

**Operating Procedures
Evaluation and Project Selection Committee
Of the LA-503 CoC Governing Council**

Update Approved by the CoC Governing Council February 28, 2019

The Evaluation and Project Selection Committee shall operate under the Governance Charter of the CoC including the Conflict of Interest and Disclosure Policy.

The purpose of the Evaluation and Project Selection Committee is to review and select project sponsors for CoC funding, evaluate project performance for the CoC application, decide scoring and prioritization criteria for the CoC application. The Evaluation and Project Selection Committee reviews system performance data, project performance, and conducts a gaps analysis to advise funding decisions. The committee may also issue an RFP for other funding sources to better coordinate the Homeless System.

I. Issuance of Requests For Proposals

All selections of CoC HUD grant subrecipients shall be made by the CoC Evaluation and Project Selection Committee following issuance of an RFP. The committee decides the topics of all RFPs in order to meet specific HUD goals for ending homelessness. All RFPs shall specify that eligible applicants include agencies that are not currently members of the CoC (Service Providers and Professionals Association). Some RFPs may indicate a preference for new providers as a way to expand CoC capacity.

RFPs are generally issued in the following situations:

- 1) New funding through the annual CoC application.
- 2) Replacement Project Sponsor for existing project due to poor performance outside of HUD's formal reallocation process)
- 3) Emergency replacement project sponsor for existing project based on the inability of the project sponsor to continue to provide services required in the project agreement.
- 4) Reallocated project funding for which it has been determined the prior use of funding does not meet important needs of the CoC.

In the event that a replacement project sponsor is needed immediately for an existing project, UNITY may issue an RFP pending approval by the Evaluation and Project Selection Committee as described in Section VI: Replacement Project Sponsors.

II. CoC Reallocation Policy

The Evaluation and Project Selection Committee will consider partial or full reallocation of projects annually, usually as part of the CoC application process. Annual decisions regarding partial or full reallocation will be made based on:

- Project performance
- Historical spending and balances in the past two program years
- Review of current performance
- Compliance issues (CoC and HUD)
- Includes operating as housing first, low-barrier, and using coordinated entry
- Priorities of the CoC including the need to serve specific populations (i.e. veterans, chronic, families, youth) and the program type.

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Partial reallocation or “Redirection of funds” may occur during the program year under certain circumstances. See Section V: Redirected Funding.

III. Selection of New Project Sponsors (including replacement project sponsors)

UNITY staff conduct a threshold review of proposals that are received and reports to the committee if any proposals fail the threshold review. UNITY will contact respondents prior to the committee meeting to obtain any missing attachments.

The committee shall review the proposals submitted to UNITY and score proposals using a rubric that includes performance, Housing First, compliance, financial capacity, and cultural competency. Additional areas of review are determined on a case by case basis based on the criteria established by the funding source and the specific needs of the project.

The Evaluation and Project Selection Committee shall meet to discuss proposals and finalize scores. Committee members may attend in person, via conference call, or by submitting scoring sheets prior to the meeting. Committee members are encouraged to provide comments that can be shared with respondents during debriefings.

If one agency has the highest score for multiple RFPs, the committee will discuss the agency’s capacity to start multiple projects. If the committee decides no respondents have the capacity to conduct the project, the RFP may be re-issued.

IV. Rating and Review Procedures - Project Evaluation

The committee shall conduct a review of funding priorities no less than annually. These priorities will also establish threshold criteria, reallocation policy, project scoring and ranking criteria.

A. Threshold Review for Inclusion in the CoC Application

Renewal projects were determined to be eligible for inclusion in the CoC application. Threshold review may also result in determinations for full or partial reallocation of projects. Threshold criteria will be posted on the UNITY website prior to the project scoring process.

B. Project Performance Scores are calculated for renewal projects with over one year of performance to measure. UNITY distributed the proposed scoring key is distributed to the CoC membership for comment before the scoring criteria is decided by the Evaluation and Project Selection Committee. The scoring key includes the measurement, data source, weight, and scale for each measure being scored.

Project performance scores for renewal projects included an *evaluation of how the project improves CoC System Performance* with the greatest emphasis on permanent housing outcomes:

- Permanent housing outcomes
- Employment and income growth
- Returns to homelessness

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- Length of time homeless

Other criteria include:

- Mainstream resources
- Participation in CoC (SPPA) meetings
- HMIS Data Quality and Timeliness
- Cost effectiveness
- Serving Priority Populations

Scoring criteria will be reviewed and revised on a yearly basis at which time additional criteria may be included.

Draft scores are emailed to each agency which are encouraged to review the scores and contact UNITY within 7 days regarding any errors. All projects with a low score are offered a meeting with UNITY staff to ensure no errors were made in the calculation of scores. The notice includes instructions for appeal of the project score.

Any CoC projects dedicated to serve victims of domestic violence have a different scoring method than other providers. Such projects would utilize data generated from a comparable database (rather than HMIS data) to consider the unique circumstances of these providers and the population they serve. Domestic violence providers have a scoring matrix that reflects any differences in their role in the CoC coordinated entry system to ensure privacy of their population.

C. Project Rankings and Prioritization

The project rankings use objective measurements to measure project contribution to the performance of the CoC system. Prioritization and tiering of projects will take into consideration the needs of the CoC system and differences in service needs for subpopulations like the chronically homeless, youth, families with children, and victims of domestic violence.

The CoC Governing Council will make the final decisions on project rankings based on funding priorities of the CoC and will take into account programs that serve vulnerable populations, including the chronically homeless, youth, families with children, and victims of domestic violence.

D. CoC Project Funding

As the Collaborative Applicant, UNITY will submit projects in the CoC application to HUD as approved by the Evaluation and Project Selection Committee. UNITY will issue subrecipient agreements to project sponsors as indicated in the approved application to HUD. Any changes would be subject to approval by the Evaluation and Project Selection Committee.

V. Redirected Funding

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Because any unspent CoC funds are lost to the community at the close of each fiscal year, the ability to redirect otherwise unspent funds enables the Continuum to utilize the maximum amount of available funds each year.

In projects where UNITY is the grant recipient, funds may be shifted or “redirected” from one project sponsor (unable to utilize current fiscal year monies) to another project sponsor (with a stated and approved plan for use of said funds) during a single year within the same project. (In the event that UNITY is approved by HUD to be a UFA, this policy would apply for all CoC funded projects.) In projects where there is no other project sponsor, UNITY may utilize the unspent funds for eligible activities and expenses.

CoC-funded agencies are eligible to apply for redirected funds if the agency is:

- A CoC member in good standing
- Operating without monitoring sanctions imposed by UNITY or the CoC Governing Board
- Under contract with UNITY to administer a similar CoC funded project
- Already a project sponsor in the same project (not necessary under UFA)

Through the Request for Redirected Funding Form, the eligible agency may request additional funds for a project that is currently:

- Meeting or exceeding spending thresholds
- Administering the project component for which the funding is requested

To be considered for additional project funds, agencies must submit a Request for Redirected Funding Form. Requests will be reviewed and ranked by the Project Evaluation and Selection Committee for approval and prioritization. Approved requests will be held until redirected funds become available.

VI. Replacement Project Sponsors:

UNITY will notify the Evaluation and Project Selection Committee if circumstances require the issuance of an RFP to identify a replacement project sponsor due to project underperformance:

- a. Significant and continued underperformance as it relates to local and federal performance outcomes and/or inability to follow performance improvement plan.
- b. Significant underperformance related to underutilized project capacity.
- c. Unable to spend funds on a quarterly basis or unable to provide adequate documentation of expenditures.
- d. Non-participation in monitoring activities of the CoC to ensure HUD compliance.
- e. Misuse of federal funds and not following federal legislation with no plans to come in compliance. In which case UNITY, on behalf of the CoC, will take immediate steps to accelerate the procedure as to not put at risk the households served by the underperforming project.

VII. CoC Transparency and Public Notification

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All decisions of the Evaluation and Project Selection Committee shall be posted on the UNITY website, sent via email to the CoC, and presented at CoC meetings. All materials will be made available in alternative formats, including translations for those with limited English proficiency. CoC member agencies and the public is invited to give feedback and make comments either at monthly CoC meetings or through the UNITY website.

VIII. Appeals

A. Who may appeal

An agency may appeal a decision concerning a project sponsored by or a project application submitted by that agency. If a project was submitted by a collaboration of agencies, only a joint appeal may be submitted.

B. What may be appealed

The appeals process applies to project scoring, project ranking, RFP selection, reallocation, or replacement project sponsors. An appeal may NOT be submitted if:

- All questions on the application were not completed
- All required attachments were not submitted with the application
- The application was not submitted by the required deadline

A mathematical error found by the project can be corrected, and notice of the correction will be provided to the Committee.

C. Timing of an appeal

The communication of each decision by the Project Evaluation and Selection Committee will include a deadline for appeals that will provide at least three business days following the written decision by the Committee. Appeals must be submitted in writing with a brief statement no longer than one page in the form of a letter, memo or email as instructed. All appeals will be forwarded to the Committee for decision.