will be based on achievement of performance goals specific to each program type, as described below.

Results will be based on the overall score as a percentage of the total possible points for each project (which varies by project type). The thresholds for inclusion in each category will be determined based on the final distribution of scores. Projects with scores resulting at the bottom 10% of all projects will be considered "low" performers. Projects results in the top 10% will be considered "high" performers. The remaining project will be considered "medium" performers.

Each performance measure is weighted differently based on the relative importance of the measure to the overall performance and quality of CoC housing and support services. The maximum point value is indicated alongside each measure in the Project Rating and Ranking Tool. Project scores are then calculated as a percentage of the total possible points for the project type. Projects performing below performance standards established by the NOFA will be referred to the PQI process, as described in the PQI protocols.

Identical overall *Renewal Project* scores will be decided through a review of the value achieved starting with the following indicators: Exits to Permanent Housing, Returns to Homelessness, Serving High Need Populations, and Income Factors. Programs with the same overall score will be weighed against each other on the individual measures listed above followed by the remaining Rating Factors on the evaluation tool. In the unlikely event that there is still a tie, the Rating and Ranking Panel will decide on a tie-breaking measure based on demonstration of commitment on the NOFA Committee as determined by attendees identified in NOFA Committee Meeting Minutes.

VI. Specific Instructions and Data Source – *Renewal Projects*

Where the source is listed as APR, the data source will consist of each project’s most recent APR submitted in Sage prior to March 31, 2018 and provided by the HMIS Systems Administrator.

Rating and Ranking Panel members will review the following APR Questions for Renewal Project submissions:

Exits to Permanent Housing: Rating and Ranking Panel members will review APR Q22a1 (*Leavers*), Q23a, and Q23b.

Returns to Homelessness: Rating and Ranking Panel members will review APR/System Performance data Measure 2 by project.

Earned Income for Project Stayers: Rating and Ranking Panel members will review APR Q19a1 for all projects.

Non-Employment Income for Project Stayers: Rating and Ranking Panel members will review APR Q19a1 for all projects.

Earned Income for Project Leavers: Rating and Ranking Panel members will review APR Q19a2 for all projects.

Non-Employment Income for Project Leavers: Rating and Ranking Panel members will review APR Q19a2 for all projects.

More Than One Disability Type: Rating and Ranking Panel members will review APR Q13a2 for all projects.

Project Has Reasonable Costs: Rating and Ranking Panel members will review APR Q3 (Contract/Award Amount) and Q23a/b for all projects in comparison to the average cost per positive housing exit for PSH, as determined by all projects.

Housing First: Rating and Ranking Panel members will review FY17 Renewal Project Application Q3d of 3B. Project Description for all projects.

Applicant Narrative: Rating and Ranking Panel members will review RFP response.

VII. Score Summary Table – *Renewal Projects*

Exits to PH	25
Returns to Homelessness	15
Earned Income Factors	2.5 (x4)
Disability Type	10
Reasonable Costs	10

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Housing First	10
Applicant Narrative	20
Total Maximum Points	100

VIII. Specific Instructions and Data Source – *New Projects*

Financial Audit: A copy of the applicant’s most recently completed audit must be attached to the *New Project RFP* response. Panel members will review for *no exceptions to standard practice*, “*low-risk*” identification, and *no findings indicated*.

IX. Score Summary Table – *New Projects*

Experience	30
Project Design	25
Timeliness	10
Financial	30
Applicant Narrative	10
Coordinated Entry	10
Total Maximum Points	115

X. Technical Assistance and Contact Information

For additional questions related to NY-511’s 2018 CoC Program Competition evaluation process, deadlines, and applications, please contact:

Rebecca Rathmell – CoC Coordinator – rd Rathmell@outlook.com; 607.238.6051

Jim Hulse – HMIS System Administrator – jhulse@ncreations.us; 607.760.4914

If you have specific questions regarding HUD project guidelines, you may contact NY-511’s local HUD field office (Buffalo, NY). Please do not contact the HUD office regarding our local application deadlines or process as the individuals identified above are available to answer those questions.

XI. 2018 NY-511 CoC Evaluation Process Appeal Form

This form must be completed and sent to CoC Coordinator (rdrathmell@outlook.com) by noon (12 pm) on July 13, 2018 (*Renewal Projects*) and/or August 24, 2018 (*New Projects*).

How to Appeal: If you appeal your score, please write a few short sentences describing what you are appealing and attach evidence demonstrating why you think that the appeal should be granted. For example, if your appeal involves information from your data system, please submit a copy of the page from your data system.

Name of Agency: _____

Program Name: _____

Program Address: _____

Part I

Section and Question (Measurement and Source/Score) being appealed and why. Section: _____ Question: _____

Explanation:

Section and Question (Measurement and Source/Score) being appealed and why. Section: _____ Question: _____

Explanation:

Section and Question (Measurement and Source/Score) being appealed and why. Section: _____ Question: _____

Explanation:

Part II

Executive Director /Other Executive Name: _____

Signature: _____ Date: _____

XII. Question 10– Consumer Participation (Not Applicable for FY2018)

Name of Agency: _____

Program Name: _____

- 1) Does the program have a client/tenant grievance policy? ☐ yes ☐ no
- 2) Does the program survey consumers/residents and/or complete documented interviews with current consumers at least annually to obtain feedback on program service quality, the service/housing environment, and opportunities for improvement? ☐ yes ☐ no
- 3) A copy of the minutes from the most recent consumer/tenant meeting attached. ☐ yes ☐ no
- 4) I certify that the above information accurately represents program's consumer involvement practices.

Consumer Participant Signature

- 5) I certify that the above information accurately represents program's consumer involvement practices.

Program Officer Signature