

## **PROCESS FOR EVALUATING, SCORING AND ESTABLISHING A PRIORITY ORDER FOR THE SELECTION OF PROJECTS OF THE COC PR-502 (2017)**

### **I. EVALUATION AND PRIORITIZATION PROCESS**

#### **A. Renovation Applications**

##### **1. Renovation Projects**

- All renovation projects submitted in the CoC PR-502 Proposal will have to have been included in the Grant Inventory Worksheet (GIW), as approved by HUD in 2017.
- Renovation projects will have to submit a Letter of Intent, as required by the CoC PR-502 and will have to submit the following documents: APR for the latest completed period; Reports in E-loccs for the latest completed period; latest single audit or financial statement, as applicable; report if the project has been monitored, and, if affirmative, will have to include a copy of the Monitoring Report and Corrective Action Plan; copy of the last contract for the completed period, and Certification of Good Standing, if applicable.
- The CoC PR-502 established August 28, 2017 as the deadline for the projects to submit their proposals in ESNAPS, in compliance with the requirement of HUD that individual proposals be submitted no later than 30 days before the deadline for the submission of the application.
- It is required that all projects submitted meet the minimum eligibility and performance criteria established by HUD.
- Only those projects approved by the plenary of the CoC will be submitted in the 2017 proposal of the CoC.
- Renovation projects will be presented in the Project List of the CoC PR-502, in accordance with the score obtained through the Evaluation Tool for Prioritization of Renovation Projects (2017), approved by the CoC.
- These projects will be submitted in Tier 1 or Tier 2 of the CoC PR-502 Proposal, according to the score obtained in the Evaluation for Prioritization of Renovation Projects (2017) in descending order.

##### **2. HMIS Renovation Project**

- The HEARTH Act of May 20, 2009 requires that all CoC's have an HMIS for the collection of data on the homeless individuals and families, and that the HMIS renovation project will have to submit a Letter of Intent.
- The Lead Agency for the HMIS has to be ratified by the CoC PR-502 plenary to be submitted in the consolidated application.
- The HMIS project of the CoC PR-502 has to have been included in the GIW of 2017 approved by HUD.

## **PROCESS FOR EVALUATING, SCORING AND ESTABLISHING A PRIORITY ORDER FOR THE SELECTION OF PROJECTS OF THE COC PR-502 (2017)**

- The HMIS Renovation Project will be included in Tier 1, and has to comply with the criteria established by HUD.

### **3. SSO for Coordinated Entry Renovation Projects**

- *SSO for Coordinated Entry System (CES)* projects have to have been included in the GIW 2017 approved by HUD.
- The *SSO for CES* Projects have to submit a Letter of Intent, as required by the CoC PR-502 and have to submit the following documents: APR for the latest completed period; Reports in ElocCs for the latest completed period; latest single audit or financial statement, as applicable; report if the project has been monitored, and, if affirmative, will have to include the Monitoring Report and Corrective Action Plan; copy of the latest contract of the completed period; and Certification of Good Standing, if applicable.
- The agency that manages the CES project has to be ratified by the CoC PR-502 plenary to be submitted in the 2017 consolidated application of the CoC PR-502.
- Accepted projects will have to have been submitted in ESNAPS no later than 30 days before the deadline for submission of the CoC application, on or before August 28, 2017.
- It is required that all submitted project meet the minimum eligibility and performance criteria established by HUD.
- Renovation projects for *SSO for CES* will be presented in Tier 1, in accordance with the score obtained and the criteria established by the CoC PR-502.

Organizations that have renovation projects will have the opportunity to review the evaluation of their projects on or before September 12, 2017 for any correction.

## **II. Applications for New Projects**

### **1. New Permanent Supportive Housing, Rapid Rehousing, TH Join RRH, HMIS or SSO for Coordinated Entry Project**

- As established in the 2017 NOFA, HUD and the CoC PR-502 will only accept new projects for (1) permanent supporting housing for 100% chronic homeless individuals and families who come from the street, emergency shelters or safe havens; (2) Rapid Rehousing for homeless individuals and families; (3) HMIS and (4) SSO for Coordinated Entry.

## **PROCESS FOR EVALUATING, SCORING AND ESTABLISHING A PRIORITY ORDER FOR THE SELECTION OF PROJECTS OF THE COC PR-502 (2017)**

- The CoC PR-502 established as first priority permanent supportive housing projects, second priority SSO for Coordinated Entry projects and third priority Rapid Rehousing projects.
- Organizations interested in requesting funds for new projects in 2017 will have to submit a Letter of Intent to the Collaborative Applicant on or before the deadline, as established in the Public Announcement issued by the CoC PR-502 in a newspaper of general circulation.
- New projects will be submitted if funds become available through the process of reallocation of liberated funds due to the rejection of any renovation project that has obtained 45% or less in the Evaluation for Prioritization of Renovation Projects (2017) or through a bonus.
- All new projects submitted are required to meet the minimum eligibility and performance criteria established by HUD.
- Those organizations that have an existing project and that have requested from the CoC PR-502 a reallocation to submit as a new project, maintaining the total funds, have to have obtained 45% or more in the Evaluation of Outcomes for Prioritization of Renovation Projects (2017). These project will be included in Tier 1 or Tier 2, according to the score obtained in the evaluation the existing project.
- Every new project will be evaluated in accordance with the Evaluation Form for New Projects, correspondingly, and will be included at the end of Tier 2. Excluded from this criteria are reallocation projects from organizations that maintain the total of their funds from an existing project.
- Only those new projects approved by the CoC PR-502 plenary will be submitted in the 2017 CoC application.

### **2. New Planning Project**

- The CoC PR-502 Collaborative Applicant is the only entity authorized to request funds through a new project to cover planning costs in 2017.
- The Collaborative Applicant has to have been ratified by the CoC PR-502.
- This project is exempt from the Letter of Intent process.
- The planning project will not be included in the project ranking.

### **III. CRITERIA FOR SCORING AND SELECTING PROJECTS**

The process for evaluation of renovation projects will be carried out by the Evaluation and Monitoring Committee of the CoC PR-502, using the Evaluation Tool for Prioritization of Projects (2017), as approved by the CoC plenary, and in compliance with the criteria established in the 2017 NOFA. The Committee has to sign a No-Conflict of Interest Certification in which they express that, in the case in which they

## **PROCESS FOR EVALUATING, SCORING AND ESTABLISHING A PRIORITY ORDER FOR THE SELECTION OF PROJECTS OF THE COC PR-502 (2017)**

evaluate any project in which they have a conflict of interest, they will exclude themselves from participating in such process.

Those organizations with renovation projects whose funds will be eliminated and that will be permitted to submit new projects, maintaining the total of their funds, will be evaluated with the Evaluation Tool for Prioritization of Projects (2017), and will maintain the score obtained as a result of the evaluation of the existing project in order to establish their order in the Project Listing.

The new projects from other organizations that result from the elimination of an existing project, and that, at the same time, has not resulted from an organization being permitted to maintain the total of their funds, will be evaluated by an Evaluation Committee designated by the CoC PR-502 that does not have a conflict of interest, and which will use the Proposal Evaluation Form for New Projects, in accordance with the respective component type (PSH, RRH, SSO for Coordinated Entry).

The CoC PR-502 determined that it would accept new projects using a permanent housing bonus for the amount remaining between the *Annual Renewal Demand* and the prorated amount.

The following formulas will be applied for the evaluation of the projects:

Appendix 1	Evaluation Tool for Prioritization of Projects (2017) Renovation projects
Appendix 2	Proposal Evaluation Form – New PHS Projects (2017)
Appendix 3	Proposal Evaluation Form- New RRH Projects (2017)
Appendix 4	Proposal Evaluation Form – New SSO for Coordinated Entry Projects (2017)