



## COALITION FOR THE HOMELESS OF PASCO COUNTY

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### Continuum of Care – Pasco County 2017 Review and Ranking Process Project Review & Evaluation Subcommittee

Pasco County's Continuum of Care has established a transparent framework for the decision making process guiding the annual CoC application for HUD funding for homelessness assistance projects. Performance measures and scoring criteria are adjusted annually to maintain alignment with HUD priorities and local objectives.

The Project Review and Evaluation Subcommittee consists of non-biased volunteers from the CoC Project Review and Evaluation Committee who do not represent an agency seeking or receiving funding from this funding source. The Project Review and Evaluation Subcommittee will receive copies of all project proposals prior to meeting and be prepared to:

- Conduct a review of each application
- Evaluate each application against defined criteria
- Rank each proposal in order
- Provides recommendations to the CoC Executive Committee regarding whether a proposal should be submitted for funding and how it should be ranked against other proposals.

Each individual who participates in the review process agrees to hold all information related to the proposals in confidence before, during and after the review proceedings. Rankings and scores will be shared with applicants prior to presentation to the Executive Committee of the CoC. Findings of the committee will be presented to the Executive Committee of the Pasco CoC for final approval.

**ALL PROJECTS (New and Renewal)**

- Applicant is a 501(C)(3) not for profit or a local unit of government.
- Projects must meet all HUD eligibility criteria and provide in-kind or cash match and leveraging at the minimum requirement.
- Applicant must have the organizational capacity to implement a project in alignment with all HUD standards and cannot have a history of findings or unresolved issues with HUD or the State of Florida or Pasco County.
- Renewal Projects would be evaluated on a 109 point basis. New projects would be evaluated on a 64 point basis. The review committee members are asked to assign a score based on information in the application, performance review, and local and HUD priorities. All projects are scored together and then ranked from highest to lowest score.

The rating for renewal projects criteria are:

1. Overall Agency Performance.....11pts
  - Does the agency have representation at the CoC Meetings?
  - Has the agency attended CoC Committee Meetings?
  - Does the project fully participate with Coordinated Entry within the HMIS system?
2. Project Performance Outcomes.....20pts
  - Does the project meet or exceed HUD desired performance percentage for Measure 1: Housing Stability, Measure 2: Increase Income, and Measure 3: Average Length of Participation?
3. Project Type and Prioritizations.....28pts
  - Is this permanent housing or rapid re-housing project?
  - Does the project use a Housing First approach and reduce barriers to housing, as per their policies and procedures summary?
  - Does the project have clear policies that prioritize those most vulnerable to returning to or remaining in homelessness without assistance?
  - Does the project prioritize specialized populations such as youth, chronically homeless persons, families with children, victims of domestic violence, and/or Veterans?
  - If a permanent supportive housing project, does the project prioritize beds for chronically homeless persons?
  - Do the projects' policies and procedures aim to reduce the average length of time in homelessness and connect clients with mainstream benefits/services?

4. Monitoring Criteria.....20pts
  - Did file review reveal any insufficiencies in determining client eligibility? Were the insufficiencies satisfactorily resolved in the time period allowed?
  - Did financial monitoring reveal any shortfalls in timely spending, utilization of funds, or match requirements?
  - Does the project have a history of unspent funds or failure to meet match requirements?
  - Did the agency have any findings on the last monitoring of the project? Were the findings satisfactorily resolved in the time period allowed?
5. Subject Review.....30pts
  - Project Description
  - Summary of Project Policies and Procedures
  - Performance Measures

The rating for new projects criteria are:

1. Overall Agency Performance.....11pts
  - Does the agency have representation at the CoC Meetings?
  - Has the agency attended CoC Committee Meetings?
  - Does the project fully participate with Coordinated Entry within the HMIS system?
2. Project Type and Prioritizations.....28pts
  - Is this permanent housing or rapid re-housing project?
  - Does the project use a Housing First approach and reduce barriers to housing, as per their policies and procedures summary?
  - Does the project have clear policies that prioritize those most vulnerable to returning to or remaining in homelessness without assistance?
  - Does the project prioritize specialized populations such as youth, chronically homeless persons, families with children, victims of domestic violence, and/or Veterans?
  - If a permanent supportive housing project, does the project prioritize beds for chronically homeless persons?
  - Do the projects' policies and procedures aim to reduce the average length of time in homelessness and connect clients with mainstream benefits/services?
4. Monitoring Criteria.....5pts
  - Did file review reveal any insufficiencies in determining client eligibility?
5. Subject Review.....20pts
  - Project Description
  - Summary of Project Policies and Procedures

## **APPEALS PROCESS**

If an applicant organization feels it was denied the right to reasonably participate in the local application process or has been unfairly eliminated from either the local or the federal competition, that a decision made by the review committee regarding the ranking, rejection, or funding of their project was prejudicial, unsubstantiated by project performance, or in violation of the 2017 CoC Guidelines, the applying lead agency and sponsor if any may file an appeal to be re-considered for inclusion in either the local competition or federal competition.

A written appeal request must be submitted to Coalition of the Homeless of Pasco County within one week of the notice of the decision, either by mail or email. The Project Review and Evaluation Committee will hear all appeals. It is the responsibility of the Applicant to address each area(s) identified as a factor(s) of the funding decision in a manner that could result in a more favorable decision.

Decisions of the Project Review and Evaluation Committee will be presented to the Executive Committee for final funding approval.

### **Reallocation Process**

Once the Program Review and Evaluation Committee (PREC) has determined by:

1. Withdrawal of Renewal Application by awarded agency.
2. Submission by an agency for a new project.

The committee will determine by consensus that reallocation is necessary to meet the annual renewal demand or the need for prioritization of a new project to meet a CoC need.

The new project must meet the guidelines of reallocation and must be determined by the PREC that this new project will enhance the delivery systems of the CoC and meet the overall goals of reducing homelessness. The scoring of the new project must meet the point's threshold determined by the PREC.

If an existing renewal project is affected by the reallocation, it will be notified by the PREC within 10 days of the decision.