

**CoC NY-511  
FY19 CoC Program Competition  
Application Evaluation Process Instructions**



**SOUTHERN TIER  
HOMELESS COALITION**

Solutions for homelessness  
in the Southern Tier

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## FY19 Evaluation Process

### 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 and who represent no conflict of interest, demonstrate a familiarity with HUD CoC Program Components and requirements, and complete a Project Review Training, 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. Local priorities are established annually via the gaps analysis process outlined in Article 7 of the Southern Tier Homeless Coalition's Operating Policies & Procedures.

In anticipation of the FY19 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 FY19 CoC Program Competition NOFA.

### II. Highlights for the FY19 Evaluation Process

The FY19 *Renewal Project* evaluation process will commence with the distribution of an RFP Application as well as the 2019 Project Rating and Ranking Tool, 2019 Evaluation Instructions, and NY-511's Written Standards to all CoC stakeholders and other interested parties on April 15, 2019 via the following open solicitation methods:

- Email
- Responses to public inquiries
- Outreach to regional Homeless/Housing Task Forces
- Announcements at CoC Stakeholder & Committee meetings
- Public postings in local newspapers
- Posting on website
- Social Media posts

The project ranking process for *Renewal Project Applications* 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 2019 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, 2019. Rating and Ranking Panel members will also conduct interviews with each project applicant to ask questions for clarification purposes, provide feedback on the application, and point out any errors or omissions.

The FY19 *New Project* evaluation process will commence with the distribution of an RFP Application as well as the 2019 Project Rating and Ranking Tool, 2019 Evaluation Instructions,

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and NY-511's Written Standards to all CoC stakeholders and other interested parties on July 16, 2019 via the following open solicitation methods:

- Email
- Responses to public inquiries
- Outreach to regional Homeless/Housing Task Forces
- Announcements at CoC Stakeholder & Committee meetings
- Posting on website
- Social Media posts

The project ranking process for *New Project Applications* 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 2019 Project Rating and Ranking Tool. *DV Bonus Project Applications* include separate metrics for evaluating projects submitted by victim services providers.

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 FY18 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 April 19, 2019 to establish eligibility. Exemption requests will be reviewed by NOFA Committee members for resolution. If a resolution is unable to be determined the request will be reviewed by the full membership and determined by a majority vote. Conflict of interest would exclude agencies whose renewals projects are being rated & ranked.

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 FY19 *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 May 13, 2019. The Back-up Documentation data source will consist of a project's most recent APR, submitted in Sage prior to March 31, 2019. 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 Program & 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*,

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*CoC Bonus, and DV Bonus*) being ranked are due by 11:59pm on August 6, 2019. 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.

## **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 2019 Project Rating and Ranking Tool. Preliminary evaluation results will be communicated to applicants and NOFA Committee members via email by May 22, 2019.
- The CoC Coordinator will facilitate the Rating and Ranking Panel's review of New Project applications and back-up documentation utilizing the 2019 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 scored based on the metrics identified in the *DV Bonus RFP*. Preliminary evaluation results will be communicated to applicants and NOFA Committee members via email by August 9, 2019.

## **3. Results**

- Final *Renewal Project* evaluation results will be released June 12, 2019; Final *New Project* evaluation results will be released August 9, 2019.
- All *Renewal Project* applications will be due in e-snaps by July 29, 2019.
- All *New Project* applications will be due in e-snaps by August 16, 2019.
- 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 FY19 CoC Program Competition NOFA, will be used to determine the final project ranking and tier assignment, as applicable, for the FY19 CoC Program Competition CoC Priority Listing.

**IV. 2019 NY-511 CoC Evaluation Process Timeline**

<b>Activity</b>	<b>Deadline</b>
Discuss Recommended Changes to 2019 Evaluation Process	January – April 2019
Approve 2019 Project Rating and Ranking Tool – NOFA Cmte	April 10, 2019
Distribute 2018 CoC Competition Materials for Renewal Projects	April 15, 2019
Deadline to Notify CoC Coordinator for Exempt Status Request	April 19, 2019
Submit RFP Applications and Back-up documentation	May 13, 2019
Rating and Ranking Panel Review (Renewal Projects)	May 21 & June 4, 2019
Communication of Preliminary Results/Reallocation Discussion – NOFA Cmte	June 12, 2019
Appeals of Evaluation Results Due	June 14, 2019
CoC informed regarding NOFA Cmte/Panel Recommendations	June 19, 2019
Deadline to submit Renewal Project Applications in e-snaps	July 29, 2019
Distribute 2019 CoC Program Competition Materials for New Project Applications	July 16, 2019
Submit New Project (Reallocation & Bonus, including DV Bonus) RFP Applications to CoC Coordinator	August 6, 2019
Rating and Ranking Panel Review (New Projects)	August 7-8, 2019
Communication of Rating and Ranking Results (New Projects)	August 9, 2019
Final Project Ranking (NOFA Committee)	August 14, 2019
Deadline to submit New Project Applications in e-snaps	August 16, 2019

**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

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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, 2019.

**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 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

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Application Q3d of 3B. Project Description for all projects.

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

**Fund Disbursement:** Rating and Ranking Panel members will review LOCSS Financial Information (Grant – Total Disbursed by Date) and eSNAPS Amount Awarded (Grant – Contracted Award)

**BONUS:** Rating and Ranking Panel members will review subpopulations served as follows:

Chronically Homeless – APR Q5a

Veterans – APR Q5a

Families – APR Q8a

Youth – APR Q5a

***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
Coordinated Entry Participation	10
Housing First	10
Applicant Narrative	10
Fund Disbursement	10
BONUS	2.5 (x4)
<b>Total Maximum Points</b>	<b>30</b>

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**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	25
Project Design	20
Timeliness	10
Financial	25
Coordinated Entry	10
<b>Total Maximum Points</b>	<b>90</b>

**X. Technical Assistance and Contact Information**

For questions related to NY-511’s 2019 CoC Program Competition Rank & Review process, please contact:

Rebecca Rathmell – Planning Associate, CARES CoC Planning Unit  
[rrathmell@caresny.org](mailto:rrathmell@caresny.org); 607-238-6051

For general questions related to the 2019 CoC Program Competition, please contact:

Michelle Sandoz-Dennis – Director, CARES CoC Planning Unit  
[msandozdennis@caresny.org](mailto:msandozdennis@caresny.org); 518-489-4130 x102

Kelsey Addy – Senior Planner, CARES CoC Planning Unit  
[kaddy@caresny.org](mailto:kaddy@caresny.org); 518-489-4130 x107

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. 2019 NY-511 CoC Evaluation Process Appeal Form**

**This form must be completed and sent to CoC Coordinator (rrathmell@caresny.org) by noon (12 pm) on May 31, 2019 (Renewal 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: \_\_\_\_\_

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**XII. Question 10– Consumer Participation (Not Applicable for FY2019)**

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**