

**TUCSON PIMA COLLABORATION TO END HOMELESSNESS
CONTINUUM OF CARE
FY2017 NOFA Program**

TPCH PROJECT PERFORMANCE RATING & RANKING PROCESS

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I. Overview & Reallocation

Each year the U.S. Department of Housing and Urban Development (HUD) publishes a Notice of Funding Availability (NOFA) for Continuum of Care (CoC) funds for housing programs and services for people who are experiencing homelessness, www.hudexchange.info/resource/5419/fy-2017-coc-program-nofa/. HUD's CoC Program serves as a major source of funding for the wide array of homeless services and supportive housing in Tucson/Pima County, Arizona. The Tucson Pima Collaboration to End Homelessness (TPCH) is the coordinating body for HUD's AZ-501 Tucson/Pima County Continuum of Care.

In HUD Fiscal Year 2016, there were 31 projects awarded a total of \$8,414,896.00, including 28 renewed, reclassified or reallocated projects plus HMIS, HMIS Coordinated Entry and Planning Grants, and 0 new projects.

While it is unknown the exact amount HUD will be funding through the 2017 NOFA process, HUD continues to require that all CoCs rank all projects to be submitted by the Collaborative Applicant, except CoC planning and United Funding Agency (UFA) Costs, into two tiers. For FY 2017, the Annual Renewal Demand (ARD) for TPCCH is estimated to be \$8,169,802.00. HUD requires projects to be placed into a Tier 1 equaling 94% of the CoC's ARD which is estimated to be \$7,679,614.00 and a Tier 2 equaling 6% of ARD, which is estimated to be \$490,188.00 plus any bonus project application or applications estimated to be up to 6% of ARD, which is estimated to be \$490,188.00.

HUD has posted a report that lists each CoC's ARD Tier 1 amount, CoC planning, and permanent housing bonus amounts available on the HUD Exchange website at www.hudexchange.info/resources/documents/FY-2017-CoC-Program-Estimated-ARD-Report.pdf. HUD has stated that it will individually score all projects placed in Tier 2. To ensure that TPCCH has the opportunity to prioritize projects in the event that HUD is not able to fund all renewals, an

objective process for project scoring (rating) and priority ranking strategies has been established and is detailed in this document.

TPCH will review every housing and services project requesting renewal, expansion through reallocation, or new funding through the HUD CoC NOFA process. This document outlines the submission of project information for renewal projects under the FY2017 HUD NOFA and the process used to evaluate and prioritize renewal projects, reclassified or reallocated projects, new projects and HMIS as indicated in that NOFA. To ensure the CoC consolidated application is competitive and fully funded, TPCCH reserves the right to amend these requirements and/or issue additional requirements as needed.

The TPCCH Board of Directors strongly urges each CoC Program grant recipient to evaluate how their projects can best serve their clients and the community and to consider reallocating either all or a portion of their grant either to a different program component or for expansion of existing projects. Those who are considering reallocation and have questions about the process should email NOFA2017@communitypartnersinc.org immediately, and make communicate their decision regarding reallocation to the same email address by 11:59:59 am on Friday, August 11, 2017.

There will be a mandatory New and Bonus Application Orientation on August 11, 2017, in the Catalina Room of CPI, 4575 E. Broadway Boulevard, Tucson, Arizona. First-time and/or bonus project applicants must be sure to provide contact information to the TPCCH technical assistance contacts at that time.

In addition to voluntary reallocation, TPCCH will also review the amount of HUD-awarded funds that were expended during the grant year. Any project that spent less than 75.00% of their HUD award amount will have their previous grant year's award and expenditure amounts reviewed. Any project that has expended less than 75.00% of their awarded funds for both years will be required to reallocate their unused funds. The project will have the option of reallocating their entire award amount or just the amount of unexpended funds. The reallocated amount will then be made available for both existing projects and new projects to apply for.

Any grant recipient who wishes to (or is required to) reallocate must provide the grant name, amount of reallocation, and whether the reallocation is one-to-one to change a program type or for competitive new projects to the contacts in Section IX no later than 11:59:59 am Arizona time on August 11, 2017.

There will be an RFP released on August 8, 2017 (pending board approval) for any agency that is interested in expanding their program through funds that have been reallocated for the community. The top performing projects that serve the community priorities and are interested in the extra funding will be eligible for it. Top performers are defined as those applicants who scored at least 80.00% on the FY 2017 TPCCH rating tool.

If a grant recipient does decide to complete a one-to-one reallocation, there are some limitations. A PSH program cannot be reallocated into any other program types (TH, joint TH and PH-RRH, or RRH). Some examples of one-to-one reallocations can be TH can be turned into a joint TH and PH-RRH, program, RRH, or PSH program. RRH can be a one-to-one allocation into a PSH. RRH cannot be reallocated into a TH or TH-RRH program. Contacts will prepare a full report of reallocation

request to the Board for determination whether there will be an opportunity to competitively fund new projects.

There will be an RFP released on August 8, 2017 (pending board approval) for any agency that is interested in applying for the Bonus Project. Bonus Projects may be joint TH and PH-RRH as defined in Section III.A.3.h. of this NOFA. The Bonus Project can be a new permanent supportive housing project that meets the requirements of DedicatedPlus as defined in Section III.A.3.d. of this NOFA or new permanent supportive housing projects where 100 percent of the beds are dedicated to chronic homelessness. The third option is creating new rapid rehousing projects that will serve homeless individuals and families, including unaccompanied youth, who meet the following criteria:

- i. Residing in a place not meant for human habitation;
- ii. Residing in an emergency shelter;
- iii. Persons meeting the criteria of paragraph(4) of the definition of homeless, including persons fleeing or attempting to flee domestic violence situations;
- iv. Residing in a transitional housing project that was eliminated in the FY2017 CoC Program Competition;
- v. Residing in transitional housing funded by a Joint TH and PH-RRH component project (see Section III.A.3.h. of this NOFA); or
- vi. Receiving services from a VA-funded homeless assistance program and met one of the above criteria at initial intake to the VA's homeless assistance system.

All applications for new projects, whether from 1:1 self-reallocation for a change in program type or increasing an existing project's budget or for a bonus project must be submitted both in HUD's e-snaps system in accordance with the deadline in the approved FY 2017 NOFA Response Timeline distributed and posted with this process document and in accordance with any other instructions separately published in the TPCF FY 2017 Request for Proposal for Reallocation Expansion and Bonus Project(s). That deadline is **August, 25, 2017, by 11:59:59 am Arizona Time.**

All applicants for funding should read the HUD FY 2017 CoC Program NOFA. (See Page 2.)

II. 2017 Local Threshold Review and Rating Process

Each year's HUD NOFA details the requirements for applying for CoC Program funding. HUD requires that each project application is reviewed, rated, and ranked in order of priority by a group of community stakeholders. In Tucson/Pima County, the group of stakeholders is TPCF, with assistance from an objective Review Panel. This document details the rating and ranking process. Placement into HUD-required Tier 1 and Tier 2 will be completed by the TPCF Board of Directors by HUD's formula.

This year, HUD has mandated the following formula for composition of the two tiers.

- Tier 1 is to be composed of the highest scoring renewal projects that total 94% of the TPCF Annual Renewal Demand (ARD) as defined by HUD. A project at the bottom of Tier 1 may have a renewal amount that would exceed the 94% of ARD, but the amount exceeding the ARD would be considered to be in Tier 2.

- Tier 2 is to be composed of projects totaling 6% of ARD, including any reclassified or reallocated projects, plus bonus projects or projects that may total up to an additional \$490,188.00. The projects in Tier 2 include projects which the community agrees it needs but for which the funding amounts exceed 94% of the ARD as defined by HUD.

In 2016, HUD had indicated that no planning grants are to be included in the scoring/rating and ranking process and placement into tiers.

The expected results of the process are: creating Tier 1 and Tier 2 for the annual HUD application through performance evaluation of each project's contribution to our community's ending homelessness; and also using the information gained as part of the ongoing performance monitoring, improvement, and support process within TPCCH.

The TPCCH Board, based on the advice and recommendations of the TPCCH Standing Committees, established criteria for TPCCH to use to review and evaluate existing projects eligible for renewal as part of the 2017 HUD NOFA for Continuum of Care homeless assistance projects.

All new projects being submitted to HUD during the FY 2017 NOFA process, and all renewal projects that were monitored and had a finding from HUD, will be reviewed for minimum threshold requirements by the Continuum of Services (CoS) Committee using the 2016 Threshold Review requirements as outlined in the FY 2017 HUD CoC Program Notice of Funding Availability (NOFA). Any projects failing threshold review will be returned to the agency for correction and must be returned within 24 hours to be included in the CoC Application.

III. 2017 Priorities for Ranking

On August 7, 2017 the TPCCH Board of Directors decided that the process for ranking all projects tiers, with 94% of ARD in Tier 1 and the remaining 6% of ARD in Tier 2 will be determined by the final rating tool score. This score will include calculations that consider housing stability and income stability measures, contribution to system performance measures, following the Housing First model, and meeting community needs. Any ties will be decided by the factors detailed on page 8.

All renewal projects will be rated and then ranked by a performance score. No projects that appear on the Grant Inventory Worksheet (GIW) will be exempt from the performance rating and priority ranking process.

- All renewal projects with 12 months of operation during 2016-17 will submit an Annual Performance Report (APR) and a Rating Tool filled out with all information required of the project applicant from data obtained from the HMIS CoC APR for the date range of their project year. Data from this APR should be entered into the Rating Tool and submitted with supporting documents by the deadline.
- All renewal projects that have not yet completed their first 12-month grant term will submit a Rating Tool, answering all of the questions that apply to them. Their Rating Tool score will be adjusted based on what questions are not applicable, based on not having 12 months of data.

Priorities of community need are:

- Projects dedicated to serving youth
- Projects dedicated to families
- Safe Haven

The Rating Tool will assign an additional 10 points to any project that is dedicated to serving any of these community priorities. In addition to these priorities, HMIS and Coordinated Entry will be placed at the top of Tier 1, before ranking the remaining projects.

IV. Renewal Project Rating Information

For all grant recipients, the application process for 2017 renewals includes two phases.

Phase 1. Renewal Project Rating Information

The Grant Recipient is responsible for compiling and submitting a single APR.

Agencies Must Submit the Following for each Project by 11:59:59am Arizona time on August 25, 2017:

- A copy of the FY 2017 Rating & Ranking Project Form (Appendix B) that indicates agency and project name, grant number that is eligible for renewal and includes the requested total amount for each budget category and the total number of beds / units (in the 250-word project description) as reported on the 2017 Housing Inventory Chart (HIC).
- A SAGE-generated CoC APR in PDF format for the project's most recently completed 12-month operating year. This must be submitted in PDF format, and named using the following format: ProjectNameAPR2017.pdf
- A completed TPCH 2017 Rating Tool named for the project rated and in Excel format as emailed with these instructions. This file must be named using the following format: ProjectNameRR2017.xls
- Leverage Letter copies. A separate letter or combined match and leverage letters signed by each agency providing same on their own letterhead detailing the dollar amounts for cash and/or in-kind value along with source of matching funds and additional leveraged funds, identified separately with dollar amounts and/or in-kind, being committed to each project for the new upcoming renewal term. See sample letter in Appendix D.
- A description of no more than 250 words of the project's target population and eligibility requirements. See Appendix B.
- LOCCS drawdown confirmation in the form of screen shot of eLOCCS or Sage APR.

Additional information will be collected and used in the Rating Process.

- The HMIS Lead will submit information on whether the project submitted housing openings to and accepted referrals from HMIS for coordinated entry during the completed grant term.
- The Governance & Planning Committee and TPCCH administrative staff will submit information on whether project's sponsor (agency) is a TPCCH voting member.
- TPCCH administrative staff will submit, in consultation with the Street Count workgroup, information on whether the project agency had any staff members participate in Street Count in 2017.

Phase 2. HUD Project Application

The TPCCH Continuum of Services (CoS) Committee will conduct threshold review on new project applications and projects with compliance issues as reported on the Target Population & Eligibility Form (Appendix B) and score them according to the criteria in HUD's FY 2017 CoC Program NOFA <https://www.hudexchange.info/resources/documents/FY-2016-CoC-Program-NOFA.pdf> , producing a Pass/Fail determination and noting areas for improvement which will be compiled and sent to the Collaborative Application and Continuum of Care Administrator for relaying to each project applicant to enable each applicant to present their best application to HUD.

All projects, their documents, and a summary of information will then be submitted to the Review Panel to rank following the TPCCH directed priorities and rating scores.

V. Renewal Project Rating Process

The following outlines key steps and aspects of the 2017 project rating process:

A late penalty will be imposed on any project that fails to meet the established deadlines.

1. Submission protocol and schedule:

- Instead of using Dropbox this year, a group email has been created that includes the Collaborative Applicant representative, Sasha Hawman, the TPCCH Administrator, Settle Madden, and the other TPCCH Administrator, Heidi DeDanaan. This email will be used to answer any questions, comments or concerns.
- All project applications are due to the PEM Committee (via email to NOFA2017@communitypartnersinc.org by 11:59:59 am Arizona Time on August 25, 2017. A late penalty of 10 points per day (with a maximum penalty of 30 points deducted) will be imposed on any project that fails to meet this deadline.
- All project application submissions are due in E-SNAPS by 11:59:59 am Arizona Time on August 29, 2017. Missing this deadline will result in the project being reallocated.
- If documentation is found to be missing or an obvious error is discovered, the agency will be notified by email and have until the close of the business on August 30, 2017, to submit the corrected documentation to NOFA2017@communitypartnersinc.org. A late penalty of 10 points per day (with a maximum penalty of 30 points deducted) will be imposed on any project that fails to meet this deadline.

- Any renewal project primary contact who is unable to obtain or arrange to obtain access to email materials to NOFA2017@communitypartnersinc.org will contact the Collaborative Applicant Representative [Sasha Hawman](#) and TPCCH Administrator Settle Madden no later than 11:59:59 am Arizona Time on August 23, 2017 to arrange for alternate delivery of materials to same, who will provide those materials to the Review Panel.

2. Project Rating & Ranking

Projects will be evaluated based on their scores on performance measures detailed in the Rating Tool, and an overall project rating will be determined. Evaluation ranges for each measure are detailed in the Rating Tool.

Review and evaluation will consist of: submitted rating tool partially completed by applicant and finalized by information on coordinated entry participation from the HMIS Lead and on TPCCH voting membership from the CoC Administrator, and submitted project materials. The TPCCH Review Panel will use all submitted information to prepare its project ranking.

All R&R Tool raw scores will be converted into percentages based on the total points earned by the project and the total number of points possible. With the addition of bonus points for those who serve any of the priority populations, a score of greater than 100% is possible.

In the case of projects with the same score – a tie – the Review Panel will use the following criteria to determine break the tie and determine the ranking order:

- First, compliance with the Housing First approach.
- Second, the percent of exits to permanent housing destinations as reported on the TPCCH 2017 Rating Tool, Part 2.1 Housing Stability Outcome.
- Third, the higher percentage of grant utilization as reported on the TPCCH 2017 Rating Tool, Part 3.1 Award Utilization/Funds Expended.
- Fourth, the higher score on data quality as reported on the TPCCH 2017 Rating Tool Part 3.2 HMIS Data Quality.

Communication of preliminary evaluation results and rating will be posted on the TPCCH website (www.tpch.net) and those results, including project names, overall scores/ratings and rankings, will be emailed to the full TPCCH electronic distribution list. Should there be an appeal or appeals, the appeal(s) and results will be communicated by the same method.

3. Scoring Detail

Scoring detail is outlined in the 2017 Rating Tool; a single-sheet Excel workbook imaged in this document as well as emailed and posted with these instructions.

4. Appeals Process

To assure the ability of the TPCCH Board of Directors and the Collaborative Applicant to take effective action, appeals to decisions made by consensus of the Review Panel will be submitted to the PEM Committee before being forwarded to the TPCCH Board of Directors. The PEM Committee will prepare a checklist of appealable items and compile all communications with the appealing applicant before forwarding to the Board. This appeals process refers to renewal projects and bonus projects.

Appeals will be limited to:

- Verified Conflicts of Interest
- Failure to follow the TPCCH 2017 Project Performance Rating & Ranking Process as described in this document
- Violation of locally established rules (such as procurement or review)
- Technical breach of regulations established by HUD or other funding sources
- Technical error (such as mathematical miscalculation)

Projects wishing to appeal scoring must submit the appeal in writing using the “Appeals Form” in Appendix C of these instructions via an email to the contacts listed in Section IX by 11:59:59am on September 15, 2017.

The TPCCH Board will review appeals and communicate their decisions. TPCCH Board decisions are final.

VI. Renewal Project Scoring Methodology

Data for each renewal project will be reviewed by the PEM Committee and will be calculated using the 2017 Renewal Project Rating Tool. The Rating Tool is a single tabbed Excel workbook containing instructions, calculation formulas, and rating scales.

Scoring Categories

All renewal projects are scored in each of the following categories: project outcomes (60 points); grant administration (23 points); and Community Contribution (18 points).

[See next page for scoring detail.]

Scoring Detail

The charts attached depict how the points are allocated to each category, how the points are awarded, and the source of the data.

2017 Renewal Project Performance Rating Tool Scored Criteria

Category	Criteria	Point Value
Project Outcomes	Housing Stability	25
	Total Income from all Sources	20
	Non-Cash Benefits	<u>15</u>
	<i>Category Total</i>	60
Grant Administration	% Funds Expended	4
	Data Quality	15
	Leverage	<u>4</u>
	<i>Category Total</i>	23
Community Contribution	C.E. Participation	6
	(Scored by CoC records)	
	TPCH Voting Membership	2
	Housing First	8
Street Count Participation	<u>2</u>	
<i>Category Total</i>	18	

Total Possible Rating Tool Score 101

VII. Specific Scoring Tool Instructions

Please find and follow instructions on the Rating Tool.

VIII. Work of the TPCH 2017 Review Panel

The Review Panel is to complete the ranking process for response to the HUD FY 2017 CoC Program NOFA by assigning all projects to be entered by TPCH into this grant competition into a recommended order or priority. Review Panel members will:

- Be free of conflict of interest with regard to all organizations applying through TPCH for HUD FY 2017 CoC Program funding as stated on the panel's conflict of interest form.

- Be provided with an orientation on August 31, 2017, and the following materials:
 - Emailed copies and/or paper copies on request of all materials submitted by renewal project applicants as well as copies of materials created for the new and bonus project applications.
- Review between August 31, 2017 and September 11, 2017
 - This document
 - For each renewal project: the grant applications summary listing and the Target Population & Eligibility Form (Appendix B); and any material provided electronically that they may wish to review. It is not necessary to read every renewal grant application or document. These projects are already accepted as necessary and appropriate by TPCCH and previously funded by HUD.
 - For each new (if any) or bonus project application: read the application, and use the criteria published in TPCCH’s FY 2017 Requests for Proposals for new and bonus projects to select new (if any) and a Bonus Project for inclusion in the TPCCH’s FY 2017 CoC Program application
- Individually rearrange the alphabetical order 2017 TPCCH Grant Applications Summary provided to each panelist to create their individual rankings which they will bring to – or provide electronically in advance to the Review Panel contacts listed in Section IX – the Panel’s September 11, 2017 meeting, and
- Meet on September 11, 2017 to create by consensus (or vote if consensus cannot be reached) by noon a ranking – or priority order – to forward to the TPCCH Board of Directors.

All review panelists must review and rank every project, including new and bonus project applications. Failure of a panelist to complete a ranking order will cause that panelist’s ranking to be removed from consideration.

IX. Technical Assistance and Contact Information

For additional questions related to the 2017 TPCCH rating and ranking process, deadlines, and applications, please contact the appropriate person for your issue:

Issue	Contact Name	Phone Number	Email
Rating Tool	Cindy Diaz	520-990-8740	cdiaz@copecommunityservices.org
HMIS Report	Pam <u>Moseley</u>	520-724-7300	HMISHelp@pima.gov
Leverage	Sasha Hawman	520.901.6818	sasha.hawman@communitypartnersinc.org
NOFA/HUD	Sasha Hawman Pam <u>Moseley</u>	520.901.6818 520-724-7300	sasha.hawman@communitypartnersinc.org HMISHelp@pima.gov
Review Panel	Settle Madden Heidi DeDanaan	520-784-5328 520-618-8846	settle.madden@communitypartnersinc.org heidi.dedanaan@communitypartnersinc.org

(Appendix A.) TPCB 2017 RATING TOOL IMAGE

Live document will be posted at www.tpch.net and e-mailed as a separate document

Document Name: *2017 Rating Tool Approved by TPCB Board on 8.7.17.xls*

(Appendix B.) FY 2017 Rating & Ranking Project Form

Project Information

Agency Name:

Department:

Name of Project:

Renewal Grant #:

Name of Contact Person:

Contact's e-mail address:

Award Amount: \$

Budget amount each category (If not funded in this category, enter "NA" for "Not Applicable").:

Leasing:	
Rental Assistance:	
Supportive Services:	
Operating Costs:	
HMIS:	
Administrative Costs:	

Target Population (Give a brief description. Abbreviations are acceptable. Allow form to wrap text to two pages if needed. **Limit 250 words**):

	Yes	No	NA
Does this project operate in accordance with Housing First?			
Were you monitored by HUD during FY 2015-2016?			
Did the HUD monitoring result in any findings?			
If your project had HUD findings, are they resolved?			
If "yes", please attach proof of findings resolution.			

Appendix C. 2017 NOFA Renewal Project Rating and Ranking Process: Appeals Form

Name of Agency:

Project Name:

Project 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:

Attachments:

Appendix D. Sample Match/Leverage Commitment Letter

MATCH/LEVERAGE COMMITMENT – EXAMPLE FORMATS

[AGENCY LETTERHEAD]

date within 60 days of application deadline

Re: FY2015 Match and Leverage Commitment for project name, grant # (if not below)

To whom it may concern,

PARAGRAPH FORMAT:

Agency commits \$ amount in cash / in-kind match / leverage towards the fiscal year (FY2015) renewal of project name, grant # (if not above). This match / leverage is from list sources and will cover list allowable activities/costs for match or allowable & non-allowable for leverage. The match / leverage will be made available for 1 year starting 1st day of grant term (in 2016).

LIST FORMAT:

This letter serves as documentation of agency's match and leverage commitment for the fiscal year (FY2015) renewal of project name, grant # (if not above).

Commitment: match / leverage
Type of commitment: cash / in-kind
Amount or value of commitment: \$ amount
Source(s) of commitment: list sources
Date available: 1st day of grant term (in 2016)
Time period available: "1 year" or date range of grant year
Use: list allowable activities/costs for match or allowable & non-allowable for leverage

You may have several distinct paragraphs or lists if you are committing more than one of the four combinations of cash, in-kind, match and leverage in the same letter. These are just example formats. Remember that in-kind services require execution of a formal MOU before the grant starts (see HUD's CoC FAQ #1561 for details).

Signature
Name
Title